**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 27th June 2018 at Caldicot Town Council**

Present: Cllrs O Edwards, Mayor

J Williams, Deputy Mayor

A Easson M Mitchell

D Evans F Rowberry

R Garrick M Stevens

J Harris P Stevens

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

##### 9972 Apologies

Apologies were received from Cllrs D Ashwin, RJ Higginson, S Tovey, J J Williams.

**9973 Declarations of Interest – To be identified under the relevant item/Forms to be completed**

Cllrs D Evans declared a personal interest in Planning Matters, as a member of Mon CC Planning Committee, in relation to minute 9976.

Cllr M Stevens and P Stevens declared a personal interest in planning application DM/2018/00926

Cllrs F Rowberry, M Stevens and P Stevens declared personal interests in Part B,1 KGVPF User Sub-Committee.

**9974 To Approve the Minutes:**

a) Minutes of Full Town Council 30th May 2018 – Mayor to sign the Minutes

**The Minutes of Full Town Council 30th May 2018 were approved as a true record and duly signed by the Mayor.**

b) Minutes of Planning and Resources 12th June 2018 – Mayor to sign the Minutes

**The Minutes of Planning and Resources 12th June 2018 were approved as a true record and duly signed by the Mayor.**

**9975 Open Forum for Public Participation [max 15 mins at Mayor’s Discretion]**

a) Caldicot Community Working Together (CCWT) Volunteers, planters in Town Centre

* The group had requested advice from Mon CC Highways, regarding a potential project for small planters to be placed outside shops in the town centre.
* Licence, map of locations, administration fee and public liability insurance would be required.
* CCWT had arranged for relevant insurance
* Awaiting map of Town Centre, from Mon CC.

In response, Council advised that Highways guidance had been included on the agenda and may provide assistance. It was agreed that the guidance could be circulated to all tenants in the Town Centre.

Town Council fully supported the planter project and agreed to recommend to Mon CC that there should be no charge to the volunteer group.

**9976 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)

**A) Planning Applications Received:**

**DM/2018/00926:** Detached garages – 108/110 Chepstow Road, Caldicot, NP26 4JA

**TC Approved**

**B) Planning Information – Church Farm Development, Caldicot**

The Mayor advised that confirmation had been received from Planning Officers, Consultants and Bethany Baptist Church. A meeting would be held regarding Church Farm Development, at 6pm on Monday 2nd July 2018, venue Bethany Baptist Church.

It was highlighted that the meeting had been requested by Town Council, however, was not a Town Council meeting and would provide an opportunity for residents/public to raise concerns.

Discussions were held and Town Council agreed that the meeting was chaired by the Mayor, with Clerk and Deputy Clerk in attendance to take notes. The notes would be received by Caldicot Town Council, prior to consideration of the planning application.

Town Council noted that a meeting regarding Church Farm Development would be held on Monday 2nd July 2018 at 6pm. Responses to questions, provided by the public at the last meeting, would be received from the consultants.

**It was agreed that the Church Farm Development meeting, 2nd July 2018 at the Bethany Baptist Church, would be chaired by the Mayor, notes taken by Clerk/Deputy Clerk and the meeting advertised in notice board/social media.**

**9977 Finance [Circulated unless marked\*]**

1. To Approve Cheque List June 2018

**Town Council resolved to approve Cheque List June 2018 as circulated.**

1. To Note Appreciations for Donations:

a) Bobath - £50

b) Caldicot Events Committee - £8,000

**Town Council noted appreciations for donations.**

It was highlighted that the Carnival, arranged by Events Committee and financially supported by Town Council, had been a very successful event. Town Council support was appreciated.

1. To consider investment of Town Council Funds
   1. Ref. Internal Audit Report R2: ‘***The Clerk has developed an Investment Strategy which has subsequently been approved and adopted by the members. Members have also received a presentation from the CCLA but have not reached a decision on investments.’***

The Clerk reminded Council that, following an internal audit recommendation, CCLA were contacted regarding investment options. Alternative establishments had been approached, however, high street banks and building societies no longer addressed bodies regarding investment.

CCLA had presented at One Voice Wales/CCLA conferences and were used by other local Councils. A member suggested that, following recommendation from internal audit, CCLA were used for a period of six months investment.

It was proposed and duly seconded, for Town Council money to be invested with CCLA, for a period of 6 months. A Councillor requested a recorded vote. A recorded vote was taken:

FOR: Cllrs O Edwards, A Easson, D Evans, R Garrick, M Stevens, P Stevens, J Williams

AGAINST: Cllrs J Harris, M Mitchell, F Rowberry

ABSTAINED: None

Upon being put to the vote, the proposal was carried.

**Town Council resolved that investment would be made with CCLA, for a period of 6 months.**

* 1. To complete CCLA Application Forms

**Town Council resolved to agree that CCLA application forms would be completed by cheque signatories, as approved at the Town Council Annual Meeting.**

* 1. To consider amount of investment *[Annual Investment Strategy Circ]*

Town Council considered the Annual Investment Strategy and it was suggested to invest £100k, as per previous years.

**Town Council resolved to invest £100,000 with CCLA for 6 months.**

1. To Consider IRP Determination 47 Special Responsibility Payments *[b/f AM16.5.18]*

*[Community and town councils in Group B & C must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses]*

**Town Council noted IRP Determination 47 Special Responsibility Payments.**

1. To consider specification for renewal of contract for installation of Christmas lights

**Town Council noted specification for renewal of contract for installation of Christmas lights.**

**9978 Members Items of Business [Circ]**

1. Cllr A Easson – Flag raising ceremony for Merchant Navy Day

In presenting the item, Cllr Easson highlighted that Council had agreed to fly the Red Ensign on September 3rd 2018, following a request by Seafarers UK to commemorate Merchant Navy Day 2018.

Cllr Easson proposed that a flag raising ceremony was held by Town Council (around 1st September) and that the Red Ensign would be flown for 7 days. In addition, Cllr Easson proposed that the flag pole remained in place for the Sunset Service in November. This was duly seconded.

During discussion it was noted that the flowerbed at the Cross, required clearing prior to the events.

**Town Council resolved to hold a flag raising ceremony on Friday 31st August 2018 at 2pm; Seaman’s Mission and Navy representatives would be invited to attend. Town Council agreed that the flag pole would remain in place after the ceremony, in preparation for Remembrance Sunday.**

1. Cllr F Rowberry – Introduction of Microphone System in Council Chamber

In presenting the item, Cllr Rowberry highlighted that at Council meetings it was difficult to hear contributions given by Councillors, Visitors and the public. A hearing loop system was in the chamber, which did not help every member.

Cllr Rowberry proposed that the Clerk obtains prices for a microphone system, which would assist Councillors, visitors and the public. This was duly seconded.

**Town Council resolved to agree to obtain prices for a microphone system.**

1. Cllr F Rowberry – Vehicles using Caldicot Town Centre
2. Cllr A Easson – Failure to prevent unauthorised vehicles entering the Town Centre

The Mayor suggested that items (c) and (d) were combined due to the similarity of business.

**Town Council agreed that the two items would be considered at the same time.**

In presenting the items, Cllrs Easson and Rowberry highlighted concerns regarding the number of vehicles that had been in the pedestrianised area of the town centre, particularly in relation to damage that had occurred to the Cross memorial. Town Council had previously recommended that bollards were installed, however, this had not been agreed by Mon CC.

Significant issues of concern were raised including risks to pedestrians, damage to street furniture, health and safety aspects, management of permit system, requirement for due diligence.

Town Council recognised that a permit system was in operation, for vehicles to access the pedestrian area, however this was not operated or monitored effectively.

It was suggested that a number of Mon CC officers were invited to a meeting - Estates, Highways, Operations, CCTV as well as the police. In addition, Town Council requested that a list was provided of all town centre tenants who had permits.

**Town Council resolved to agree, list of vehicles permitted in town centre pedestrianised area, from Mon CC and that Mon CC Officers and police were invited to meet Town Council, prior to July Planning & Resources.**

**9979 To Approve the Minutes of Grants Committee 12.6.18 [CIRC]**

1. **To Approve Recommendations**

**Town Council approved minutes and recommendations of Grants Committee 12.6.18**

**9980 To Approve the Minutes of Health & Safety Committee 14.6.18 [CIRC]**

1. **To Approve Recommendations**

The Clerk updated Council that the boundary fence had been discussed with developers, at the property neighbouring the Town Council premises, due to ongoing building development. Town Council were advised that the landowners had recognised responsibility in relation to neighbouring properties and boundaries. Some concern was expressed regarding dust from building works on the site.

**Town Council resolved to agree that advice would be obtained from Environmental Health.**

**Town Council approved minutes and recommendations of Health & Safety Committee 14.6.18**

**9981 To Approve the Minutes of Health & Safety Committee 27.6.18**

1. **To Approve Recommendations**

Town Council was very concerned regarding the condition of the Cross Memorial, repairs had not been undertaken prior to the 2017 Remembrance Sunday services and Council reiterated the importance of the memorial. Mon CC had invited Town Council to comment regarding protection for the memorial and it was suggested that a low level fence/bar would be sufficient.

Town Council required proposals from Mon CC, along with work required and timescales.

*Cllr J Harris left 7.35pm*

**Town Council resolved to agree that a meeting would be held with relevant Mon CC Officers, prior to Planning and Resources July meeting. An update on works would be requested, along with timescales for suitable protection.**

A Councillor was updated, that issues regarding oil being poured into drains, would be investigated by Mon CC Environmental Health officers.

**Town Council approved minutes and recommendations of Health & Safety Committee 27.6.18**

**9982 To note date of Mayor’s Civic Service – Sunday 1st July 2018 at 3.00pm**

**Town Council noted the date of Mayors Civic Service, Sunday 1st July 2018 at 3.00pm.**

**9983 To Note Caldicot Working Together Working Party meeting - Friday, 6th July 2018 at 1.00pm, Town Council Building *[Representatives nominated FTC 30.5.18]***

*[FTC 28.3.18 Member item of business, Cllr P Stevens - working party to celebrate development of Caldicot throughout time, opportunity for collaborative working and joint project for partners within Caldicot]*

(Interested parties – GAVO, History Society, Church, Caldicot Town Team, Caldicot Community Working Together Volunteers, Events Committee, Mon CC)

Town Council noted that a meeting had been arranged and it was requested that clarification would be obtained regarding whether community groups were available to attend. It was agreed that the name of the group could be changed and that the meeting would be chaired by a Town Council member.

**Town Council agreed that the Clerk contact groups to confirm attendance for the Working Together Working Party meeting on Friday 6th July at 1.00pm.**

**9984 To note date for Best Kept Garden/Citizen’s Awards 2018 – 7pm 11th September 2018**

***[Nominations to be returned by end July]***

Town Council noted that nomination forms were to be received by end of July, for the Best Kept Garden/Citizen’s Awards 2018 – 7pm 11th September 2018.

**9985 To Consider Request from RBL for PA System for Sunset Service**

**Town Council resolved that quotes would be obtained for a PA system for the Sunset Service.**

**9986 To further support Caldicot becoming a Fairtrade Town –** To agree toserve Fairtrade refreshments (tea and coffee minimum) at events, functions and within the offices.

*[Resolved to support Fairtrade FTC 27.9.17 and Representatives nominated FTC 30.5.18]*

**Caldicot Town Council resolved to further support Caldicot becoming a Fairtrade Town and agreed to serve Fairtrade refreshments (tea and coffee minimum) at events, functions and within the offices.**

**9987 Reports**

a) Reports from Town Council Representatives on Outside Bodies

Cllr D Evans updated Council, following attendance at a Monmouthshire Green Infrastructure Strategy Event, that there was potential funding available through the project.

It was suggested that the relevant Mon CC officer was contacted, so that application forms for funding could be obtained for King George V Playing Fields. The Clerk advised Council that the item was discussed during part B of the meeting, as Trustee of the playing fields.

**Town Council resolved that the item would be discussed during the Trustee meeting.**

b) Governor’s reports

Town Council appointed governor, advised that Durand Primary School had held the ‘moving up day’ for children.

c) Police Report

Town Council noted the police report.

d) Other (incl. Website Analytics)

The Mayor updated Council, following attendance at recent events:

Welsh Youth, Senedd – attendance at an event regarding engagement of youth, clarified appropriate age range 11-18. 11-26 suggested too wide, due to potential employment, earning, ability to live independently and stand for election. Further discussions to be held with Caldicot Youth Service.

Carnival - Fantastic event operated by the Events Committee and well done to Caldicot Community Working Together Volunteers.

There were no other reports received.

**9988 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]*

Remembrance Day Silhouette Installation Grants

**Town Council agreed that a grant application would be submitted for purchase of PA system.**

Community Networking Event – Abergavenny Market

**Town Council agreed that the Mayor and Deputy Mayor attend, as official duty. The event would be held on Thursday 5th July from 6.30pm-8.30pm, in Abergavenny Market Hall.**

Update on Mon CC issues

* Ward member to contact transport department regarding bus shelter
* Councillor R John, Cabinet Member, invited to attend prior to July Planning & Resources Committee
* Church Farm Development meeting arranged for Monday 2nd July 2018.
* Dog Bin, rear of Oakley Way, located in temporary position until development completed.

Lucy’s Law

**Town Council agreed to express support for Lucy’s Law.**

Caldicot School Fairtrade

**Town Council agreed that a response was sent to Caldicot School, providing details of the Fairtrade coordinator.**

Notes of Caldicot Area Town and Community Council Cluster Meeting

Schools admissions criteria, s106 contribution and available school places - information not yet provided, however, Town Council noted that questions could be addressed by Cabinet Member.

**Town Council agreed that the information would be pursued by Cllrs Easson and Evans.**

**9989 *Resolved – 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:***

**9990 To Consider Option/Quotation for Deputy Mayor’s Chain**

**Town Council approved quotation for Deputy Mayor’s Chain - £1,503.90 + VAT**

**Town Council agreed that additional engraving would not be required.**

**9991 Dewstow Cemetery – Ecology Works Cost Proposal**

Health and Safety Committee had met with the independent ecologist on site, who had been appointed in order to discharge conditions of the planning application, for Dewstow Cemetery extension.

Town Council agreed that the hedge would be removed and reinstated along the allotment/proposed extension boundary. There would be no cutting in the area of Japanese Knotweed as this required appropriate treatment. The conifers next to the Cremated Remains area would be retained and trimmed.

**Town Council resolved to agree the Ecology Works Cost Proposal, due to the required discharge of planning conditions.**

**The meeting closed at 8.05pm.**

**PART B – MINUTES OF KING GEORGE V PLAYING FIELDS TRUSTEE MEETING HELD ON 27TH JUNE 2018 AT 8.05PM**

1. **Notes of Users Sub Committee – 14th June 2018/Agreement**

Town Council received and noted Users Sub Committee notes 14th June 2018/Agreement.

1. **To Consider Renewal of STRI subscription £585.00 + VAT 2018/19 – Includes annual inspection of Bowls Green (travel expenses to be paid at time of inspection)**

**Town Council agreed renewal of STRI subscription 2018/19 - £585.00 + VAT and travel expenses.**

1. **To Note ROSPA inspection Play Equipment/Adult Equipment to take place July 2018**

Town Council noted ROSPA inspection of play equipment/adult equipment would take place in

July 2018.

1. **Monmouthshire Green Infrastructure Strategy (Full Town Council Reports 27.6.18)**

**Town Council had agreed that as the item related to King George V Playing Fields, it was considered during Trustee meeting.**

Cllr D Evans updated Council, following attendance at a Monmouthshire Green Infrastructure Strategy Event, that there was potential funding available through the project.

**It was resolved to agree that the relevant Mon CC officer was contacted, so that application forms for funding could be obtained for King George V Playing Fields.**

**The meeting closed at 8.15pm.**