

## **CALDICOT TOWN COUNCIL**

**Minutes of Full Town Council held at 6:30 p.m. on Wednesday 30<sup>th</sup> April 2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr M Mitchell – Chair  
Cllr F Rowberry – Deputy Chair  
Cllr J Bond  
Cllr C Cochrane  
Cllr W Conniff  
Cllr J Davies  
Cllr A Easson  
Cllr R Grumbach  
Cllr RJ Higginson  
Cllr A Mayo  
Cllr G Owen  
Cllr IR Shillabeer  
Cllr P Strong  
Cllr R Wilsher  
Cllr J Woodfield

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrator  
Sergeant S Hayward – Gwent Police  
Cllr J Strong – Monmouthshire County Councillor  
Members of the Public x7

### **240/2024-25 Welcome**

The Chair welcomed everyone to the meeting.

Members were informed that the meeting may be recorded and may be uploaded to a web-based site.

### **241/2024-25 Apologies for Absence**

**RESOLVED** to receive apologies of absence from Cllr A Lewis.

### **242/2024-25 Declarations of Interest**

Cllr R Grumbach declared a personal and prejudicial interest in Item 13 Caldicot Events Committee Application for Funding, as a member of Caldicot Events Committee.

### **243/2024-25 Public Question Time and Participation**

Members received the following questions:

- It was mentioned that the previous Full Town Council meeting held on Wednesday 26<sup>th</sup> March 2025 was embarrassing and a question was received regarding what action was being taken regarding the matter. Cllr M Mitchell apologised on behalf of the Councillors and informed the public that improvements are being made.
- A question was received regarding the installation of the hearing loop. Members were informed that there has been a delay with the contractor's supplier and that the hearing loop will be fitted in due course.
- A question was received regarding the state of the Town Centre. Members were informed that the planters are managed by Monmouthshire County Council and that Caldicot Town Council are working with MCC to improve the planters.



- A question was received regarding the planters at the two entrances to Caldicot. Members were informed that the planters are managed by Caldicot Town Council and a contract is in place with a contractor to maintain the planters.
- A question was received regarding the health and safety work at Dewstow Cemetery. Members were informed that the Clerk needs to contact the Cemetery contractor. The Cemetery contractor raised concerns and was informed to contact the Clerk regarding the matters.

## **244/2024-25 Minutes**

**RESOLVED** to approve the following minutes / notes and the recommendations contained therein, subject to the following amendments:

**i) Minutes of Full Town Council Meeting held on Wednesday 26th March 2025**

Amendments:

- To include Cllr C Cochrane in the attendance of Members.
- To remove L Wallington from the attendance.
- To change the number of members of the public in attendance from “2” to “7”.
- Minute number 211/2024-25 Declarations of Interest, to include “*number 20*” after item in “*Cllr Grumbach declared an interest in Item as personal connections.*”
- Minute number 215/2024-25 Meeting Suspension, to amend “*The meeting resumed with Cllr Bond making an apology to the councillors for her interruptions*” to “*The meeting resumed with Cllr Bond making an apology to Cllr G Owen.*”
- Minute number 219/2024-25 Armed Forces Day, to amend “*Scoop*” to “*Shoop.*”

Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer.

**ii) Minutes of Planning and Resources Meeting held on Tuesday 15<sup>th</sup> April 2025**

Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer.

## **245/2024-25 Reports from Monmouthshire Councillors**

Members were informed that planning application is expected regarding a property on Dewstow Ward and Members were advised of the importance of reviewing the application.

Members noted that there are a number of residents within Caldicot that are concerned and disappointed regarding the change in the level and service of care within Monmouthshire. Members were informed that the service provider is changing to a non-local provider due to the procurement process. Members were asked to encourage residents to provide feedback expressing concerns to Cllr J Strong.

Members were informed of MCC’s Cultural Strategy and were advised that Caldicot do not have sufficient art facilities. Members noted that an arts festival is scheduled to take place in Caldicot. Members and community arts groups were encouraged to get involved.

A question was raised regarding the allocation of Active Travel funds. Members were informed that MCC have to prioritise active travel projects as they can only have one major active travel project at one time due to the bidding process.



## **246/2024-25 Report from Gwent Police**

It was suggested that Item 8 Report from Gwent Police be moved forward due to time constraints.

Members noted the following points from Gwent Police:

- Gwent Police provided a verbal update on crime statistics with Caldicot. It was noted that crime has reduced slightly, specifically thefts, with only twenty-three crimes recorded.
- Members were informed of the issues regarding parking at the junction of The Cross and noted that Gwent Police are continuing to monitor the situation. One fixed penalty notice had been issued.
- Members were informed of an upcoming knife crime initiative Operation Skepta that is focusing on knife crime intervention with juniors.
- Members were informed of two warrants that were conducted recently, one involved drugs and the other involved a dangerous dog which had to be destroyed. Members noted that safeguarding measures were in place and that Members needn't be worried.
- Members were informed of the recent anti-social behavioural events at The Zone. It was noted that disciplinary procedures had been followed and strike letters had been issued to those involved.
- Members were informed that Cas Troggi Park is still a concern with Gwent Police regularly patrolling. It was noted that groups of youth are congregating with the park.
- Members were informed of issues regarding bicycles, motorcycles and electric scooters within Caldicot Town Centre. A few bicycles have been seized. Members were asked to install additional signage and assess the restriction of access.
- Members raised a concern regarding the number of officers and if Gwent Police had been affected by budget cuts. Members were informed that Gwent Police have two Police Constables reduced from three and three Community Support Officers reduced from eight. Gwent Police informed Members that the number of Community Support Officers are expected to increase in the following weeks.
- Members raised a concern regarding HGV drivers reversing through Caldicot Town Centre to deliver to establishments, despite certain establishments having service areas and rear access. Gwent Police noted the concern and informed Members that they will investigate the matter.
- Members raised a concern regarding drug paraphernalia and supply within Caldicot. Gwent Police urged residents to report all incidents to Gwent Police on 101 or social media and emphasised the importance of reporting incidents as it will enable more evidence to be collated. Gwent Police informed Members that reports of incidents enabled recent warrants to occur.
- A concern was raised regarding incidents on Herbert Road. Members were informed that the situation is being monitored and is ongoing.
- Cllr R Grumbach was thanked by Sergeant S Hayward for her work regarding the search of a local missing person.



Members thanked Gwent Police for their work.

#### **247/2024-25 Report from Council Governor Representatives**

Members were informed of the recent passing of a young pupil at Dewstow Primary School.

Members **RESOLVED** for The Mayor to send a letter of condolence to the family of the young pupil on behalf of Town Council.

Proposed by Cllr F Rowberry, seconded by Cllr R Grumbach.

Members were informed that Durand Primary School would like to be involved in the VE Day commemoration service. The Council Governor Representative would report to Durand Primary School encouraging them to contact Cllr P Strong.

Members were informed that South Wales Agency have provided £10,000 to schools for environmental projects.

#### **248/2024-25 Finance Report**

Clerk informed Members that financial end of year had not been completed. Clerk notified Members that an update regarding the finance accounts will be provided at the end of financial year, although the accounts are in a strong position with a substantial amount reserved for contingencies.

Members raised a query regarding the community garden project and the non-closure of the financial year. Members were informed that this would not be affected as it funded by a grant.

Members raised a query regarding the number of debtors and creditors. Members would be provided with a response in due course.

Clerk left the meeting at 7:34 p.m.

Members **RESOLVED** to note the update on financial matters.

#### **249/2024-25 Regional Transport Plan**

Members considered scheduling a meeting to draft a response for submission on the regional Transport Plan.

Clerk rejoined the meeting at 7:39 p.m. Clerk apologised to Members for their behaviour and apologised to Cllr J Woodfield.

Members **RESOLVED** to approve for a statement to be submitted by a working group of Members on behalf of the Town Council, detailing their thoughts and concerns with the plan. Members **RESOLVED** to elect Cllr J Bond, Cllr A Easson, Cllr G Owen, Cllr A Mayo, Cllr M Mitchell, Cllr F Rowberry, Cllr IR Shillabeer, and Cllr J Woodfield.

Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer.

#### **250/2024-25 Caldicot Events Committee Application for Funding**

Cllr R Grumbach declared an interest and left the meeting at 7:40 p.m.

Members considered the application for funding from Caldicot Events Committee regarding the organisation of the Caldicot Summer Event and the Caldicot Christmas Lights Switch On event.

Clerk advised Members that a Service Level Agreement must be created in order for funding to be devolved lawfully to the community organisation.



Members **RESOLVED** that Caldicot Events Committee are provided with £11,550.00 in accordance with a Service Level Agreement to deliver two major events on behalf of the Town Council. The SLA will also include the possibility that other events may be organised if agreed by both parties.

Proposed by Cllr P Strong, seconded by Cllr C Cochrane.

Cllr R Grumbach rejoined the meeting at 7:44 p.m.

### **251/2024-25 Christmas Lights Presentation**

Clerk provided a presentation to Members by a Christmas lights supplier regarding their products and services.

Members were informed that certain products were interchangeable enabling them to be adapted to summer and winter decorations. Clerk informed Members that this is being considered with MCC for Quick Wins.

Members raised a query regarding damage and insurance cover. Members were informed of the risks of damage associated.

Members were advised that products would be reusable and therefore Christmas trees would not need to be cut down and there would not be a need for fencing to secure the tree.

Cllr C Cochrane left the meeting at 8:02 p.m.

Members were informed that brackets would not be needed for the Christmas lights. Members noted that this was an issue previously due to the cost involved of the consultation with the property owner and the installation of the brackets.

Cllr W Conniff left the meeting at 8:03 p.m.

Members considered the design, aesthetic appeal and risk of damage.

Cllr W Conniff rejoined the meeting at 8:05 p.m.

Concerns were raised regarding damage of ground level ornaments.

Cllr C Cochrane rejoined the meeting at 8:07 p.m.

Members **RESOLVED** to note the presentation.

Members **RESOLVED** to create a Christmas Lights Working Group with a remit to produce a definitive scheme for adoption by the Full Town Council. Members **RESOLVED** to elect Cllr C Cochrane, Cllr W Conniff, Cllr R Grumbach, Cllr RJ Higginson, Cllr M Mitchell, Cllr F Rowberry and Cllr IR Shillabeer.

Proposed by Cllr RJ Higginson, seconded by Cllr J Bond.

### **252/2024-25 King George V Playing Field**

Cllr A Mayo provided Members with a presentation regarding the renovation of the compound area at KGVPF. Members considered the ideas presented by Cllr A Mayo and were informed of the potential funding from the Lawn Tennis Association for tennis courts.

A concern was raised regarding what land is owned by Caldicot Town Council and what land is owned by Monmouthshire County Council.



Cllr A Easson left the meeting at 8:25 p.m.

Members noted that a Compound Working Group is already in place. Members acknowledged that a proposal must be inclusive for all members of society and that a consultation must be held with schools and the public to engage and understand their requests and desires. Members noted that Caldicot Youth Group should be consulted.

Cllr R Wilsher left the meeting at 8:34 p.m.

Members were informed that the constitution of the Compound Working Group will be ratified at the Annual General Meeting and the Members of the group may change. Members were advised to include the project proposal in the Compound Working Group.

Cllr R Wilsher rejoined the meeting at 8:36 p.m.

Members **RESOLVED** for the Compound Working Group to undertake the project following the constitution at the Annual General Meeting.  
Proposed by Cllr R Grumbach, seconded by Cllr J Woodfield.

Cllr J Bond left the meeting at 8:43 p.m.

#### **253/2024-25 King George V Playing Field Entrance**

Members considered the proposal of a bollard at the entrance gates. Members were informed that access would remain restricted to motorised large vehicles. Keys would be provided to contractors to enable vehicular access to assist with carrying out their duties.

Members were informed that the entrance was assessed and the central point of the wall was deemed too weak to withstand a substantial height restricted barrier.

Members **RESOLVED** to delegate authority to Officers to proceed with purchasing and installing a bollard at KGVPF entrance in consultation with the Mayor and Deputy Mayor.  
Proposed by Cllr A Mayo, seconded by Cllr IR Shillabeer.

#### **254/2024-25 VE Day and Armed Forces Update**

Members were informed of the 80<sup>th</sup> Anniversary of VE Day Commemoration event taking place at 11:00 a.m. on 8<sup>th</sup> May 2025 at The Cross, Sandy Lane. Members noted that the local schools would be participating and that decorations, including bunting, roundels and a flag, have been ordered. Members were advised that the event will be advertised in the Town Council noticeboards and on social media. Cllr R Grumbach and Cllr P Strong were thanked for their work.

Members were informed of VJ Day plan to host a community picnic within the Caldicot Community Garden. Members noted that this would be undertaken by the Commemorations and Anniversaries Working Group.

Members were informed of the Armed Forces Day at Caldicot Castle which will include but is not limited to, a fly past, assault courses, band parade and parachute jump. It was noted that MCC will not be hosting an event in Caldicot Town Centre. Members were advised that Caldicot Town Team are organising an event within Caldicot Town Centre and have requested financial assistance from Caldicot Town Council.

Standing Orders were declared and suspended at 9:00 p.m.

Members were informed that monies for an event in Caldicot Town Centre will be paid directly to MCC for pitch licenses and that money would not be paid to Caldicot Town Team. A concern was



raised regarding liability over health and safety for travel between two Caldicot Town Council sponsored events. Members were informed that £5,000.00 has been allocated in the budget for assistance with Armed Forces Day.

Members **RESOLVED** to allocate £4,000.00 for the Armed Forces Day event at Caldicot Castle and £1,000.00 to be allocated for community groups to apply for funding to assist with hosting events in Caldicot Town Centre.

#### **255/2024-25 Pension Update 2025-26**

Deferred to the next Finance Committee meeting.

#### **256/2024-25 Date of Next Meetings**

Members **RESOLVED** to note that the Annual General Meeting is scheduled to be held on Wednesday 21<sup>st</sup> May 2025 at 6:30 p.m. with any business not dealt with at that meeting to be considered on Wednesday 28<sup>th</sup> May 2025.

Members **RESOLVED** to note that the Planning and Resources Meeting is scheduled to be held on Tuesday 13<sup>th</sup> May 2025.

Members **RESOLVED** to note that the Allotments Working Group Meeting is scheduled to be held on Friday 2<sup>nd</sup> May 2025.

Members **RESOLVED** to note that the Grants Committee Meeting is scheduled to be held on Wednesday 14<sup>th</sup> May 2025.

Members **RESOLVED** to note that the Commemorative and Anniversaries Working Group Meeting is scheduled to be held on Thursday 29<sup>th</sup> May 2025.

Meeting ended at 9:09 p.m.

Signed ..... Date .....

Chair