

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 26th June 2019 at Caldicot Town Council

Present: Cllrs: D Evans, Mayor
A Easson
J Dobson-Pettican
O Edwards
R Garrick
J Harris (left 7.40 pm)
RJ Higginson
A Lloyd (6.35pm) (left 8.15 pm)
M Mitchell
F Rowberry
M Stevens
P Stevens
J Williams

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; B Hodges; Police Representatives, Sgt N Callard and PC T Evans; Caldicot Community Working Together Representatives, R Fumage and R Grumbach; Members of the public]

10164 Apologies

Apologies were received from Cllrs D Ashwin, W Conniff, K Harris.

10165 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.

Cllrs M Stevens and Cllr P Stevens declared a personal interest in planning item DM/2019/00870 as a family member is a neighbour of the applicant.

Other declarations made under relevant items.

10166 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

Members of the public raised concerns in relation to Planning application DM/2019/00595, including:

- Persons on licence being allocated to the property – CCTV cameras on site
- Children and vulnerable people living in vicinity
- Misappropriation of public funds by Monmouthshire Housing Association
- Work almost complete at property, planning not yet decided
- No consultation with residents
- Residents only notified of plans in previous two weeks
- Property has back gate access to the school and balcony overlooking school

Town Council thanked members of the public for their comments and informed them that the item would be discussed under agenda item 10169 (A).

10167 **Suspended Proceedings**

a) **Caldicot Community Working Together – Christmas Event**

The Mayor welcomed R Grumbach and R Furmage to the meeting to discuss the Caldicot Community Working Together (CCWT) Christmas Event. Discussion points included:

- CCWT members thanked those councillors who attended it's AGM
- CCWT to host a Christmas Festival at Caldicot Castle this year, looking for the support of Caldicot Town Council
- Festival to be a ticket only event
- A councillor noted concern that Mon CC is not involved or providing funding
- Town Council supported the event in principle and invited application to TC for grant

Town Council thanked R Grumbach and R Furmage for attending and providing an outline of the CCWT Christmas event.

b) **Police Report**

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

- There were 28 crime reports during the last 28-day period
- 11 reported offences of violence without injury
- 3 possession of weapons offences – these were not firearms or knives
- New Inspector should be in post by August

Town Council thanked Sgt Callard and PC T Evans for presenting the report.

10168 **To Approve the Minutes:**

- a) Minutes of Full Town Council 29th May 2019 – Mayor to sign the Minutes

The Minutes of Full Town Council 29th May 2019 were approved as a true record and duly signed by the Mayor.

- b) Minutes of Planning and Resources 11th June 2019 – Mayor to sign the Minutes

The Minutes of Planning and Resources 11th June 2019, were approved as a true record and duly signed by the Mayor.

10169 **Planning <http://www.monmouthshire.gov.uk/planning/research-planning-history>**

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

Cllrs M Stevens and P Stevens declared a personal interest in planning item DM/2019/00870 as a family member is a neighbour of the applicant.

Planning Applications Received:

DM/2019/00870: Planning Permission: Conversion of curtilage of barn, new development of 1 no. house incorporating existing rubble walls to the south west of the house – Philosopher House, 108 Chepstow Road, Caldicot, NP26
[B/f P&R 11.6.19 – TC Deferred - Await Further Information From Mon CC TC Approved

DM/2019/00595: Planning Permission: Change of use from a C3 Dwellinghouse to C4 House in Multiple Occupation – 62 Chepstow Road, Caldicot, NP26 4HZ
TC Refused*

*** Reasons for refusal:**

- **Lack of public consultation**
- **Lack of consultation with Local Education Authority**
- **Lack of consultation with the Police**
- **Antisocial behaviour concerns**
- **Young and vulnerable persons living close by**

Cllr J Harris left the meeting at 7.40pm

DM/2019/00843: Householder: kitchen extension - 27 Heol Glaslyn, Caldicot NP26 4PG
TC Approved

DM/2019/00859: Planning Permission: Construction of 3 new dwellings to the rear - 26 Station Road, Caldicot NP26 4BU
TC Refused*

*** Reasons for refusal:**

- **Overdevelopment**
- **Poor access**
- **Lack of parking**

DM/2019/00905: Planning Permission: Change of use from A1 bank to A3 mixed use (coffee shop and craft shop), with extended opening times, replacement of ground floor window with double front doors, outdoor seating area, a canopy above the double doors, driveway to the front of the property for deliveries and outdoor lighting to the front of the property – Barclays Bank 62-64 Newport Road, Caldicot NP26 4BR
TC Deferred*

*** await further information from Mon CC**

10170 Finance [Circulated unless marked*]

1) To Approve Cheque List June 2019

Town Council Approved Cheque List June 2019 as circulated.

2) To Note Appreciations of Donations:

- (i) GAVO - £500
- (ii) Mon CC Summer Reading Challenge - £500
- (iii) Wales Air Ambulance Charity - £100

Town Council noted the appreciations for donations as above.

- 3) **To consider purchase of case for defibrillator £400 and siting
(To note BT unable to re-locate telephone kiosk)**

A discussion ensued regarding the siting of a defibrillator in the town centre and it was suggested that a defibrillator be placed on the public toilets in Jubilee Way, managed by Town Council.

Town Council resolved to purchase a defibrillator case for £400 and to:

- **Contact One Stop Shop and Chappells Chemist for permission to site a defibrillator on the wall between the two premises**
- **Request the new landlord at Castle Inn to re-site a defibrillator on the premises**
- **Contact Cariad to ask for defibrillator signage**
- **Re-site defibrillator at Waitrose into town centre**

10171 To Approve Minutes of Grants Committee 11th June 2019 [Circ]

Town Council approved the minutes of Grants Committee held on 11th June 2019

- (1) To note budget/donations 2019/20 to date [Circ] [b/f Grants Cttee 11.6.19]**

Town Council noted budget/donations 2019/20 to date.

- (a) To consider Recommendation 6b(i) –**

NB: Further information received from Bobath Children’s Therapy Centre Wales re: Caldicot [Circ] [£50 donated 2018]

**Town Council noted the information received and resolved to donate £200 to Bobath Children’s Therapy Centre Wales
Spending Power – Local Government Act 1972 s137**

- (b) To consider item of business B/F Grants Cttee [Circ]**

[NB: TC approved Grants Policy 27.3.19]

Town Council deferred this item for consideration when Financial Regulations are next updated.

- (c) To consider application for grant from Caldicot Youth Group**

[b/f Grants Cttee 11.6.19 – treasurer’s report 2018/19 received, audited accounts awaited, further information to follow]

Town Council agreed to discuss this item under exclusion of press and public – see 10180.

- (d) To consider application for grant from St Joseph’s Amateur Boxing Club**

[b/f Grants Cttee 11.6.19 – constitution and further information received –

NB: Grant Application change from exercise equipment to training mats, boxing gloves and punch bags]

**Town Council resolved to donate £1,000 to St Joseph’s Amateur Boxing Club.
Spending Power – Local Government Act 1972 s137**

10172 Caldicot United Working Party notes of meeting held on Friday 14th June 2019 [Circ]

Town Council received the notes of the Caldicot United Working Party 14th June 2019 and expressed disappointment that, as a result of health & safety issues, the event could not take place.

10173 To Note date of Mayor's Civic Service Sunday, 14th July 2019 2pm Methodist Church, followed by refreshments Caldicot Choir Hall.

Town Council noted the date of Mayor's Civic Service – Sunday, 14th July 2019 2pm at the Methodist Church, followed by refreshments at Caldicot Choir Hall.

10174 To Note date for Best Kept Garden/Citizens/Business Awards 2019 – 7pm 10th September 2019 [Nominations to be returned by 19.7.19]

Town Council noted the date for Best Kept Garden/Business Awards 2019 – 7pm, 10th September 2019 [Nominations to be returned by 19.7.19]

10175 Reports

- a) Reports from Town Council Representatives on Outside Bodies - There were no reports.
- b) Governor's Reports - There were no reports.
- c) Police Report [Circ at meeting] - This item was discussed under item 10167 b) above.
- d) Members items for website – There were no items put forward for inclusion on the website
- e) Other (incl. Website Analytics) [Circ] - The website analytics report for May 2019 was noted.

10176 To Receive Clerk's Report – Correspondence, Publications, Minutes

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

2.1 Cross Destination Space – Tender Stage

The notes of the meeting with R Hoggins, MCC 11.06.19 were circulated for information.

It was agreed that the Christmas tree and flagpole be located near the Methodist Church for this year only. Mon CC would provide concrete slabs to hold the tree and flagpole in place for this year. It was agreed that the flag be flown for Merchant Seaman Day
It was agreed that MCC be requested to consider railings around the Celtic Cross.

2.2 Caldicot Town Regeneration – External Stakeholders Workshop

Town Council noted the date of the Town Regeneration External Stakeholders Workshop at Caldicot Community Hub on Monday, 8th July 2019 at 6pm. Councillors were urged to attend the workshop.

2.3 Caldicot Area Town and Community Cluster meeting [TC Reps Cllrs DE, PS]

Town Council noted the date of the next Caldicot Cluster meeting at Caldicot Hub on Tuesday, 9th July 2019 at 6 pm [P& R Committee].

Cllr A Lloyd left the meeting at 8:15pm

3.1 Keep Wales Tidy – Monmouthshire Green Flag Event 18th July

Town Council noted the date of the Green Flag event on 18th July at County Hall, Usk and agreed that the Mayor and Deputy attend. Public announcements regarding the Green Flag Award to be made on 16th July 2019.

10177 *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:*

10178 **To consider quotation re: grounds maintenance cemetery/extension**

Town Council resolved to accept the quotation of £1,351 +VAT from the preferred contractor for levelling sunken graves with good quality soil and grass seed.

Town Council resolved to accept the quotation of £2,700 +VAT from the preferred contractor for groundworks improvements to the cemetery extension.

10179 **To consider extension of Christmas Lighting installation contract 2018 (1 year) in view of regeneration works [Circ]**

Town Council noted current contract – supply - £7,100 install - £5,100

Town Council agreed to extend the Christmas Lighting installation contract 2018 (1 year) and noted the addition to contract for 2019 as follows:

- **Install of 250m Icicle Lights - £2,400 +VAT**
[250m icicle lights – provides coverage from Dry Cleaners to Wye Valley Studios]
- **New anchor fixings are £65 each where required**
- **Anchor testing is £27.50 when required**

10180 **To consider application for grant from Caldicot Youth Group [b/f Grants Cttee 11.6.19 – treasurer’s report 2018/19 received, audited accounts awaited, further information to follow]**

Town Council highlighted that more information would be required before a decision could be made. Town Council resolved to defer the item until further information was received.

The meeting closed at 8.40pm

Mayor/Deputy Mayor

Cheque list

01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504799	18606	28/05/19	£14.20	£0.00	£14.20	ADMIN Wye Valley Studios	Frame Mayor's photograph
504800	18607	28/05/19	£32.00	£0.00	£32.00	FACS R Morse	TC security May
504801	18609	29/05/19	£1,500.00	£0.00	£1,500.00	ADMIN Cllr D Evans	Mayoral allowance 2019/20
504801	18610	29/05/19	£500.00	£0.00	£500.00	ADMIN Cllr D Evans	Specific responsibility allowance 2019/20
504801		29/05/19	£2,000.00	£0.00	£2,000.00		
504802	18611	29/05/19	£500.00	£0.00	£500.00	ADMIN Cllr R J Higginson	Deputy Mayor allowance 2019/20
504802	18612	29/05/19	£500.00	£0.00	£500.00	ADMIN Cllr R J Higginson	Special recognition allowance 2019/20
504802		29/05/19	£1,000.00	£0.00	£1,000.00		
504803	18613	29/05/19	£296.91	£14.14	£282.77	FACS SSE	Christmas lighting 2018
504804	18614	29/05/19	£1,232.28	£205.38	£1,026.90	ADMIN Edge IT Systems	Computer package contract Yr3
504805	18615	06/06/19	£2,934.00	£489.00	£2,445.00	ADMIN Pear Technology Services Ltd	Mapping cemetery records to Edge
504806	18616	06/06/19	£14.44	£2.41	£12.03	FACS DJB Cleaning Supplies Lte	Supplies
504807	18618	06/06/19	£880.00	£0.00	£880.00	KGVPF Rob Lewis	contract fee - KGVPF May
504807	18619	06/06/19	£880.00	£0.00	£880.00	FACS Rob Lewis	contract fee - cemetery May
504807	18621	06/06/19	£180.00	£0.00	£180.00	FACS Rob Lewis	contract fee - TC Building May
504807	18622	06/06/19	£35.00	£0.00	£35.00	FACS Rob Lewis	contract fee - allotments May
504807	18623	06/06/19	£22.00	£0.00	£22.00	FACS Rob Lewis	contract fee -Orchard Close May
504807	18624	06/06/19	£30.00	£0.00	£30.00	FACS Rob Lewis	grave marking.
504807	18625	06/06/19	£160.00	£0.00	£160.00	FACS Rob Lewis	Clear cemetery store room - resite benches
504807		06/06/19	£2,187.00	£0.00	£2,187.00		
504808	18617	06/06/19	£600.00	£0.00	£600.00	FACS Merlin Waste	Dog waste collection June
504809	18627	06/06/19	£177.79	£29.63	£148.16	CWB Red Dragon Manufacturing Ltd	2 x rainbow flags
504810	18628	06/06/19	£130.97	£21.83	£109.14	ADMIN Brighter Bills Ltd	Telephones/internet
504811	18629	06/06/19	£66.00	£11.00	£55.00	FACS Trident Water	Legionella testing 1/4 - allotments
504811	18630	06/06/19	£66.00	£11.00	£55.00	FACS Trident Water	Legionella testing 1/4 - cemetery
504811	18631	06/06/19	£66.00	£11.00	£55.00	FACS Trident Water	Legionella testing 1/4 -TC Building
504811	18632	06/06/19	£66.00	£11.00	£55.00	FACS Trident Water	Legionella testing 1/4 -9 SL
504811	18633	06/06/19	£66.00	£11.00	£55.00	FACS Trident Water	Legionella testing 1/4 -Toilets
504811	18634	06/06/19	£66.00	£11.00	£55.00	KGVPF Trident Water	Legionella testing 1/4 - KGVPF
504811		06/06/19	£396.00	£66.00	£330.00		
Page Sub Total			£11,015.59	£828.39	£10,187.20		
Running Sub Total			£11,015.59	£828.39	£10,187.20		

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Cheque list

01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504812	18635	10/06/19	£70.00	£0.00	£70.00	ADMIN Post Office Ltd	Postage
504813	18636	10/06/19	£1,232.24	£205.37	£1,026.87	KGVPF Peter Villars Landscapes	Bowls Green contractor May
504814	18637	13/06/19	£1,800.00	£300.00	£1,500.00	FACS J Ball	Removal of pipes/cemetery extension work
504815	18644	19/06/19	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips June
504816	18645	19/06/19	£135.00	£0.00	£135.00	FACS Willow Landscapes	Mow Birbeck Park - May
504816	18646	19/06/19	£60.00	£0.00	£60.00	FACS Willow Landscapes	Mow Jubilee Way - May
504816	18647	19/06/19	£60.00	£0.00	£60.00	FACS Willow Landscapes	Mow White Hart - May
504816	18648	19/06/19	£200.00	£0.00	£200.00	FACS Willow Landscapes	Plant containers entrances Caldicot
504816		19/06/19	£455.00	£0.00	£455.00		
AS2006	18649		£5,578.70	£0.00	£5,578.70	ADMIN Salaries	Salaries June
AS200601	18650		£1,947.53	£0.00	£1,947.53	ADMIN HMRC	Tax/NI June
AS200602	18651		£1,930.00	£0.00	£1,930.00	ADMIN Torfaen CBC	Super June
BG17	18626	06/06/19	£58.46	£2.78	£55.68	KGVPF British Gas	Electricity KGVP
Total			£24,107.52	£1,336.54	£22,770.98		

Page Sub Total
Running Sub Total

£13,091.93 £508.15 £12,583.78
£24,107.52 £1,336.54 £22,770.98

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PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1 Notes of Compound Working Party meeting – Friday 14th June 2019 [Circ]

Town Council received the notes and agreed the recommendation of Compound Working Party that letters were sent to neighbouring properties to obtain thoughts regarding the project.

2 To approve STRI annual subscription incorporating inspection of Bowls Green - £600 +VAT [*travel expenses additional*]

Town Council resolved payment of £600 + VAT for annual subscription to STRI incorporating inspection of Bowls Green and noted that travel expenses would be additional.

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 purchase of additional item of play equipment (general reserves)

Town Council agreed to obtain quotations for an inclusive roundabout.

Meeting closed at 8:40pm

Mayor/Deputy Mayor