



**Minutes of Full Town Council held at 18:30 p.m. on Tuesday 3rd 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
Cllr RJ Higginson
Cllr A Mayo
Cllr IR Shillabeer
Cllr P Strong
Cllr R Wilsher
Cllr J Woodfield

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

97/2025-26 Welcome

The Chair welcomed everyone to the meeting.

98/2025-26 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr J Bond, Cllr W Conniff, Cllr A Easson, Cllr A Lewis and Cllr G Owen.

99/2025-26 Declarations of Interest

There were no declarations of interest received.

100/2025-26 Public Question Time and Participation

Members received the following questions:

- A concern was raised regarding the newly funded Monmouthshire County Council active travel path near Caldicot Castle, noting that parts of the route become flooded. It was questioned why public funds were used if flooding renders the path unusable for periods of the year.

Members were informed by a Monmouthshire County Councillor that the route had been extensively consulted and flooding is anticipated to be minimal and unavoidable due to the ecology. The final route was altered to avoid the deepest flood areas, running closer to the main road but safely set back. Members noted that funding was predominantly from a Welsh Government grant, with Section 106 contributions.

Further concerns were raised regarding the claims of usage.

Members were informed that the numbers stated may reflect peak summer counts from installed monitors across the entirety of the active travel path.

- A request was received regarding improved communication about local infrastructure projects and progress reporting.

Members acknowledged communication challenges and agreed improvements were needed.

- A request was received regarding an update on the Cemetery hedge.

Members were informed that the Cemetery Officer had provided an interim response and the matter would be put forward in due course.

- A question was received regarding an update on the audit of planters within Caldicot and concerns were raised over the condition of the plants.

Members were informed that an audit had begun, however it had been delayed due to unforeseen circumstances. Members acknowledged that a small section is still to be completed and will be done in due course. Members were informed of plans to consult planting experts, consider indigenous and pollinator-friendly species, engage the community through placemaking and explore business sponsorship.

101/2025-26 Minutes

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

- i) Minutes of Extra Ordinary Full Town Council Meeting held on Tuesday 23rd December 2025
Proposed by Cllr P Strong, seconded by Cllr RJ Higginson.
- ii) Minutes of KGVPF Trustee Meeting held on Tuesday 23rd December 2025
- iii) Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 13th January 2026
Proposed by Cllr RJ Higginson, seconded by Cllr P Strong.

102/2025-26 Reports from Monmouthshire County Councillors

Members were informed that emphasis is needed on reporting parking and speeding incidents to evidence the need for targeted enforcement.

Members **RESOLVED** to note the report.

Members thanked Cllr J Strong for their work.

103/2025-26 Report from Council Governor Representatives

Members were informed that Durand Primary School had received an outstanding Estyn Report and letter from Caldicot Town Council congratulating the school had been sent.

Members acknowledged that consultation is underway to change the age range from 3-11 to 4-11.

Members were informed of the use of the school as a polling station. Alternative venues were considered. Members noted that one private venue's quotation was high and that use of Council venues may be more cost-effective and accessible for residents.

Members **RESOLVED** that Durand School should not be used as a polling station at the wishes of the Head Teacher and at the expense of children's education and requested that MCC consider alternatives such as the cricket club, library, leisure centre or any other suitable venue.
Proposed by Cllr J Woodfield, seconded by Cllr R Wilsher.

104/2025-26 Report from Gwent Police

Members were informed of parking enforcements at The Cross and noted that tickets had been issued. Members urged continued enforcement.

Members noted reports of anti-social behaviour in residential areas and that police have identified some individuals and issued warning letters.

Members **RESOLVED** to note the report.

105/2025-26 Allotment Support Grant

Members were informed that after consultation with allotment holders, the proposal for the expenditure of the allotment support grant consisted of, noticeboards, biodiversity and habitat improvements, clearance of vacant overgrown plots, replacement gate at Oakley Way and regular maintenance of lightly overgrown vacant plots.

Members discussed the community, wellbeing and environmental benefit of the allotments. Members noted that the improvements will contribute towards the Section 16 report.

Members were informed that the Facilities Assistant's time will be managed and work would be prioritised, therefore not requiring additional hours for the light clearance.

Members **RESOLVED** to approve the proposal of the Allotment Support Grant expenditure and delegated powers to Officers to purchase and implement the items.
Proposed by Cllr J Davies, seconded by Cllr P Strong

Members **RESOLVED** to agree that the Facilities Assistant regularly maintains the vacant allotment plots and delegated powers to Officers to purchase equipment and materials to assist.
Proposed by Cllr P Strong, seconded by Cllr J Davies

106/2025-26 Budget Projects

Members reviewed project proposals, earmarked reserves and the financial budget. The following projects were considered:

- **KGVPF Entrance Improvements**
Members considered the condition of the walls and general aesthetics at the entrance. Existing funding within the budget heading were considered sufficient for cleaning, minor stonework and a previously agreed bollard.
Members agreed that the item would be put forward to Town Council as a separate item.
- **Town Planters and Flowerbeds**
Members were informed that this would be covered within the Environmental Initiatives budget. Members were asked to provide information on planters and flowerbeds within their ward.
- **Recycling in Caldicot**
Members were informed that this may be covered within the Environmental Initiatives budget. Members noted that funds may be required for promotional materials.

Cllr RJ Higginson left the meeting at 20:29 p.m.

- **KGVPF Community Space**

Members considered the proposal to transform the compound area into an open community space with a modest performance platform and adjoining recreational area. Members acknowledged that the project should aim to engage young people and to conduct a community consultation to inform decisions. Members noted that grants may contribute towards funds.

Members **RESOLVED** to allocate £25,000 from the 2026-27 precept towards the KGVPF Community Space project.

- **WWII Anti-Aircraft Battery Site**

Members were informed of the previous project and requested that funding is allocated to enable the implementation of noticeboards and signage. Members acknowledged the aim to recognise the site’s wartime heritage and provide public information, with appropriate acknowledgements.

Members **RESOLVED** to allocate £2,000 from the 2026-27 precept towards the WWII Anti-Aircraft Battery Site.

Cllr A Mayo left the meeting at 20:42 p.m.

- **KGVPF Pedestrian Crossing**

Members affirmed support for a safe pedestrian crossing near to the KGVPF entrance to improve access and safety. Members noted that the implemented of the pedestrian crossing required permission from Monmouthshire County Council. Members were informed that the matter will be incorporated within Placemaking.

Cllr A Mayo rejoined the meeting at 20:43 p.m.

Clerk informed Members that the projects would be brought to the forthcoming budget process.

Members **RESOLVED** to note the projected End-of-Year financial position for 2025/26.

Members **RESOLVED** to note the implications of including additional projects within the budget.

107/2025-26 Energy Supply Report

Members were provided with quotations regarding electricity and gas renewal costs, noting environmental credentials.

Members **RESOLVED** to provide delegated powers to Officers to obtain the most efficient energy renewal cost.

Proposed by Cllr A Mayo, seconded by Cllr P Strong.

108/2025-26 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 10th February 2026.

Meeting ended at 20:54 p.m.

Signed Date
Chair