



**Minutes of Full Town Council (Planning and Resources) held at 18:30 p.m. on Tuesday 10<sup>th</sup> February 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 R Grumbach – joined the meeting at 19:07 p.m.  
Cllr RJ Higginson  
Cllr A Mayo  
Cllr G Owen  
Cllr IR Shillabeer  
Cllr P Strong  
Cllr J Woodfield

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrative Officer  
Members of the Public x5

**FTCPR74/2025-26 Welcome**

The Chair welcomed everyone to the meeting.

**FTCPR75/2025-26 Apologies for Absence**

**RESOLVED** to receive apologies for absence from Cllr J Bond, Cllr W Conniff, Cllr A Easson and Cllr R Wilsher. Members were informed that Cllr R Grumbach may arrive late to the meeting.

**FTCPR76/2025-26 Declarations of Interest**

There were no declarations of interest received.

**FTCPR77/2025-26 Public Question Time and Participation**

Members received the following questions:

- A question was received regarding recent communication of the switching off of the allotment water supply at Sandy Lane and Oakley Way due to suspected water leaks and high water bills. Allotment holders expressed uncertainty regarding the water supply reinstatement and requested clarification on the definition of 'extended dry period,' the timescales for repairs and assurance that the water will be reinstated. Concerns were also expressed regarding allotment rent increases and the next Allotment Working Group meeting being scheduled for September.

Members informed that extensive water costs required investigation and that the water supply would only be turned off temporarily to enable the investigation to occur. Members acknowledged that the allotment holders at the Allotment Working Group meeting agreed to the temporary switching off of the water supply. Members acknowledged that Dŵr Cymru had been contacted and the investigation was underway. It was noted that Caldicot Town Council cannot sustain excessive water charges and that there is no statutory obligation to supply

water to the allotments. Members acknowledged that a previous Freedom of Information request regarding allotment expenditure identified that the allotments receive a large amount of funding. Members expressed concerns regarding the long-term environmental impact of excessive water usage and advocated that allotment holders should increase water capturing opportunities. Members assured allotment holders that the water supply will be restored as soon as leaks are resolved. Members apologised that the recent communication was not intended to imply that the water supply would be turned off indefinitely and noted that the Allotment Working Group can schedule a meeting earlier than September if required.

- A question was received regarding whether the cemetery charges had been reviewed following concerns raised the previous year.

Members informed that the cemetery charges were scheduled for consideration later in the meeting under Item 6 Budget Precept Proposals.

- No further questions were received from members of the public.

## **FTCPR78/2025-26 Planning**

### **i) Planning Applications for Consideration**

- **DM/2025/01600:** Change of use to class D2 Fitness and Training Gym (no external alterations). 14 Beacon Business Park, Norman Way, Severn Bridge Industrial Estate, NP26 5PY

Members **RESOLVED** to **note** that application **DM/2025/01600** had been approved by Monmouthshire County Council prior to consideration by Caldicot Town Council at this meeting.

- **DM/2026/00065:** The demolition of a single storey garage building and erection of a two storey side extension in its place. 3 Clos Aled, Caldicot, NP26 4JB

Members considered the public objections and concerns from Dŵr Cymru regarding the sewer protection zone.

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2026/00065**, subject approval by Dŵr Cymru.

Proposed by Cllr P Strong, seconded by Cllr RJ Higginson.

Cllr R Grumbach joined the meeting at 19:07 p.m.

- **DM/2024/01105:** Access, appearance, landscaping, layout and scale. Land At Severn Bridge Industrial Estate, Pill Row, Caldicot

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2024/01105**. Proposed by Cllr P Strong, seconded by Cllr J Woodfield.

### **ii) MCC Approved Planning Applications**

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

- **DM/2025/01273:** Multi Use Path. Caldicot Castle Country Park, Chepstow Road, Caldicot

- **DM/2025/01387:** Proposed Single Storey Extensions to Side and Front and associated alterations. 17 Ebbw Road Caldicot Monmouthshire NP26 4PR
- **DM/2025/01455:** Proposed Rear Extension. 20 Churchfield Avenue Caldicot Monmouthshire NP26 4ND
- **DM/2025/01579:** The proposal involves an over-roof extension, with the gables raised and finished with a metal fascia, which is the only visual difference. Xylem Water Solutions, Unit 9 Symondscliff Way Severn Bridge Industrial Estate Portskewett Monmouthshire NP26 5PW

### **FTCPR79/2025-26 Budget Precept Proposals**

Clerk presented the budget sheets, reserves information and projected end-of-year figures. Members considered earmarked and general reserves, cemetery fees and future grounds maintenance increases, impact of inflation (3.8%) and project allocations.

Clerk advised Members that reserves should be set at six month operating costs in the event of unforeseen circumstances.

Cllr A Mayo left the meeting at 19:43 p.m.  
Cllr A Mayo rejoined the meeting at 19:44 p.m.

Members considered the effects of various precept percentage increases.

Members acknowledged that Members are entitled to claim their allowance.

Members considered the cost of cemetery maintenance and grounds maintenance and noted that Town Council do not have their own work force and utilise contractors to complete the works. Members were informed that the Cemetery Maintenance contract and Grounds Maintenance contract were due for renewal in April and that costs were expected to increase.

Members reviewed the Schedule of Fees and **RESOLVED** to reduce the cost of the CRS Tablet/Memorial to £120.00, New Inscription to £60.00 and to increase the New Headstone to £240.00, in line with the Church of Wales.  
Proposed by Cllr J Woodfield, seconded by Cllr A Mayo

Members **RESOLVED** to increase all other charges by 5.00%, with Allotment Fees rounded down to the nearest pound for ease of administration.  
Proposed by Cllr IR Shillabeer, seconded by Cllr RJ Higginson

Members **RESOLVED** to approve the recommendation from the Cemetery Working Group, to implement Other Cemetery Fees, consisting of memorial wall benches, plaque with rose (bush), plaque, memorial roses (bushes) and memorial trees and plaque.  
Proposed by M Mitchell, seconded by Cllr RJ Higginson

After consideration, Council agreed the required precept to maintain services, cover inflation and fund projects, taking into consideration the reserves and the movement of reserves allocated at £30,000.00.

Members **RESOLVED** to approve a Precept of £521,158.00 for the Financial Year 2026-2027 having taken into account the current reserves and the impact on future reserves.  
Proposed by Cllr IR Shillabeer, seconded by Cllr RJ Higginson

Members thanked the Clerk and Officers for the extensive financial work.

**FTCPR80/2025-26 Flagpole Maintenance**

Members **RESOLVED** to move the item into exempt business.

**FTCPR81/2025-26 Cemetery Hedge Replacement**

Members **RESOLVED** to move the item into exempt business.

Cllr P Strong left the meeting at 20:27 p.m.

**FTCPR82/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 25<sup>th</sup> February 2026.

**FTCPR83/2025-26 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.

**COMMITTEE IN PRIVATE SESSION**

Cllr P Strong rejoined the meeting at 20:29 p.m.

**FTCPR84/2025-26 Item 7 – Flagpole Maintenance**

Members **RESOLVED** to approve the re-roping of the two Town Council flagpoles, refurbishment of the non-broken KGVPF flagpole and refurbishment of the Cemetery flagpole and **RESOLVED** to approve the quotation of £985.00 by PD Flagpole. Members **RESOLVED** to approve a three-year annual inspection quotation of £595.00 per year by PD Flagpole.

Proposed by Cllr IR Shillabeer, seconded by Cllr J Woodfield.

**FTCPR85/2025-26 Item 8 – Cemetery Hedge Replacement**

Members considered the request from the Environmental and Climate Change Working Group and noted that the request could not be considered at this instance due to the lack of quotations received.

Members **RESOLVED** to approve the quotation of £2,200.00 + VAT from J Ball.

Proposed by Cllr R Grumbach, seconded by Cllr RJ Higginson

Members **RESOLVED** to delegate powers to the Cemetery Officer to get hedge replaced...

Proposed by Cllr M Mitchell, seconded by Cllr RJ Higginson

Meeting ended at 20:58 p.m.

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

Chair