



Minutes of Full Council held at 6:30pm on 24 June 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr IR Shillabeer – Mayor
Cllr P Strong – Deputy Mayor
Cllr M Mitchell – Assistant Deputy Mayor
Cllr B Barrett
Cllr J Davies
Cllr J Harris
Cllr RJ Higginson
Cllr C Jones
Cllr A Mayo
Cllr A McIntyre
Cllr G McIntyre
Cllr G Owen
Cllr M Peters
Cllr F Rowberry

Also present: Alice Vaughan Locum Town Clerk

Members of the Public x 14

1 Welcome

Confirmation of hybrid participation and reminder about the recording policy. A member of the public asked for permission to record the meeting, Mayor granted permission.

The Chair welcomed everyone to the meeting.

2 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr Cochrane and Cllr Lewis

3 Declarations of Interest

Cllr M Peters declared a personal interest in agenda Item 10 as an allotment holder.

Cllr Strong declared interest for agenda item 6 – as a member of the Monmouth County Council Planning Committee—unable to speak or contribute to planning decisions but not required to leave room.

Change of Agenda Order:

Motion passed to move “Allotments” (Item 10) up to follow Public Participation.

Suspension of Standing Order 9B: Motion approved (with emergency justification) to allow item regarding Sandy Lane Allotments water taps, which would normally require 7 days’ notice.

Cllr Strong Proposed Motion – Cllr Higginson seconded – Voted – approved.

4. Public Question Time and Participation

Key Concerns Raised:

Lack of clarity about temporary/permanent nature of water restrictions. Serious impact on elderly/disabled allotment holders required to carry water further. Poor communication; calls for clear written response to four questions: 1. When decision was made for measures to become temporary. 2. Why “temporary” was not communicated in April 23rd notice. 3. Whether decision was formally recorded by council or working group. 4. Anticipated time scale for permanent solution. Stress and anxiety caused by uncertainty - at least six holders left allotments, more considering leaving if not resolved. Calls for return to original water provision, willingness to pay extra if council demonstrates increased costs.

Council Response: Chair and councillors assured the public the measures were always intended as temporary and poor communication regretted. Staff shortages and illness cited as key reasons for delay. Commitment made to resolve the water issue “as urgently as possible.”

10. Allotments

Motion passed (with amendments – with the information that Council have been given this evening about posts and taps needed – Cllr Strong Proposer and Cllr Mitchell Secunder -Voted – all except Cllr Peters) to: Authorise to contract for installation of 8 external taps—four at Sandy Lane, four at Oakley Way. Replace unsuitable push-button taps with proper external taps with improved mounting and secure posts (to aid disabled/elderly).

Timeline:

Work (including posts and taps) to be completed by Friday, June 26th 2026, pending vote approval. Allotments Working Group to meet urgently (earlier than planned October meeting) to discuss further issues and report in time for future council meeting.

Additional Points: Discussion / support about exploring a formal allotment holders association in future if the Allotments holders wanted to do this. Suggestions raised for digital metering in future to allow individual holders to pay for own water use.

Contractor's quote (Gavin King): 8 taps (with fittings, removal of old taps, installation): £460 Adding secure wooden posts: £400 Total: £860 (council will reclaim VAT where possible).

Quote approved – Mayor Shillabeer proposed, Cllr Mitchell Seconded – Voted by all (except Cllr P to go ahead with the work).

5. Minutes

Members **RESOLVED** to approve the following minutes, and the recommendations contained therein with the following amendments.

- i) Annual Meeting Minutes (20th May 2026): Multiple errors and omissions noted, especially around appointments to outside bodies and committee representation. Disagreement on whether to approve with corrections or defer entirely; ultimately, standard procedure followed: Approve as presented, with an official note that corrections will be recorded in this meeting's minutes and carried to the next agenda. Noted risk that deferral would pause enactment of all decisions made at the meeting.

- ii) Personnel Committee Minutes (12th June 2026): Clarification that council/Committee members are only being asked to note accuracy—actual approval of accuracy is done at next committee meeting. Issues flagged about chair selection (standing orders vs. terms of reference) and reporting/recommendations. Query on why Personnel Committee minutes from 13th May not yet processed clerk to check with Personnel Committee as was not part of CTC at that time.

6. Planning

i) Planning Applications for Consideration

DM/2026/00529: Due to damaged roof tiles and leak, tiles on top section of roof, and the side of mansard roof have been replaced. Replacement of the original tiles of roof covering with new smooth tiles, and replacement of original tiles of mansard with composite cladding. 89 Green Lane, Caldicot, NP26 4DP

Members **RESOLVED** to recommend support of approval for application DM/2026/00529

DM/2026/00586: Erection of a front porch extension (approximately 4.10m x 2.87m) on existing hardstanding, together with alteration of the roof over the existing front garage to form a pitched roof over the garage and proposed porch. 161 Longfellow Road, Caldicot, NP26 4LF

Members **RESOLVED** to recommend support of approval for application DM/2026/00586

ii) MCC Approved Planning Applications

Members **RESOLVED** to note the following approved planning applications:

DM/2025/00736 and DM/2026/00422

7. Reports from Monmouthshire Councillors

Members resolved to note report from County Councillor Strong.

Update provided in a written report and also flagging of active transport initiative postponed due to heatwave.

Verbal Update from County Councillor Bond Encampments: Repeated traveller encampments—calls for review to restrict access, explore permanent solutions such as a transit camp along the M4 corridor (better facilities for travellers). Bypass Discussion: County council meeting scheduled June 25th at 2pm to discuss Chepstow bypass and traffic flow impacts. Leisure Centre Funding: £600,000 planned/refurbishment approved for equipment and upgrades (gym equipment, lighting, flooring), but full facility in need of more significant investment. Infrastructure: Update on ongoing drainage issues and unadopted roads (Seven View)—work in progress on legal adoption and resolving Network Rail/root cause issues of flooding under railway bridge.

8. Report from Council School Governor Representatives

No reports received.

To note that Cllr Cochrane, Cllr McIntyre and Cllr Rowberry have been confirmed as School Governors and term of office will run from 17.06.26-16.06.30.

9. Report from Gwent Police

Members RESOLVED to note the report.

Feedback from Councillors: Frustration at lack of regular physical police presence/attendance at meetings—concerns “reports” merely a formality. Request for future police attendance at the start of meetings instead of end, to allow input. Suggestion to “bump” police update up agenda and pursue more community engagement if Police present.

11. Grants

Caldicot Town Team Grant Application:

For annual 999 (emergency services) day event, hire of Caldicot Castle grounds. £775 requested; invoices totalling £697.50 plus VAT (to be reclaimed if possible).

Historical context: funds not given directly, but council pays agreed supplier (MCC) on behalf of Town Team for event. All supporting paperwork and accounts received.

Members **RESOLVED** to approve the Grant for £697.50 plus VAT - Caldicot Town Team (Powers to Spend LGA1972 Section 145 entertainments and arts).

Proposed by Cllr Strong, seconded by Cllr McIntyre - Voted and approved.

12. Internal Audit & Annual Governance and Accounts Return-Year Ending 31 March 2026 -Deferred as on next Extra Ordinary Meeting on Monday 29 June 2026

For members to agree the End of Year Statement and Annual Return for Caldicot Town Council 2025-26

- i) To receive Internal Audit Report from IAC Audit and Consultancy Ltd and consider any recommendations
- ii) To receive Annual Accounts, return for the Year Ended 31 March 2026
- iii) To consider Annual Governance Statement (Parts 1/2) of Annual Return for the Year Ended 31 March 2026
- iv) To approve Annual Accounts, Return and Annual Governance Statement for submission to Wales Audit Office
- v) Chair to sign the Annual Return and Annual Governance Statement.
- vi) Notice of appointment of the date for the exercise of electors' rights - 6 July 2026 - 31 July 2026.

13. One Voice Wales - Councillors Code of Conduct Training

External audit cited the need for Code of Conduct training. Offered as a group session via Zoom from OWV, cost: £391 for up to 20 councillors (approx. £44 per person to do individually) Agreed a refresher for all would be beneficial to ensure shared understanding, compliance and better working relationships.

Proposal **agreed/approved** for the group remote session **at £391.00**, clerk to circulate date/time options based on councillor availability.

14. Recommendations for next/ future meetings

- Training Plan
- Training for Staff
- Policy Reviews
- Clerks Reports Monthly
- Annual Report 2025/2026
- Terms of Reference update
- Christmas Lights - urgent
- Remembrance Day Parade
- Insurance arrangements
- Street Cleaning teams (MCC)
- Finance meetings
- Governor Reports: Item to be left on agenda "if available," to balance transparency with confidentiality requirements.

15. Date of Next Meeting

Members are asked to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 29th July 2026.

Extraordinary Meeting: Scheduled for Monday, June 29th, 2026—to finalise annual accounts and audits

16. EXCLUSION OF PUBLIC AND PRESS

Exclusion of Public and Press

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.

COMMITTEE IN PRIVATE SESSION

17. Staffing Matters

In confidential minutes

Members are asked to consider confidential staffing matters.

To confirm appointment of Locum Clerk - Confirmed Locum Clerk for 3 months Alice Vaughan

Recruitment of staff

To add Locum Clerk onto banking mandate – Confirmed and approved

Meeting ended at 9:02 pm

Signed **Date**

Mayor/Chair

DRAFT