



**Minutes of Full Town Council Meeting held at 6:30 p.m. on Wednesday 29<sup>th</sup> April 2026 at the  
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr M Mitchell – Chair  
Cllr F Rowberry – Deputy Chair  
Cllr C Cochrane  
Cllr J Davies  
Cllr RJ Higginson  
Cllr A Lewis – arrived at 6:32 p.m.  
Cllr A Mayo  
Cllr G McIntyre  
Cllr G Owen  
Cllr M Peters  
Cllr IR Shillabeer  
Cllr P Strong

**Also present:** L Wallington – Community Development Officer  
G Thomas - Administrative Officer  
Members of the Public x 12  
Cllr J Strong – Monmouthshire County Councillor  
J Turner - Temporary Locum Deputy Clerk and Responsible Financial Officer

**146/2025-26 Welcome**

The Chair welcomed everyone to the meeting and informed Members that the meeting was being recorded.

The Chair welcomed and introduced two newly appointed Councillors, Cllr Gail McIntyre (Cross Ward) and Cllr Martin Peters (Dewstow Ward).

**147/2025-26 Apologies for Absence**

No apologies for absence were received.

**148/2025-26 Declarations of Interest**

Cllr M Peters declared a personal and prejudicial interest in Item 5i Minutes of Allotments Working Group Meeting held on Friday 10<sup>th</sup> April 2026 and Item 10 Allotment Water, as a Caldicot allotment holder.

Cllr A Lewis joined the meeting at 6:32 p.m.

**149/2025-26 Public Question Time and Participation**

Members received the following questions:

- Members were thanked for restoring the water supply to Sandy Lane and Oakley Way Allotments. Members of the public queried whether the revised tap locations and demographics had been considered. It was reported that some holders must walk further to access taps and that approximately 16% of holders have disabilities. It was suggested that

some people had left the allotments as a result. Members were asked whether equality and health and safety concerns had been considered and requested that the Council reinstate hosepipes and the original taps.

Members confirmed that equality and health and safety concerns had been considered. Members advised that the push-button taps are more accessible than the previous cross-head taps as they are easier to operate for those with limited dexterity. Members noted the concerns raised.

- A question was received regarding the delay of publication of Personnel Committee minutes and the duration, cost and justification of the appointment of the Temporary Locum Deputy Clerk and Responsible Financial Officer.

Members advised that the appointment was an interim measure pending recruitment of a permanent Deputy Clerk and RFO and that individual remuneration details were confidential.

- A question was received regarding the overflowing bins in the town centre and the lack of provision for weekend cleansing.

Members advised that the current contract provides cleansing services five days per week and does not offer weekend cleaning. Members noted that on special occasions, Monmouthshire County Council may undertake weekend cleansing when requested. Members considered options including additional bins and weekend cleansing. Members advised that a late collection on a Friday is the best option within the current service contract. Members advised that businesses had been asked to contribute to the costs, however, no response had been received. Members advised that more bins would increase collection costs. Cllr C Cochrane indicated a willingness to empty bins late on a Saturday. Members noted that some town councils may use alternative third-party contractors, however, improved services would require additional funding.

Members agreed to review the weekend cleansing and enquire with MCC regarding the additional cost.

- A question was received regarding the responsibility of cleansing the town centre.

Members advised that the service is devolved from MCC and that if the Town Council does not fund it, the service ceases.

- A question was received regarding whether Caldicot Town Council requests that MCC cleanse the town centre when events are being held.

Members confirmed that Caldicot Town Council does request the cleansing of the town centre and informed Members that MCC cannot force event organisers, only encourage.

### **150/2025-26 Minutes**

Members **RESOLVED** to approve and confirm the following minutes and the recommendations contained therein:

- i) **Minutes of Allotments Working Group Meeting held on Friday 10<sup>th</sup> April 2026**
- ii) **Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 14<sup>th</sup> April 2026**  
Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer.

**iii) Minutes of Commemoration and Anniversaries Working Group Meeting held on Wednesday 15<sup>th</sup> April 2026**

Members **RESOLVED** to approve the recommendation from the Commemoration and Anniversaries Working Group to delegate authority to Officers and the Chair, to arrange the burial of the time capsule and the planting of a memorial tree for Cllr W Conniff, in consultation with the family.

Proposed by Cllr P Strong, seconded by Cllr G Owen.

**151/2025-26 Reports from Monmouthshire County Councillors**

Members **RESOLVED** to note the report.

Members thanked Cllr J Strong for their work.

**152/2025-26 Report from Council School Governor Representatives**

No reports were received.

Members were informed of the recent Estyn inspection of Caldicot Comprehensive School and noted that the report confirmed sufficient improvement had been made.

Members **RESOLVED** to write to Caldicot Comprehensive School congratulating them.

Proposed by Cllr P Strong, seconded by Cllr IR Shillabeer.

**153/2025-26 Report from Gwent Police**

Members **RESOLVED** to note the report.

Members thanked Gwent Police for their work.

**154/2025-26 Civility and Respect Charter**

Members raised concerns regarding evidence of existing governance, training and a Dignity at Work Policy.

Members **RESOLVED** to defer signing the Charter until the necessary items are in motion.

Proposed by Cllr P Strong, seconded by Cllr G McIntyre.

**155/2025-26 Allotment Water**

Members **RESOLVED** to note the report.

**156/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of Full Town Council (Planning and Resources) is scheduled to be held on Tuesday 12<sup>th</sup> May 2026.

Members **RESOLVED** to note that the Annual Meeting of Full Town Council is scheduled to be held on Wednesday 20<sup>th</sup> May 2026 at 6:00 p.m.

Members noted that the Caldicot Town Council By-Election is scheduled to be held on Thursday 14<sup>th</sup> May 2026 and that the newly elected Councillors would be invited to attend an introduction prior to the Annual Meeting.

Meeting ended at 7:15 p.m.

Signed ..... Date .....  
Chair