

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 27th March 2019 at Caldicot Town Council

Present: Cllrs	O Edwards, Mayor	RJ Higginson
	W Conniff	F Rowberry
	A Easson	M Stevens
	D Evans	P Stevens
	K Harris	JJ Williams

[In attendance: G McIntyre Clerk, S King Deputy Clerk, B Hodges, C Drew (Mayor's Cadet), S Parkinson (Mon CC), Police representatives: Sergeant N Callard and CSO H Brown, Members of Public]

10105 Apologies

Apologies were received from Cllrs D Ashwin, R Garrick, A Lloyd, M Mitchell, S Tovey and J Williams.

10106 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.

Cllr R J Higginson declared personal interests in Planning Matters as a member of Mon CC Planning Committee, Grants Committee minutes as a friend of Phoenix Jazz Band Officers and the consultation on the closure of Mounton House School as a Member of Mon CC.

Cllr K Harris declared a personal interest in King George V Playing Fields Trustee as a member of Caldicot Bowls Club.

10107 To suspend proceedings

- a) S Parkinson, Mon CC Waste and Recycling Education and Awareness Officer to discuss dog fouling issues– see Appendix A
- b) Police Report – see Appendix B

10108 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

A member of the public asked about Section 106 funding and where it is being spent. A councillor advised that monies were allocated to the town centre regeneration project.

*** Additional Item – Town Centre Street Furniture**

The Chair requested Council accept an item of late correspondence re: Town centre Regeneration and the disposal of street furniture.

It was resolved to accept this item of business onto the agenda.

See item 10120

10109 To Approve the Minutes:

a) Minutes of Full Town Council 27th February 2019 – Mayor to sign the Minutes

The Minutes of Full Town Council 27th February 2019, were approved as a true record and duly signed by the Mayor.

b) Minutes of Planning and Resources 12th March 2019 – Mayor to sign the Minutes

The Minutes of Planning and Resources 12th March 2019, were approved as a true record and duly signed by the Mayor.

10110 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/2019/00337: Householder – First floor side extension containing additional bedrooms with en suite – 1 Beech Road, Caldicot, NP26 4DY **TC Approved**

DM/2019/00331: Householder. Rear/side single storey extension – 10 Budden Crescent, Caldicot, NP26 4PP **TC Approved**

DM/2019/00362: Planning Permission. Proposed internal alterations and external amendments to South West corner – Caldicot Library, Woodstock Way, Caldicot, NP26 5DB **TC Approved**

DM/2019/00316: Mod or Removal of Condition. Variation of condition 3 relating to DC/2015/0061; ‘residential not to be used by other than staff’ to be removed – 46 Chepstow Road (Marlows), Caldicot, NP26 4HZ **TC Approved**
Current parking requirements should be adhered to

DM/2019/00317: Householder. Loft conversion with two front dormers – 5 Greenfield, Caldicot, NP26 4NB **TC Approved**

DM/2019/00424: Householder. Proposed attic roof conversion to provide en-suite bedroom – 19 Cobb Crescent, Caldicot, NP26 5BY **TC Approved**

10111 Finance [Circulated unless marked*]

1) To Approve Cheque List March 2019.

Town Council resolved to approve cheque list for March 2019.

2) SLCC & OVW Joint Conference, 15th May 2019, Liberty Stadium, Swansea – To Approve Clerk/Deputy Clerk attendance - £90 per delegate.

Town Council resolved to approve the attendance of the Clerk and Deputy Clerk at the SLCC and OVW Joint Conference at a cost of £90 per delegate.

Council agreed that, if the Clerk/Deputy were not available to attend, the administrative officer attend.

10112 To approve minutes and recommendations of the Grants Committee meeting held on 12th March 2019 [Circ]

Cllr RJ Higginson declared a personal interest as a friend of Phoenix Jazz Band Officers

Town Council approved the minutes and recommendations of the Grants Committee meeting held on 12th March 2019

10113 To approve minutes and recommendations of Health and Safety Committee meeting held on 6th March 2019 [Circ]

Town Council approved the minutes and recommendations of Health and Safety Committee meeting held on 6th March 2019.

10114 To Consider notes of Caldicot United Working Group 6th March 2019 [Circ]

Town Council received the notes of the Caldicot United Working Group 6th February 2019.

a) To consider correspondence from Cllr J Williams, Chair, Caldicot United

Town Council considered the correspondence from Cllr J Williams, Chair, Caldicot United, with a request to underwrite the Community Picnic event up to the sum of £1,500.

Town Council resolved to underwrite the Caldicot United Community Picnic event up to a maximum sum of £1,500.

10115 To Consider notes of West End Ward Member meeting – Tuesday 5th March 2019

Town Council received the notes of the West End Ward Member meeting held on Tuesday, 5th March 2019 regarding a proposed bus shelter at Longfellow Road.

Town Council received the notes of the West End Ward Member meeting and resolved to write to Mon CC Highways to ask for a progress update.

10116 Members items of business

a) Cllr A Easson – Flying flags

Town Council agreed to defer item to King George V Playing Fields Trustee.

This item would be considered under Part B, 2a.

10117 To Consider Monmouthshire Public Service Board objectives and approve Well-being Plan to be actioned, reviewed and monitored by Caldicot Town Council [Circ]

Town Council resolved that the item would be deferred, for consideration at a Special Meeting.

10118 To Approve policies for Caldicot Town Council (previously approved 2016)

a) Town Council considered policies for Caldicot Town Council, as follows:-

- (i) Standing Orders
- (ii) Financial Regulations
- (iii) Code of Conduct
- (iv) Anti-bribery fraud and corruption
- (v) Anti-harassment and bullying
- (vi) Concerns and complaints
- (vii) Equal opportunities
- (viii) Grants policy
- (ix) Health and safety
- (x) Annual investment and reserves strategy
- (xi) Local resolution protocol
- (xii) Pay Policy
- (xiii) Privacy Notice
- (xiv) Publication scheme
- (xv) Retention of Documents and Records
- (xvi) Social media and communications
- (xvii) Welsh Language

Town Council resolved:

i) To amend Standing Orders, by adding the following statement on page 9: ‘Members are not permitted to use personal electronic items.’

ii) To approve policies (ii) to (xvii) above.

10119 To note invitation to Morières Saturday, 6th April 2019 11.30 am – Ceremonie Protocolaire d’inauguration de la Place de la Liberte – Response by 1.4.19

Town Council noted the invitation and commented that there was insufficient time to make arrangements to attend. Appreciation to be sent, with Town Council’s wishes for a successful event and expression of an interest in future engagement.

10120 Town Centre Street Furniture

Mon CC had provided a list of street furniture being removed and replaced as part of the town centre regeneration scheme. Town Council was presented with a list of items offered to Town Council prior to disposal. It was suggested that all items currently stored in the compound yard should be removed. Correspondence from Mon CC advised that regeneration works would begin shortly and continue during the Christmas period. Town Council suggested that clarification should be sought from event organisers.

Town Council resolved to request all items on the list, except the paving slabs, to be stored in the Compound.

Town Council resolved to contact Mon CC to request a work plan and ask when benches and materials in the compound would be removed; also to advise of Town Council Christmas Lighting and Royal British Legion Remembrance Parade.

10121 To discuss solar panels [b/f FTC 27.2.19]

It was noted that solar panels were considered many years ago. Town Council suggested that an assessment of town council building be undertaken to determine the feasibility of solar panels.

Town Council resolved to invite companies to undertake a survey of the Town Council building to ascertain its suitability for solar panels.

10122 Reports

a) Reports from Town Council Representatives on Outside Bodies

There were no reports. A councillor voiced disappointment that One Voice Wales meetings were not regularly attended and reported by Town Council representatives.

b) Governor's Reports

There were no reports.

c) Police Report

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

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

The website analytics report for February 2019 was noted.

A councillor advised that the Mayor's Cup was introduced to promote more involvement with other organisations, e.g Scouts, Guides, ATC, etc., and it was intended that the cup should continue to be given out each year to a person nominated by the organisation. The Mayor should write a speech and present the cup. It was suggested that the organisations should be asked to inform Town Council of their nominees and arrange dates for the cups to be presented.

Town Council resolved to write to organisations to advise of their nominated recipients for the Mayor's Cup.

10123 To Receive Clerk's Report – Subscriptions, Correspondence, Publications, Minutes

Town Council noted the content of the Clerk's Report and discussed the following items:-

2.4 Monmouthshire's Diversity Festival – It was noted that Monmouthshire Youth Service is seeking sponsorship for the event. A councillor suggested that Town Council supports this festival.

Town Council resolved to support the festival and invite the Youth Service to provide further information.

Item 2.6 Cllr R J Higginson declared personal interest as a County Councillor of Mon CC.

2.6 Proposed Closure of Mounton House Special School – A councillor voiced disappointment at the lack of support from neighbouring local authorities and that this service is being lost to SE Wales and beyond. It was also questioned as to what alternative provision will be made if the school is closed. Cllr W Conniff agreed to draft a response and bring it to the next Personnel and Resources meeting for final agreement.

3.1 Defibrillators (public) – Town Council noted that the defibrillator located at the Castle Inn would be collected the following day. It was advised that the Caldicot Town AFC gates are left open for access to the defibrillator. Plans are also underway to place another public defibrillator in the empty phone box in the town centre (see item 3.2 below).

3.2 Empty Phone Box – Town Centre (Caldicot Town Team) – Town Council had previously agreed to support Town Team in the installation of a defibrillator in the BT phone box in the town centre.

An item was requested to be placed on the next Full Town Council meeting in April to consider the details of the scheme documentation.

3.3 Invitation to Meeting (Caldicot Town Team) – Town Council noted the meeting invitation and agreed that 17 members would be attending.

Cllr R J Higginson declared a personal interest in the following item as a member of Mon CC Planning Committee.

3.5 Proposed planned house in Ebbw Road, Caldicot – Town Council noted the correspondence and suggested the resident is referred to their local Mon CC County Councillor.

10124 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:

10125 To consider quotation for removal of inspection chambers cemetery land [Circ]

Town Council were presented with two quotations for the removal of inspection chambers on the cemetery land.

Town Council resolved to accept the quotation of £1,500 for the removal of inspection chambers on the cemetery land, from the preferred contractor.

The meeting closed at 8.50 pm.

Mayor/Deputy Mayor

Cheque list

Start of year 01/04/18

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504731	18464	19/02/19	£1,232.24	£205.37	£1,026.87	KGVPF Peter Villars Landscapes	Bowls 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		
504734	18474	04/03/19	£32.00	£0.00	£32.00	FACS R Morse	TC Security Feb 19
504735	18475	04/03/19	£78.00	£0.00	£78.00	ADMIN Post Office Ltd	Postage 100 x 0.56p, 200 x 0.10p
504736	18476	05/03/19	£66.00	£11.00	£55.00	FACS Trident Water	Legionella testing 1/4 - allotments
504736	18477	05/03/19	£66.00	£11.00	£55.00	FACS Trident Water	Legionella testing 1/4 - cemetery
504736	18478	05/03/19	£66.00	£11.00	£55.00	FACS Trident Water	Legionella testing 1/4 - TC Building
504736	18479	05/03/19	£66.00	£11.00	£55.00	FACS Trident Water	Legionella testing 1/4 - Toilets
504736	18480	05/03/19	£66.00	£11.00	£55.00	FACS Trident Water	Legionella testing 1/4 - 9SL
504736	18481	05/03/19	£66.00	£11.00	£55.00	KGVPF Trident Water	Legionella testing 1/4 - KGVPF
504736		05/03/19	£396.00	£66.00	£330.00		
504737	18482	05/03/19	£600.00	£0.00	£600.00	FACS Merlin Waste	Dog waste collection March
504738	18483	05/03/19	£174.00	£29.00	£145.00	FACS DJB Cleaning Supplies Ltd	Cleaning products inc soap dispensers
504739	18484	05/03/19	£528.00	£88.00	£440.00	FACS P&P Pest Control	Annual service contract cemetery
504740	18485	11/03/19	£880.00	£0.00	£880.00	KGVPF Rob Lewis	Contract fee - February KGVPF
504740	18486	11/03/19	£880.00	£0.00	£880.00	FACS Rob Lewis	Contract fee - February cemetery
504740	18487	11/03/19	£180.00	£0.00	£180.00	FACS Rob Lewis	Contract fee - February TC Building
504740	18488	11/03/19	£35.00	£0.00	£35.00	FACS Rob Lewis	Contract fee - February allotments
504740	18489	11/03/19	£22.00	£0.00	£22.00	FACS Rob Lewis	Contract fee - February Orchard Close
504740	18490	11/03/19	£20.00	£0.00	£20.00	FACS Rob Lewis	Mark graves
504740		11/03/19	£2,017.00	£0.00	£2,017.00		
504741	18492	11/03/19	£1,232.24	£205.37	£1,026.87	KGVPF Peter Villars Landscapes	Bowls green contract fee Feb 19
504742	18493	12/03/19	£107.98	£18.00	£89.98	FACS Mon CC	Street lighting TC Building
504743	18504	19/03/19	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips Marc
AS190319	18505		£5,619.01	£0.00	£5,619.01	ADMIN Salaries	Salaries March
AS1903191	18506		£1,695.01	£0.00	£1,695.01	ADMIN HMRC	Tax/NI March
AS1903192	18507		£1,878.03	£0.00	£1,878.03	ADMIN Torfaen CBC	Super March
Page Sub Total			£16,579.33	£773.38	£15,805.95		
Running Sub Total			£16,579.33	£773.38	£15,805.95		

Cheque list

Start of year 01/04/18

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
BG000319	18512		£44.79	£2.13	£42.66	KGVPF British Gas	
Total			£16,624.12	£775.51	£15,848.61		Electricity KGVPF

Page Sub Total			£44.79	£2.13	£42.66		
Running Sub Total			£16,624.12	£775.51	£15,848.61		

20/03/19 05:40 PM Vs: 8.15.01

Caldicot Town Council

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Welcome S Parkinson, Mon CC Waste and recycling Education Awareness Officer to discuss dog fouling issues

Town Council welcomed S Parkinson, who provided an update on dog fouling issues

Points noted as follows:

- Met with TC representative, Cllr F Rowberry, to discuss local dog fouling issues
- Town Council is a member of “Give Dog Fouling the Red Card”
- Installation of dog bins does not solve the problem
- The message about picking up is not getting over to everyone
- Some people are still allowing their dogs to foul but are not picking it up
- Some schools are having to cancel games lessons because of dog fouling
- There are a number of areas in Caldicot where dog fouling is a specific problem
- Mon CC approach has always been education and awareness
- Mon CC employs 2 part-time enforcement officers
- Welsh Government funding - not very positive for dog fouling issues

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

- Mon CC Environmental Health suggest Community/Town Councils employ own enforcement officers
- Other councils have undertaken public consultations and received feedback, such as attaching bags to signs/bins to encourage use, for example
- Look at different approaches, eg. Public Space Protection Orders. Mon CC is considering the introduction of PSPOs for specific areas
- Mon CC keeps a list of ‘hot spots’ for attendance by wardens
- Mon CC recently employed 6 civilian enforcement officers for parking issues. It is understood that they will also have responsibility for litter and dog fouling.
- Major issue around Cas Troggi Park. Urgently needs a fence around the park to prevent dogs entering. S Parkinson agreed to take issue back to Mon CC
- Signs require enforcement action

Town Council thanked S Parkinson for attending and providing an update on dog fouling issues.

Police Report

Town Council welcomed Sgt N Callard and CSO H Brown to provide the Police Report.

Points noted as follows:-

- Crime rates down considerably since last report
- Speedwatch scheme is now set up and members have been out. Currently covers 7 sites, including Portskewett – already showing improvements
- The issue of vehicles driving through the town centre was raised
- Reference was made to a recent accident on the crossing at the Co-op. It was noted that there is no audible sound on the crossing. Police advised that statistics are kept and monitored relating to incidents and action would be taken if there are continuing problems
- A councillor suggested to write to Roger Hoggins, Mon CC, to ask for something to be done to improve road safety in the area as a matter of urgency
- It was advised that Mon CC Highways considering removal of one crossing at West End
- Continuing problem with cars parking and people drinking outside the Cross Inn. Police to ask Mon CC for bollards to be put in at town centre as part of Regeneration
- Issues with speeding along Woodstock Way – Police will take back comments and consider area for inclusion in Community Speedwatch monitoring scheme as more school children on pavements since fence erected around doctor's surgery

Town Council thanked Sgt Callard and CSO Brown for attending and providing the police report.

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

- 1 To consider Compound Working Group minutes 21.3.19 [Circ] and ratification of roof repair**

Town Council received the notes of the Compound Working Group held on 21st March 2019 and approved the recommendations. Clerk was asked to provide compound project spends to date and confirm amount available in Reserves.

- a) Ratification of Compound roof repair**

Town Council ratified the Compound roof repair - £66.00 +VAT.

- 2 To consider request for siting of shed at allotments – bowls club patio**

Town Council resolved to agree to the siting of a shed at the allotments on the bowls club patio.

- a. Cllr A Easson – Flying flags (see minute 10116)**

It was noted that the two flagpoles are now in place at the King George V Playing Fields. Town Council considered several suggestions of flags to fly at the Fields, including the Welsh flag, Green Flag, Fallen Heroes and the Monmouthshire flag. It was suggested that a competition to design a Caldicot Flag should be sent to local schools, with a £25 prize for the winner.

Town Council agreed to send details of a competition to design a Caldicot Flag to all local schools, with a prize of £25 for the winning entry.

- 3 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:**

- 4 To consider further information received from Caldicot Bowls Club re: replacement of windows [b/f TC 30.01.19 – TC resolved to approve financial support of £6,000 to Caldicot Bowls Club, subject to receipt of further information] [Circ]**

Cllr K Harris declared a personal interest as a member of the Bowls Club.

Town Council received quotation for replacement windows and approved financial support of £5,750 to Caldicot Bowls Club.

Meeting closed at 8:50pm