**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 28th March 2018 at Caldicot Town Council**

 Present: Cllrs: P Stevens, Mayor RJ Higginson

 O Edwards M Mitchell

 D Ashwin M Stevens

 A Easson S Tovey

 D Evans J Williams

 R Garrick J J Williams

 K Harris

[In attendance: G. McIntyre Clerk, S. King Deputy Clerk, C. Till]

[Also in attendance: Police Representatives, Caldicot and Chepstow Lions Representatives, Members of Press and Public]

##### 9923 Apologies

 Apologies were received from Cllrs W Conniff, J Harris and F Rowberry.

**9924 Declarations of Interest – To be identified under the relevant item/Forms to be completed**

Cllrs D Evans, R J Higginson declared personal interests in Planning Matters in relation to minute 9929.

Cllr R J Higginson declared a personal interest Caldicot RFC in relation to minute 9931(b).

Cllrs D Evans and K Harris declared personal interests in Caldicot Events Committee in relation to minute 9931(d).

Cllr K Harris declared a personal interest in Caldicot Bowls Club in relation to minute 9931(d).

**9925 Police Report**

 Council welcomed Police Representatives to the meeting.

 Sgt. Nigel Callard provided an update on the police report and the following points were noted:

* Apparent increase in crime was due to the method of recording incidents
* Main issue regarding shoplifting, which was being addressed

Council highlighted that there was still a number of vehicles and cyclists in the town. Members were encouraged to contact 101 to report any issues.

The chair thanked the police for attending and presenting the report.

**9926 Open Forum for Public Participation [max 15 mins at Mayor’s Discretion]**

a) A Member of Severnside Together Opposing Pollution (STOP) updated council on the proposed development at Severn Bridge Industrial Estate. The following points were noted:

* Public consultation ongoing until 10th April 2018
* NRW had refused an environmental permit
* Full scale of operation and types of waste unknown
* Proposed use of site still needs to be clearly identified

Town Council thanked STOP for the update.

b) County Councillor J Watkins, attended with local residents and raised concerns regarding the proposed development on Church Farm. Points were noted as follows:

* Health and safety concerns - access to proposed site, increased traffic
* Lack of infrastructure - schools doctors
* Location of site
* S106 monies

Council recognised that representation could be made by residents as part of the Monmouthshire County Council planning process.

County Councillors advised residents of the appeal process for Mon CC Planning applications.

Town Council requested that the Clerk invite the developer to attend a meeting and provide further information regarding the development.

**9927 To Suspend Proceedings**

 **a) Presentation from Chepstow and Caldicot Lions – Mr B Prout and colleagues**

 The Chair welcomed members of Chepstow and Caldicot Lions to the meeting.

 Mr Glyn Williams – Secretary, Mr Brian Prout – Vice President, Mr John Robinson – President, delivered a presentation on the history and the work of the Lions. Information was noted as follows:

* 1.45 million members worldwide, 207 countries, 47,000 clubs
* Over 900 Lions Clubs in the Uk
* Chepstow branch started in 1971, Caldicot added in 2014 – membership 21 (4 founding members)
* Projects for community:
	+ Sight first – old spectacles collected, refurbished and sent to underdeveloped countries (3200 in last year only about 20% usable)
	+ Message in a bottle – comprehensive form detailing meds, details of illnesses, everything emergency services need.
	+ AED’s – centennial project. Supply of public access defibrillators. 21 out at present in local village communities, funded by Lions and British heart foundation.
	+ Annual Choir Concert – approximately £700 raised annually for local causes
	+ Christmas and parcel bucket collections – 180-190 parcels to those in need, particularly low income, children and the elderly.
	+ Agricultural show - £800 for local causes
	+ Schools programme – instrumental in most improved pupil award at Caldicot, Wye Dean and Chepstow (behaviour, attendance and overall development)
	+ Sponsors – Chepstow Racing, Herbert Lewis, Absolute Homes (Florida), Avent
	+ Variety of fundraising – through wing walks and aeroplane jumps

The Chair thanked Lions representatives for attending and reinforced that the organisation had made a significant contribution to the community.

**9928 To Approve the Minutes [CIRC]:**

a) Minutes of Full Town Council 28th February 2018 – Mayor to sign the Minutes

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

**9929 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:**

 **DM/2018/00425:** Discharge of conditions 3 and 4 from previous application DC/2017/00990 - Notices for local planning authority with a start date and traffic management plan

 - 125-195 Oakley Way, Caldicot, Monmouthshire, NP26 4EB

**TC APPROVED**

 **DC/2017/00700:** Erection of two flue stacks (to facilitate the thermal treatment of non -hazardous waste types) and the siting of storage containers.

 - Unit 4, Symondscliff Way, Severn Bridge Industrial Estate, Portskewett, Monmouthshire, NP26 5PW

 *[Amendment details- Receipt of the following additional information:*

 *o Air Quality Assessment - 3rd Issue (Feb 2018)*

 *o Noise Management Plan V3 (Feb 2018)*

 *o Odour Assessment - 3rd Issue (Feb 2018)*

 *o Odour Management Plan V3 (Feb 2018)*

 *o Human Health Risk Assessment (Feb18)]*

**TC DEFERRED\***

**\*pending meeting with developers**

1. **Mon CC Planning Information**

 **i) Planning Permissions**

**DC/2017/00762:** LBC - Internal alterations to cover Fire Safety precaution works and improve means of escape from the building. Llanthony Secunda Manor, Church Road, Caldicot, NP26 4HT

 **TC Approved FTC 26.7.17**

 **DC/2017/01111:** Discharge of conditions 5 (drainage), 6 (Green infrastructure), 7 (estate plan), 8 (roads), 10 (materials), 11 (footway materials) and 12 (lighting). Relating to application DC/2016/01453 – Brookside, Caldicot, NP26 4NJ

 ***Mon CC Split Decision: conditions 5,7,8,9, 12 discharged, conditions 6, 10 and 11 refused***

 **TC Approved P&R 10.10.17**

**DC/2018/00010:** Extension to the side of the existing dwelling. 4 Margretts Way, Caldicot, NP26 4NL **TC Approved FTC 31.1.18**

**DC/2018/00066:** Planning Permission - Erection of large cabin in garden. 27 Plover Crescent, Caldicot, Monmouthshire, NP26 5ET **TC Approved P&R 13.2.18**

**DC/2018/00074:** Planning Permission. Side and rear single storey extension. 151 Elan Way, Caldicot NP26 4QB **TC Approved FTC 31.1.18**

**Town Council noted Mon CC Planning Permissions B) i) above.**

**ii) Pre-Application Consultation – Land Severn Bridge Industrial Estate**

*‘On our client’s behalf we will shortly be submitting a planning application. As part of this Pre-application consultation we are obliged to inform you of same. A copy of the draft application drawings are enclosed. We would be grateful if you can acknowledge this notice and let us have any comments you might have.’* [Circ]

**Town Council noted Pre-Application Consultation – Land Severn Bridge Industrial Estate.**

**9930 Finance [Circulated unless marked\*]**

1. To Approve Cheque list March 2018

 **Town Council resolved to approve Cheque list March 2018 as circulated.**

1. To Approve Independent Remuneration Panel for Wales Annual Report 2018/19 determinations 44-53

 **Town Council resolved to approve IRPW Annual Report 2018/19 determinations 44-53.**

**Town Council agreed that the item would be included on the Annual Meeting agenda.**

1. Ref: Interim Internal Audit Report 2017-2018 R2 - To Note Estimates Committee 14.11.17 – Decision deferred on Investment with CCLA - ***Please note:******Financial institutions and unitary authority unable to provide advice***

**Town Council noted reference to Interim Internal Audit Report 2017-2018 R2, Estimates Committee 14.11.17 – Decision deferred on Investment with CCLA and that Financial institutions and unitary authority were unable to provide advice.**

1. To consider request for support from Children’s Wales Air Ambulance appeal

*[NB: £40 remaining in Community Well Being Budget 2017/18]*

It was proposed and duly seconded to donate remainder of Community Well Being Budget 2017/18 to Children’s Wales Air Ambulance appeal.

**Town Council resolved to donate £40 to Children’s Wales Air Ambulance appeal and agreed to invite Children’s Wales Air Ambulance to submit an application for the 2018/19 Financial Year.**

1. To note appreciations for donations:

 i) Blue Phoenix Jazz Band – £400

 ii) Urdd Gobaith Cymru National Eisteddfod Brecon and Radnorshire 2018 - £25

**Town Council noted appreciations for donations from Blue Phoenix Jazz Band and**

 **Urdd Gobaith Cymru National Eisteddfod Brecon and Radnorshire 2018.**

**9931 To Approve Minutes and recommendations [Circ]:**

 **a) Twinning Committee meeting held on 28th February 2018**

**Town Council approved minutes and recommendations of Twinning Committee**

**28th February 2018.**

 **b) Grants Committee meeting held on 7th March 2018**

 **Cllr D Evans declared a personal interest as the Chair of Events Committee.**

Town Councils discussed the Caldicot Events Committee grant application and agreed that audited accounts would be required prior to the donation being approved.

**Town Council resolved that the Events Committee audited accounts would be presented to the next Planning & Resource Committee, 10th April 2018, in order for a decision to be considered regarding donation.**

**Cllr R J Higginson declared a personal and prejudicial interest as a member of Caldicot RFC. Cllr RJ Higginson left the meeting during discussion of Caldicot RFC donation.**

Town Council considered the grants committee recommendation. The contribution of the club was recognised, however, on this occasion grants committee recommended not to donate to Caldicot RFC.

It was proposed and duly seconded to accept the Grants Committee recommendation to not donate to Caldicot RFC.

A councillor requested a recorded vote on the proposal:

For: Cllrs P Stevens, O Edwards, M Mitchell, R Garrick, D Evans, M Stevens, S Tovey,

J Williams, J J Williams, A Easson

Against: Cllrs D Ashwin, K Harris

Abstained: None

**Town Council resolved that an amount would not be donated to Caldicot RFC.**

Council agreed that further applications for grants from Caldicot RFC would be considered.

**Cllr R J Higginson returned to the meeting**

**Town Council approved minutes and recommendations of Grants Committee**

**7th March 2018.**

 **c) Health and Safety Committee meeting held on 7th March 2018**

**Town Council approved minutes and recommendations of Health and Safety Committee 7th March 2018.**

 **d) To Ratify Minutes and consider recommendations of Health and Safety Committee**

 **meeting held on 21st March 2018**

**Town Council approved minutes and recommendations of Health and Safety Committee 21st March 2018.**

 **e) To Endorse recommendations of Health and Safety Committee 21.3.18 regarding**

 **Legionella Control scheme** *[delegated powers to committee meeting – FTC 28.2.18]*

 **Town Council endorsed recommendations of Health and Safety Committee 21.3.18.**

**9932 Members Items of Business [Circ]**

1. Cllr P Stevens – working party to celebrate development of Caldicot throughout time

Cllr P Stevens presented the item as an opportunity for collaborative working and joint project for partners within Caldicot.

It was proposed and duly seconded that partner organisations, agencies and business were contacted, in order to obtain interest for a working party to be established to consider the item.

**Town Council agreed to contact bodies in order to gain interest in setting up a working party in this regard.**

1. Cllr K Harris **–** to discuss the plans for Caldicot

Cllr K Harris outlined the plans for Caldicot Town Centre to Council. Council discussed parking issues in the town and how parking could be affected by proposals to modernise the town centre.

Council highlighted that any issues could be raised at the planning stage.

**9933 To Consider Motions for One Voice Wales Annual General Meeting [Circ]**

It was proposed and duly seconded that councillors should submit motions to the office.

**Town Council agreed that Councillors would submit any One Voice Wales Annual General Meeting motions to the Town Council office for consideration by Council.**

**9934 To receive update regarding Dewstow Cemetery Extension [Circ]**

The Chair updated council on progress for the Dewstow Cemetery planning application. The Chair advised that Mon CC were against removal of Dewstow Cemetery hedge, and that Town Council would be required to make compensatory planting, should the hedge be removed.

Councillors agreed that further burial spaces would be available with removal of the hedge.

It was proposed that the hedge be removed and compensatory planting be undertaken around the perimeter of the cemetery extension.

**Town Council resolved to remove the hedge and plant replacement hedges around the perimeter of the cemetery extension.**

**9935 To Consider requests for permissions as follows:**

 *Council resolved to accept a further request for permission to erect a shed at Sandy Lane*

 *Allotments.*

1. To erect a Shed at Plot 1, Sandy Lane allotments

 **Town Council approved erection of a shed on Plot 1 and Plot 31 Sandy Lane Allotments.**

**9936 To Consider General Data Protection Regulation [b/f TC 28.2.18] [Circ]**

1. **To Approve Update of Town Council Agreements/Forms: [Circ]**
2. **Caldicot Cemetery - Notice of Interment**
3. **Caldicot Cemetery - Application to Supply NEW Memorial**
4. **Caldicot Cemetery - Application for additional inscription or refurbishment of EXISTING Memorial**
5. **Caldicot Allotments - Tenancy Agreement**
6. **Caldicot Town Council - Booking Hire Form**

The clerk advised that this was an administrative exercise to comply with GDPR.

 **Town Council resolved to accept Updated Town Council Agreements and Forms as above.**

**9937 To receive response from Aneurin Bevan University Health Board – Re-design of Older Adult Mental Health Services [Circ]**

Councillors expressed disappointment that Aneurin Bevin University Health Board had closed the dementia ward at Chepstow Hospital despite objections.

 **Town Council agreed to write to the Aneurin Bevan University Health Board and express their disappointment and concerns in this matter.**

**9938 To Note visit Caldicot School, Tuesday 6th March at 3.30 pm [b/f TC 28.02.18] – members unable to attend**

Cllr K Harris expressed her disappointment of being the only member to attend the Caldicot School visit and thanked the Head Teacher for a well informed tour of the school.

**9939 To agree date of Annual Meeting**

 Wednesday 16th May 2018 at 6.00pm

  **Town Council agreed Annual Meeting to be held Wednesday 16th May 2018 at 6.00pm.**

 **9940 Reports**

1. Reports from Town Council Representatives on Outside Bodies

 There were no reports.

1. Report Town Team meeting 12.3.18 – Cllr F Rowberry [Circ]

Town Council noted Town Team report from Cllr Rowberry.

The Mayor advised that he had been invited to the Town Team Easter Market to present prizes.

Town Council agreed to request a written report from Town Team for Full Town Council meetings in lieu of attending the meeting.

1. Governor’s reports

 There were no reports.

 d) Other (incl. Website Analytics) [Circ]

 **Town Council noted website analytics report.**

**9941 To Receive Clerk’s Report – Correspondence, Publications**

*[NB: One Voice Wales responds on WG consultations on behalf of Town Councils via a network of volunteer responders: interested councillors contact Clerk]*

 **National Awards 2018 – Conference 29th March 2018**

The Chair advised that the Town Council Annual Report 2016/17 and the Town Council website had been nominated for awards and that he would be attending the conference on 29th March 2018.

 **Consultation on Edition 10 of Planning Policy Wales**

Council agreed to agenda the item for April Planning and Resources Meeting to consider a response.

 **Funding support available in 2018**

Town Council agreed to contact neighbouring councils to gauge interest in joint working.

 **April Training Sessions**

 Councillors were advised to contact the Clerk to express interest in any training.

 **Response to Outstanding MCC Issues**

Councillors expressed concern that items had not been completed.

Councillors requested further information on school places including number of children inside schools from out of their catchment area, whether developers were being asked for money to improve local schools

Councillors requested a meeting with Mon CC Highways to consider siting of a bus shelter at Longfellow Road.

 **Wales Audit Office – survey of all Welsh town and community councils**

Council agreed that the Clerk would respond to items of the survey that required a factual response.

 **Royal British Legion – Silent Soldier**

 It was proposed that a “Silent Soldier” be purchased.

 **Town Council agreed to purchase a “Silent Solider” in commemoration of the end of WW1.**

 **Chris Jones Regeneration – Caldicot Town Centre Stakeholder Workshop**

 Councillors requested Senior Mon CC officers to update council on the town centre project.

 **Caldicot Town Team – Business Case to Mon CC ‘Caldicot Goes Pop!’**

Town Council resolved to Support Town Team for ‘Caldicot Goes Pop!’

 **Twinning Committee – Morieres-les-Avignon**

It was agreed to thank twin town Morieres-les-Avignon for their time and effort in the past.

 **Wales Volunteer of the Year Awards 2018**

Members recommended residents who had volunteered to transport persons for necessary journeys, with their four-wheel drive vehicles, during the inclement weather in March. Councillors to submit names to the Clerk.

**The meeting closed at 8:20pm**

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 Mayor/Deputy Mayor