Caldicot Town Council
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA
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Minutes of Full Town Council (Planning & Resources)
at 6:30pm on 8 September 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 Harris (left meeting 7:54pm)
Cllr RJ Higginson
Cllr C Jones
Cllr A McIntyre
Cllr G McIntyre
Cllr M Peters
Cllr Rowberry

Also present:
Alice Vaughan -Locum Town Clerk
Lucy Wallington – Administration.

County Councillor Easson

Members of the Public x 6

1. **Welcome and Mayors report**
The Mayor read out the fire instructions in case of an emergency.
The Chair welcomed everyone to the meeting,

2. **Apologies for Absence**

RESOLVED to receive apologies for absence from Cllr Mayo and Cllr Davies

(Late apologies came in on email /text from Cllr Cochrane and Cllr Lewis after 6:00pm)

3. **Declarations of Interest**

Cllr Anthony Easton declared a personal, non-prejudicial interest in relation to his position on the Planning Committee at Monmouthshire County Council.

Cllr Jones declared an interest later in the meeting in relation to agenda item 9 Quotation for repair of exit door/fire door - personal interest as friends with owner of one of the companies who provided a quotation.

4. Public Question Time and Participation

A Member of the public / member raised questions regarding information/quotations contained within the Street Cleaning Review papers and whether correspondence should have been addressed to the Clerk rather than to an individual elected member.

Discussion followed regarding the meeting held with Monmouthshire County Council concerning street cleaning. Questions were raised about the status of the meeting, the absence of the Clerk, notice to councillors, the expired Service Level Agreement and whether records of the discussion existed. It was explained that the meeting had been intended as a fact-finding session and not a decision-making meeting.

Further concerns were raised regarding the recording of a declaration of interest in the minutes of 23 December 2025. This matter was considered under agenda item 10.

A member of the public mentioned the flags outside the Town Council building and requested that the old flags be removed until new ones arrive.

5. Minutes

Members considered the minutes of the Full Town Council Meeting (P&R) held on 14 July 2026.

The minutes were approved with a few minor spelling and grammar corrections.

Mayor to sign once amendments completed.

6. Planning

i) Planning Applications for consideration

DM/2026/00954
Construction of an enclosed shed between the existing bungalow and the neighbour's existing garage and canopy, School Bungalow, Alianore Road, Caldicot, NP26 5DF.
Decision: No objection.

DM/2026/00926
Erection of a two-storey extension to the existing industrial unit, providing storage space at ground floor and office accommodation at first floor, Unit 6/6a, Lodge Way, Severn Bridge Industrial Estate, Portskewett, Monmouthshire, NP26 5PS.
Decision: No objection

DM/2026/0105
Change of use from A1 to A3, 12 Westway Building, Caldicot, NP26 4NY.
Decision: No objection.

ii) MCC Approved Planning Applications

None were reported.

Noted the importance of viewing plans prior to meetings, particularly where documents may not be available through the online portal.

7. **Street Cleaning Review (SLA)**

Members discussed the Street Cleaning Service Level Agreement with Monmouthshire County Council following the meeting held on 20 August 2026. The existing SLA had expired on 1 August 2026, although MCC was continuing the service temporarily to avoid a gap in street cleaning.

Options included renewing the arrangement for two years, tendering for an alternative contractor, or considering direct employment/training of staff. Weekend cleaning was discussed, with indicative costs for 1 October to 31 March. It was noted that any unbudgeted cost may need to be met from reserves for weekend work if agreed.

Members also discussed a possible biffa bin in the Jubilee Way area, minor bench repairs, formal contract supervision and monthly review visits, and the procurement requirements that may apply to the contract value.

RESOLVED: To request that MCC attend to provide a presentation and itemised quotation for the street cleaning service; in parallel, to consider tendering/private quotation options and maintain the current arrangement while procurement options are explored.

8. **Continuity Arrangements – End of Locum Clerk contract**

The Locum Clerk advised all that her leaving date is 1 October 2026 as previously mentioned and that urgent continuity arrangements were required, particularly for the Responsible Financial Officer role, payment authorisations and the continued administrative and financial operation of the Council.

Members were advised that Paul Egan had offered to circulate the locum requirement through One Voice Wales. The Council discussed how quickly a locum could be appointed, the need to know the cost before approval, and whether an extraordinary/emergency meeting would be required once a candidate was identified.

It was explained that a locum service would normally put forward a candidate for the Council to accept or reject rather than conduct a conventional interview process. Cllr G Mcintrye and Cllr Martin offered to help if the situation arises – no confirmation from Councillors to act as RFO/Proper Officer on an interim basis at present.

Delegated authority, legal accountability and the functions necessary to allow wages and bills to continue to be paid were discussed. Members noted the risk that, without a Clerk/RFO or appropriate interim arrangements, wages and other payments could be affected and the Council's ability to function could be significantly restricted.

RESOLVED: To continue advertising the Clerk and Deputy roles; to progress the locum Clerk/RFO search; and, if a locum candidate is identified, to call an urgent extraordinary/emergency meeting to consider the cost and contractual arrangements. The payroll-related matter was moved to exempt business.

9. Quotation for repair of exit door/fire door – Main room moved to exempt business

10. Amendment to Minutes – 23 December 2025

Members received an update from Cllr Strong - about concerns that a declaration of interest made at the meeting held on 23 December 2025 had not been recorded in the approved minutes by the previous clerk.

It was agreed that the previously approved minutes would not be retrospectively altered. For transparency, a note would instead be recorded in the minutes of this meeting to reflect that a declaration had been made during the meeting on the 23 December 2025 by Councillor Easson.

RESOLVED: To record the omission by way of a note in the current minutes rather than amend the already approved minutes of 23 December 2025.

Cllr Easson declared a Personal and Prejudicial Interest at the 23 December 2025 meeting – Cllr Easson Declaration - I am a Member of the Labour and Trades Union movement ,and it is every Labour Party Member's duty to follow Labour Party policies, one of those policies is that it is opposed to any Non-Disclosure Agreements

11. Quotation from Events ML – Remembrance 2026 arrangements

Members considered the quotation for Remembrance 2026 arrangements, including PA provision, crowd barriers and assistance with the ESAG notification. The additional work was discussed.

Cllr Strong identified budgets which could be used from Armed Forces War Memorial repairs and VE Day/VJ Day-related budget lines. Members noted the Financial Regulations requirement to seek estimates for services in the relevant value range and the urgency of road closure and event safety arrangements, which needed to be progressed approximately 8-12 weeks in advance.

RESOLVED: To approve the quotation on the grounds of urgency and public safety – £1926.00 including VAT

12. King George V entrance barrier

Cllr Barrett gave a verbal update. Core Highways Barriers Limited had offered to supply and install a retractable/high-impact barrier free of charge.

Members discussed the strength of the barrier, the lock and key system, emergency access and the number of keys required. It was also noted that Fields in Trust may need to be notified.

RESOLVED: To give joint authority to Cllr Barrett and the Clerk to progress the barrier, including negotiating the number of keys / purchasing extra keys if required and paying for a higher-specification lock also if required. A minimum of 12 specialist, non-copyable keys was agreed.

13. Recommendations for next/ future meetings

- Policy Reviews
- Payment lists for each meeting will start in September as Clerk needs time to input every transaction for the current financial year to produce lists.
- Clerks Reports Monthly (at FTC end of Month) – start September
- Annual Report 2025/2026
- Terms of Reference update – September meeting
- Standing order and Financial Regulations review – September meeting
- Remembrance Day Parade – recommendations from Working Group
- Insurance arrangements (Christmas)
- Contracts/ Tenders

14. Date of Next Meeting (s)

Members are asked to note that the next meetings scheduled to be held on:

- 11 September 2026 – Personnel Committee
- 14 September 2026 – Grants Committee

- 30 September 2026 - Full Town Council
- 8 October 2026 – Health and Safety Committee
- November/ December – Finance Committee date to be confirmed for budget and precept

EXCLUSION OF PUBLIC AND PRESS

RECOMMENDED 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

Exempt Business

Following a five-minute comfort break, the meeting moved into exempt business to consider the payroll-related matter and the exit/fire door quotation.

Payroll related matter was discussed in detail

Quote for Exit/fire door quotation discussed.

Meeting Ended 9:08pm

Signed ………………………………………………………….. Date ……………………………..

Mayor/Chair