

**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 27<sup>th</sup> February 2019 at Caldicot Town Council**

Present: Cllrs	O Edwards, Mayor	RJ Higginson
	J Williams, Deputy Mayor	M Mitchell
	D Ashwin	F Rowberry
	W Conniff	M Stevens
	A Easson	P Stevens
	D Evans	S Tovey
	R Garrick	JJ Williams
	J Harris	

[In attendance: G McIntyre Clerk, B Hodges, County Councillor R John and M Jones (Mon CC), Members of Public]

**10090 Apologies**

No apologies were received.

Cllr O Edwards, Mayor, welcomed Cllr W Conniff to the meeting. Cllr Conniff expressed his appreciation for good wishes during his period of absence.

**10091 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 F Rowberry declared a personal interest in King George V Playing Fields Trustee as a committee member of Caldicot Town AFC.

Cllrs M Stevens and P Stevens declared personal interests in King George V Playing Fields Trustee with family members at Caldicot Town AFC.

**10092 To suspend proceedings**

a) County Councillor R John (Cabinet member for Children and Young People) and Officers – see Appendix A

**10093 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]**

a) Members of Caldicot Working Together (CWT) provided an update on their proposed project - regeneration of Cas Troggi Park:

- CWT is working with Mon CC Officers on the project.
- CWT using the services of a designer and independent accountant for project funding
- A councillor noted that previously there was a shortfall in funding for play areas in Caldicot identified in survey
- The shortfall should be addressed to ensure equal opportunities and good access to play for all.
- A councillor suggested that Town Council should give CWT its support and work with the group to secure Section 106 funding towards the scheme.
- Town Council should be represented on the Section 106 Committee – write to MCC
- Invite CWT to meeting when proposed design available

**10094 To Approve the Minutes:**

- a) Minutes of Full Town Council 30<sup>th</sup> January 2019 – Mayor to sign the Minutes

**The Minutes of Full Town Council 30<sup>th</sup> January 2019, were approved as a true record and duly signed by the Mayor.**

- b) Minutes of Planning and Resources 12<sup>th</sup> February 2019 – Mayor to sign the Minutes

**The Minutes of Planning and Resources 12<sup>th</sup> February 2019, were approved as a true record and duly signed by the Mayor.**

**10095 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/2019/00118:** Mod or Removal of Condition – Renew outline approval DC/2012/00450 and DC/2016/00059 – 5 Severn View, Caldicot, Monmouthshire, NP26 4AD

**TC Approved**

**B) MCC Planning Information:**

**i) Approvals:**

**DM/2019/00006:** Householder – Garage conversion with additional floor/bedroom to be added above, also 2 x 4m 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, Monmouthshire, NP26 5DE

**FTC Approved 30.1.19**

**ii) Withdrawn Applications:**

**DM/2018/01962:** Fast Track Householder – Dropped kerb – 159 Newport Road, Caldicot, NP26 4AE

**P&R Approved 8.1.19**

**10096 Finance [Circulated unless marked\*]**

*It was resolved to accept an additional item onto the agenda – see 3a below*

- 1) To Approve Cheque List February 2019.

**Town Council resolved to approve cheque list for February 2019.**

- 2) To Approve Independent Remuneration Panel for Wales Annual Report 2019/20 determinations 40-49.

**Town Council resolved to approve the Independent Remuneration Panel for Wales Annual Report 2019/20 determinations 40-49.**

3) To Consider Membership of One Voice Wales 2019/20 - £1389

**Town Council resolved to approve Membership of One Voice Wales 2019/20 in the sum of £1389.**

3a) **Town Council resolved that the Mayor, Clerk and Deputy Clerk attend the One Voice Wales Awards Ceremony on 28<sup>th</sup> March 2019 at Llandrindod Wells.**

4) To Consider CCLA Public Sector Deposit Fund 6-month investment [*value as at 31<sup>st</sup> January 2019 £100,214.65*]

**Town Council resolved to approve the CCLA Public Sector Deposit Fund 6-month investment and requested alternative options be investigated for future consideration.**

5) To note Town Council utilities renewed for one-year February 2019

It was agreed to agenda “solar panels” for a future meeting.

**Town Council noted utilities renewal for one-year February 2019**

**10097 To note the date of Grants Committee meeting, Tuesday 12<sup>th</sup> March 2019 at 5.30pm**

**Town Council noted the date of the Grants Committee meeting on Tuesday 12<sup>th</sup> March at 5.30pm**

**10098 Review of Community/Town Council arrangements in Monmouthshire [Circ]**

Town Council received and discussed report and recommendations contained in the Local Democracy and Boundary Commission for Wales (LDBCW) ‘Review of Community/Town Council Arrangements in Monmouthshire’.

Town Council supported the recommendation by LDBCW at point 142 (volume 1, page 89) to reduce the number of councillors from 17 to 16.

It was suggested that Welsh Government representative attend Town Council meeting to outline the proposed changes in more detail and answer any questions. It was suggested that pre-arranged questions could be submitted to LDBCW in advance.

**Town Council resolved to invite Welsh Government representative to a Town Council meeting to provide an explanation of the proposed changes and answer questions.**

**10099 To receive notes of Caldicot United Working Group 6<sup>th</sup> February 2019 [Circ]**

**Town Council received the notes of the Caldicot United Working Group 6<sup>th</sup> February 2019.**

Councillors suggested that the Group should make an application to the Town Council for funding and asked the clerk to place an item on the next Planning and Resources Committee agenda. It was noted that the next Caldicot United Working Group meeting will take place on 6<sup>th</sup> March 2019 at 1pm.

## 10100 Members items of business

- a) Cllr F Rowberry – Dog Fouling [Circ]

Cllr Rowberry asked councillors for support in policing some areas of Caldicot where dog fouling is a problem. He also suggested that Mon CC is approached to include patrolling for dog fouling, following the change in responsibilities for issuing of traffic fines, from the police to the County Council in April.

**Town Council resolved to invite the Waste and Recycling Education and Awareness Officer, Mon CC, to a meeting to discuss the issues further.**

- b) Cllr A Easson – Woodstock Way road surface [Circ]

This item was withdrawn.

- c) Cllr A Easson – Longfellow Road Bus Shelter

Town Council is still awaiting a meeting to be arranged with Mon CC and Ward members regarding this issue. The clerk was asked to check progress and chase this up.

**Clerk was asked to check progress and chase up a meeting with Mon CC and Ward members.**

## 10101 Reports

- a) Reports from Town Council Representatives on Outside Bodies

There were no reports.

A councillor queried attendance at One Voice Wales meetings.

- b) Governor's Reports

Cllr F Rowberry was pleased to report that Dewstow Primary School is currently at full capacity and is categorised as a Yellow school. Dewstow Primary School is one of the best schools he has been involved with. Staff are excellent and the pupils are well-behaved, polite and happy.

Cllr RJ Higginson reported on Durand Primary School. He said that the school is good at identifying any problems and dealing with them effectively. A lack of funding has impacted, however, and the school had to recently pay to improve security measures.

Cllr P Stevens stated that the state of education in Monmouthshire is generally poor and cramming additional pupils into classrooms does not help.

Cllr A Easson was pleased to report that Ysgol Gymraeg y Ffin is categorised as a Green school.

Cllr O Edwards reported that Castle Park Primary is making improvements and, whilst on the right track, has acknowledged that it still has a long way to go.

c) Police Report

The police report was circulated at the meeting. Town Council noted the police report.

Councillors suggested that bar charts are not particularly informative and it would be helpful if the police attended Town Council meetings to present the reports.

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

The website analytics report for January 2019 was noted.

**10102 To Receive Clerk's Report – Subscriptions, Correspondence, Publications, Minutes**

*It was resolved to accept two additional items of correspondence following the Clerk's report\**

**Senedd and Elections (Wales) Bill to introduce votes at 16** – Councillors agreed that this was a positive step forward. The Zone and Caldicot School should be asked for their views and whether they are engaging. Town Council resolved to invite the Youth Member for Newport East to a town council meeting.

**Town Council resolved to invite the Youth Member for Newport East to a town council meeting**

**Consultation for Public Spaces Protection Order** – Councillors approved the introduction of Public Spaces Protection Orders in MCC car parks and said it would be useful if this could be extended to cover town centres to prohibit drinking of alcohol.

**Welsh Government – funding support available 2019/20** – Town Council suggested that an application should be made since there are a number of events that funding could be applied for. The deadline is 12<sup>th</sup> April 2019. It was disappointing to note, however, that there is only £35,000 available for the whole of Wales, with a maximum of only £5,000 per application.

**Commonwealth Day – Monday 11<sup>th</sup> March 2019**

It was agreed that Caldicot Castle be requested to fly the Commonwealth Flag, on behalf of Town Council, as in previous years.

**Caldicot Town Team – Empty phone box town centre –**

Town Council resolved to agree to support the 'Adopt a Kiosk' scheme on behalf of Caldicot Town Team. It was noted that Town Team has agreed to cover any costs associated with the project, including the purchase and installation of the defibrillation unit.

**Town Council resolved to agree to support the 'Adopt a Kiosk' scheme on behalf of Caldicot Town Team.**

**Town Council noted the content of the Clerk's Report**

**\*Caldicot Town Regeneration** – Correspondence from Mon CC advised that MCC had employed the services of a consultant, Matthew Hopkinson, Didobi to seek the views of the community and Town Council on the regeneration of the town. A drop-in session has been arranged at The Hub on Thursday 7<sup>th</sup> March 2019 between 9am and 6pm.

**\*Code of Conduct Training** – The Monitoring Officer, Mon CC, has offered to provide Code of Conduct training. Town Council agreed the most suitable date for the training would be 20<sup>th</sup> March at 6pm.

**10103 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:**

**10104 To consider quotations for extending cemetery path [Circ]**

Town Council were presented one quotation. Concern was expressed with regard to the colour and style of the material being used. The clerk was asked to request a resubmitted quotation for alternative material.

**Town Council resolved to ask for the quotation to be resubmitted with a cost for alternative material.**

The meeting closed at 8.40 pm.

# Cheque list - FEBRUARY 2019

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

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504709	18430		£3,264.00	£0.00	£3,264.00	FACS Mon CC	Contrib to CCTV January- March 19
504710	18431	28/01/19	£1,074.50	£0.00	£1,074.50	FACS S R Thomas	Replace Kitchen door
504711	18432	28/01/19	£4,314.00	£719.00	£3,595.00	FACS J Reece	Cemetery land extension works
504712	18433	28/01/19	£144.00	£24.00	£120.00	FACS Woodstock Waste Disposal	Hire of skip TC
504713	18434	28/01/19	£65.47	£10.91	£54.56	ADMIN Complete Business Solutions Gr	Stationery
504714	18436	29/01/19	£119.61	£19.93	£99.68	ADMIN Complete Business Solutions Gr	Stationery/toner
504715	18437	29/01/19	£104.26	£17.38	£86.88	ADMIN Konica Minolta	Photocopier rental
504715	18438	29/01/19	£26.76	£4.46	£22.30	ADMIN Konica Minolta	Photocopies
504715		29/01/19	£131.02	£21.84	£109.18		
504716	18439	29/01/19	£36.00	£0.00	£36.00	FACS R Morse	TC Security Jan 19
504717	18440	29/01/19	£68.00	£0.00	£68.00	ADMIN Post Office Ltd	Postage
504718	18441	30/01/19	£591.60	£0.00	£591.60	FACS Dwr Cymru	Water supply Jubilee Way toilets
504718	18442	30/01/19	£168.02	£0.00	£168.02	FACS Dwr Cymru	Water supply TC
504718	18443	30/01/19	£41.30	£0.00	£41.30	KGVPF Dwr Cymru	Water supply KGVPF
504718		30/01/19	£800.92	£0.00	£800.92		
504719	18445	06/02/19	£800.00	£0.00	£800.00	FACS Merlin Waste	Dog waste collection Feb 19
504720	18446	06/02/19	£5,000.00	£0.00	£5,000.00	CWB Mon CC	Contrib to summer playscheme 2018
504721	18447	06/02/19	£154.80	£25.80	£129.00	ADMIN Apex Computer Services	Repair to laptop 2018
504722	18448	06/02/19	£28.20	£4.70	£23.50	ADMIN Complete Business Solutions Gr	Stationery
504723	18449	07/02/19	£28.00	£0.00	£28.00	FACS G Harris	Window cleaning
504724	18450	07/02/19	£5,000.00	£0.00	£5,000.00	FACS Mon CC	Contrib to street cleaning 2018/19 - Qtr 4
504725	18451	06/02/19	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips Feb
504726	18452	06/02/19	£880.00	£0.00	£880.00	KGVPF Rob Lewis	Contract fee - January KGVPF
504726	18453	06/02/19	£880.00	£0.00	£880.00	FACS Rob Lewis	Contract fee - January cemetery
504726	18454	06/02/19	£180.00	£0.00	£180.00	FACS Rob Lewis	Contract fee - January TC Building
504726	18455	06/02/19	£35.00	£0.00	£35.00	FACS Rob Lewis	Contract fee - January allotments
504726	18456	06/02/19	£22.00	£0.00	£22.00	FACS Rob Lewis	Contract fee - January Orchard Close
504726	18457	06/02/19	£85.00	£0.00	£85.00	FACS Rob Lewis	Mark graves (13)
504726	18458	06/02/19	£40.00	£0.00	£40.00	FACS Rob Lewis	Supply/apply grit x 2 TC
504726		06/02/19	£2,102.00	£0.00	£2,102.00		
Page Sub Total			£22,950.52	£826.18	£22,124.34		
Running Sub Total			£22,950.52	£826.18	£22,124.34		

# Cheque list

Start of year 01/04/18

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504727	18459	07/02/19	£180.00	£30.00	£150.00	FACS J Ball	
504728	18460	07/02/19	£13.60	£0.00	£13.50	ADMIN Cllr A Easson	Expose/clean existing path cemetery
504729	18461	19/02/19	£104.90	£0.00	£104.90	FACS Dwr Cymru	Travel exps CAB Usk 4.2.19
504729	18462	19/02/19	£162.13	£0.00	£162.13	FACS Dwr Cymru	Water SL allots
504729		19/02/19	£267.03	£0.00	£267.03		Water OW allots
504731	18464	19/02/19	£1,232.24	£205.37	£1,026.87	KGVPF Peter Villars Landscapes	Bows green contract fee Jan 19
504732	18465	19/02/19	£129.82	£21.64	£108.18	ADMIN Brighter Bills Ltd	Telephones
504733	18466	19/02/19	£420.00	£70.00	£350.00	KGVPF Keep Wales Tidy	Green Flag application KGVPF
504733	18467	19/02/19	£420.00	£70.00	£350.00	FACS Keep Wales Tidy	Green Flag application cemetery
504733		19/02/19	£840.00	£140.00	£700.00		
504780	18463	19/02/19	£1,500.00	£250.00	£1,250.00	FACS Mon CC	Replacement camera West End TC 31.1.19
BB200219	18474		£5,433.21	£0.00	£5,433.21	ADMIN Salaries	Salaries February 19
BB2002191	18475		£1,878.03	£0.00	£1,878.03	ADMIN Torfaen CBC	Superannuation February 19
BB2002192	18476	<del>28/01/19</del>	£1,880.81	£0.00	£1,880.81	ADMIN HMRC	Tax/NI February 19
BB2002193	18372		£34.93	£0.00	£34.93	KGVPF British Gas	Electricity compound
BB2002194	18411		£168.63	£8.03	£160.60	FACS British Gas	TC gas supply
BB2002195	18435		£131.10	£0.00	£131.10	FACS British Gas	Electricity Jubilee Way toilets
BB2002196	18444		£171.04	£8.14	£162.90	FACS British Gas	TC Electricity supply
Total			£36,810.86	£1,489.36	£35,321.50		

Page Sub Total £13,860.34 £663.18 £13,197.16  
 Running Sub Total £36,810.86 £1,489.36 £35,321.50



**Welcome County Councillor R John (Cabinet Member for Children and Young People) and Officers**

Town Council welcomed County Councillor John and Matthew Jones, who provided an update and impact regarding school places and catchment review.

Points noted as follows:

- Expected to receive Section 106 funding of £440,000 from Redrow Development in Sudbrook towards education services. Estimated 48 primary pupils.
- Church Road development goes before Planning next week. Subject to approval, expect £345,000 s106 funding with estimated 20 primary pupils.
- Crick Road development of 600 homes. Expected to receive £811,000 with approximately 47 primary pupils.
- Total estimated s106 funding of £1.6 million, subject to approval, which would be used for increasing capacity in schools.
- 2 of the 3 sites will be in Archbishop Rowan Williams Primary School catchment area. A proposal could be to increase Year Groups from 30 to 45 pupils (class and a half).
- Undy/Magor area – Rockfield Farm and Vinegar Hill developments. Extra capacity would have to be created for 108 primary aged pupils.
- A consultation will take place in the coming months. Views on capacity issues will be sought from Caldicot Town Council, schools and the local community, particularly where the extra capacity should be placed.
- Element of flexibility in the design of Caldicot School could allow an extension beyond 1500 pupils. Currently has 222 surplus places.

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

- More pressure on primary rather than secondary schools. Any further proposed developments, however, would see more pressure on secondary places. Whilst it is projected that secondary places are satisfactory, the situation should be monitored.
- The Church Road development will cause additional traffic strain and it is unlikely that the school can be developed further. Parking issues require addressing.
- A school catchment review is in the first stage of the process as per the Corporate Plan which runs from now until 2022.
- Disappointment was raised that there is no way of getting any s106 monies from the Rockfield Farm development.
- There are 61 places available at Ysgol Gymraeg y Ffin.
- Number of Amber categorised schools. Would not want to see a further deterioration due to plans to increase year groups from 30 to 45.
- Councillors suggested that the £1.6 million could be spent on a new school or expansion of existing schools.
- Mon CC should look after its existing school buildings rather than put portakabins in.
- Opposition was voiced against building expansion on school sites where it would entail taking play space from children.
- Access to Castle Park should be improved. Include in regeneration plans for Caldicot.

Town Council thanked County Councillor R John and M Jones for attending and providing their update on school capacity.

## **PART B – KING GEORGE V PLAYING FIELDS TRUSTEE**

*Cllr F Rowberry declared a personal interest as a committee member of Caldicot Town AFC.*

*Cllrs M Stevens and P Stevens declared personal interests as relatives are members of Caldicot Town AFC.*

### **1 Notes of Users Sub Committee – 22<sup>nd</sup> February 2019**

**Town Council received the notes of the Users Sub Committee held on 22<sup>nd</sup> February 2019.**

### **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 quotations following RoSPA Inspection Report [Circ]**

It was noted that three quotations had been requested.

**Town Council resolved to accept the quotation from HAGS (SMP Playgrounds Ltd) for £3697.82**

#### **4 To consider quotations for replacement bollards at King George V Playing Fields [Circ]**

It was noted that three quotations had been requested.

Reference was made to town centre benches earmarked for KGVPF being placed where bollards were missing.

It was agreed to write to Mon CC to request when the benches would become available

**Town Council resolved to accept the offer from Monmouthshire Housing Association, via its volunteering scheme, to replace the bollards using existing stock held in the compound.**

Meeting closed at 8:40pm