

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 24th April 2019 at Caldicot Town Council

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

[In attendance: S King Deputy Clerk, B Hodges, Police representatives: PC M Screen and PC T Evans, Members of Public]

10126 Apologies

Apologies were received from Cllrs D Ashwin, W Conniff, A Lloyd, M Stevens, P Stevens and S Tovey.

10127 Declarations of Interest – To be identified under the relevant item/Forms to be completed

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

Other declarations made under relevant items.

10128 Suspended Proceedings - Police Report

Town Council agreed to suspend proceedings and bring the Police Report forward. The Mayor welcomed PCs M Screen and T Evans to present the Police Report. The latest crime statistics were discussed and it was noted that:

- Crime is increasing in most other areas except Caldicot
- Total of 34 crimes reported during April, which is low compared to previous periods
- Core crimes only – nothing out of the ordinary reported
- Antisocial Behaviour (ASB) also fairly low. This could be because some types of ASB have now been categorised as crimes
- Small team dealing with crimes. 2 additional staff now in post to deal with drug warrants
- PCs Screen and Evans do normal day-to-day jobs plus deal with drug-related issues

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

- A councillor reported that cars had been observed speeding down Dewstow hill past the cemetery. The police representatives confirmed that speed gun training for all staff was imminent and it was hoped the issue would be addressed
- Concern was raised regarding anti-social behaviour in some areas of Caldicot
- Cycling in the Town Centre was raised as an issue
- Residents had reported concerns to a councillor regards a service access gap in the fence at Oakley Way flats, which could be accessed by anyone. The issue was noted

Council thanked PCs M Screen and T Evans for presenting the report.

10129 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

A member of the public queried the cost of recent repairs to the Cross Memorial and considered the standard of work very poor, concrete had crumbled, slates not secured. In response a member advised that the issue had been reported to Mon CC. Town Council asked the Deputy Clerk to contact Mon CC to request full details and costs to be provided.

10130 To Approve the Minutes:

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

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

b) Minutes of Planning and Resources 9th April 2019 – Mayor to sign the Minutes

The Minutes of Planning and Resources 9th April 2019, were approved as a true record and duly signed by the Mayor, subject to the following amendment:

***ADDITION:**

3 To suspend proceedings

(ii) Caldicot Youth Group – See Appendix A

**** Caldicot Town Council supported the diversity festival and agreed, in principle, to support financially on receipt of a grant application form. Town Council welcomed further information from Caldicot Youth Group.***

10131 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/2019/00541: Householder – To erect an annexe within the rear garden –
5 Prospect Crescent, Caldicot, NP26 4HP **TC Approved**

B) Mon CC Planning Information:

i) Planning Permissions

DM/2018/00696: Outline Planning Permission – Outline application (with all matters reserved except for access) for residential development of up to 291 dwellings, a care home and public open space, landscaping and associated infrastructure works Land Development South of Crick Road, Portskewett, Monmouthshire **TC Approved 30.10.18**

DM/2018/01957: Planning Permission – 2 Detached Dormer Bungalows – 246 Newport Road, Caldicot NP26 4AE (**Approval subject to s106**) **P&R Approved 8.1.19**

DM/2019/00253: Planning Permission – Replacement of detached garage and parking plot with detached double garage – Rear of Dunlin Avenue, Caldicot **P&R Approved 12.3.19**

10132 Finance [Circulated unless marked*]

- 1) To Approve Cheque List end March 2019.

Town Council resolved to approve cheque list for end March 2019.

- 2) To receive Financial Comparisons 1.1.19 – 31.3.19, 1.4.18 – 31.3.19

Town Council received the Financial Comparisons 1.1.19 – 31.3.19 and 1.4.18 – 31.3.19

- 3) To Approve End of Year Accounts 2018/19 [subject to audit]

Town Council Approved the End of Year Accounts 2018/19 [subject to audit]

- a) To consider reserve position and earmarked Reserves [for audit purposes]

Town Council approved reserves position and noted that the majority was earmarked

- 4) To Approve Clerk/Deputy Clerk attendance at SLCC training seminar Llandrindod Wells 20.6.19 - £80 per delegate

Town Council Approved the Clerk and Deputy Clerk attendance at SLCC training seminar in Llandrindod Wells on 20.6.19 at a cost of £80 per delegate

- 5) To consider request from Summer Reading Challenge

Town Council considered the request for sponsorship of the Summer Reading Challenge. It was proposed and duly seconded to donate £500 towards the event.

Town Council resolved to agree a donation of £500 towards the Summer Reading Challenge event

Spending Power - Local Government Act 2000, s.2

- 6) To Consider Crime and Cyber cover at renewal of TC Insurance 1.6.19

Town Council considered the Crime and Cyber cover and agreed to purchase the upper level cover of £150,000 for Crime and £300,000 Cyber at a cost of £535 at renewal of TC Insurance 1.6.19. The Deputy Clerk was asked to find out what level of Cyber cover the existing insurance policy provides.

Town Council resolved to agree to purchase the upper level cover of £150,000 for Crime and £300,000 Cyber at a cost of £535 at renewal of TC Insurance 1.6.19.

- 7) To Note Appreciations for donations:
 - a) Caldicot Youth Group - £5,000
 - b) Blue Phoenix Jazz Band - £200
 - c) Wye Gymnastics and Galaxy Cheerleading - £500
 - d) Eisteddfod yr Urdd 2019 - £50
 - e) Llangollen International Music Eisteddfod - £50

Town Council noted the appreciations for donations.

Following receipt of its donation, Caldicot Musical Theatre Society had requested permission to purchase an alternative sound system. Town Council agreed to the request.

Town Council agreed that £1,298 donated to Caldicot Musical Theatre Society would contribute towards mixing desk (cost £1,440 +VAT)

10133 To approve minutes and recommendations of Personnel Committee meeting held on 4th April 2019 [Circ]

Town Council approved the minutes and recommendations of Personnel Committee meeting held on 4th April 2019.

The following policies were adopted:

- **Anti-Bribery, Fraud and Corruption Policy**
- **Anti-Harassment and Bullying Policy (Dignity at Work)**
- **Capability Policy**
- **Disciplinary Procedure**
- **Equality and Diversity Policy**
- **Grievance Procedure**
- **Sickness absence policy and procedure**
- **Special Leave of Absence Policy**
- **Lone Working Policy – Adopted October 2017**

10134 To approve addition to Standing Orders 3m, page 9 [b/f FTC 27.3.19] [Circ]

Town Council resolved to agree to defer consideration of the addition to Standing Orders 3m, page 9, to Personnel Committee.

10135 Members items of business

a) Cllr R Garrick – Rainbow Flag

Town Council considered the suggestion to fly the Rainbow Flag and decided to purchase two flags to fly at Town Centre flowerbed and King George V Playing Fields.

Town Council resolved to agree to purchase two Rainbow Flags

10136 To Consider ‘Adopt a Kiosk Scheme’ – Town Centre Phone Box [b/f FTC 27.3.19] [Circ]

Town Council discussed the ‘Adopt a Kiosk Scheme’ and agreed the purchase of the town centre kiosk for £1 to site a defibrillator in. It was noted that cover was already in place for cleaning within the town centre via Mon CC. It was agreed that the defibrillator returned from the Castle Inn would be located in the phone box. The Deputy Clerk was asked to contact Town Team and thank them for the offer of a defibrillator, which would not be required.

Town Council resolved to agree to purchase the Town Centre phone box through the ‘Adopt a Kiosk Scheme’ and that the defibrillator returned from the Castle Inn would be located in the phone box.

The Deputy Clerk was asked to thank the Town Team for the offer of a defibrillator, which would not be required.

10137 To consider location for defibrillator (returned from the Castle Inn)

The location of the defibrillator was noted above at minute 10136.

10138 To Consider date for Annual Meeting

It was proposed and seconded that the Annual Meeting would be held on Wednesday, 22nd May 2019 at 6:00pm. In addition, it was proposed and seconded that local groups would be invited to receive the Mayor's Cup at Planning and Resources meeting 14th May 2019 at 6:30pm.

Town Council resolved to hold its Annual Meeting on Wednesday, 22nd May 2019, 6:00pm

Town Council resolved to invite local groups to receive the Mayor's Cup at Planning and Resources meeting 14th May 2019, 6:30pm.

10139 To Note Closing Date 3rd May 2019 – Vacancy West End Ward

Town Council noted the closing date 3rd May 2019 for the West End Ward vacancy

10140 Reports

a) Reports from Town Council Representatives on Outside Bodies

The Mayor reported that he had attended the Caldicot Community Working Together 'Egg-Cellent Adventure' at the Castle and the Town Team Easter Market in the town centre over the Easter weekend. Both events were well received by the public and it was good to see local groups working for the community and engaging with the public.

It was noted that a number health and safety issues were highlighted with the Community Picnic event and a meeting of the Caldicot United Working Group should be arranged as soon as possible to consider the matter.

b) Governor's Reports

There were no reports.

c) Police Report

The police report was circulated at the meeting and discussed above at minute 10128.

d) Members' items for website

The Mayor highlighted that the item had been added, which provided an opportunity for members to contribute to populating the website.

It was proposed and seconded that the Communications Assistant/Office Administrator to undertake social media training.

Town Council resolved to agree that the Communications Assistant/Office Administrator to undertake social media training

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

The website analytics report for March 2019 was noted.

10141 To Receive Clerk's Report – Subscriptions, Correspondence, Publications, Minutes

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

1.2 Your Council's contribution to Understanding Welsh Places – The Institute of Welsh Affairs asked for the Council's help in generating content for a new website called Understanding Welsh Places by drafting a short narrative about Caldicot. Town Council agreed to ask Caldicot History Society to provide a draft.

2.1 a) Responses to Town Council Matters: S106 meeting dates (M Moran) – Further to Town Council request for s106 meeting, the relevant officer had provided dates. A member highlighted that a meeting was being held 2nd May in relation to Town Centre Regeneration and S106 could be incorporated. The Deputy Clerk was asked to make the necessary arrangements for Thursday, 2nd May 2019 at 9:30am.

2.1 b) Bus Shelter Longfellow Road – It was confirmed that the hedge had now been removed and a fence installed. Town Council asked the Deputy Clerk to obtain further information, including suitability of the site and approximate costs for repair of bus shelter (stored in compound building).

2.1 d) Cross Memorial – Deputy Clerk write to Mon CC regarding memorial work to be repaired [ref: minute 10129]

2.2 Consultation – Supplementary Planning Guidance – Affordable Housing and Draft Infill Development – Town Council noted the closing date of the consultation – 28th May 2019.

2.5 Special Adults Select Committee – Chepstow Hospital – Town Council noted the date of the Special Adults Select Committee meeting 29th April 2019, 10:00am, to discuss an update in respect of Chepstow Community Hospital.

3.2 GAVO – Opportunity to support Monmouthshire Volunteer Achievement Awards – Town Council resolved to contribute towards two awards. It was proposed and seconded to make a £500 contribution.

Town Council resolved to agree to contribute £500 towards two Monmouthshire Volunteer Achievement Awards

Spending Power - Local Government Act 2000, s.2

3.3 GAVO – visits by Princess Royal – Town Council noted the invitation to submit bids and suggested Clos Ger y Nant (Brookside Close) MHA development. The Deputy Clerk to contact Monmouthshire Housing Association. Town Council expressed support for joint bid .

3.4 Fly the Red Ensign for Merchant Navy Day – 3rd September 2019 – Town Council resolved to fly the Red Ensign from Friday 30th August 2019.

3.5 Homes for the Future (Monmouthshire Housing Association) – Town Council noted the invitation to the Monmouthshire Housing Association 'Homes for the Future' drop-in event Wednesday 22nd May 2019 from 2-5pm.

3.6 Dog Waste Bin Emptying – Town Council noted the invitation to join a working group with Mon CC to consider a joint approach to dog waste bin emptying. It was agreed that Cllr F Rowberry nominated to attend the meeting. Deputy Clerk was asked to confirm Cllr Rowberry’s attendance.

3.7 Caldicot Town Team 2019 Market & Event Dates – Town Council noted 2019 Market and Events dates from Caldicot Town team. Concern was raised that no meeting dates had been circulated. The Deputy Clerk was asked to contact Town Team to ask for confirmation of meeting dates.

10142 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:

10143 To consider request from tenant 9 Sandy Lane to pave rear garden area – Landlord’s Consent form received [Circ]

Town Council resolved to agree to grant permission for the tenant 9 Sandy Lane to pave the rear garden

10144 To consider MHA request regarding boundary hedge at cemetery [Circ]

Town Council considered the request from MHA and resolved that further quotations were obtained by the Deputy Clerk.

The meeting closed at 7.50 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	£21.84	£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 0.58p, 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 Merin 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	
Total			£16,624.12	£775.51	£15,848.61	British Gas	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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PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

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

1 To receive information re: MUGA [Circ]

Town Council resolved to agree to defer this item to Compound Working Party for recommendations.

2 To note Allotment Holders shed to be placed in allotment area, not Bowls Club Patio, following complaint from Caldicot Bowls Club [Ref TC: 27.3.19 – Min 2]

Town Council noted the Allotment Holder’s shed to be placed in allotment area, not Bowls Club Patio.

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 quotation following Legionella Inspection re. Bowls Club Irrigation Tank – Health & Safety

Deputy Clerk to ask whether the tank can be drained at the end of the season, rather than leaving the water heater on.

Town Council resolved to accept the quotation from Trident Water, following Legionella Inspection - £637.50.

Meeting closed at 7:50pm