

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 30th January 2019 at Caldicot Town Council

Present: Cllrs	O Edwards, Mayor	RJ Higginson
	J Williams, Deputy Mayor	M Mitchell
	A Easson	F Rowberry
	D Evans	JJ Williams
	R Garrick	

[In attendance: G McIntyre Clerk, S King Deputy Clerk, B Hodges, Police representatives: Inspector D Sowrey and CSO H Brown, Members of Public]

10074 Apologies

Apologies were received from Cllrs D Ashwin, W Conniff, J Harris, M Stevens and P Stevens

- a) **The clerk advised that correspondence had been received from Cllr Conniff. Town Council resolved to agree to extend Cllr Conniff's period of absence due to medical reasons until such time that Cllr Conniff was well enough to return.**

10075 Declarations of Interest – To be identified under the relevant item/Forms to be completed

Cllrs D Evans and Cllr R J Higginson declared personal interests in Planning Matters as members of Mon CC Planning Committee.

Cllr R J Higginson declared a personal interest as a member of Caldicot Rugby Club.
Cllr D Evans declared a personal interest as a member of Caldicot Events Committee.

10076 To suspend proceedings

- a) **Police Inspector – see Appendix A**

10077 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

a) A member of the public asked about improvements to Cas Troggi Park and potential use of Section 106 money. In response:

- It was suggested that Town Council contacted Chair of S106 Working Group/Committee for clarification and ask for details of where the money is going for Caldicot.
- Need for Cas Troggi Park to be prioritised.
- Town Council should be represented at S106 meetings when Caldicot is discussed.
- Cllr D Evans to follow-up as member of S106 Group

10078 To Approve the Minutes:

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

The Minutes of Full Town Council 28th November 2018, were approved as a true record and duly signed by the Mayor.

- b) Minutes of Planning and Resources 8th January 2019 – Mayor to sign the Minutes

The Minutes of Planning and Resources 8th January 2019, were approved as a true record and duly signed by the Mayor.

10079 Planning <http://www.monmouthshire.gov.uk/planning/research-planning-history>

Cllrs D Evans and R J Higginson declared personal interests as members of Mon CC Planning Committee.

A) Planning Applications Received:

DM/2019/00006: Householder – Garage conversion with additional floor/bedroom to be added above, also 2x4m extension to rear of property, to extend kitchen and dining room and 1.6 x 3m extension to lounge at the front of the property -
4 Stafford Road, Caldicot, NP26 5DE **TC Approved**

DM/2019/00036: Householder – Front two storey extension -
12 New Road, Caldicot, NP26 4EX **TC Approved**

B) MCC Planning Information:

i) Approvals:

DC/2013/00796: Erection of 16 No. dwellings with associated parking, access, landscaping and engineering works – land at White Hart Inn, Sandy Lane, Caldicot
FTC Approved 24.09.14

DM/2018/01826: Householder – replacement of existing fence –
2 Longfellow Close, Caldicot **FTC Approved 26.11.18**

ii) Withdrawn Applications:

DM/2017/01296: Planning Permission – Development of 5 No. dwellings, provision of a new access, 14 No. parking spaces and associated works – Land at Chaucer Close, Caldicot
P&R Refused 12.12.17

10080 Finance [Circulated unless marked*]

- 1) To Approve Cheque Lists December 2018 and January 2019.

Town Council resolved to approve cheque lists for December 2018 and January 2019.

- 2) To Consider Financial Comparison 1.10.18 – 31.12.18.

Town Council resolved to approve the Financial Comparison 1.10.18 – 31.12.18.

- 3) To Approve NJC 2019-20 National Pay Agreement.

Town Council resolved to approve the NJC 2019-20 National Pay Agreement.

- 4) To note appreciations for donations:

- i) Caldicot Rugby Club - £1,595

Town Council noted the letter of appreciation from Caldicot Rugby Club. The clerk confirmed that clarification had been obtained that Caldicot Rugby Club were not operating as a Limited Company.

ii) Mon CC – Fireworks - £3000

Town Council noted the letter of appreciation from Mon CC. Audit had advised that donations (e.g. tickets) constitute sponsorship and a licence is required for a raffle.

iii) Caldicot AFC Twinning Committee - £150

Town Council noted the letter of appreciation from Caldicot AFC Twinning Committee.

10081 To Approve minutes and recommendations of Health and Safety Committee held on 16th January 2019 [Circ]

Town Council approved the minutes and recommendations of Health and Safety Committee held on 16th January 2019

10082 To note meeting of Caldicot United Working Group – 1pm Wednesday, 6th February 2019

Town Council noted the date of the next Caldicot United Working Group meeting to be held at 1pm on Wednesday 6th February 2019

10083 Reports

a) Governor's Reports

There were no reports.

b) Police Report

The police report was circulated at the meeting. See Appendix A.

Town Council noted the police report.

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

Website analytics reports for November and December 2018 were noted.

10084 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]

Message from Police and Crime Commissioner for Gwent – A councillor updated that the council tax increase per Band D household would be £1.40 a month, not £1, as anticipated.

Wales Audit Office Press Release – Local Government needs to do more to develop a strong data culture – Town Council agreed that the item be referred to Personnel Committee.

Monmouthshire Community and Town Council Cluster Meeting Dates – Town Council noted the next Cluster Meeting will be held at 6pm on Thursday 31st January 2019 at Caldicot Hub. (Reps: Cllrs D Evans and P Stevens)

Monmouthshire/Newport Area Committee – A councillor requested further information on the 5 businesses who received funding for the GovTech Catalyst Challenge loneliness and isolation projects.

Give Dog Fouling the Red Card Meeting Notes – Cllr F Rowberry, Town Council nominated representative, reported dismay at the amount of dog waste on pavements and walkways around Caldicot. Cllr Rowberry updated that a meeting had been arranged with the Mon CC Waste Services Officer to discuss matters further.

In addition, it was reported that people had been observed at the cemetery with dogs.

Town Council agreed that notices would be displayed to state no dogs allowed.

Retail Parade Covenant – Town Council welcomed the covenant information, which followed a request at a meeting with Mon CC officers. It was agreed that the clerk should thank Mon CC for supplying the information.

Training Courses for Community and Town Councils – Town Council noted information from local community councils in relation to collaborating for training courses. It was agreed to invite the Head of Law and Monitoring Officer, Mon CC, to the Town Council office to provide Code of Conduct training. Other councils would be invited to attend.

Scope Textile Recycling Banks – Town Council noted information from the charity Scope, which required locations for textile recycling banks.

It was suggested that a textile recycling bank could be located in the grounds of the Town Council office. It was agreed that further information be obtained regarding the size of banks. Town Council agreed that information and location be considered by Health and Safety Committee.

Caldicot Events Committee – *Cllr D Evans declared a personal interest as Chair of the Events Committee.* Members recognised that Christmas light requirements would be decided by Caldicot Town Council. However, input from Caldicot Events Committee would be welcomed and it was agreed that a representative could attend meetings to discuss Christmas lights further.

Town Council noted the content of the report and a member highlighted disappointment that there was only representation from one group at the meeting.

10085 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:

10086 Cemetery Land – To Consider Consecration – [Circ advice from ICCM]

Town Council resolved that the cemetery extension land should be blessed. It was agreed to contact Churches Together for arrangements. All councillors would be invited.

10087 To Consider quotation for cemetery mapping

Town Council considered the quotation a cemetery mapping system and highlighted that this would be an efficient and effective tool to enable staff to manage the cemetery.

Town Council agreed the quotation from Pear Technology for a one-off fee of £2,270 plus an annual fee of £85 for technical support.

10088 To Consider quotations for cemetery path

Town Council were presented with two quotations. A further two were expected but had not been received. The Clerk updated that a contractor had suggested and provided a quotation for exposure of the existing path, which was 1.8m wide. A member suggested that quotations for new pathways were deferred until Council ascertained the condition of the existing path

Town Council resolved to accept the quotation of £150 from the preferred contractor to expose the existing path and remove debris. Town Council agreed that quotations for replacement pathways would be deferred until after the exposure work was completed.

10089 To Consider request for funding towards replacement CCTV camera [Circ]

Town Council received correspondence from Mon CC regarding replacement CCTV camera required at West End, Caldicot. Town Council considered availability of funds in precept and reserves.

Town Council resolved to provide funding of £1,250 to Mon CC for a replacement CCTV camera for West End, Caldicot.

Town Council noted the content of the report and a member highlighted disappointment that there was only representation from one group in attendance.

The meeting closed at 7.30 pm.

Cheque list – DECEMBER 2018

Start of year 01/04/18

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504675	18365	28/11/18	£84.00	£0.00	£84.00	ADMIN Post Office Ltd	Postage
504676	18366	28/11/18	£295.00	£0.00	£295.00	KGVPF Aztec Alarms & Electrical Servis	Fixed wire testing compound
504677	18367	28/11/18	£28.00	£0.00	£28.00	FACS G Harris	Window cleaning
504678	18368	28/11/18	£420.00	£0.00	£420.00	FACS P Sperring	Decoration upgraded toilets
504679	18369	28/11/18	£68.00	£0.00	£68.00	FACS R Morse	TC Security Nov
504680	18003	28/11/18	£208.50	£0.00	£208.50	ADMIN Audit Commission	External audit 17/18
504681	18370	10/12/18	£30.00	£0.00	£30.00	OWB Cllr D Ashwin	Re-imbuse wreath 11.11.18
504682	18371	10/12/18	£180.00	£0.00	£180.00	FACS Caldoot Town AFC	Twining Visit Wessental PV
504683	18373	10/12/18	£750.00	£0.00	£750.00	FACS Merle Waste	Dog waste collection Dec 18
504684	18374	10/12/18	£3,406.00	£567.67	£2,838.33	FACS A Cochrane Ltd	Upgrade toilets/H&S works
504685	18375	10/12/18	£5,000.00	£0.00	£5,000.00	FACS Mon CC	Contrib to street cleaning (1/4)
504686	18376	18/12/18	£16.20	£0.00	£16.20	ADMIN Cllr A Easton	Travel exps GAS AGM Raglan 3.12.18
504687	18378	10/12/18	£13,211.95	£2,201.99	£11,009.96	FACS Mon CC	Cleaning Jubilee Way toilets 2018-19
504688	18379	10/12/18	£1,060.56	£176.77	£883.81	KGVPF Willow Landscapes	Contract fee Nov - KGVPF
504688	18380	10/12/18	£214.80	£35.80	£179.00	FACS Willow Landscapes	Contract fee Nov - TC Building
504688	18381	10/12/18	£927.20	£154.53	£772.67	FACS Willow Landscapes	Contract fee Nov - cemetery
504688	18382	10/12/18	£31.30	£5.22	£26.08	FACS Willow Landscapes	Contract fee Nov - Orchard Close
504688	18383	10/12/18	£54.62	£9.10	£45.52	FACS Willow Landscapes	Contract fee Nov - allotments
504688	18384	10/12/18	£24.00	£4.00	£20.00	FACS Willow Landscapes	Dig out pipe OW allot
504688	18385	10/12/18	£24.00	£4.00	£20.00	FACS Willow Landscapes	Erect Christmas tree TC
504688	18386	10/12/18	£18.00	£3.00	£15.00	KGVPF Willow Landscapes	Litter pick/empty bins 1-2.12.18 KGVPF
504688	18387	10/12/18	£18.00	£3.00	£15.00	FACS Willow Landscapes	Litter pick/empty bins 1-2.12.18 cemetery
504688		10/12/18	£2,372.50	£395.42	£1,977.08		
504689	18388	13/12/18	£129.90	£21.66	£108.25	ADMIN Brighter Bills Ltd	Tels/internet
504690	18389	13/12/18	£647.46	£107.91	£539.55	KGVPF Mon CC	Monthly play inspections
504691	18390	17/12/18	£493.00	£0.00	£493.00	ADMIN SLCC	Annual renewal Clerk/Deputy Clerk
504692	18391	17/12/18	£15.00	£0.00	£15.00	FACS Mon CC	Annual rental OW allot
504693	18392	17/12/18	£40.00	£0.00	£40.00	ADMIN Information Commissioner	Annual renewal DP
504694	18377	18/12/18	£1,232.34	£205.37	£1,026.97	KGVPF Peter Wilars Landscapes	Bowls green contract Nov 18
504695	18394	19/12/18	£27.50	£0.00	£27.50	ADMIN Playworks (Payroll Bureau)	Paystips Dec/set up fee
Page Sub Total			£28,609.25	£3,503.01	£25,106.24		
Running Sub Total			£28,609.25	£3,503.01	£25,106.24		

Cheque list — JANUARY 2019

Item 7 (1)
Start of year 01/04/18

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504696	18402	06/01/19	£2,620.00	£470.00	£2,350.00	FACS J Reece	Cemetery extension works
504696	18403	06/01/19	£204.00	£34.00	£170.00	FACS J Reece	Annual cutting of Sandy Lane copse
504696		06/01/19	£3,024.00	£504.00	£2,520.00		
504697	18404	06/01/19	£48.00	£0.00	£48.00	FACS R Morse	TC security Dec 15
504697	18405	06/01/19	£312.50	£0.00	£312.50	KGVPF R Morse	Playarea gates Oct - Dec 15
504697		06/01/19	£360.50	£0.00	£360.50		
504698	18406	06/01/19	£600.00	£0.00	£600.00	FACS Merlin Waste	Dog waste collection Jan 19
504699	18407	06/01/19	£312.50	£0.00	£312.50	FACS L Watkins	Cemetery gates Oct - Dec 18
504700	18408	06/01/19	£1,232.24	£205.37	£1,026.87	KGVPF Peter Wilks Landscapes	Bowls green fee Dec 18
504701	18409	06/01/19	£2,650.44	£441.74	£2,208.70	FACS Magic Carpets	Replace carpet TC meeting room/office/foyer
504702	18410	14/01/19	£128.69	£21.45	£107.24	ADMIN Brighter Bits Ltd	Tels/internet Jan
504703	18424	22/01/19	£880.00	£0.00	£880.00	KGVPF Rob Lewis	Contract fee - KGVPF Dec 18
504703	18425	22/01/19	£880.00	£0.00	£880.00	FACS Rob Lewis	Contract fee - cemetery Dec 18
504703	18426	22/01/19	£180.00	£0.00	£180.00	FACS Rob Lewis	Contract fee - TC Building Dec 18
504703	18427	22/01/19	£35.00	£0.00	£35.00	FACS Rob Lewis	Contract fee - allotments Dec 18
504703	18428	22/01/19	£22.00	£0.00	£22.00	FACS Rob Lewis	Contract fee - Orchard Close Dec 18
504703	18429	22/01/19	£60.00	£0.00	£60.00	FACS Rob Lewis	Call out/attend/remove Christmas Tree West-End
504703		22/01/19	£2,057.00	£0.00	£2,057.00		
504704	18418	22/01/19	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Pay slips January 19
504705	18419	22/01/19	£5,360.00	£1,060.00	£5,300.00	FACS City Illuminations	Hire Christmas Lights 2018
504706	18420	22/01/19	£41.21	£6.87	£34.34	FACS DJB Cleaning Supplies Ltd	Cleaning supplies
504707	18421	22/01/19	£1,140.00	£190.00	£950.00	FACS J Reece	Supply/install 3 x christmas trees 2018
504707	18422	22/01/19	£90.00	£15.00	£75.00	KGVPF J Reece	Cut KGVPF compound hedge
504708		22/01/19	£1,230.00	£205.00	£1,025.00		
504708	18423	22/01/19	£5,120.00	£1,020.00	£5,100.00	FACS City Illuminations	Install/Dismantle Christmas Lights 2018
BC200119	18430		£5,433.21	£0.00	£5,433.21	ADMIN Salaries	Salaries December
BC2001191	18431		£5,433.41	£0.00	£5,433.41	ADMIN Salaries	Salaries January
BC2001192	18432		£3,756.06	£0.00	£3,756.06	ADMIN Torfaen CBC	Superannuation Dec/Jan
BC2001193	18433		£3,761.42	£0.00	£3,761.42	ADMIN HMRC	Tax NI Dec/Jan
Total			£71,129.93	£5,964.44	£64,165.49		
Page Sub Total			£42,520.68	£3,464.43	£39,056.25		
Running Sub Total			£71,129.93	£5,964.44	£64,165.49		

Police Inspector / Police Report

Town Council welcomed Police representatives Inspector D Sowrey and PCSO H Brown.

Representatives updated regarding issues within the Police Report and advised of staffing structure for the area.

Points noted as follows:

- Crime statistics by Ward area were shared.
- The Cyber event held in December was a success. Many people were provided with advice in relation to fraud and keeping safe online.
- Inspector Sowrey also informed Town Council that he has been in post since July 2018 and is the Inspector for Monmouthshire.
- Local resident volunteers had received training for the Community Speedwatch Scheme. Any interested volunteers should contact the local policing team.

Councillors were invited to ask questions. The following points were discussed:

- Drugs in the Caldicot area. Not a significant problem in the area, the main recognised issue of people targeting Caldicot from surrounding cities and this was being addressed by the enforcement team.
- Country crime - Inspector Sowrey advised that this had been addressed in other areas. Keen to ensure appropriate focus and ideas have been utilised.
- Police Station availability and access to the local team. Review undertaken and staff reorganised to areas of demand. Front counter services in Abergavenny and Monmouth. Residents can report online, via email or by phone. Surgery at Caldicot Hub between 10.30 and 11.30 every Monday.
- Police officers issued with laptops to enable flexible working at any site with no need to return to station, which saves valuable time and helps to keep officers working and visible. Some presence at Police Stations and yellow phone outside for direct contact.
- Areas of concern regarding drug dealing. Regular patrols do take place and issue has been identified. Members were assured that the matter is being addressed.
- Off-road biking. No new reports in the Moors Road area, however, slight problem in the Cas Troggi area. Results on occasion, however, difficult to catch offenders.

Town Council thanked the officers for attending and providing the report.

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

- 1 To receive notes and consider recommendations of Compound Working Party meeting 16th January 2019 [Circ]**

Members of the Working Group updated that planning permission had expired and the Trustee had to decide future progress/development. Update required regarding the fixing of post/fence. Also, timescale for removal of benches/equipment.

Town Council received the notes of the Compound Working Party meeting held on 16th January 2019 and agreed to contact all councillors regarding their suggestions and views on the long-term vision for the compound.

- 2 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:**

- 3 To consider a request from Caldicot Bowls Club for financial assistance towards upgrade of Bowls Club windows [Circ]**

Town Council received a request for financial support from Caldicot Bowls Club to upgrade windows. The request had not been submitted to Grants Committee as Bowls Club is on KGVPF trustee land. Bowls Club requested proportion of total project cost. Town Council requested further information regarding match funding, specification and a breakdown of the costs. The specification and costs for the work should be requested, along with proof that the Bowls Club is in a position financially to pay the difference.

Town Council agreed that further information would be requested regarding match funding, specification and breakdown of costs. Town Council resolved to approve financial support of £6,000 to Caldicot Bowls Club, subject to receipt of further information.

- 4 To consider quotation from MCC following RoSPA Inspection Report to Play Area [Circ]**

Town Council received the quotation regarding non-urgent works, from Mon CC relating to the RoSPA Inspection Report. Issues identified and reported to Health and Safety Committee. Suggested that 3 further quotations are obtained.

Town Council resolved that 3 further quotations be requested, in accordance with the RoSPA Inspection Report.

- 5 To consider quotation for replacement bollards KGVPF**

It was reported that there were approximately 30 bollards which require replacing. Quotations were obtained for installation of bollards, currently stored in the compound.

Town Council resolved that quotations were obtained for installation of bollards stored in the compound.

Meeting closed at 7:45pm