

CALDICOT TOWN COUNCIL
Minutes of Full Town Council Meeting held at 18:30 on Wednesday, 31st July 2024 at
Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell - Mayor
Cllr F Rowberry – Deputy Mayor
Cllr J Bond
Cllr W Conniff
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Lewis
Cllr A Mayo
Cllr IR Shillabeer
Cllr J Woodfield

Also present: L Gillespie – Deputy Clerk
L Wallington – Admin
A Wilson – Locum Clerk – via Teams
Gwent Police Officers x2
Members of the Public x6

75/2025 Welcome

The Town Mayor welcomed everyone to the meeting.

Cllr A Easson declared a point of order due the summons being of English law and not Welsh.

RESOLVED to approve the declaration of the point of order.

76/2025 Apologies for Absence

RESOLVED to note that apologies were received from:

- Cllr G Owen – personal commitment
- Cllr W Sage – personal commitment
- Cllr P Strong – personal commitment
- Cllr R Wilsher – personal commitment

77/2025 Declarations of Interest

Cllr J Bond and Cllr A Easson declared personal non-prejudicial interests relating to item 15 Planning, as members of the Monmouthshire County Council Planning Committee.

Cllr M Mitchell declared a personal non-prejudicial interest relating to a question raised in item 4 Public Question Time and Participation, as a representative of Caldicot Youth Group.

78/2025 Public Question Time and Participation

Members of the Public raised the following questions:

- A question was raised regarding the The Zone, Church Road, Caldicot and the expenditure of the recent refurbishment work. Members advised the Public that a grant had been received and that there was no consultation with Mon CC regarding the matter.

- A question was raised regarding an update on the situation happening on the West End Ward. It was noted that residents of West End Ward received an apology from Gwent Police for not following up on the situation. Police informed members of the Public that Garthalan Drive has been included in the Gwent Police patrol plan.

Locum Town Clerk joined the meeting at 18:45 p.m.

Cllr W Conniff left the meeting at 18:45 p.m.

Gwent Police informed the members of the Public to report all incidents. Members of the Public were informed that Environmental Health has visited and continues to visit the location and monitor the situation. Gwent Police agreed to contact residents of Garthalan Drive and Betjeman Avenue and to conduct a survey.

- A question was raised regarding the Public Right of Way footpath near Garthalan Drive. Members of the Public were informed that the PROW is being established.

79/2025 Report from Gwent Police

It was suggested that item 10) Report from Gwent Police be moved forward due to time constraints.

RESOLVED to approve to move item 10) Report from Gwent Police forward.

Members noted the following points from Gwent Police:

- Gwent Police provided a verbal update on crime statistics within Caldicot.
- Members received a verbal update regarding the thefts at Dewstow Cemetery and Oakley Way Allotments. Members noted that the Crime Prevention Team had visited the Oakley Way Allotments and had contacted the Oakley Way Allotment Holders.
- Members noted that there has been an increase in the number of patrols by Gwent Police on Newport Road.
- Members noted that warnings have been issued to vehicles parking on the pedestrian area at The Cross, Caldicot. It was noted that fines will be issued to vehicles if they are parked at The Cross, Caldicot after receiving an initial warning.
- Members noted the increase in anti-social behaviour at Cas Troggy Park and acknowledged that Gwent Police are implementing an operation. Gwent Police urged residents to report all incidents to Gwent Police on 101.

RESOLVED to contact Monmouthshire County Council to clean the graffiti.

- Members thanked Gwent Police for the dispersal and continuing efforts in reducing anti-social behaviour in Caldicot Town Centre.

80/2025 Co-option of a Town Councillor

RESOLVED to defer to next Full Town Council meeting, due to absence of the applicant.

81/2025 Minutes

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

- i) Minutes of Full Town Council Meeting held on Wednesday 26th June 2024

Amendment: To include Cllr RJ Higginson in the attendance

Amendment: To include that apologies were received from Cllr W Conniff.

Amendment: Minute number 54/2025 Public Question Time and Participation, to amend “collecting trays” to “cavity trays”.

Amendment: Minute number 55/2025 Minutes iii) Minutes of a meeting of the Personnel Committee held on Thursday 23rd May 2024, to include “Cllr J Bond would like it noted that the additional job vacancies were not necessary.”

Amendment: To correct all typing errors and grammatical errors.

- ii) Minutes of the Grants Committee Meeting held on Thursday 11th July 2024

Amendment: To include that apologies were received from Cllr W Conniff.

Amendment: To correct all typing errors and grammatical errors.

- iii) Minutes of the Personnel Committee Meeting held on Thursday 27th June 2024

Amendment: To correct all typing errors and grammatical errors.

- iv) Minutes of 50 Years of Caldicot Working Group Meeting (In Quorate – No Meeting)

- v) Minutes of Allotments Committee Meeting held on Tuesday 23rd July 2024

Amendment: To include that apologies were received from Cllr J Bond.

Amendment: Minute number A10/2024 Sandy Lane Allotments Padlock and minute number A11/2024 Allotment Plot Clearances, to include that “an update could not be provided as there were no members of staff present at the meeting.”

- vi) Minutes of Personnel Committee Meeting held on Thursday 25th July 2024

Amendment: To change the name of the meeting from “Staffing” to “Personnel.”

Amendment: Minute number P34/2025 Staffing Matters, to include that “it was not an emergency meeting, rather a gathering of information”

Amendment: To include “Cllr W Conniff requested a copy of the written report from the Locum Clerk.”

82/2025 Report from Monmouthshire Councillors

Members received the following updates:

- Members were updated on the proposed Traveller sites within Monmouthshire. Members were informed that the proposal had not been resolved and that the proposed Traveller site in Crick had not been established.
- Members noted that the Windrush Celebration in County Hall, Usk had been well received.
- Members were informed of the dates available regarding a Placemaking Plan meeting. Members acknowledged that Caldicot Town Councillors would be consulted going forward regarding this matter.

83/2025 Update on Height Barrier Restriction

Cllr A Easson would like it noted that they raised a Point of Order due to the breach of Councillor Code of Conduct. A Member raised a concern of the breach of GDPR as personal details of a Councillor were shared in the reports.

RESOLVED to reject the item due to the incorrect process of obtaining quotes.

84/2025 Parklets

Members were updated on the vandalism of the parklet benches in the Caldicot Town Centre. Members noted that local businesses do not contribute to the installation and maintenance of the parklets and noted that Monmouthshire County Council will not repair or replace the parklets.

RESOLVED to approve to add item to the next Finance Committee agenda and to consider a budget code heading for the matter.

RESOLVED to contact SLA about maintenance of parklets.

85/2025 Caldicot Town Council Building

Members received a verbal update regarding the refurbishment of the Caldicot Town Council building. It was noted that the building certificates had been received earlier in the day and that the Locum Town Clerk arranged the move back to the building before the certificates had been received. Members were advised that two weeks' notice had been given on the temporary office.

RESOLVED to approve the quotation of fire fighting equipment at £402.50 + VAT and the optional intruder alarm with remote monitoring at £320.00 + VAT per annum, with a one-off connection fee of £90.00 + VAT.

86/2025 Best Kept Garden Competition

Members noted that each Member will be required to submit three nominations from their given ward. Members acknowledged that the current regulations are not equal for all residents and exclude those with difficulty accessing garden space.

RESOLVED to maintain the same regulations of the Best Kept Garden Competition for 2024 and to consider amendments to the regulations in 2025.

RESOLVED for Councillors to submit nominations by Monday 19th August.

87/2025 Meetings for Town Councillors

RESOLVED to note that the Round Table meeting for Members had been postponed until September 2024.

RESOLVED to note the Finance Training is due to be held on Thursday 5th September at 18:30 p.m.

RESOLVED to note the official opening of the refurbished Town Council building.

RESOLVED to send Best Kept Garden Competitions, Best Business and Citizen Award forms to Councillors.

88/2025 Finance

RESOLVED to approve that Project Manager M Harry will not be paid until the Caldicot Town Council building refurbishment completion list is finished.

RESOLVED to approve the payment schedule.

Locum Town Clerk left the meeting at 20:35 p.m.

89/2025 Planning

i) Planning Applications for consideration:

- **DM/2024/00813:** Garage conversion, sauna outbuilding and landscaping garden design. 85 Heol Sirhowy, Caldicot.

RESOLVED to approve.

- **DM/2024/00732:** Nonmaterial amendment to planning decision DM/22/00726 (Updated details for pavement design). Disused Railway Line, The Pill, Caldicot.

RESOLVED to note that the application was not received by Caldicot Town Council office and should not have been on the agenda for consideration.

ii) MCC Approved Planning Applications

- **DM/2024/008282:** The existing hedge which is our boundary has grown out of control and we would like to replace it with a superior fence and paint it in a colour to enhance the look of our property. We would like to inform you it is almost impossible to manage. 29 Plover Crescent, Caldicot.

RESOLVED to note that the application was not considered by Caldicot Town Council office and should not have been on the agenda for noting.

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

RESOLVED to note the approved planning application.

90/2025 Potential Place Plan

RESOLVED to consider the dates of the Potential Place Plan and agree to schedule the meeting for Thursday 8th August 2024.

Cllr M Mitchell declared Standing Orders at 20:45 p.m.

91/2025 Draft Priorities for Culture in Wales 2024 to 2030 GOV.WALES

RESOLVED to note the Draft Priorities for Culture in Wales 2024 to 2030 document.

92/2025 Caldicot Youth Group

RESOLVED to note the attached report.

93/2025 Monmouthshire CCTV Scheme Minutes

It was noted that the Monmouthshire CCTV Scheme meeting was thanked by Caldicot Town Councillors for mentioning Garthalan Drive.

RESOLVED to note the attached report.

94/2025 Litter Picking Hubs and McDonalds

RESOLVED to request clarification.

95/2025 Standing Orders

RESOLVED to reject the Standing Orders and defer to the next Full Town Council meeting.

RESOLVED to approve to reinstate the approved Standing Orders in 2023.

96/2025 Chepstow Agricultural Society

RESOLVED to approve a donation of £60.00.

97/2025 Update on the Edge IT Contract

RESOLVED to note the renewal of the Edge IT contract.

98/2025 Cemetery Gates

RESOLVED to note the Cemetery Gates had already been painted with anti-vandalism paint.

99/2025 Land at the Cemetery

RESOLVED to note.

100/2025 Election of Members onto Outside Bodies

- i) Severnside Committee

RESOLVED to elect Cllr F Rowberry as the Town Council representative and Cllr J Woodfield as the substitute Town Council representative.

ii) Monmouthshire / Torfaen Youth Offending Team

RESOLVED to elect Cllr A Lewis as the Town Council representative.

101/2025 Health and Safety Meeting

RESOLVED to schedule the Health and Safety meeting for Tuesday 13th August at 10:00 a.m.

RESOLVED to include “add locking of Jubilee Way disabled toilet” and “Jubilee Way toilets being closed early” to agenda.

102/2025 Any new matters relating to the town not included elsewhere on the agenda

RESOLVED to schedule a Remembrance Sunday Service meeting at the Town Council building once viable.

103/2025 Date of next meeting

RESOLVED to note the date of the next Full Town Council meeting.

104/2025 Exclusion of Press and Public

Resolved By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

COUNCIL IN PRIVATE SESSION

105/2025 Staffing Matters

RESOLVED to note the attached report.

RESOLVED to receive a copy of the of the written report from the Locum Clerk, as requested at the Personnel Committee meeting held on Thursday 25th July 2024.

Cllr M Mitchell left the meeting at 21:30 p.m.

Cllr F Rowberry left the meeting at 21:35 p.m.

Meeting ended at 21:35 p.m.

Signed Date

Town Mayor