**Minutes of Caldicot Town Council held at 6.30pm on Wednesday,**

**25th July 2018 at Caldicot Town Council**

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| **Present: Cllrs**: O Edwards, Mayor R J Higginson  J Williams, Deputy Mayor A Lloyd (left 8.15 pm)  D Ashwin (left 7.50 pm) M Mitchell  W Conniff F Rowberry  A Easson M Stevens  D Evans P Stevens  R Garrick S Tovey (left 7.50 pm)  K Harris (left 7.50 pm) J J Williams  [In attendance: G McIntyre, Clerk; C Till; C Drew, Mayor’s Cadet; PS N Callard;  Members of Public] | | | |
| **9992**  **9993**  **9994**  **9995**  **9996**  **9997**  **9998**  **9999**  **10000**  **10001**  **10002**  **10003**  **10004**  **10005**  **10006**  **10007**  **10008**  **10009**  **10010**  **10011** | |  | *The Mayor, Cllr Oliver Edwards, welcomed and introduced Mayor’s Cadet, Chloe Drew to the meeting.*Apologies There were no apologies received.  **Declarations of Interest – To be identified under the relevant item/Forms to be completed**  Cllr D Evans declared a personal interest in Planning Matters, as a member of Mon CC Planning Committee, in relation to minute 9996.  Cllr R J Higginson declared a personal interest in Planning Matters, as a member of Mon CC Planning Committee, in relation to minute 9996.  Cllr M Stevens declared a personal interest in Part B, 2  Cllr P Stevens declared a personal interest in Part B, 2  *Other declaration made under relevant items.*  **Open Forum for Public Participation [max 15 mins at Mayor’s Discretion]**   * Town Centre benches stored outside rear of vacant business premises   In response, Council advised that Town Team had been requested some time ago to relocate the benches to the town centre.  It was agreed to contact Chief Executive, Mon CC, to request when the benches would be relocated to the town centre.  **To Approve the Minutes [CIRC]:**   1. Minutes of Full Town Council 27th June 2018 – Mayor to sign the Minutes   **The Minutes of Full Town Council 27th June 2018 were approved as a true record and duly signed by the Mayor.**   1. Minutes of Planning and Resources 10th July 2018 – Mayor to sign the Minutes   **The Minutes of Planning and Resources Committee 10th July 2018 were approved as a true record and duly signed by the Mayor.**    **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:**  **DC/2013/00796:** Erection of 15 no. dwellings with associated parking, access, landscaping and engineering works.  ***Amendment Details:*** *submission of revised plans due to the reduction in number of units from 16 to 15.*  Residential Quarters, The White Hart Inn Sandy Lane, Caldicot, NP26 4NA  **TC Approved \***  **\*To note MCC proposal, as part of town centre regeneration, to relocate**  **town centre bus stop near to the entrance of this development**  It was agreed to advise Chris Jones, Regeneration of Plan DC/2013/00796.  **Finance [Circulated unless marked\*]**   1. To Approve Cheque List June 2018   **Town Council resolved to approve Cheque List June 2018 as circulated.**   1. To Approve Financial Comparison 1.4.18 – 30.6.18   **Town Council resolved to approve Financial Comparison 1.4.18 – 30.6.18 as**  **circulated.**   1. \*To Approve payment of invoice to Mon CC - £20,500 for support of road sweeping services 1.4.18 – 31.3.19 [NB: £20,000 in Estimates] [TC 29.11.17 *… thereafter the invoice would be paid in quarterly instalments]*   Members were unhappy that the invoice had exceeded the amount in Estimates, set aside for contribution to Mon CC services.  **Town Council resolved to make enquiries with Mon CC regarding the invoice of**  **£20,500, as £20,000 had been included in Estimates.**   1. \*To clarify allocation of IRP Determination 47 Special Responsibility Payments *[b/f Annual Meeting 16.5.18 & FTC 27.6.18]*   *[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 resolved that Cllr O Edwards, Mayor, be paid two special**  **responsibility payments of £500, in recognition of specific responsibilities as Chair of**  **two Committees, in accordance with IRP Determination 47.**   1. \*To Note Appreciations for Donations:   a) MS Therapy Centre - £75  b) Abergavenny Eisteddfod - £50 *[received after the event]*  c) Caldicot Community Lunches - £2,500  d) Mon CC – Summer Reading Challenge - £500  **To Note Invitation to Summer Reading Challenge Event 3.10.18 Caldicot Hub**  **Town Council noted appreciation for donations as above and the invitation to the**  **Summer Reading Challenge Event 3.10.18 at Caldicot Hub.**  **Ref: Min 10005 - Town Council welcomed the letter of appreciation from the Events**  **Committee for it’s contribution towards the success of this year’s Carnival event.**    **To Approve the Minutes of Personnel Committee 10.7.18 [CIRC]**   1. **Confidential Minute – see Appendix A (Item 19)**     See Min 10011  **To receive notes of Caldicot Working Together Working Party meeting 6.7.18**   1. **To approve recommendations**   Cllr J Williams, Chair of the Working Together Working Party, outlined the recommendations of the meeting held on 6th July 2018 as follows:   * Renaming of the working party to “Caldicot United” * Meetings to be held on the first Wednesday of the month at 1 pm at Town Council offices * Terms of Reference to be reviewed after six months - ‘Improvement of Caldicot through the common endeavour of community groups, achieving more for the community of Caldicot’ * Cllr P Stevens to be added as a member of the Working Party * Co-option of History Society, Events Committee, Caldicot Community Working Together volunteers, Caldicot Town Team, Churches Together, Caldicot Castle and Youth Service (one vote per group) * GAVO and Mon CC to attend in an advisory capacity (no voting rights)   Cllr Williams advised that the Working Party would aim towards creating a community event in 2019, as instigated by Cllr P Stevens -*‘Working party to celebrate development of Caldicot throughout time, opportunity for collaborative working and joint project for partners within Caldicot’* and to be a liaison group for other volunteer community groups in the town.  Members would like to see a strong participation from young people in the town and the consideration of members of the public being invited to the meetings.  Cllr P Stevens advised that the idea had arisen from a celebratory event being organised by Usk Town Council and it was suggested that Usk Town Council be contacted in this regard.  **Town Council approved the recommendations of the Working Together Working Party.**   1. **Date of next meeting**   Cllr P Stevens advised he would not be available for the recommended meeting date Wednesday, 1st August at 1pm.  **To receive notes of meetings with Mon CC representatives held 10th July 2018**  **[CIRC]:**   1. **Education and School places – Cllr R John, M Jones**   **Town Council received the notes of meeting with Cllr R John, M Jones 10th July 2018.**   1. **Caldicot Town Centre – R Hoggins**   Town Council received the notes of meeting with R Hoggins and A Mason 10th July 2018.  Members were concerned about the state of the Cross memorial, due to lack of repair, and had witnessed abuse by members of the public sat on the Cross drinking. It was considered appropriate that a fence be placed around the memorial. It was also suggested that the memorial be relocated to the area outside the library. Reference was again made to vehicles continuing to park in the vicinity of the memorial and to the apparent lack of prevention by the police, CCTV and monitoring of permit system.  *Proceedings were suspended to allow Sergeant N Callard to advise on vehicles in the town centre and The Cross Memorial and update members on police report [Item 12c]*  Sgt Callard commented as follows:   * Lack of police capacity – brought up with Commissioner * Not feasible for police to “chase up” * Not cost effective to retrospectively “chase up” on CCTV – protocols, expense * MCC to take over parking issues from January 2019 * Town Council frustration understood – would like to see barriers * Responsibility of MCC to ensure safety of memorial   It was agreed to request Mon CC respond with options to the issues surrounding the memorial and vehicles parking in the town centre.  Ref: Min 10003 (c) - Sgt Callard outlined the police report circulated at the meeting.  *Normal proceedings resumed.*  **To note date for Best Kept Garden/Citizen’s Awards 2018 – 7pm**  **11th September 2018 *[Nominations to be returned by end July]***  It was advised that nominations for Citizen’s Awards would be included for Planning and Resources Committee 14th August 2018.  **Town Council noted the date for presentation of Best Kept Garden/Citizen’s Awards 7pm 11th September 2018.**  **To note date of commemoration of Merchant Navy Day, flying the Red Ensign –**  **Friday 31st August 2018 at 2.00pm**  It was advised that information was awaited with regard to contact details for invitations to be sent to the Merchant Seamen for the flying of the Red Ensign on 31st August 2018.  It was agreed to invite RBL, local community councils, local organisations to the ceremony.  **Town Council resolved to invite participants for tea (Fairtrade) and biscuits at Town Council offices, following the raising of the Red Ensign to commemorate Merchant Navy Day on Friday, 31st August 2018 at 2.00 pm.**  **Reports**   1. Reports from Town Council Representatives on Outside Bodies   Cllr J Williams, Deputy Mayor reported on his attendance at the Welsh Assembly Government Workshop 17.7.18 ‘Working together to help delivery of local well-being plans’, together with the Deputy Clerk – see (d) below  Cllr Williams advised that the general consensus was that town and community councils  had insufficient information about their obligations under the Wellbeing and Future Generations Act and that the unitary authorities should be leading on the implementation.  It was agreed to invite Mon CC officers to update Town Council on Monmouthshire Well-Being Plan.  b) Governor’s reports – There were no Governor’s reports  c) Police Report – *see Min 10000 (b)*  d) Other (incl. Website Analytics – to follow) – see (a) above  **To consider inclusion into Standbrook Guides (as per 2017) - £525.00 + VAT**  **Town Council resolved to include Caldicot Town Council into Standbrook Guides resident handbook, as per 2017, at a cost of £525 + VAT**  **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]*  One Voice Wales Conference and AGM Saturday, 29th September 2018  **Town Council resolved that the Mayor and Deputy Mayor attend the One Voice Wales Conference and AGM Saturday, 29th September 2018 as approved duty.**  Response to issues MCC  **Cllr A Easson advised that the dog bin had been put in place at the top of Sandy Lane (Rear Oakley Way)**  Public Consultation on the Provision of Adult Thoracic Surgery in South Wales  **It was advised that an engagement event was being held on 26th July 2018 4-6 pm at Caldicot Male Voice Choir Hall.**  Plastic Free  **It was agreed to place the advice on Plastic Free onto a link on Town Council website.**  Royal British Legion Update  **Ref: Min 1000(b) - Reference was made to the state of the War Memorial.**  Caldicot Events Committee  **Ref: Min 10005**  Langstone CC – Wales Road Safety Conference 2018  **It was agreed to find out if the event was open to all members – Clerk to e-mail members.**  **It was resolved that Cllr Rachel Garrick attend on behalf of Town Council.**  Caldicot Town Team CIC – Financial Statements  **Cllr A Easson advised that Mon CC were looking at the accounts of Town Team with regard to Section 106 monies.**  ***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:***  **To consider quotations for upgrade of Town Council Fire Alarm system**  **(3 requested) (CIRC) [b/f *FTC 27.6.18]***  **It was resolved to accept the quotation from Aztec Alarms to upgrade Town Council fire alarm system, in accordance with specification, at a cost of £2,995.00.**  **To consider quotations for *[b/f FTC 27.6.18]* (CIRC):**   1. Town Council Building Microphone system   **It was resolved to invite Auditel to Planning & Resources Committee 14th August 2018.**   1. Public Address system for Sunset Service   **It was resolved to purchase a QTX QX15PA-Plus 15” PA Speaker with wireless microphones from Gear4music at a cost of £279.00.**  **To consider renewal of Town Council maintenance contract – expires 30.10.18**   1. General Specification of Works – Grounds Maintenance (CIRC)   **It was resolved to arrange a User Committee to discuss specification of works to King George V Playing Fields.**  ***Cllr F Rowberry declared a personal interest in the above item.***  **To consider quotations for re-decoration/carpets for Town Council building [b/f FTC 27.6.18]- to follow**  **It was resolved to accept the quotation from P H Sperring for re-decoration of Town Council building at a cost of £2,520.00.**  ***Cllr A Lloyd declared a personal interest in the above and took no part in the decision.***  **It was resolved to accept the quotation from Cambrian Carpets for replacement carpet at Town Council building at a cost of £2,018.00.**  **Ref: Item 7(a) – Appendix A**  ***The Communications Assistant/Office Administrator left the room during the following.***  **It was resolved to approve the minutes and accept the recommendation of Personnel Committee 10th July 2018.** |
| **PART B – KING GEORGE V PLAYING FIELDS TRUSTEE** | | | |
| **1**  **2**  **3**  **4** | Green Infrastructure Strategy Workshop 2: Delivering Projects *[b/f FTC 27.6.18]*   1. *Summary of proposals in support of Green Infrastructure corridor projects [Circ]*   A discussion ensued regarding proposed works on King George V Playing Fields, in support of Green Infrastructure corridor projects, for which grant had been obtained by Mon CC.  **It was resolved to accept the proposal of works from Mon CC, as circulated, and to also request that two flagpoles be erected at the entrance to the fields.**  ***Cllr M Stevens declared a personal interest in the following item of business***  ***Cllr P Stevens declared a personal interest in the following item of business***  ***Cllr F Rowberry declared a personal interest in the following item of business***  Renewal of Town Council maintenance contract  a) Request from Caldicot AFC to clarify annual Re-instatement works *[Notes of User Meeting*  *14.6.18 Circ for information]*  **It was resolved to arrange a User Committee to discuss specification of works to King George V Playing Fields.**  ***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:***  **To consider quotation for replacement bollards (located around playing field)**  It was noted that 24 bollards required replacement**.**  **It was resolved to wait for the benches, from town centre, to be installed in the playing fields prior to consideration of replacement bollards.**  **It was also resolved to obtain quotations for bollards made from alternative material to wood.** | | |