

**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 31<sup>st</sup> July 2019 at Caldicot Town Council**

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

[In attendance: S King, Deputy Clerk; B Hodges; B Silcox, Mayor's Cadet; Members of the public, Press]

**10181 Apologies**

Apologies were received from Cllrs D Ashwin, M Mitchell, M Stevens, S Tovey.

**10182 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.*

**10183 Suspended Proceedings**

a) Mon CC – Town Centre Regeneration

See Appendix A.

**10184 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]**

Members of Caldicot Musical Theatre Society (CMTS) informed Town Council that:

- They had been given notice by Mon CC to vacate Castlegate Business Park by 31<sup>st</sup> December 2019
- Facilities used by other organisations; CMTS committed resources and obtained funding to develop facilities
- Produced and performed for the community for over 85 years
- Utilised dedicated performance area (change of use permitted by Mon CC)
- Requested assurance from Caldicot Town Council

Town Council thanked members of CMTS raising the issue and offered its support. It was suggested that a meeting be held to plan a way forward. Deputy Clerk to contact Mon CC for meeting to be arranged to discuss issues raised.

- a) A member of the public informed Town Council that a relative played disabled sport (Boccia) and requested that Mon CC considered this when updating the Leisure Centre.
- b) Questions were raised regarding attendance by the public at Planning meetings. Deputy Clerk to obtain clarification from Mon CC regarding public attendance at Planning Committee and pass to public.

**10185 To Approve the Minutes:**

- a) Minutes of Full Town Council 26<sup>th</sup> June 2019 – Mayor to sign the Minutes

**The Minutes of Full Town Council 26<sup>th</sup> June 2019 were approved as a true record and duly signed by the Mayor.**

- b) Minutes of Planning and Resources 9<sup>th</sup> July 2019 – Mayor to sign the Minutes

**The Minutes of Planning and Resources 9<sup>th</sup> July 2019, were approved as a true record and duly signed by the Mayor.**

**10186 Planning <https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>**

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

**A) Planning Applications Received:**

**DM/2019/01196:** Advertisement Consent. New fascia & projection signs on shop front – Unit 2 Holman House, 36-38 Newport Road, Caldicot, NP26 4BQ **TC Approved**

**B) Mon CC Planning Information**

**i) Planning Permissions**

**DM/2019/00843:** Householder – Kitchen extension – 27 Heol Glaslyn, Caldicot, NP26 4PG **FTC Approved 26.6.19**

**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 **P&R Approved 9.7.19**

**DM/2019/00507:** Householder – rear second storey extension – 103 Newport Road, Caldicot, NP26 4BS **FTC Approved 29.5.19**

**10187 Finance [Circulated unless marked\*]**

- 1) **To Approve Cheque List July 2019 [Circ]**

**Town Council Approved Cheque List July 2019 as circulated.**

- 2) **To Receive Financial Comparisons 1.4.19 – 30.6.19 [Circ]**

**Town Council Received Financial Comparisons 1.4.19 – 30.6.19**

- 3) **To Consider Investment of £100,000 with Monmouthshire Building Society**

Council received the notes of the meeting with Monmouthshire Building Society held 9.7.19 and considered investment of funds.

TC Investment Strategy/Reserves Strategy

Town Council received the Investment Strategy/Reserves Strategy.

**Town Council resolved to invest £100,000 with Monmouthshire Building Society - 1 year fixed rate account 1.10%**

- a) **To Consider Signatories for Monmouthshire Building Society – Max 4 signatories on account**

**Town Council resolved to appoint 3 members as signatories plus Clerk:-  
Cllrs D Evans, M Mitchell, P Stevens + Clerk, G McIntyre**

- 4) **To Approve Mayor and Deputy Mayor attendance at One Voice Wales Conference and AGM, to second motion from Magor with Undy Community Council – Saturday 5<sup>th</sup> October 2019, Bont Pavilion in Pontrhydfendigaid - £90 per delegate**

**Town Council approved Mayor and Deputy Mayor attendance at One Voice Wales Conference and AGM, to second motion from Magor with Undy Community Council – Saturday 5<sup>th</sup> October 2019, Bont Pavilion in Pontrhydfendigaid - £90 per delegate**

- 5) **To Consider Grant Applications:**

- a) Caldicot Community Working Together [b/f TC 29.6.19]

**Town Council resolved to donate the requested amount of £2,653.00 requested for the Christmas in Caldicot Festival.**

*Spending Power – Local Government Act 1972 s137*

- b) Caldicot Youth Group [b/f P&R 9.7.19]  
[Ref: financial Budget Comparison Item 7 (2) Pg 4 – Community Well-Being]

**Town Council resolved to donate the requested amount of £4,000.00 towards the Monmouthshire Diversity Festival.**

*Spending Power – Local Government Act 1972 s137*

- 6) **To Note Appreciations of Donations:**
  - (i) Caldicot Events Committee - £9,000
  - (ii) Bobath Children’s Therapy Centre - £200

**Town Council noted the appreciations for donations as above.**

- 7) **To Consider Purchase/Installation of Flagpole for cemetery Green Flag – 6m pole, hinged base, materials, internal halyard + weight - £798 + VAT**

Town Council thanked the office staff and groundsmen for the amount of hard work put in to achieve the Green Flag Awards.

**Town Council agreed to the purchase and installation of a flagpole for the cemetery Green Flag (6m pole, hinged base, materials, internal halyard + weight) at a cost of £798 + VAT**

**10188 To Approve Minutes and Recommendations of Personnel Committee 4<sup>th</sup> July 2019 [Circ]**

**Town Council approved the minutes and recommendations of Personnel Committee held on 4<sup>th</sup> July 2019**

**10189 To Approve Minutes and Recommendations of Health & Safety Committee 30<sup>th</sup> July 2019**

**Town Council approved the minutes and recommendations of Health and Safety Committee held on 30<sup>th</sup> July 2019**

**10190 To Approve Draft Annual Report 2018/19**

Members congratulated staff for compiling an excellent Annual Report and suggested circulation to the library, MP, County Hall and on the website.

**Town Council Approved the Annual Report 2018/19.**

**10191 To Consider Date/Time for Blessing of Cemetery Extension [b/f H&S Cttee 4.7.19]**

**Town Council agreed the Blessing of the Cemetery Extension would take place at 10am on 13<sup>th</sup> August 2019.**

**10192 To Note Date of Best Kept Garden/Citizen Awards, Tuesday 10<sup>th</sup> September 7pm**

Town Council noted date of Best Kept Garden/Citizen Awards on Tuesday 10<sup>th</sup> September 7pm

**10193 To Consider Formation of Christmas Lights 2019 – as per 2018 with icicle lighting**

**Town Council agreed formation of Christmas Lights 2019 as per 2018, with 700mm icicle lighting**

**10194 Reports**

a) Reports from Town Council Representatives on Outside Bodies

i) Mayor's update from One Voice Wales meeting

- Very good presentation from Ombudsman
- Suggestion that Councillor payments are taxable. It was clarified that councillors are responsible for their own tax affairs, since they are not employees on payroll.
- OVW to clarify and report back regarding boundary change review.
- Mon CC electoral officer advised that comments still with Welsh Government. Cannot do anything until final document released.

ii) Caldicot Area Town and Community Council Cluster meeting  
Cluster meeting notes dated 9<sup>th</sup> July 2019 circulated at meeting

- Mon CC Replacement LDP Growth & Spatial Options guide handed out

- Mon CC laying out plans for LDP to 2033
- Monmouthshire has oldest population in Wales
- City Deal – little coming to Monmouthshire
- Care workers finding accommodation expensive in Monmouthshire
- School placements a big issue in Monmouthshire
- TC asked to comment on 5 proposals in Growth & Spatial Options (pages 10-14)
- Note date for return of consultation responses is Monday 5<sup>th</sup> August 2019
- Clarified that no town council representative allowed on S106 Committee

**Town Council agreed that meeting arranged with Mon CC officer to discuss Mon CC Replacement LDP Growth and Spatial Options**

- b) Governor's Reports - There were no reports.
- c) Police Report – There was no report.
- d) Members items for website – There were no items put forward for inclusion on the website
- e) Other (incl. Website Analytics) - Website analytics report for June 2019 was noted.

**10195 To Receive Clerk's Report – Correspondence, Publications, Minutes**

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

**The Minister for Finance and Trefnydd has issued a Written Statement: Non-Domestic Rates Relief for Public Lavatories**

Town Council noted the information.

**Clerks Council 26 June 2019**

Welsh Government to confirm regarding the Boundary Review.

**Recycling and Waste collections day changes for July 29<sup>th</sup>**

Town Council noted the information.

**Monmouthshire Replacement Local Development Plan**

Town Council noted that the item had been discussed during reports from members. Mon CC is currently consulting on the Monmouthshire Replacement Local Development Plan Growth and Spatial Options. Town Council noted the closing date for receipt of responses is midnight on Monday 5<sup>th</sup> August 2019.

Town Council agreed to arrange a meeting with Mon CC to discuss.

A councillor queried progress with the bus shelter at Longfellow Road. Council noted that a reply is awaited from Mon CC regarding the fitting of the bus shelter. Deputy Clerk to pursue

response from Mon CC. It was suggested that legs could be fitted inside the existing tubes and bolted into place as an alternative measure.

### **Green Flag Award 2019/20**

Town Council was congratulated on achieving the 2019/20 Green Flag Award for Dewstow Cemetery and King George V Playing Fields.

### **Merchant Navy Day**

Town Council discussed Merchant Navy Day. It was agreed to also hold a ceremony similar to last year, to mark the flying of the flag. Deputy Clerk to make the necessary arrangements for Friday 31<sup>st</sup> August 2019 at midday and provide light refreshments.

**10196** *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:*

**10197** **To consider quotations cemetery:**

**a) Pathway to extension and broken paving slabs**

**Town Council resolved to accept the quotation from preferred contractor to extend pathway and replace broken paving slabs in the cemetery at a cost of £3,260.00 +VAT.**

**b) Scrub out newly planted boundary hedge far end extension**

**Town Council resolved to accept quotation from preferred contractor to cut grass and weed along fence between allotment fence and new hedge at a cost of £150.00 +VAT.**

**c) Straighten headstones where required**

Town Council agreed quotation to straighten headstones at £25 each when required. Contractor to advise numbers.

**10198** **To consider nominations for Citizens and Business awards, 7pm  
Tuesday 10<sup>th</sup> September 2019**

**Town Council considered nominations for Citizen's and Business Awards, to take place on 7pm Tuesday 10<sup>th</sup> September and agreed recipients to be invited, along with their nominators**

The meeting closed at 8.50pm

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Mayor/Deputy Mayor

# Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504817	18649	20/06/19	£700.00	£0.00	£700.00	ADMIN Teenager Cancer Trust	Mayor's charity donation 2018/19
504818	18650	20/06/19	£700.00	£0.00	£700.00	ADMIN Young Minds	Mayor's charity donation 2018/19
504819	18651	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr D Ashwin	IRP allowance 2019/20
504820	18652	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr O Edwards	IRP allowance 2019/20
504821	18653	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr K Harris	IRP allowance 2019/20
504822	18654	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr J Harris	IRP allowance 2019/20
504823	18655	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr A Lloyd	IRP allowance 2019/20
504824	18656	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr M Mitchell	IRP allowance 2019/20
504825	18657	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr M Stevens	IRP allowance 2019/20
504826	18658	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr P Stevens	IRP allowance 2019/20
504827	18659	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr S Tovey	IRP allowance 2019/20
504828	18660	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr J Williams	IRP allowance 2019/20
504829	18661	20/06/19	£150.00	£0.00	£150.00	ADMIN Cllr J Dobson-Pettican	IRP allowance 2019/20
504830	18662	25/06/19	£60.00	£10.00	£50.00	KGVPF P&P Pest Control	Wasp nest bowling green
504831	18663	25/06/19	£77.50	£0.00	£77.50	ADMIN Barrie Hodges	Travel exps Llandrindod Wells SLCC 20.6.19
504832	18664	25/06/19	£312.50	£0.00	£312.50	FACS L Watkins	cemetery gates Apr-June
504833	18665	03/07/19	£32.00	£0.00	£32.00	FACS R Morse	Town Council Building June 2019
504833	18666	03/07/19	£312.50	£0.00	£312.50	KGVPF R Morse	KGVPF Gates July 2019
504833		03/07/19	£344.50	£0.00	£344.50		
504834	18667	03/07/19	£28.00	£0.00	£28.00	FACS G Harris	Window Cleaning July 2019
504835	18668	09/07/19	£10.00	£1.67	£8.33	ADMIN Caldicot Printing	Mayors Board July 19
504835	18669	03/07/19	£3.00	£0.50	£2.50	ADMIN Caldicot Printing	Cream card
504835		09/07/19	£13.00	£2.17	£10.83		
504836	18670	03/07/19	£720.00	£120.00	£600.00	KGVPF STRI	Subscription and 1 visit July 2019
504837	18671	03/07/19	£5,125.00	£0.00	£5,125.00	FACS Mon CC	street cleaning 2nd qtr July-Sept 2019
504838	18672	03/07/19	£750.00	£0.00	£750.00	FACS Merlin Waste	collection July 2019
504839	18673	09/07/19	£200.00	£0.00	£200.00	CWB Bobath Children's Therapy Centre Wales	Donation July 2019
504840	18674	03/07/19	£1,000.00	£0.00	£1,000.00	CWB St Josephs Amateur Boxing Club	Donation July 2019
504841	18675	03/07/19	£61.00	£0.00	£61.00	ADMIN Post Office Ltd	Stamps July 2019
504842	18676	03/07/19	£14.40	£0.00	£14.40	ADMIN G McIntyre	Travel to Usk meeting
Page Sub Total			£11,755.90	£132.17	£11,623.73		
Running Sub Total			£11,755.90	£132.17	£11,623.73		

# Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504843	18677	09/07/19	£880.00	£0.00	£880.00	KGVPF Rob Lewis	Contract Fee June - KGVPF
504843	18678	09/07/19	£880.00	£0.00	£880.00	FACS Rob Lewis	Contract Fee June - Cemetery
504843	18679	09/07/19	£180.00	£0.00	£180.00	FACS Rob Lewis	Contract Fee June - TC Building
504843	18680	09/07/19	£35.00	£0.00	£35.00	FACS Rob Lewis	Contract Fee June - Allotments
504843	18681	09/07/19	£22.00	£0.00	£22.00	FACS Rob Lewis	Contract Fee June - Orchard Close
504843	18682	09/07/19	£100.00	£0.00	£100.00	FACS Rob Lewis	2 x mow June Cemetery Extension
504843	18683	09/07/19	£115.00	£0.00	£115.00	FACS Rob Lewis	Sandy Lane (overgrowth) Oakley Way (tap & hose)
504843		09/07/19	£2,212.00	£0.00	£2,212.00		
504844	18684	09/07/19	£28.20	£4.70	£23.50	ADMIN Complete Business Solutions Group Ltd	Paper
504844	18685	09/07/19	£29.99	£5.00	£24.99	ADMIN Complete Business Solutions Group Ltd	Stationery
504844	18686	09/07/19	£5.39	£0.90	£4.49	ADMIN Complete Business Solutions Group Ltd	Stationery
504844		09/07/19	£63.58	£10.60	£52.98		
504845	18688	09/07/19	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips July
504846	18689	09/07/19	£180.00	£30.00	£150.00	ADMIN SLCC	Deputy Clerk/Admin Officer - Llandrindod conference for
Wales							
504847	18690	09/07/19	£135.00	£0.00	£135.00	FACS Willow Landscapes	June Mow Birbeck Park
504847	18691	09/07/19	£60.00	£0.00	£60.00	FACS Willow Landscapes	June Mow Jubilee Way
504847	18692	09/07/19	£60.00	£0.00	£60.00	FACS Willow Landscapes	June Mow White Hart
504847		09/07/19	£255.00	£0.00	£255.00		
504848	18693	09/07/19	£1,232.24	£205.37	£1,026.87	KGVPF Peter Villars Landscapes	Bowling Green Contractor June
504849	18694	09/07/19	£214.80	£35.80	£179.00	KGVPF Playsafety Ltd	Rospa Annual Inspection
504850	18695	10/07/19	£54.15	£0.00	£54.15	FACS R Morse	Cleaning 1-5.7.19
504851	18696	10/07/19	£11.70	£0.00	£11.70	ADMIN Cllr A Easson	Travel exps Usk CAB 1.7.19
504852	18698	15/07/19	£24.50	£0.00	£24.50	ADMIN Cllr D Evans	Re-imburse re: civic
504853	18699	15/07/19	£72.00	£12.00	£60.00	ADMIN SLCC	Webinar - social media 26.6.19
504854	18701	18/07/19	£540.00	£0.00	£540.00	FACS Aztec Alarms & Electrical Services	Annual service fire alarm/security TC
504854	18702	18/07/19	£540.00	£0.00	£540.00	KGVPF Aztec Alarms & Electrical Services	Annual service fire alarm/security compound
504854	18711	23/07/19	£540.00	£0.00	£540.00	KGVPF Aztec Alarms & Electrical Services	Annual service security/fire system compound
504854		18/07/19	£1,620.00	£0.00	£1,620.00		
504855	18709	18/07/19	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips July
504856	18713	23/07/19	£417.00	£0.00	£417.00	ADMIN Clarkes Butchers	Catering Civic Reception Sunday 14.7.19
Page Sub Total			£6,396.97	£293.77	£6,103.20		
Running Sub Total			£18,152.87	£425.94	£17,726.93		



# Cheque list

Start of year 01/04/19

<b>Cheque number</b>	<b>Tn. no</b>	<b>Paid date</b>	<b>Gross</b>	<b>Vat</b>	<b>Net Cttee</b>	<b>Supplier</b>	<b>Details</b>
504857	18714	23/07/19	£1,621.20	£270.20	£1,351.00	FACS J Ball	Levelling sunken graves cemetery
AS200719	18715		£5,589.30	£0.00	£5,589.30	ADMIN Salaries	Salaries July 19
AS2007191	18717		£1,936.93	£0.00	£1,936.93	ADMIN HMRC	Tax/NI July 19
AS2007192	18716		£1,930.00	£0.00	£1,930.00	ADMIN Torfaen CBC	Superannuation July 19
BG16	18700	15/07/19	£224.35	£10.68	£213.67	FACS British Gas	Gas supply TC
Total			£29,454.65	£706.82	£28,747.8		

Page Sub Total	£11,301.78	£280.88	£11,020.90
Running Sub Total	£29,454.65	£706.82	£28,747.83

23/07/19 11:28 AM Vs: 8.24.01

*Caldicot Town Council*

Page 3 of 3

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

### **1 To Receive Notes of Compound Working Group, Monday 15<sup>th</sup> July 2019 [Circ]**

Town Council were informed that the Compound Working group had met with MCC Planning Officers, letters had been sent to residents, ideas had been discussed however, final designs had not been agreed and further consultation was required, with public and youth service.

Town Council agreed that further consultation was required, including youth service, prior to planning permission and quotations being received.

### **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 quotation for re-siting of bins outside children’s play area**

**Town Council resolved to accept quotation from preferred contractor to remove and re-site two bins from near play area fence to other side of footpath at a cost of £155.00 +VAT.**

### **4 To consider quotation for inclusive roundabout [Circ]**

**Town Council resolved to accept quotation for Option 2 from Supplier 2 at a cost of £9,998.00 +VAT.**

Meeting closed at 8:50pm

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Mayor/Deputy Mayor

## Suspended Proceedings

### a) Mon CC – Town Centre Regeneration

Town Council welcomed C Phillips, Mon CC, to the meeting to provide an update on the Town Centre Regeneration Project. Council was informed that there are five main parts to the project: Cross Destination Space, Enterprise Hub, Property Enhancement Funding (for improvements to southern edge of Newport Road & The Cross), the Retail Parade (7-43 Newport Road) and Urban Courtyard, Jubilee Way.

The following points were noted:-

#### Cross Destination Space:

- Tenders issued and returned. Preferred contractor chosen but contract subject to Welsh Government of project. Full application to be considered by WG on 19<sup>th</sup> August.
- If approved, work to start beginning September 2019 and be completed by May 2020.

#### Enterprise Hub:

- Proposal to develop 2 sections in Caldicot Hub to allow for 10 work spaces for rent by small businesses who cannot afford to move into designated offices yet.
- Tender documents currently being prepared. If approved, work should begin in tandem with Cross Destination Space in September 2019 and be completed by December 2019.

#### Property Enhancement Fund:

- Grant Funding available to provide financial support (up to 75% of cost) to enhance and improve the external appearance of commercial/retail premises.
- Grant fund can be used for works to improve exterior of property, including windows and doors, security fascias and signage.
- Property Enhancement Scheme is behind schedule – consulting now. Common Group or individual planning applications can be made under the scheme.

#### Retail Parade & Urban Courtyard, Jubilee Way:

- Proposals for retail parade and Jubilee Way for consideration in the next Financial Year.
- No positive response from owner & leaseholder as yet.

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

- Contractor work plan will inform sequence of events, such as removal of street furniture.
- Mon CC currently looking into marketing, including Enterprise Hub rental charges.
- Waitrose end of town centre also needs to be pedestrian friendly – £100,000 funding applied for to improve Newport Road. Programmed towards end of 2020/21
- 20mph zone Church Rd and Chepstow Rd; will find out if town centre is 10 or 20mph.
- Not aware of disruption to bus services. Bus stops to be moved and scheduling not expected to change.
- Disability access can be included as eligible works under the Property Enhancement Fund.
- Contractor to ensure access routes available to the Cenotaph.
- Copies of work plan will be made available to stakeholders.

Council thanked Mr Phillips for providing an update on the Town Centre Regeneration project.