

Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 25th September 2019 at Caldicot Town Council

Present: Cllrs: D Evans, Mayor
J Dobson-Pettican (*left at 8.40*)
A Easson
O Edwards (*left at 8.15*)
R Garrick
J Harris (*left at 8.20*)
K Harris
RJ Higginson
M Mitchell
F Rowberry
M Stevens (*left at 6.55*)

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; B Hodges; I Saunders and E Lee, MCC; CSO H Brown, Police Representative; Members of the public]

10199 Apologies

Apologies were received from Cllrs D Ashwin, W Conniff, A Lloyd, P Stevens

10200 Declarations of Interest – To be identified under the relevant item/Forms to be completed

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

Other declarations made under relevant items.

10201 Suspended Proceedings

a) To present Best Kept Garden/Citizen Awards to residents not present at awards evening

See Appendix A.

b) Mon CC – Caldicot Castle Fireworks Event

See Appendix B.

c) Police Report

See Appendix C.

10202 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]

Cllr D Evans declared a personal and prejudicial interest in relation to Monmouthshire Housing Association.

Cllr Evans declared a personal and prejudicial interest and left the room 7.10pm

Cllr RJ Higginson was elected as Chair for the item

Members of the public raised the following issues relating to planning application DM/2019/00595 (62 Chepstow Road):

- Concerns that residents had not been fully informed
- Meetings held at property, members not attended
- Presented letter to Town Council, requesting judicial review

Ward town councillor advised he had not been invited to meeting.

The Chair advised that town council had responded with observations in accordance with its role as consultee [Ref. Min 10208]

Cllr A Easson declared a personal interest, regarding House of Multiple Occupancy (HMO) Dewstow ward.

Cllr D Evans returned to the meeting

10203 To Approve the Minutes:

(i) Minutes of Full Town Council 31st July 2019 – Mayor to sign the Minutes

The Minutes of Full Town Council 31st July 2019 were approved as a true record and duly signed by the Mayor.

(ii) Minutes of Planning and Resources 13th August 2019 – Mayor to sign the Minutes

The Minutes of Planning and Resources 13th August 2019 were approved as a true record and duly signed by the Mayor.

(iii) Minutes of Planning and Resources 10th September 2019 – Mayor to sign the Minutes

The Minutes of Planning and Resources 10th September 2019 were approved as a true record and duly signed by the Mayor.

10204 Planning

Cllrs A Easson, 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/2019/01041: Reserved Matters application for the erection of 271 dwellings with ancillary. Land Development South of Crick Road, Portskewett [b/f P&R 10.9.19]

TC Noted

Town Council expressed disappointment at the response from R John and M Hand, Mon CC and requested that they be asked again to attend and discuss infrastructure concerns.

It was noted that formal consultation on the LDP was expected November/December 2019.

DM/2019/01406: Householder. Erect a prefabricated steel garage next to the property with dimensions 6m length x 3.2m width x 3m height. This required some groundworks to lay a suitable hardstanding – 22 Shakespeare Drive, Caldicot, NP26 4LW

TC Approved

DM/2019/01304: Householder. The erection of a two-storey side extension and single storey rear extension – 24 Longcroft Road, Caldicot, NP26 4EX

TC Deferred

Town Council deferred the application for consideration at P&R 8.10.19

DM/2019/01476: Householder. Change of use of garage to utility room with storage. First floor side extension containing additional bedroom – 8 Plover Crescent, Caldicot, NP26 5ET

TC Approved

B) Mon CC Planning Information

i) Planning Permissions

DM/2019/01196: Advertisement consent – New fascia & projection signs on shop front.
Unit 2, Holman House, 36-38 Newport Road, Caldicot, NP26 4BQ **FTC Approved 31.7.19**

- ii) **To nominate Town Council representative to attend Mon CC Planning Committee on Tuesday 1st October 2019 at 2pm, to speak on application DM/2019/00595 – 62 Chepstow Road, Caldicot [Mon CC deferred meeting August 2019]**

Town Council nominated Cllr J Harris as its representative to attend Mon CC Planning Committee on Tuesday 1st October 2019 at 2pm, to speak on application DM/2019/00595 – 62 Chepstow Road, Caldicot

10205 Finance

- a) **To Approve Cheque List August and September 2019 [Circ]**

Town Council Approved Cheque List August and September 2019 as circulated.

- b) **To approve transfer of £100,000 to Monmouthshire Building Society, following set-up of account**

Town Council approved the transfer of £100,000 to Monmouthshire Building Society, following account set-up

- c) **To ratify invoice Annual Service Contract, Trident Water Solutions £1,376**

Town Council ratified Trident Water Solutions Annual Service Contract £1,376

- d) **To consider request from Monmouthshire County Citizens Advice Bureau for letter of support for funding bid**

Town Council agreed to the request from Monmouthshire County Citizens Advice Bureau for a letter in support of funding bid.

- e) **To consider 2020 inclusion in Standbrook Guides Ltd £525 +VAT [Circ]**

Town Council resolved to defer inclusion in Standbrook Guides due to current vacancies for councillors.

- f) **Digital Cemetery Mapping System**

- i) **To consider electronic cemetery records – to enable future public online access £460.00 first year followed by £60.00 per annum for subsequent years and £100 data update fee (as required)**

Town Council agreed to purchase electronic cemetery records to enable future public online access £460.00 first year followed by £60.00 per annum for subsequent years and £100 data update fee (as required).

- ii) **Upgrade of Edge electronic module Admin+ £306 (3-year)
Initial set up £90 – Training cost £70 per hour (recommended 2 hours)**

Town Council agreed to purchase the upgrade of Edge electronic module Admin+ £306 (3-year) Initial set-up £90 – Training cost £70 per hour (recommended 2 hours).

g) To note appreciations of donation:

- i) £1,298.00 – Caldicot Musical Theatre Society

Town Council noted appreciation of donation from Caldicot Musical Theatre Society.

h) To consider grants:

i) Mon CC Fireworks Event [application b/f 10.9.19]

ii) Caldicot Community Lunches [application b/f 10.9.19]

It was proposed and duly seconded to consider grant applications under committee.

Town Council resolved to consider grant applications under Committee, for Mon CC Fireworks Event and Caldicot Community Lunches.

10206 To Approve Minutes and Recommendations of Grants Committee held Tuesday 10th September 2019

Town Council received recommendations of Grants Committee held Tuesday 10th September 2019:

i) Caldicot Community Lunches (2019/20 Precept £2,500) (Audited Accounts requested)

Grants Committee recommended that £3,000 be granted, subject to receipt of audited accounts [LGA 72 s 137]

ii) Monmouthshire County Citizens Advice (2019/20 Precept £12,000)

Grants Committee recommended that £13,000 be granted, to support Monmouthshire County Citizens Advice [LGA 72 s 142 2(A)]

iii) Mon CC Fireworks

Grants Committee recommended:

- Support of event, in principle.
- Further information to be received in relation to, expenditure, income and ticket prices.
- Application to be deferred to full Town Council 25.9.19

iv) Gwent Young Farmers Club

Grants Committee recommended that £150 be granted, subject to receipt of constitution and breakdown of expenditure.

Town Council approved the minutes and recommendations of Grants Committee held on 10th September 2019

10207 To note Annual Health and Safety Committee meeting, Wednesday 2nd October 2019

Town Council noted the date of the Annual Health and Safety Committee meeting, Wednesday 2nd October 2019.

10208 Members item of business – Cllr J Harris:

Cllrs D Evans, A Easson and RJ Higginson declared personal interests as members of Mon CC Planning Committee.

Cllr Harris introduced the item, which related to planning application DM/2019/00595 and lack of notice/consultation with public body. Cllr Harris advised that meetings had been held, with Mon CC and Monmouthshire Housing Association, ward councillors had not been invited to attend.

The Mayor advised that MHA officers had confirmed that the invite had been sent, which should have been received through the Town Council office and this would be checked.

Cllr Harris suggested that the Town Council support residents in putting forward judicial review. Councillors highlighted that a judicial review could not be held when the matter had not been decided.

The Clerk requested clarification regarding the evidence basis for any judicial review. Cllr Harris confirmed that the papers would be from his own submission and from residents of Chepstow Road. The Clerk requested that Cllr Harris provide Town Council office with a copy of the representation that will be made at Mon CC Planning Committee, on behalf of Caldicot Town Council.

The Council was asked to consider implications of a judicial review, particularly in relation to costs to the Council. It was confirmed that the matter could be considered further once the decision had been made by Mon CC Planning Committee.

Cllrs A Easson, D Evans, RJ Higginson took no part in the decision.

Town Council agreed, pending decision by Mon CC planning Committee, to arrange a special meeting to discuss instructing a barrister for judicial review, to look at papers relating to the issue.

10209 To note casual vacancy – Castle Ward

Council was informed that a further casual vacancy had arisen in Green Lane Ward since the agenda had been dispatched.

Town Council noted the two casual vacancies in Castle Ward and Green Lane Ward.

10210 To confirm date of Estimates Committee Tuesday 12th November 2019 at 6.00pm

Town Council noted date of Estimates Committee Tuesday 12th November 2019 at 6.00pm.

10211 To Confirm colour scheme for column and wall lights for 2019 Christmas Lighting display, as per 2018 [FTC 31.7.19 agreed icicle lights 700mm warm white/cool white]

Town Council agreed Star torch white colour scheme for column and wall lights for 2019 Christmas Lighting display.

10212 To Note Annual Remembrance Parade Sunday 10th November 2019

Town Council noted the Annual Remembrance Parade, Sunday 10th November 2019

a) To confirm 3 marshalls required for event

Town Council resolved to request the police to attend to cover the event. If the police are not available, it was agreed to employ 3 marshalls for the event, from Eyewitness.

**10213 To note One Voice Wales Conference and AGM, to second motion from Magor with Undy Community Council – Saturday 5th October 2019, Pontrhydfendgaid
[Mayor and Deputy to attend FTC 31.7.19]**

Town Council noted One Voice Wales Conference and AGM, to second motion from Magor with Undy Community Council – Saturday 5th October 2019, Pontrhydfendgaid – Mayor and Deputy to attend.

10214 To note Mayor's Charity Evening, Friday 1st November 2019, 7pm Caldicot Choir Hall

Town Council noted Mayor's Charity Evening, Friday 1st November, 7pm Caldicot Choir Hall

10215 Reports

a) Reports from Town Council Representatives on Outside Bodies – There were no reports.

b) Governor's Reports

Cllr O Edwards reported that the new Headteacher has started at Castle Park Primary School and advised that the Governing Body was optimistic that improvements would be made and that standards would improve at the school.

c) Police Report – see Appendix C

d) Members items for website – There were no items put forward for inclusion on the website.

e) Other (incl. Website Analytics) – There were no other reports.

10216 To Receive Clerk's Report – Correspondence, Publications, Minutes

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

Environment Wales Act 2016

Town Council suggested removal of the cemetery hedge for extension works be included in the biodiversity template.

Summer Reading Challenge

Presentation evening Wednesday 9th October 2019 5.15pm, Councillors were asked to confirm attendance at the presentation evening directly with Caldicot Community Hub. It was noted that the ABUHB was also being held at that time.

Armed Forces Covenant

Town Council approved the Armed Forces Covenant and resolved that the document be signed.

Give Dog Fouling the Red Card

The date of the next meeting was noted. Cllr F Rowberry advised he would not be available and he requested a deputy to attend in his place. He also suggested that councillors let dog walkers know that free dog bags are available from the Town Council building and the Premier store in Oakley Way.

Traffic Issues Update

Town Council noted the traffic issues update. The Mayor informed council that the pelican crossing traffic lights near the Co-op are to be synchronised so they go red and beep at the same time.

Dewstow Cemetery memorial bench – request from resident

Town Council agreed to the request for a memorial bench to be installed at the cemetery. Clerk to inform resident and liaise regarding location of bench.

GAVO AGM 2019

Councillors noted the invitation to GAVO AGM. Those interested to contact office.

Living Levels

It was noted that the deadline for applications is Friday 25th October 2019. Council agreed to defer discussion to Health and Safety Committee on Wednesday 2nd October 2019.

Litter Hub Scheme

Town Council agreed to host a set of litter picking equipment for Keep Wales Tidy/Caru Cymru Litter Hub Scheme

RJS Road Safety Conference 2019

Town Council noted the date of the RJS Road Safety Conference, 11th October 2019 at the Celtic Manor. Cllr Easson requested attendance information on the event.

10217 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:

10218 To consider renewal of Groundsman Contract and any changes to current specification (Exp. 1.12.19) [Circ]

It was noted that the current groundsman's contract ends in December 2019. It was suggested that the contract is split into two – one contract for the cemetery and another for the remainder. Contractors can submit tenders for both contracts, if interested. Clerk to advertise contracts and seek tenders.

It was recognised that the cemetery involved a significant amount of work and the contract should be split.

Town Council resolved that the Groundsman Contract was advertised, split into two parts one for the cemetery and one for the remainder.

10219 To consider proposals for Solar Energy at Town Council building [Circ]

Town Council noted the information and proposals for solar energy at Town Council building.

10220 To consider quotations for Christmas Trees/Barriers from preferred contractor – to follow

Quotation not received at time of meeting.

10221 To consider quotation for automated Christmas Lights system – to follow

Quotation not received at time of meeting.

10222 Finance - To consider grants:

i) Mon CC Fireworks Event [application b/f 10.9.19]

Requested £4,000 contribution towards Caldicot Castle Fireworks Event.

The request had been deferred by Grants Committee, as it was recognised that no supporting information had been provided, however, expressed support for the event, in principle.

Town Council noted that information had been presented regarding ticket sales, income and expenditure.

It was suggested that Town Council publish details of the Fireworks Event and resident 'early bird' discount.

**Town Council resolved to grant £4000 to Mon CC Fireworks Event
LGA 72 s 145**

ii) Caldicot Community Lunches *[application b/f 10.9.19]*

£3000 requested contribution towards Caldicot Community Lunches.

Application had been deferred by grants committee as donations in excess of £2,000 required signed audited accounts, financial analysis and report to include summary of benefits achieved.

The Clerk confirmed that supporting information had since been received.

**Town Council resolved to donate £3000 to Caldicot Community Lunches
LGA 72 s 137**

The meeting closed at 8.50pm

Mayor/Deputy Mayor

Cheque list

01/04/19

Start of year

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|-------------------|--------|-----------|------------|---------|------------|---|---|
| 504858 | 18718 | 25/07/19 | £3,264.00 | £0.00 | £3,264.00 | FACS Mon CC | CCTV charges July - Sept 19 |
| 504859 | 18723 | 12/08/19 | £104.26 | £17.38 | £86.88 | ADMIN Konica Minolta | Photocopier July-Oct |
| 504859 | 18724 | 12/08/19 | £32.23 | £5.37 | £26.86 | ADMIN Konica Minolta | Photocopies Apr - July |
| 504859 | | 12/08/19 | £136.49 | £22.75 | £113.74 | | |
| 504860 | 18725 | 12/08/19 | £161.77 | £0.00 | £161.77 | FACS Dwr Cymru | OW allotments |
| 504860 | 18726 | 12/08/19 | £148.08 | £0.00 | £148.08 | FACS Dwr Cymru | SL allots |
| 504860 | 18727 | 12/08/19 | £45.63 | £0.00 | £45.63 | KGVPF Dwr Cymru | KGVPF |
| 504860 | 18728 | 12/08/19 | £580.55 | £0.00 | £580.55 | FACS Dwr Cymru | Jubilee Way toilets |
| 504860 | 18729 | 12/08/19 | £110.06 | £0.00 | £110.06 | FACS Dwr Cymru | supply TC |
| 504860 | | 12/08/19 | £1,046.09 | £0.00 | £1,046.09 | | |
| 504861 | 18730 | 12/08/19 | £600.00 | £0.00 | £600.00 | FACS Merlin Waste | Dog waste collection Aug |
| 504862 | 18731 | 28/08/19 | £81.00 | £0.00 | £81.00 | ADMIN Country Flowers | Floral arrangements civic reception 14.7.19 |
| 504862 | 18732 | 12/08/19 | £27.00 | £0.00 | £27.00 | CWB Country Flowers | Bouquet 100 years |
| 504862 | | 28/08/19 | £108.00 | £0.00 | £108.00 | | |
| 504863 | 18733 | 12/08/19 | £40.00 | £0.00 | £40.00 | FACS R Morse | TC Security July |
| 504863 | 18734 | 12/08/19 | £54.12 | £0.00 | £54.12 | FACS R Morse | Cleaning 29.7-2.8 |
| 504863 | | 12/08/19 | £94.12 | £0.00 | £94.12 | | |
| 504864 | 18735 | 12/08/19 | £29.69 | £4.95 | £24.74 | FACS Complete Business Solutions Group Ltd | Cleaning materials |
| 504864 | 18736 | 12/08/19 | £18.00 | £3.00 | £15.00 | ADMIN Complete Business Solutions Group Ltd | Printer cartridge |
| 504864 | | 12/08/19 | £47.69 | £7.95 | £39.74 | | |
| 504865 | 18737 | 28/08/19 | £1,232.24 | £205.37 | £1,026.87 | KGVPF Peter Villars Landscapes | Bowls green contract fee July |
| 504866 | 18738 | 12/08/19 | £11.70 | £0.00 | £11.70 | ADMIN Cllr A Easson | Travel exps CAB Usk 5.8.19 |
| 504867 | 18739 | 12/08/19 | £129.30 | £21.55 | £107.75 | ADMIN Brighter Bills Ltd | Tels/internet July |
| 504868 | 18740 | 12/08/19 | £20.00 | £0.00 | £20.00 | ADMIN Playworks (Payroll Bureau) | Payslips August |
| 504869 | 18741 | 12/08/19 | £4,000.00 | £0.00 | £4,000.00 | CWB Caldicot Youth Group | Donation to Diversity Festival 27/28.7.19 |
| 504870 | 18742 | 28/08/19 | £2,653.00 | £0.00 | £2,653.00 | CWB Caldicot Community Working Together | Donation to Christmas Festival |
| 504871 | 18743 | 12/08/19 | £180.00 | £0.00 | £180.00 | ADMIN One Voice Wales | Mayor/Deputy attend OVW AGM/Conf 5.10.19 |
| 504872 | 18758 | 28/08/19 | £131.00 | £0.00 | £131.00 | ADMIN Post Office Ltd | Postage august |
| 504873 | 18744 | 13/08/19 | £880.00 | £0.00 | £880.00 | KGVPF Rob Lewis | Contract fee July - KGVPF |
| 504873 | 18745 | 13/08/19 | £880.00 | £0.00 | £880.00 | FACS Rob Lewis | Contract fee July - Cemetery |
| Page Sub Total | | | £15,413.63 | £257.62 | £15,156.01 | | |
| Running Sub Total | | | £15,413.63 | £257.62 | £15,156.01 | | |

18/09/19 10:50 AM Vs: 8.28.00

Caldicot Town Council

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Cheque list

01/04/19

Start of year

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|-------------------|--------|-----------|------------|-----------|------------|---|--|
| 504873 | 18746 | 13/08/19 | £180.00 | £0.00 | £180.00 | FACS Rob Lewis | Contract fee July - TC Building |
| 504873 | 18747 | 13/08/19 | £35.00 | £0.00 | £35.00 | FACS Rob Lewis | Contract fee July - Allotments |
| 504873 | 18748 | 13/08/19 | £22.00 | £0.00 | £22.00 | FACS Rob Lewis | Contract fee July - Orchard Close |
| 504873 | 18749 | 13/08/19 | £100.00 | £0.00 | £100.00 | FACS Rob Lewis | 2 x mow cemetery extension |
| 504873 | 18750 | 13/08/19 | £15.00 | £0.00 | £15.00 | FACS Rob Lewis | Grave marking |
| 504873 | 18751 | 13/08/19 | £10.00 | £0.00 | £10.00 | KGVPF Rob Lewis | Attend concrete post compound fence |
| 504873 | | 13/08/19 | £2,122.00 | £0.00 | £2,122.00 | | |
| 504874 | 18759 | 02/09/19 | £765.00 | £127.50 | £637.50 | KGVPF Trident Water | Clean/chlorinate irrigation tank bowls club |
| 504875 | 18760 | 02/09/19 | £135.00 | £0.00 | £135.00 | FACS Willow Landscapes | Mow Birbeck Park July |
| 504875 | 18761 | 02/09/19 | £60.00 | £0.00 | £60.00 | FACS Willow Landscapes | Mow Jubilee Way July |
| 504875 | 18762 | 02/09/19 | £60.00 | £0.00 | £60.00 | FACS Willow Landscapes | Mow Wfwhite Hart July |
| 504875 | 18763 | 02/09/19 | £40.00 | £0.00 | £40.00 | FACS Willow Landscapes | Mow vacant OW allotments 16-19 |
| 504875 | | 02/09/19 | £295.00 | £0.00 | £295.00 | | |
| 504876 | 18764 | 02/09/19 | £32.00 | £0.00 | £32.00 | FACS R Morse | TC Security July |
| 504877 | 18765 | 04/09/19 | £9.65 | £0.00 | £9.65 | CWB S King | Re-imbure refreshments Merchant Seaman Day 30.8.19 |
| 504877 | 18766 | 04/09/19 | £20.00 | £0.00 | £20.00 | ADMIN S King | Re-imbure re: CILCA submission |
| 504877 | | 04/09/19 | £29.65 | £0.00 | £29.65 | | |
| 504878 | 18768 | 04/09/19 | £28.00 | £0.00 | £28.00 | FACS G Harris | Window cleaning |
| 504879 | 18769 | 04/09/19 | £750.00 | £0.00 | £750.00 | FACS Merlin Waste | Dog waste collection Sept |
| 504880 | 18770 | 10/09/19 | £957.60 | £159.60 | £798.00 | CWB Red Dragon Manufacturing Ltd | Erection of flagpole - Green Flag Award |
| 504881 | 18771 | 10/09/19 | £3,240.00 | £540.00 | £2,700.00 | FACS J Ball | Cemetery extension works |
| 504882 | 18772 | 10/09/19 | £23.58 | £3.93 | £19.65 | ADMIN Complete Business Solutions Group Ltd | Stationery |
| 504882 | 18773 | 10/09/19 | £5.83 | £0.97 | £4.86 | FACS Complete Business Solutions Group Ltd | Office sundries |
| 504882 | | 10/09/19 | £29.41 | £4.90 | £24.51 | | |
| 504883 | 18774 | 10/09/19 | £21.60 | £0.00 | £21.60 | ADMIN Cllr F Rowberry | Trav Exps Raglan 8.8.19 |
| 504884 | 18775 | 10/09/19 | £135.00 | £0.00 | £135.00 | FACS Willow Landscapes | Mow Birbeck Park |
| 504884 | 18776 | 10/09/19 | £60.00 | £0.00 | £60.00 | FACS Willow Landscapes | Mow Jubilee Way |
| 504884 | 18777 | 10/09/19 | £60.00 | £0.00 | £60.00 | FACS Willow Landscapes | Mow White Hart |
| 504884 | | 10/09/19 | £255.00 | £0.00 | £255.00 | | |
| 504885 | 18778 | 10/09/19 | £880.00 | £0.00 | £880.00 | KGVPF Rob Lewis | Contract fee August - KGVPF |
| Page Sub Total | | | £7,645.26 | £832.00 | £6,813.26 | | |
| Running Sub Total | | | £23,058.89 | £1,089.62 | £21,969.27 | | |

18/09/19 10:50 AM Vs: 8.28.00

Caldicot Town Council

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Cheque list

01/04/19

Start of year

| Cheque number | Tn. no | Paid date | Gross | Vat | Net Cttee | Supplier | Details |
|-------------------|--------|-----------|------------|-----------|------------|----------------------------------|---|
| 504885 | 18779 | 10/09/19 | £880.00 | £0.00 | £880.00 | FACS Rob Lewis | Contract fee August - Cemetery |
| 504885 | 18780 | 10/09/19 | £180.00 | £0.00 | £180.00 | FACS Rob Lewis | Contract fee August - TC Building |
| 504885 | 18781 | 10/09/19 | £35.00 | £0.00 | £35.00 | FACS Rob Lewis | Contract fee August - Allotments |
| 504885 | 18782 | 10/09/19 | £22.00 | £0.00 | £22.00 | FACS Rob Lewis | Contract fee August - Orchard Close |
| 504885 | 18783 | 10/09/19 | £150.00 | £0.00 | £150.00 | FACS Rob Lewis | 3 x mow cemetery extension |
| 504885 | 18784 | 10/09/19 | £5.00 | £0.00 | £5.00 | FACS Rob Lewis | Grave marking |
| 504885 | | 10/09/19 | £2,152.00 | £0.00 | £2,152.00 | | |
| 504886 | 18785 | 10/09/19 | £25.00 | £0.00 | £25.00 | CWB Mr Mrs A Shaw | Best Kept Garden Winner |
| 504887 | 18786 | 10/09/19 | £15.00 | £0.00 | £15.00 | CWB Mr Mrs M Simmonds | Best Kept Garden GLr |
| 504888 | 18787 | 10/09/19 | £15.00 | £0.00 | £15.00 | CWB Mrs S Edwards | Best Kept Garden Dewstow |
| 504889 | 18788 | 10/09/19 | £15.00 | £0.00 | £15.00 | CWB Mr Mrs Nicholson | Best Kept Garden West End |
| 504890 | 18789 | 10/09/19 | £15.00 | £0.00 | £15.00 | CWB Mr Mrs Shute | Best Kept Garden Severn |
| 504891 | 18790 | 10/09/19 | £15.00 | £0.00 | £15.00 | CWB M Commins | Best Kept Garden Castle |
| 504892 | 18791 | 10/09/19 | £25.00 | £0.00 | £25.00 | CWB Ian Watts & Son Ltd | Best Kept Garden Mayor's Award |
| 504893 | 18792 | 12/09/19 | £0.00 | £0.00 | £0.00 | ADMIN Cancelled | |
| 504894 | 18793 | 10/09/19 | £20.00 | £0.00 | £20.00 | CWB G Hackett | Best Kept Garden Allotment winner |
| 504895 | 18794 | 10/09/19 | £27.80 | £0.00 | £27.80 | CWB S King | Trav exps 20.8 re: BKG photos/refreshments BKG 10.9 |
| 504896 | 18795 | 10/09/19 | £15.00 | £0.00 | £15.00 | CWB G McIntyre | Re-imbure re: engraving BKG 10.9 |
| 504897 | 18796 | 12/09/19 | £1,232.24 | £205.37 | £1,026.87 | KGVPF Peter Villars Landscapes | Bowls Green contract fee August |
| 504898 | 18797 | 12/09/19 | £135.00 | £0.00 | £135.00 | CWB K Porter | Buffet BKG 10.9.19 |
| 504899 | 18798 | 16/09/19 | £128.71 | £21.45 | £107.26 | ADMIN Brighter Bills Ltd | Tels/internet |
| 504900 | 18799 | 18/09/19 | £20.00 | £0.00 | £20.00 | ADMIN Playworks (Payroll Bureau) | Payslips September |
| AS200919 | 18806 | | £11,352.26 | £0.00 | £11,352.26 | ADMIN Salaries | Salaries Aug/Sept 19 |
| AS2009191 | 18807 | | £3,942.38 | £0.00 | £3,942.38 | ADMIN Torfaen CBC | Superannuation Aug/Sept 19 |
| AS2009192 | 18808 | | £4,023.90 | £0.00 | £4,023.90 | ADMIN HMRC | Tax/NI Aug/Sept 19 |
| BG13 | 18767 | 04/09/19 | £40.33 | £1.92 | £38.41 | KGVPF British Gas | Electricity compound |
| BG14 | 18722 | 02/08/19 | £153.05 | £7.28 | £145.77 | FACS British Gas | Electricity TC |
| BG15 | 18721 | 30/07/19 | £122.26 | £5.82 | £116.44 | FACS British Gas | Electricity Jubilee Way toilets |
| Total | | | £45,668.82 | £1,331.46 | £44,337.36 | | |
| Page Sub Total | | | £22,609.93 | £241.84 | £22,368.09 | | |
| Running Sub Total | | | £45,668.82 | £1,331.46 | £44,337.36 | | |

18/09/19 10:50 AM Vs: 8.28.00

Caldicot Town Council

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PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1 To receive notes of Compound Working Group Monday 12th August 2019 [Circ]

Town Council received the notes of Compound Working Group Monday 12th August 2019.

The Compound Working Group recommended to Town Council that further information was obtained regarding similar MUGA projects and that full consultation was undertaken.

2 To confirm Fields in Trust annual subscription renewal 2019 - £65.00

Town Council confirmed Fields in Trust annual subscription 2019 - £65.00

3 To approve £115 for removal of bench in order to install new roundabout

Town Council approved the removal and relocation of play area bench in order to install new roundabout, at a cost of £115.

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 STRI Bowls Green Advisory Report [Circ]

Town Council received the report and agreed to forward a copy to the contractor. A councillor requested that a redacted copy be sent to the Bowls Club for information.

5 To consider quotation for play area repair work [following RoSPA Inspection] [Circ]

Town Council resolved to accept the quotation for play area repair work at a cost of £2810 + VAT, from Dragon Play and Sports.

Meeting closed at 8:50pm

Mayor/Deputy Mayor

Suspended Proceedings

a) To present Best Kept Garden/Citizen Awards to residents not at awards evening

The Mayor presented the following awards to residents not present at the awards evening:-

Best Kept Front Garden Ward Winners - Certificate & £15 Cheque

Severn Ward – 2 Kingfisher Close

Green Lane Ward – 6 Woodstock Way

Community Business Awards – recognising community support – Certificate

Aroma Café

Citizens Award – Crest & Certificate

Mr R Cole

The Mayor thanked the residents for attending to receive their awards.

Suspended Proceedings

b) Mon CC – Caldicot Castle Fireworks

Town Council welcomed E Lee and I Saunders, Mon CC, to the meeting to provide information about the fireworks event.

The following points were noted:-

- Event background – it is the fifth year that the fireworks event has been held by Mon CC
- New items added each year
- Focus on social media for promotion of the event.
- 11,500 followers on Caldicot Community page
- Family oriented event
- 5,900 people attended last year
- Invite local businesses this year
- Ticket prices - £7.50 adult and £4.50 child
- Presale discount will be offered to NP26 residents – 20% first week and 10% second week
- Presale tickets will be available by visiting Caldicot Castle and Caldicot Leisure Centre
- Letters will be sent to residents regarding noise, etc.
- 1,400 Caldicot residents bought tickets last year
- Budget comparison 2018/2019 similar to last year - £38,264
- 2018 income = £39,133 – 2019 projected income = £42,023

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

- Request for funding increased, although 2018/2019 profit approx. £3,759
- Caldicot residents paying council tax yet profit from event does not come back to town
- Mr I Saunders explained that the Castle is not getting cheaper to maintain and there is a lot of organisation that goes into the event, which is high risk, and it is not an unreasonable profit to aim for.
- It was clarified that anyone in the NP26 postal area is entitled to claim the presale discount (proof of address will be required)
- It was suggested that Mon CC should contact other Community Councils for funding support since their residents will also benefit from the presale discount scheme and event
- The presale discount has been introduced in an effort to boost ticket sales because, in previous years, most tickets were sold during the week before the event due to concerns about bad weather
- Church Road will be closed for about 15 minutes when the event closes
- Tickets will be available online (except presale tickets)

Council thanked Mr Saunders and Mr Lee for providing an update on the Fireworks Event 2019.

Suspended Proceedings

c) Police Report

Town Council agreed to suspend proceedings and bring the Police Report forward. The Mayor welcomed CSO H Brown to present the Police Report. The latest crime statistics were discussed and it was noted that:

- There has been a drop in crime for September from 46 to 27
- Decrease in all crime types except burglaries, which has gone up from 1 to 4
- Burglaries – one was an attempt, one a burglary from a summerhouse, one a TV and one was cash taken from a bag left on a chair in a kitchen
- Green Lane Ward has seen a decrease from 9 crimes down to 1
- There have been 10 crimes in West End Ward
- 4 reports of antisocial behaviour have been received over the last month, which are generally in and around the library
- Calls to local police and police surgery are quiet
- Current priorities are drug supply in and around Caldicot and wider area

Councillors raised the following local issues:

- Rough sleeping outside the library
- Rural crime in Magor and Undy area – thefts of digger and horse equipment
- Cyclists on B4245 – some not visible/no lights/reflective clothing
- Speeding issues
- Cycling in Town Centre – PCSO to refer back to Sgt N Callard

Town Council thanked CSO Brown for presenting the report.