**Minutes of Planning and Resources Committee held at 6.30pm on Tuesday,**

**14th August 2018 at Caldicot Town Council**

**Present:** Cllrs: O Edwards, Mayor

 W Conniff F Rowberry

 A Easson M Stevens

 D Evans P Stevens

 K Harris JJ Williams

 M Mitchell J Williams

[In attendance: G McIntyre, Clerk, S King, Deputy Clerk, C Till, representatives of Caldicot Youth Group]

##### Apologies

Apologies for absence were received from Cllrs S Tovey, RJ Higginson

##### Declarations of Interest - To be identified under the relevant item/Forms to be complete

Cllr D Evans declared a personal interest, as a member of Mon CC Planning Committee, item 4.

Cllr M Stevens asked the Chair whether an additional Citizen Nomination would be considered. Town Council agreed to accept the additional Citizen Nomination, which would be discussed under the relevant item

1. **To Suspend Proceedings:**
2. **Caldicot Youth Group [b/f TC 27.6.18] – The Zone**

See Appendix A

##### Planning Applications Received [DISPLAYED]

 **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)

 **DM/2018/01061:** New external communal areas and landscaping and scooter store –

 Cwrt Severn, Caldicot **TC Approved**

**DM/2018/01231:** Discharge of conditions 3,4 and 5 of planning permission DC/2018/00207 –

Land Adjacent to Caldicot Cemetery, Dewstow Road **TC Approved**

1. **Mon CC Planning Information [DISPLAYED]**

**i) Planning Permissions**

 **DM/2018/00661:** Replacing existing external fascia signage with new branded signage –

 Monmouthshire Building Society, 27 Newport Road, Caldicot, Monmouthshire, NP26 4BG

**TC Approved FTC 30.5.18**

 **DM/2018/00697:** Erection of a single storey garage - 7 Deepweir, Caldicot, Monmouthshire, NP26 5JG

**TC Approved P&R 12.6.18**

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

 **TC Approved FTC 27.6.18**

 **Caldicot Town Council noted planning information.**

1. **To Consider Contribution to Caldicot Youth Group [£5,000 in Estimates 2018/19] –**

**Ref: 3(b) [Circ]**

It was proposed and duly seconded that £5,000 was contributed to Caldicot Youth Group.

The Mayor had received, prior to the meeting, Caldicot Youth Group, Annual Report and Financial Statements year end 31st March 2018. Town Council expressed continued support for the service and recognised the benefit to the community.

**Town Council resolved to agree that £5,000 was contributed to Caldicot Youth Group [Estimates 2018/19].**

***Spending* *Power – Contribution to Well-Being Local Government (Wales) Measure 2011 s.126***

1. **To Consider Correspondence from Monmouthshire County Citizens Advice [£12,000 in**

 **Estimates 2018/19] – Annual Report/CAB Accounts 2017/18 available later in year [Circ]**

Town Council considered correspondence from Monmouthshire County Citizens Advice Bureau (CAB) and recognised the significant benefit of the service.

Members appreciated that there were budget pressures for the service and limited funding available. Some concerns were expressed, that the public had reported to members they were unable to access the service, as Caldicot CAB had been closed.

Town Council were informed that the nominated representative, Cllr Easson, had attended the CAB annual meeting where it had been confirmed that audited accounts would be made available as usual in the annual report, expected autumn 2019.

A member suggested that CAB representatives presented further information regarding any difficulties and future anticipated challenges, e.g. demand for service, volunteers, staff, opening times, effect of government funding.

The Clerk confirmed that opening details for the Caldicot CAB were advertised on Town Council website and notice boards. Monday to Thursday 10am–1pm, closed on Friday.

Town Council expressed continued support and appreciation for the service, in addition reiterated the importance of the provision.

It was proposed and duly seconded that £12,000 was contributed to Monmouthshire County Citizens Advice. In addition, representatives of the Caldicot CAB would be invited to present to Town Council anticipated challenges for 2019.

**Town Council resolved to agree that £12,000 was contributed to Monmouthshire County Citizens Advice [Estimates 2018/19].**

***Spending Power - contribution to Well-Being Local Government (Wales) Measure 2011 s.126***

**Town Council resolved to agree that CAB representatives presented further information regarding any difficulties and future anticipated challenges.**

1. **To Consider Correspondence from One Voice Wales:**
2. **Banning the use of combustible materials in the external walls of high-rise residential**

**buildings Consultation by 13.9.18** <https://beta.gov.wales/banning-use-combustible-materials-external-walls-high-rise-residential-buildings>

**Town Council resolved to respond to consultation and expressed support for the banning the use of combustible materials in the external walls of high-rise residential buildings.**

1. **Welsh Government ‘Call for Evidence’ – How to improve the delivery of Local**

**Development Plan (LDP) Consultation by 10.10.18** <https://beta.gov.wales/delivery-of-housing-through-the-planning-system>

A member noted that a recent meeting had been held regarding Church Farm Development, which was outside the LDP.

**Town Council resolved to respond to consultation and send comments received at the Church Farm Development meeting.**

 **(iii) Independent Review Panel – Review of the Future of the Community and Town**

**Council sector in Wales – Llandrindod Wells 15.8.18 – To Note session will be recorded and available on the Review pages of the Welsh Government Website**

<https://gov.wales/topics/localgovernment/communitytowncouncils/review-of-community-town-council-sector/?lang=en>

**Town Council resolved that the findings of the Independent Review Panel – Review of the Future of the Community and Town Council sector in Wales, would be included on the agenda for the next Town Council meeting.**

1. **Monmouthshire Wellbeing Plan – To Consider Meeting with MCC/Town Councils 20.8.18**

 **(AM) following Llandrindod Wells event 17.7.18 [b/f TC 25.7.18] [Circ]**

 **Town Council resolved that the Mayor and Clerk would attend the meeting on 20.8.18.**

1. **Oberburgermeister, Waghausel - Invitation to Waghausel 31.8 – 3.9.18 [CIRC]**

Town Council considered the correspondence from Oberburgermeister, Waghausel - Invitation to Waghausel 31.8 – 3.9.18. Unfortunately, due to the limited notice Councillors were unable to attend.

**Town Council resolved to reply to Oberburgermeister, Waghausel, thanks would be conveyed and apologies sent due to the limited time no one would be available to visit.**

1. **To Consider Flag Raising Ceremony 2pm Friday, 31st August 2018 town centre**
2. **To note invitations to RBL/Local community councils/local groups sent**

**Town Council noted that invitations for the Flag Raising Ceremony, had been sent. Town Council agreed that invitations would be extended to local MPs and AMs.**

1. **To consider format**

Town Council considered the format of the event and suggested that it followed similar events, with a musical tribute as the flag was raised and reading from Church representative.

**Town Council agreed that the format would be similar to other organisations and included a musical tribute as the flag was raised and Church reading. The event would be held at 2pm on Friday 31st August 2018.**

**Town Council agreed that the event would be advertised on Facebook, Website, notice boards, Monmouthshire Council and Free Press newspaper.**

1. ***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:***

1. **To Consider Health and Safety quotations:**
	1. **Tree works to Caldicot Cemetery**

A member requested an update from the previous meeting, Council had discussed funding for ‘Tree of Wales’ £1000. The Clerk clarified, that One Voice Wales had advised of a competition for a ‘Tree of Wales’, where trees would be nominated by Councils across Wales and judged in a competition where the winner would be awarded £1,000. Caldicot Town Council had not nominated a tree.

The Clerk advised Town Council that the approved contractor had identified tree works required at Caldicot Cemtery, which included removal of dead Cherry Tree, removal of Forsythia Bush and crowning of Oak Tree.

**Town Council resolved to approve Tree Works to Caldicot Cemetery with preferred contractor:**

**i) Removal of dead Cherry Tree and crown Oak Tree - £160**

**ii) Removal of Forsythia Bush - £50**

* 1. **Bus shelter seat repairs**

The Clerk advised Council that Monmouthshire County Council had cleaned bus shelters in the Town and had reported a broken seat in the Newport Road bus shelter (opposite Cherry Tree Nursing home).

**Town Council resolved to approve repair of bus shelter seat with preferred contractor - £75.**

1. **To Clarify Quotations for Replacement Carpet Town Council [b/f TC 25.7.18] (CIRC)**

The Clerk confirmed that quotations had been received for replacement carpet for Town Council building. However, quotations received at the previous meeting had included discrepancies. Suppliers had been contacted in order for comparable quotations to be presented.

Three quotes were presented to Town Council.

**Town Council resolved to approve quotation with Magic Carpets - £2208.70 + VAT**

1. **To Consider Tenders for Christmas Lighting Contract 1 year/3 years [b/f TC 27.6.18]**

The Clerk advised Council that three quotations for the Christmas Lighting Contract had been received, however, 2 had been received by email and one received in a sealed envelope (as requested in tender invitation), which had not been opened.

The Mayor invited Council to confirm whether the quotations should be accepted. The Clerk clarified that only the Clerk/Deputy Clerk had access to the password protected PC which the quotations had been received on.

Town Council agreed that quotations should be considered due to the timeliness of organising the Christmas Lights switch on event.

**Town Council resolved that Financial Regulations were suspended, on this occasion, in order for the quotations to be accepted.**

Quotations were considered and the Clerk confirmed that only 2 of 3 suppliers had returned quotes. Information was discussed and Council agreed that further information was required regarding specific details of the installation of Christmas lights.

It was suggested that the information was presented to Health and Safety Committee and designated delegated powers.

**Town Council resolved that the two suppliers would be invited to a Health and Safety meeting, in order to present detail regarding quotations for Christmas lighting contract for installation. Health and Safety Committee would have delegated powers for the decision and Town Council would be advised.**

1. **To Consider quotations for microphone system [b/f TC 25.7.18] - further information to follow**

The Council, at a previous meeting, had requested for Auditel to present a demonstration of the microphone system. The Clerk advised that Auditel had been unable to present a demonstration, however, further information expected had not been received.

**Town Council resolved to invite Auditel to provide a demonstration at a future meeting. the Town Council September.**

1. **To Consider Nominations for Citizen’s Awards**

Town Council considered nominations for Citizen’s Awards.

**Town Council resolved to accept the additional nomination from Cllr M Stevens.**

**Town Council resolved to accept all nominations for Citizen’s Awards, which included 8 individuals.**

**Town Council agreed that invitations would be sent to nominees. The press would be invited to attend the evening.**

**The meeting closed at 8.05pm.**