**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 31st January 2018 at Caldicot Town Council**

 Present: Cllrs: P Stevens, Mayor RJ Higginson

 O Edwards M Mitchell

 D Ashwin F Rowberry

 A Easson M Stevens

 D Evans J Williams

 R Garrick J J Williams

 J Harris

[In attendance: G. McIntyre Clerk, S. King Deputy Clerk, C. Till, Sgt Nigel Callard, CSO Hayley Brown, PC Louise Thorpe, Members of Public]

##### 9892 Apologies

#####  Apologies for absence Cllrs W Conniff, S Tovey

**9893 Suspended Proceedings - Police Report**

Town Council welcomed Police representatives to the meeting, updates were provided and the following points were raised:

* Shoplifting offences had been addressed
* Offences of violence were of a domestic nature
* Speeding on B4245 – Recent incidents investigated by police
* Vehicles and cycles in the town still ongoing issue. Retailers had been reminded that permits were required
* Church Road – meetings had been arranged to address highway issues
* Cyclists without lights raised as concern
* Opportunity to meet to discuss parking issues in West End ward.
* Police resource not available to monitor at CCTV station

Police representatives invited members to meet and undertake ‘Ward Walks’ to discuss specific issues.

The mayor thanked police representatives for attending the meeting.

**9894 Declarations of Interest – To be identified under the relevant item/Forms to be completed**

Cllrs D Evans, RJ Higginson declared personal interests in Planning Matters in relation to Minute 9897.

 Cllr F Rowberry declared a personal interest in planning application DC/2018/00074 – 151 Elan Way.

 Part B, KGVPF – Cllr F Rowberry declared a personal interest in relation to Item 1.

**9895 Open Forum for Public Participation**

1. A member of the public asked if there had been a response from Mon CC on money made on fireworks and if the £3000 donated by the town council be returned.

It was noted that the Town Council was awaiting final figures from the Firework event.

**Council agreed to write to senior officers at Mon CC requesting further information.**

1. A member of the public requested information regarding parking issues on Church Road during school pick up and drop off hours.

It was noted that a meeting had recently been held with the School, Police and Mon CC Highways officers. Town Council had not been involved in the meeting.

Council agreed to write to Mon CC Highways and invite officers to meet with local members regarding the issue.

1. A member of public asked if the town council had made any progress with the installation of bollards in the town centre.

It was noted that information had been conveyed to Mon CC highways officers and members had been advised that the project would not be undertaken at this time.

**9896 To Approve the Minutes [CIRC]:**

a) Minutes of Full Town Council 29th November 2017 – Mayor to sign the Minutes

**The Minutes were approved as a true record and duly signed by the Mayor.**

 b) Minutes of Planning and Resources 9th January 2018 – Mayor to sign the Minutes

 **The Minutes were approved as a true record and duly signed by the Mayor.**

**9897 Planning – Plans may be viewed prior to the meeting at:**

[**http://www.monmouthshire.gov.uk/planning/research-planning-history**](http://www.monmouthshire.gov.uk/planning/research-planning-history)

1. **Planning Applications Received:**

 **DC/2018/00010:** Planning Permission – Extension to the side of the existing dwelling –

 4 Margretts Way, Caldicot, NP26 4NL

**TC Approved**

 Members noted that **DC/2018/00019** had replaced previous plan.

**DC/2016/01453:** Non Material Amendment - amendments to previous application DC/2016/01453 Flat type D increased in width by 225mm; Plots 3-4 handed, Plots 9-12 - new rear access gate for plot 9, Plot 14 - new rear access and car parking re-located to suit. House type B – patio door/window combination altered. House type C - window position changed, Flat type D - increased width to 225mm;add glazing bars to windows; window to living room increased to 1350mm. Bungalow type E - window heights changed -

Brookside, Neddern Way, Caldicot, NP26 4NH

**TC Approved**

**DC/2018/00784:** Planning Permission. Land reclamation scheme at Caerwent Quarry, Caerwent, including the import of (23,000m3) inert materials to create soil forming base to quarry for future after use as Agriculture - Caerwent Quarry, Dewstow, Caerwent, NP26 5AJ

**TC Refused\***

 **\* Noise and dust pollution**

 **Logistics of accessing the site and quantity of vehicles within the area**

 **Surrounding infrastructure and disturbance**

 **Contents of the waste**

 **Busy lanes (not roads) and dangerous with large vehicles usage**

 **Concerns over contamination of the Neddern**

**DC/20108/00074:** Planning Permission. Side and rear single storey extension - 151 Elan Way, Caldicot, NP26 4QB

**TC Approved**

 **B) Mon CC Planning Information**

 **i) Decisions**

 **DC/2017/01252:** Planning Permission - The proposal comprises of the removal of 2 warehouse doors and concertina door and bricking these up, which will then be over clad to match the existing. A new sectional loading door will be installed, alongside the installation of 5 new windows to serve the extended internal office accommodation. Units 9 & 15, Symondscliff Way. Severn Bridge Industrial Estate, Portskewett, NP26 5PT

**TC APPROVED 14.11.17**

**9898 Finance**

1. To Approve Cheque list December 2017 and January 2018

**Town Council approved cheque list December 2017 and January 2018.**

1. To Approve Financial Comparisons:
2. 1st April to 31st December 2017

 **Town Council approved Financial Comparison 1st April to 31st December 2017**

1. 1st October 2017 to 31st December 2017

 **Town Council approved Financial Comparison 1st October to 31st December 2017**

1. To consider additional dog bins, Caldicot Castle & Country Park ***[b/f P&R 9.18]***

Council was informed that Mon CC had considered an Alternative Delivery Model for the tourism, leisure, culture and youth services.

It was proposed and duly seconded to defer a decision until further information had been obtained regarding the Mon CC decision of an Alternative Delivery Model.

**Town Council agreed to defer a decision until February Full Town Council Meeting.**

1. To consider request for funding –

i) National Eisteddfod Cardiff August 2018

Council considered a request for funding from the National Eisteddfod 2018.

It was proposed and duly seconded to donate £50 to the National Eisteddfod.

**Town Council resolved to donate £50 to the National Eisteddfod.**

***Spending Power – Entertainment and the Arts, Local Government Act 1972, s.145***

ii)Urdd National Eisteddfod 2018

Council considered a request for funding from the Urdd National Eisteddfod 2018.

It was proposed and duly seconded to donate £25 to the Urdd National Eisteddfod 2018.

**Town Council resolved to donate £25 to the Urdd National Eisteddfod 2018.**

***Spending Power – Entertainment and the Arts, Local Government Act 1972, s.145***

1. To note Christmas lights contracts (supply and installation) due for renewal 2018 – to consider specification

Council noted that the Christmas light supply and installation contracts were due for renewal.

A member indicated that town centre ‘zig zag’ lights were also due for renewal and suggested involvement of Town Team.

Members noted that Town Council representatives were meeting with Town Team to develop partnership working and relationships.

**Town Council resolved that the Clerk would arrange meetings with Christmas light suppliers to present options, with a view to obtain costings.**

**9899 To approve Minutes of Grants Committee and Accept Recommendations**

 **12th December 2017**

Town Council approved the minutes and recommendations of Grants Committee 12th December 2017.

Recipients would be invited to February Planning & Resources for presentation of donations.

1. **Members business**
2. **Cllr F Rowberry – Updates on Items of Business**

In presenting the item, Cllr Rowberry raised that not enough information comes back to members, from items of business they put in.

It was highlighted that this was not a reflection on the office, however, members were frustrated that issues had not been resolved.

The Clerk advised that Mon CC had a single point of contact of reporting issues and this was used by the office. Town Council expressed concern that the reporting system was not working. Council agreed that an ‘issue log’ would be reported to the next meeting.

**It was resolved to write to Mon CC expressing concerns regarding communication and** **unresolved issues**.

1. **Cllr O Edwards – Reduce speed limit on Church Road.**

In presenting the item, Cllr Edwards advised that Church Road was the only street with a primary school to still have a 30mph speed limit. All primary schools in Caldicot have 20mph speed limits other than Castle Park primary and this was required for the safety of pedestrians.

Council expressed support for the item of business and resolved that the local ward members meet with Highways Officers, to discuss the issue.

1. **Cllr O Edwards – Youth Council**

In presenting the item, Cllr Edwards wished to provide inclusion for younger members of the community, through a Youth Council. A member suggested the possibility of co-option of 3 young people to Town Council.

**Town Council resolved to add the item to the agenda, to be considered at Full Town Council in February.**

1. **Cllr A Easson – Hoggin the Bridge**

In presenting the item, Cllr Easson addressed the matter of not including Town Mayor to Hoggin the Bridge Charity and highlighted the importance of ensuring that the Town Council is recognised and represented at future events.

As an alternative to a ‘cheer zone’, the Mayor had stood outside the Town Council office and welcomed riders into the town.

**Town council resolved that Hoggin the Bridge charity would be contacted asking when invites were distributed and why the Mayor’s had not been received.**

1. **Cllr A Easson – CSAT meetings**

In presenting the item, Cllr A Easson advised that CSAT meetings had been discontinued and requested contact with MCC and Gwent Police, Fire and Rescue services with a view to resuming or redesigning the structure of CSAT’s.

**Town Council resolved to write to Mon CC and Gwent Police regarding the status of CSAT meetings in the area.**

1. **Cllr A Easson – Painting of Street Furniture**

In presenting the item, Cllr Easson advised that several months ago the council made contact with Mon CC requesting that the painting of street furniture be completed as parts of the Town especially the Cross area were looking dowdy as opposed to the newly painted parts.

 **Town Council resolved to write to Mon CC for an update on painting of street furniture**.

**9901 To note Mon CC response to Aneurin Bevan University Health Board – Redesigning Mental Health Services for Older People**

 Town Council noted the response from Mon CC to Aneurin Bevan University Health Board regarding Redesigning Mental Health Services for Older People.

**9902 To note Planning Application to be submitted by Planning Agent, regarding proposed Cemetery Extension *[P&R 9.1.18 agreed H&S Committee members to meet with planning agent*]**

The Clerk advised that the planning agent had queried whether the existing path would be wide enough for an access road. Town Council agreed to respond that possible alternative routes were considered by the agent.

**9903** **Green Flag**

The Mayor advised that the office administrator had completed 3 of the 38 parts required for Green Flag business case and it was a detailed process. The Mayor had discussed the application process with Barry, Neath, Penarth and Carmarthen Councils and had been invited to attend Barry Town Council as it had been awarded green flag status.

**Town Council resolved that the Mayor (approved duty), Clerk/Deputy Clerk and Office Administrator meet with Barry Town Council regarding the application process.**

During discussion, a member requested feedback on Fairtrade. It was recognised that this was a community initiative and that work was ongoing by the community representative.

**9904** **To arrange date of meeting for Twinning Committee [b/f FTC 29.11.17]**

The Mayor updated that the Head Teacher of Caldicot School would provide and confirm details for pupil attendance on the proposed visit.

Council agreed for the Chair of Twinning Committee and the Clerk to arrange a meeting of Twinning Committee.

*Cllr D Ashwin left 7.55pm*

**9905** **Reports**

1. **Reports from Town Council Representatives on Outside Bodies**

There were no reports.

1. **Governors**

Cllr M Stevens updated council on Durand Primary School. Concerns were raised regarding limited spaces available in schools and the potential extra pressures in the future.

**Town Council agreed to write to Mon CC for clarification regarding what is being done to accommodate required school places, highlighting members concerns of planned developments in the area.**

1. **Other (incl. Website Analytics)**

 **One Voice Wales Conference**

Cllr P Stevens updated on a recent One Voice Wales Conference, the following points were raised:

* Planning Law Update
* Review of Local Sector
* OVW Awards Scheme - informing of activities and sharing good practice.
* Audit 2018/19 - focus on reserves
* Grants Committee to consider application process
* OVW correspondence
* E-bulletin received in Clerks Report
* Pension Deficit - Member Councils responsible for covering cost

Councillors requested further information regarding the pension deficit for the next council meeting, including amount and pension scheme.

 **Caldicot Foodbank AGM 30.1.18**

Town Council representative updated Council, following the Foodbank AGM, regarding volunteers, stock levels, partners and donations. Foodbank appreciated use of the Town Council building.

Discussions had been held regarding use of Town Council facilities for frozen food storage and that, due to mains power cuts, some products had been lost.

**Town Council agreed for an electrician to check freezer and the requirement for the breaker.**

**Website Analytics**

 Town Council noted website analytics

The Mayor suggested that more information should be uploaded to the website and Facebook.

Council were encouraged to send items through to the office, ideally 2 items per week.

**9906** **To Receive Clerk’s Report – Correspondence, Publications**

During discussion the following points were noted:

* **General Data Protection Regulation –** The Clerk advised that the Clerk and Deputy Clerk would be undertaking a webinar on GDPR. Members were encouraged to attend the Mon CC awareness/training 27th February 2018, 6pm at County Hall, Usk.
* **CCTV –** A member advised that the Mon CC officer would be contacted for information and activity for the town centre.
* **Update on alternative delivery models or Tourism, Leisure, Culture and Youth Service** – Council were informed that Mon CC Cabinet had resolved to progress with Alternative Delivery Model
* **Assembly Member for Newport East – Closure of Dementia Unit, Chepstow Hospital [FTC 27.9.17 response to email] –** Town Council noted the response
* **Conversion of business premises to residential properties, Wesley Buildings –** Clerk to advise resident to post objection to Mon CC Planning Portal.
* **Curtailment of Mencap Transport by Mon CC –** Town Council agreed to invite relevant Mon CC officer to a meeting to discuss in further detail and to acknowledge the member of public expressing support.
* **Caldicot Town Team - Family Fun Day** – the event would be discussed at the informal meeting with Town Team and Town Council representatives. Updates would be reported back to Town Council.

Town Council agreed in principle to support the Caldicot Town Team, Family Fun Day event at a cost of £100 sponsorship.

**9907** ***To Resolve – Exclusion of Press and Public – 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***

**9908 To consider quotations for:**

1. **Cemetery Notice Board**

 Three quotations were received- Option 1 was proposed and duly seconded - £972.00 + VAT.

 Costs were highlighted as supply only and that installation cost would be obtained.

**Town Council resolved to purchase notice board at a cost of £972.00 + VAT from Earth Anchors.**

1. **Cemetery shelter**

Three quotations were received - quotation from R T Powell was proposed and duly seconded.

**Town Council resolved to accept quotation from R T Powell at a cost of £1300 + VAT**

 **(iii) Cemetery Headstone Testing – Update**

The clerk updated Council that following recent Cemetery Headstone Testing, urgent repair had been undertaken (agreed with Health and Safety Committee Chair & Mayor). Further works were required to address leaning headstones.

**Town Council resolved to undertake all required works with preferred contractor at a cost of £2050.00**

1. **Town Council Boundary Wall – To follow**

The Clerk updated Council that a quote for repair had been received following pre-inspection works.

**In accordance with Financial Regulations, Town Council agreed to obtain further quotes for the works.**

Cllrs J Williams and JJ Williams left 8.47pm

 **The meeting closed at 8.47pm.**

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Mayor/Deputy Mayor

**PART B - MINUTES OF KING GEORGE V PLAYING FIELDS TRUSTEE MEETING HELD ON 31st JANUARY 2018 at 8.50pm**

Cllr F Rowberry declared a personal interest, in relation to Part B, Item 1 as a member of Caldicot Town AFC.

1. **To receive notes of Users meeting Monday 18th December 2017 at 2.00pm**

Trustees received the notes of Users meeting held Monday 18th December 2017

1. **To approve payment for Treatment Plant Layout, compound project - £475.00 + VAT**

Trustees requested clarification regarding costs for treatment plant and layout. The Clerk advised that council had agreed to obtain costs from the project manager, in relation to drainage options for the compound project.

Trustees agreed that further clarification was required and the project manager would be invited to a Compound Working Group meeting.

1. **To approve costs for 2018/2019 Mon CC monthly playground inspections 2018/19 - £539.55**

Trustees approved cost of £539.55 for 2018/19 Mon CC monthly playground inspections

1. **To arrange date of meeting for Compound Working Group**

Trustees agreed for members of the committee to send dates of availability to the Clerk, in order to a Compound Working Group meeting to be convened.

1. ***To resolve – Exclusion of Press and Public – 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:***
2. **To consider quotations/estimates in relation to**
3. **DDA compliant swing**

Trustees considered options for a DDA compliant swing, option 2 was proposed and duly seconded.

**Trustees agreed to purchase option 2 - 2.4m Swing Frame, support mirage seat with grassmat tile surfacing - £4,428.30 + VAT.**

1. **Signs and recycling bins**

Trustees considered options for signage and recycling bins, it was proposed and duly seconded that 2 signs of each style and 4 bins were purchased.

**Trustees agreed the purchase of 4 signs and 4 bins (recycling and landfill)**

1. **Entrance Wall**

 Trustees considered the quotation for works to KGVPF entrance wall.

 **Trustees agreed the quotation for works to the KGVPF entrance wall - £120.00.**

1. **Drainage for compound**

Trustees considered the quotation and requested further information from the project manager.

1. **Estimated costs for bandstand**

Trustees discussed the bandstand project and the possibility of it being incorporated into the compound project and the whole of KGVPF.

Trustees noted that approximate estimates were of significant value and recognised that the amounts were estimated, from a number of suppliers which included construction works and bandstand supply/build.

Trustees agreed that further options and costings should be obtained.

**The meeting closed at 9.00pm.**