

Caldicot Town Council
Temporary Address: Caldicot Room Suite 3,
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**Minutes of a Meeting of Full Council of Caldicot Town Council in Caldicot Room Suite 3,
Castlegate Business Park held on Wednesday 26th June 2024 at 6.30 p.m.**

Present: Cllr. M. Mitchell – Chairman
Cllr. W. Coniff
Cllr. R. Grumbach
Cllr. A. Easson
Cllr. A. Lewis
Cllr. A. Mayo
Cllr. F. Rowberry
Cllr. I.R. Shillibear
Cllr. P. Strong

Also present: Anne Wilson, Locum Town Clerk
Lucy Wallington, Communications and Admin Officer
Two members of the public

Members received a presentation from A Mason and J Crandon who addressed the Town Council at 5:30 p.m. before the formal meeting about CCTV and associated matters. Members agreed it was a very helpful and informative presentation.

51/2025 Welcome

The Mayor welcomed everyone to the meeting.

The Mayor thanked Cllr. P. Strong for putting together a well-attended ceremony for D Day. Members agreed with the Mayor.

52/2025 Apologies for Absence

RESOLVED to receive apologies of absence for this meeting from:

- Cllr. J. Bond – personal commitment
- Cllr. G. Owen – unwell
- Cllr. R. Wilsher
- Cllr. J. Woodfield

53/2025 Declarations of Interest

RESOLVED to note that there were no Declarations of Personal or Prejudicial Interests declared by Members on items under consideration on this agenda from:

54/2025 Public Question Time and Participation

- 1) There was a complaint raised by a local resident about the state of the two planters at either end of the town. They are not at all welcoming and are the initial impression given of Caldicot. The Mayor stated that the plants that the Town Council had paid for last year were stolen very quickly. The resident said that there were volunteers available to plant and water it although it was pointed out that our SLA Contractor had it within his remit. The areas were due for planting shortly.
- 2) There were further complaints from residents about the waste land at the end of Garthalan Drive and Betjeman Avenue – it was acknowledged that they had been refused any planning down there. The railway has put their own security down there and Network Rail are patrolling down there with dogs. The Environmental Officers have been contacted about the rubbish. They are hoping that a Protection Order that is in place will encourage the Police to work with the Environmental people. It is not a public right of way so there have been no prosecutions but it is a recognised path which has been allowed to overgrow. There is an original right of way from the kissing gate down the ash path to the rugby club and then it continues. The Police have not held the regular meeting as promised. The residents were encouraged to send what's app photos direct to Environmental health and to encourage others to do so too as they need to be recorded as individual complaints.
- 3) A resident pointed out that there are no collecting trays in the porch roof and that the windows need a trickle vent put in them.
- 4) A resident commented about the poor state and the broken parklets in the town centre. It was acknowledged that these were the responsibility of Monmouthshire County Council. The Town Council would liaise with Monmouthshire over their repair. The question was asked if CCTV had picked up whoever broke them – a question which would be asked of the Police..

55/2024 Minutes

The Town Mayor will identify the following appended minutes and invite the Committee Chairs to present recommendations that they would like the Council to confirm.

RESOLVED to confirm the recommendations contained therein:

- i) Minutes of the Annual Meeting held on Wednesday 22nd May 2024
- ii) Minutes of the Extraordinary meeting Full Council held on Wednesday 22nd May 2024
- iii) Minutes of a meeting of the Personnel Committee held on Thursday 23rd May 2024.
- iv) Minutes of the S106 Working Group meeting held on Wednesday 29th May 2024.
- v) Minutes of Full Council held on Wednesday 29th May 2024.
- vi) Minutes of the urgent Extraordinary Full Council held on Tuesday 4th June 2024.
- vii) Minutes of the Town Council Building Working Group held on Thursday 6th June 2024.
- viii) Minutes of an Extraordinary Full Council held on Wednesday 12th June 2024.
- ix) Minutes of a meeting of the Finance Committee held on Wednesday 12th June 2024.
- x) Minutes of a meeting of the Personnel Committee held on Wednesday 19th June 2024.
- xi) Minutes of a meeting of the Grants Committee held on Wednesday 19th June 2024.

56/2025 Reports from Monmouthshire Councillors

RESOLVED to receive a verbal report from the Monmouthshire Councillors on matters pertaining to Monmouthshire Council and those relevant to Caldicot Town Council.

57/2025 Report from Gwent Police

RESOLVED to receive a written report from Gwent Police on matters pertaining to Caldicot.

58/2025 Finance

- i) Payment Schedule

RESOLVED to consider and confirm the attached payment schedule.

- ii) Internal Audit Report

RESOLVED to note the Internal Audit and the recommendations made within.

- iii) Bespoke Finance Training

RESOLVED Members agreed to having bespoke Finance Training via Zoom arranged through One Voice Wales. The training is booked and has been narrowed down to two dates and Members are asked to confirm which date we would like to make a definite booking for Wednesday 4th September or Thursday 5th September. E mails sent out about the dates have only been answered by a minority of Councillors.

A decision was needed to be made at this meeting and therefore Members **RESOLVED** to confirm that they **would like to have the Finance Training on .**

- iv) Mind Monmouthshire

RESOLVED to consider paperwork regarding the possibility of donating to Mind Monmouthshire and

59/2025 Co-option of a Town Councillor

Following the resignation of Cllr. Maria Stevens the vacancy for a Councillor was advertised in the normal way and no election has been called. Members are therefore asked to note that the Co-option process will now be followed. Applications will be invited through advertisement on the website, social media and on the noticeboards with applicants being asked to make a short presentation at the July Full Council meeting before voting by Members.

Applicants will be asked to tell Members a bit about themselves, why they would like to be a Councillor, what they can bring to the Council and how they are involved in in the local community.

Members noted this information.

60/2025 Town Council Matters

i) Official re-opening of the Town Council Offices

RESOLVED to note that it is planned that the official re-opening of the Town Council offices when official invites will be circulated as well as the building being open to the public will take place on Thursday 12th September 2024. This event will incorporate the Town Mayor's Civic Day and the presentations from the Best Kept Garden Competition.

ii) Town Council Wildlife and Community Garden

Members of the Town Council Building Working Group and Eco and Climate Working Party were invited to set a date for an initial meeting about the proposals to forward the work in the garden behind the Town Council offices.

RESOLVED that the meeting of the Town Council Building Working Group and Eco and Climate Working Group meet on

iii) S106 Working

Members were invited to set a date for a S106 Working Group meeting to progress the matters discussed at the last meeting.

RESOLVED the next meeting of the S106 Working Group be held on

iv) Round Table Discussions

RESOLVED that a round table discussion and brainstorming session will be held on Friday 19th July 2024 starting at 1 p.m. It is hoped that all members will attend on this day. Location to be confirmed.

61/2025 Planning

Plans may be viewed prior to the meeting at <https://www.monmouthshire.gov.uk/view-planning-applications>

i) Planning Applications for consideration:

Members considered the planning applications received:

- DM/2024/00536 14 Willow Close, Caldicot
Demolition of existing porch and side elevation single storey side flat roof extension and erection of new porch and 2 storey side elevation extension to semi-detached house.

RESOLVED that

- DM/2024/00744 6 Wesley Buildings Newport Road

2 fascia signs, 1 projecting sign, new shop front, sun blinds, 2 extract vents and 2 air conditioning condenser units

RESOLVED that

ii) MCC Approved Planning Applications

RESOLVED that Members noted that the following planning applications have been approved:

- Aluminium Panel with Vinyl graphic - Xylem x 1 sign. Unit 9 Symonds Cliff Way Severn Bridge Industrial Estate Portskewett
- Discharge of condition 5 relating to planning DM/2023/01051. (Surface drainage and foul drainage). 37A Longcroft Road Caldicot
- Change of Use from Class A2 (Financial and Professional) to a mixed-use comprising Class A1 and A3 uses. 6 Wesley Buildings Newport Road Caldicot Monmouthshire NP26 4LY

62/2025 KGPF May Inspection

RESOLVED that Members noted the inspection report and note that the Locum Town Clerk will arrange for any repairs to be conducted.

63/2025 Managing Flood Risk on the Severn Estuary

RESOLVED that Members noted the document which was raised as part of the Severnside meeting.

64/2025 CCTV

Members were asked to discuss the presentation made before the Town Council meeting **and agree a way forward on any matters raised if required.**

65/2025 Christmas Lights

Members were asked to note that the Locum Town Clerk has arranged to meet with City Illuminations – this is likely to be mid-July to discuss the replacement catenary brackets and their locations. The tender specification provided to City Illuminations by Caldicot Town Council did not provide the locations of the brackets.

From this meeting quotes will need to be obtained to put up the new brackets and have the remainder tested for safety.

The Christmas lights need to be tested by a qualified electrician.

City Illuminations are on their final year of a three-year contract in 2024.

RESOLVED that a meeting of the Christmas Lights Working Group will be held on

66/2025 Ahmadiyya Muslim Elders Association

Members noted that all Town Councillors have been invited to attend the Eid Dinner on Saturday 29th June 2024 at 12.30 p.m. at the Bay-den Scout Hall, Grange Town, Cardiff.

RESOLVED that

67/2025 Victory in Europe

Members were asked to consider creating a Working Group to consider a Victory in Europe Event on Thursday 8th May 2025.

RESOLVED that

68/2025 Name Badges

The office has received requests that Town Councillors have name badges to wear when they represent the Town Council. It is considered that Town Council staff should also have them.

RESOLVED that Membersagree to name badges at a cost of £5.92 + VAT per badge with the logo, name, and position, noting that there is also a one-off cost of £46.50 to set up the colour print.

69/2025 Cil-Y-Coed Community Garden

RESOLVED that Members noted the approved National Lottery Heritage Fund Grant.

70/2025 Annual Report

Caldicot Town Council is required to have an Annual Report published each year by the end of June. Although it will be slightly late, the report for Caldicot Town Council will initially be available through our website and social media and will be released into the town as hard copies afterwards.

71/2025 Any new matters relating to the town not included elsewhere on the agenda

Members are invited to raise any matter under this item but noting that no decisions can be made although instructions can be given to the Locum Clerk. It is also the opportunity to ask for items for a future agenda but noting that if the items require research, then unless a simple answer can be obtained by the Town Clerk by an email or telephone call then the Councillor will be asked to do the research and report it to the Town Clerk for the future agenda item.

72/2025 Date of Next Meeting

RESOLVED to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 31st July 2024.

73/2025 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw, due to the nature of the business about to be transacted which is considered to be prejudicial to the public interest.

COMMITTEE IN PRIVATE SESSION

74/2025 Caldicot Cemetery

The Town Mayor will give a verbal report about the Dewstow Cemetery and the use of the new part of the cemetery. Members will be asked to agree the way forward.

Signed **Date**

Chairman