

**Minutes of Caldicot Town Council held at 6.30pm on Wednesday, 29<sup>th</sup> May 2019 at Caldicot Town Council**

Present: Cllrs	D Evans, Mayor	J Harris (left 7.30 pm)
	D Ashwin (left 8.50 pm)	K Harris
	W Conniff (left 8.10 pm)	RJ Higginson
	A Easson	A Lloyd (left 8.10 pm)
	O Edwards	M Mitchell

[In attendance: G McIntyre, Clerk; B Hodges; Police Representative, Sgt N Callard; Mon CC Library Service Representatives, C Smith and S Davies; GAVO representative, C Watkins; Members of Public]

**10145 Apologies**

Apologies were received from Cllrs F Rowberry, M Stevens, P Stevens, S Tovey, J Williams.

**10146 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.

Cllr K Harris declared a personal interest in Part B (2) as a member of Caldicot Bowls Club.

*Other declarations made under relevant items.*

**10147 Suspended Proceedings**

**a) Presentation of donations**

Cllr D Evans, Mayor, presented cheques to the following:

- C Smith and S Davies from Mon CC Community Hub received a £500 donation towards the Summer Reading Challenge
- C Watkins from GAVO received a £500 donation towards the GAVO Volunteer Award

**10148 Open Forum for Public Participation [max 15 mins at Mayor's Discretion]**

A member of the public asked for an update regarding the mess caused by the pigeons in the town centre.

Concern was raised regarding the materials and benches that were stored and remained in the compound.

It was agreed that issues would be discussed at a meeting with Mon CC on 11<sup>th</sup> June 2019.

**10149 To Approve the Minutes:**

- a) Minutes of Full Town Council 24<sup>th</sup> April 2019 – Mayor to sign the Minutes

**The Minutes of Full Town Council 24<sup>th</sup> April 2019 were approved as a true record and duly signed by the Mayor.**

b) Minutes of Planning and Resources 14<sup>th</sup> May 2019 – Mayor to sign the Minutes

**The Minutes of Planning and Resources 14<sup>th</sup> May 2019, were approved as a true record and duly signed by the Mayor.**

c) Minutes of Annual Meeting 22<sup>nd</sup> May 2019 – Mayor to sign the Minutes

**The Minutes of Annual Meeting 22<sup>nd</sup> May 2019, were approved as a true record and duly signed by the Mayor.**

**10150 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/2019/00507:** Householder – rear second storey extension  
103 Newport Road, Caldicot NP26 4BS **TC Approved**

**B) Mon CC Planning Information:**

**i) Planning Permissions**

**DM/2018/01623:** Planning Permission – Studio flat above garage  
27 The Avenue, Caldicot NP26 4AB **TC Approved 28.11.18**

**DM/2019/00424:** Householder – Proposed attic roof conversion to provide en-suite bedroom  
19 Cobb Crescent, Caldicot NP26 5BY **TC Approved 27.3.19**

**10151 Finance [Circulated unless marked\*]**

- 1) To Approve and Sign Annual Return for the Year Ended 31 March 2019 for submission to External Audit by 30.06.2019.

**Town Council approved and signed the Annual Return for the Year Ended 31 March 2019 for submission to External Audit by 30.06.2019.**

- 2) To Consider Final Internal Audit Report Year End 31.03.2019
  - (i) R1 – Ad hoc inclusion of agenda items
  - (ii) To Approve Final Accounts 2018/19 following audit  
NB: P2 To consider addition to Earmarked Reserves (audit report P6) [b/f TC 24.4.19]
  - (iii) To consider further investment with CCLA - £100,000 (audit report P8)

**(i) Town Council noted Recommendation 1 of the Final Internal Audit Report Year End 31.03.2019.**

**(ii) Town Council approved Final Accounts 2018/19 following audit.**

**(iii) Town Council resolved to invest £100,000 with CCLA and to look into Monmouthshire Building Society for future consideration.**

- 3) To Approve Cheque List April/May 2019

**Town Council Approved Cheque List April/May 2019 as circulated.**

- 4) To Consider renewal of Town Council insurance – Renewal 1<sup>st</sup> June 2019 – Yr 2 agreement £3,589 (inc IPT/admin fees)
- (a) To note additional policy for Crime and Cyber approved TC 24.4.19 - £624.20 (inc IPT/admin fees)
- (b) Insurance cover 80+ - members to advise Clerk

**Town Council resolved the renewal of Town Council Insurance – Renewal 1<sup>st</sup> June 2019 – Yr 2 agreement £3,589 (inc IPT/admin fees).**

- a) **Town Council noted additional policy for Crime and Cyber approved by Town Council 24.4.19 - £624.20 (inc IPT/admin fees)**
- b) **Town Council noted Insurance cover 80+ . Members over 80 years of age to advise clerk for completion of form to insurance.**

- 5) To Approve transfer of funds over £10,000 following Precept 1 end April

**Town Council approved the transfer of funds over £10,000 following Precept 1 end April.**

- 6) To Approve additional courier costs associated with electronic cemetery map - £90.00 + VAT (Pear Technologies)

**Town Council approved additional courier costs associated with cemetery mapping system – £90.00 + VAT (Pear Technologies)**

- 7) To Note Appreciations for donation:

- (i) Conwy National Eisteddfod 2019 - £50

Town Council noted the appreciations for donation.

- 8) To arrange date for Grants Committee – 6pm Tuesday, 11<sup>th</sup> June 2019

**Town Council resolved to hold Grants Committee at 5.30pm on Tuesday 11<sup>th</sup> June 2019.**

**10152 Caldicot United Working Party notes of meeting held on Friday 3<sup>rd</sup> May 2019 [Circ]**

- (a) Advisory note from Health and Safety Officer regarding picnic event

Town Council received the Caldicot United Working Party notes and considered the Health and Safety Officer's advisory note regarding the picnic event. It was noted that committee attendance, especially from outside bodies had declined.

It was agreed to call a meeting of Caldicot United Working Party to consider the way forward.

**Town Council resolved to arrange a meeting of Caldicot United Working Party to consider the way forward.**

### **10153 Suspended Proceedings – Police Report**

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

- Reported crimes are down from 43 to 36
- There has been a decrease in public order offences
- Criminal damage offences have increased, although these crimes are difficult to target
- Green Lane Ward main focus, especially around Library/Hub area
- 5 reports of Anti-social behaviour during the month
- Community Speedwatch up and running. Always looking for new volunteers/members
- Parking issues have been taken over by Mon CC
- Noted from plans that bollards were included in regeneration of town centre
- New Inspector for Caldicot area soon to be appointed due to promotion
- Recalibration of speed cameras in local area
- Antisocial behaviour in Dewstow Ward. Police and MHA are dealing with matter

Town Council thanked Sgt Callard for presenting the report.

### **10154 Town Centre Regeneration**

(a) Removal of telephone boxes – To consider alternative location for defibrillator

BT had advised that arrangements are underway to remove the phone boxes. The Clerk was asked to make enquiries with BT if Town Council could keep one of the boxes and re-site it in another location.

**Clerk to make enquiries with BT if one phone box could be retained and relocated.**

(b) Removal of street light columns – To consider implications for Christmas Lighting

Town centre regeneration works are due to start in July/August, which would have an impact on Christmas Lighting. New wooden light standards to be fitted as part of the works. In addition, Town Council requested an update regarding the notice boards. Town Council agreed to raise the issues with Mon CC officers at the meeting being held on 11<sup>th</sup> June, 6pm. It was requested that as many councillors as possible attend the meeting.

### **10155 To Consider seconding motion from Magor with Undy Community Council, for One Voice Wales AGM Saturday 5<sup>th</sup> October 2019:**

*‘With 30% of the population under the age of 25 years, and only having probably less than 2% of the say in our democracy !, we feel there should be more effort and support in attracting this age group, particularly the teens and above, into becoming town and community councillors? particularly as there are many councils with unfulfilled positions on their respective councils. this should be done through one voice wales, and the welsh assembly?’*

**Town Council resolved to second the motion put forward by Magor with Undy Community Council for the One Voice Wales AGM 5<sup>th</sup> October 2019.**

#### **10156 To Consider Best Kept Garden/Citizen's Awards 2019**

- (a) To Note Ward members' nominations to be returned to Town Council office for judging by Mayor/Deputy Mayor.

Town Council noted Ward Members' nominations to be returned to Town Council office for judging by Mayor/Deputy Mayor.

- (b) To Confirm prizes – Budget 2019/20 - £500 [to include buffet/engraving]:

Overall Winner = £25

4 Ward Winners @ £15 = £60

Allotment Winner = £10

Mayor's Special Recognition Award = £25

Town Council agreed to increase the allotment winner prize from £10 to £20.

**Town Council resolved to increase Allotment Winner prize from £10 to £20 and confirmed the prizes, as follows:**

##### **Budget 2019/20 - £500 [to include buffet/engraving]**

- **Overall Winner = £25**
- **4 Ward Winners at £15 = £60**
- **Allotment Winner = £20**
- **Mayor's Special Recognition Award = £25**

- (c) Nomination Forms available Town Council Office re: Citizen's Awards

Councillors noted that Citizen's Award Nomination Forms are available from the Town Council office.

It was also agreed to add a Special Award for Businesses in Caldicot who support the community, with nominations being submitted by the community.

- (d) To Agree Date for Presentation of Awards – 7pm 10<sup>th</sup> September 2019 [following P&R Committee]

**Town Council agreed the date for Presentation of Awards – 7pm 10<sup>th</sup> September 2019 [following P&R Committee].**

#### **10157 Reports**

- a) Reports from Town Council Representatives on Outside Bodies

Cllr A Eason provided a report on Caldicot CAB and noted the following:

- 3,000 customers received support in the last year
- Biggest concern is funding

- Town Council had always valued the CAB and supported with a substantial contribution

b) Governor's Reports

Cllr O Edwards provided a report on the Governing Body of Castle Park Primary School. Governors recently undertook a Learning Walk, which focused on Literacy and Numeracy. Improvements were identified during the walk and governors will receive feedback at the next meeting. A new Headteacher had been appointed and would start in September.

c) Police Report - See minute 10153.

d) Members items for website - It was noted that Caldicot CAB is advertised on the website.

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

The website analytics report for April 2019 was noted.

The Mayor advised Town Council that he had omitted to state his charities at the Annual Meeting. Cllr Evans' two chosen charities, St David's Hospice and Wales Air Ambulance would be supported during his year of office.

## 10158 To Receive Clerk's Report – Correspondence, Publications

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

### 2.1 Responses to Town Council Matters

- a) **S106 Briefing Note – 1.5.19** – A councillor voiced disappointment that there was no reference to Town Council putting the play partnership together and providing substantial funding towards the play area in Denny View.
- c) **Longfellow Road Bus Shelter [b/f FTC 24.4.19]** – deferred to Committee
- d) **Compound Storage** – Reference was made to the new town centre benches (stored in town council compound) and the old benches, following regeneration of the town centre. It was agreed to raise the matter at the meeting with Mon CC at 6pm on 11<sup>th</sup> June 2019.

**2.4 Housing Allocation Policy** – Town Council noted the date of the drop-in session Stakeholder Focus Group on Monday 3<sup>rd</sup> June 2019 at County Hall, Usk between 10am - 2pm.

Cllr M Mitchell indicated her attendance.

Town Council agreed attendance as an approved duty.

**2.6 POSW Town and Community Council Survey** – Town Council agreed that the Clerk respond to the survey on behalf of Town Council.

**3.1 Caldicot Foodbank** – Town Council noted the date of the meeting with Jessica Morden, MP, on Friday 31<sup>st</sup> May 2019. Clerk to inform Jessica Morden that Cllr M Mitchell had been nominated to attend on behalf of Town Council.

**3.2 Caldicot History Society – Understanding Welsh Places [b/f 24.4.19]** – Town Council agreed to accept the wording provided by Caldicot History Society for Understanding Welsh Places. Clerk to thank Mr P Strong, Caldicot History Society, for providing the wording.

**10159 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:**

*Cllr D Ashwin left the meeting at this point.*

**10160 To consider quotation re: grounds maintenance cemetery extension**

**Town Council resolved to accept the quotation from Town Council contract groundsman to cut the cemetery extension and trim the boundary once every fortnight at a cost of £50.**

**10161 To consider applications for vacancy in West End Ward, Caldicot**

Town Council considered an application for co-option to the vacancy of councillor in West End Ward.

**10162 To Resolve to re-admit Press and Public**

Town Council resolved to re-admit Press and Public

**10163 To Co-opt to Vacancy West End Ward**

**Town Council resolved to co-opt J Dobson-Pettican to fill the vacancy for the office of councillor in West End Ward.**

The meeting closed at 8.35 pm.

---

Mayor/Deputy Mayor

# Cheque list

April/May 2019

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504760	18551	16/04/19	£9,000.00	£0.00	£9,000.00	CWB Caldicot Events Committee	Donation 19/20 TC 27.3.19
504761	18552	16/04/19	£5,000.00	£0.00	£5,000.00	CWB Caldicot Youth Group	Donation 19/20 TC 27.3.19
504762	18542	16/04/19	£415.54	£0.00	£415.54	FACS Mon CC	NNDR Town Council
504762	18543	16/04/19	£762.70	£0.00	£762.70	FACS Mon CC	NNDR Cemetery
504762	18544	16/04/19	£762.70	£0.00	£762.70	FACS Mon CC	NNDR Jubilee Way toilets
504762		16/04/19	£1,940.94	£0.00	£1,940.94		
504763	18545	16/04/19	£1,389.00	£0.00	£1,389.00	ADMIN One Voice Wales	Membership 2019/20
504764	18546	16/04/19	£28.00	£0.00	£28.00	FACS G Harris	Window cleaning
504765	18547	16/04/19	£95.00	£0.00	£95.00	FACS ICCM	Subscription 2019/20
504766	18548	16/04/19	£5,750.00	£0.00	£5,750.00	KGVPF Caldicot Bowls Club	Contribution to replacement windows bowls club
504767	18549	16/04/19	£750.00	£0.00	£750.00	FACS Merlin Waste	Dog waste collection April 19
504768	18553	18/04/19	£141.00	£0.00	£141.00	ADMIN Post Office Ltd	Postage
504769	18554	18/04/19	£2,960.00	£0.00	£2,960.00	FACS KRL Services	Cemetery extension gates
504770	18555	18/04/19	£129.04	£21.51	£107.53	ADMIN Brighter Bills Ltd	Telephones
504771	18556	18/04/19	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips April 19
504772	18557	18/04/19	£66.00	£11.00	£55.00	FACS NSALG	Subscription 2019/20
504773	18558	18/04/19	£111.35	£18.56	£92.79	ADMIN Complete Business Solutions	Stationery
504774	18559	18/04/19	£3,264.00	£0.00	£3,264.00	FACS Mon CC	Contrib to CCTV 19/20 Qtr 1
504775	18568	21/05/19	£216.00	£36.00	£180.00	ADMIN SLCC	Clerk/Deputy Clerk- Joint Conference 15th May 2019
504776	18569	21/05/19	£500.00	£0.00	£500.00	CWB GAVO	Support 2 Monmouthshire Volunteer Awards
504777	18570	21/05/19	£40.00	£0.00	£40.00	FACS R Morse	Town Council building April
504778	18571	21/05/19	£264.00	£44.00	£220.00	ADMIN Vision ICT Ltd	Website hosting and support July 19 to June 20
504779	18572	21/05/19	£58.69	£9.78	£48.91	ADMIN Konica Minolta	Photocopies - Jan to April 19
504779	18573	21/05/19	£104.26	£17.38	£86.88	ADMIN Konica Minolta	Photocopier - April to July 19
504779		21/05/19	£162.95	£27.16	£135.79		
504780	18574	21/05/19	£600.00	£0.00	£600.00	FACS Merlin Waste	Collection May 19
504781	18575	21/05/19	£0.00	£0.00	£0.00	ADMIN Cancelled	Cancelled
504782	18576	21/05/19	£50.00	£0.00	£50.00	ADMIN Tracey Clements Photography	Mayors photograph May 19
504783	18540	21/05/19	£516.00	£86.00	£430.00	ADMIN Auditing Solutions	Final audit 2018/19
504784	18577	21/05/19	£1,232.24	£205.37	£1,026.87	KGVPF Peter Villars Landscapes	Bowling green contract April 19
Page Sub Total			£34,225.52	£449.60	£33,775.92		
Running Sub Total			£34,225.52	£449.60	£33,775.92		



# Cheque list

April/May 2019

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504785	18578	21/05/19	£880.00	£0.00	£880.00	KGVPF Rob Lewis	contract fee - KGVPF - April 19
504785	18579	21/05/19	£880.00	£0.00	£880.00	FACS Rob Lewis	contract fee - cemetery - April 19
504785	18580	21/05/19	£180.00	£0.00	£180.00	FACS Rob Lewis	contract fee - TC Building - April 19
504785	18581	21/05/19	£35.00	£0.00	£35.00	FACS Rob Lewis	contract fee - allotments - April 19
504785	18582	21/05/19	£22.00	£0.00	£22.00	FACS Rob Lewis	contract fee - orchard close - April 19
504785	18583	21/05/19	£10.00	£0.00	£10.00	FACS Rob Lewis	grave marking
504785	18584	21/05/19	£28.00	£0.00	£28.00	FACS Rob Lewis	replace cemetery tap
504785		21/05/19	£2,035.00	£0.00	£2,035.00		
504786	18585	21/05/19	£10.00	£0.00	£10.00	CWB R Atkins	Mayors Cup (Brownies)
504787	18586	21/05/19	£10.00	£0.00	£10.00	CWB R Huff	Mayors Cup (ATC)
504788	18587	21/05/19	£10.00	£0.00	£10.00	CWB E Ashwell-Lewis	Mayors Cup (Army Cadets)
504789	18588	21/05/19	£10.00	£0.00	£10.00	CWB S Rogers	Mayors Cup (Scouts)
504790	18589	21/05/19	£500.00	£0.00	£500.00	CWB Mon CC	Summer Reading Challenge Donation TC 24.5.19
504791	18590	21/05/19	£128.84	£21.47	£107.37	ADMIN Brighter Bills Ltd	Tels/internet April
504792	18591	21/05/19	£135.00	£0.00	£135.00	FACS Willow Landscapes	Mow Birbeck Park MCC - April
504792	18592	21/05/19	£60.00	£0.00	£60.00	FACS Willow Landscapes	Mow Jubilee Way MCC - April
504792	18593	21/05/19	£60.00	£0.00	£60.00	FACS Willow Landscapes	Mow land White Hart MCC - April
504792		21/05/19	£255.00	£0.00	£255.00		
504793	18594	21/05/19	£71.17	£11.86	£59.31	ADMIN Complete Business Solutions	Stationery
504794	18595	21/05/19	£20.00	£0.00	£20.00	ADMIN Playworks (Payroll Bureau)	Payslips May
504795	18596	21/05/19	£5,125.00	£0.00	£5,125.00	FACS Mon CC	Contrib to street cleaning 19/20 Qtr 1
504796	18597	21/05/19	£2,160.00	£360.00	£1,800.00	FACS J Ball	Works re: cemetery extension gates
504797	18598	21/05/19	£65.00	£0.00	£65.00	ADMIN S King	Travel exps Swansea OVW/SLCC Conf 15.5.19
504798	18599	21/05/19	£4,213.46	£0.00	£4,213.46	ADMIN WPS Ltd	Renew TC Insurance 1.6.19 + Cyber Insurance
AS2004	18606		£5,558.30	£0.00	£5,558.30	ADMIN Salaries	Salaries April
AS200401	18608		£1,967.93	£0.00	£1,967.93	ADMIN HMRC	TAX/NI April
AS200402	18610		£1,930.00	£0.00	£1,930.00	ADMIN Torfaen CBC	April Superan
AS2005	18607		£5,599.70	£0.00	£5,599.70	ADMIN Salaries	Salaries May
AS200501	18609		£1,926.53	£0.00	£1,926.53	ADMIN HMRC	TAX/NI May
AS200502	18611		£1,930.00	£0.00	£1,930.00	ADMIN Torfaen CBC	May Superan
Page Sub Total			£33,525.93	£393.33	£33,132.60		
Running Sub Total			£67,751.45	£842.93	£66,908.52		

# Cheque list

April/May 2019

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
BG18	18567	21/05/19	£167.28	£7.96	£159.32	FACS British Gas	Electricity - TC building Jan to April 19
BG19	18566	21/05/19	£141.94	£6.75	£135.19	FACS British Gas	Electricity - Jubilee Way Toilets Jan to April 19
BG20	18550	12/04/19	£333.13	£15.86	£317.27	FACS British Gas	Gas supply TC
Total			£68,393.80	£873.50	£67,520.30		

Page Sub Total	£642.35	£30.57	£611.78
Running Sub Total	£68,393.80	£873.50	£67,520.30

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

*Cllrs W Conniff & A Lloyd were not present at the meeting.*

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

### **1 Notes of Compound Working Party meeting – Friday 3<sup>rd</sup> May 2019 [Circ]**

**Town Council received the notes and agreed the recommendations of Compound Working Party meeting – Friday 3<sup>rd</sup> May 2019. In addition, it was noted that pre-planning advice would be required. The Clerk was asked to arrange a meeting with Mon CC officers from Planning and Highways.**

### **2 Request from Caldicot Bowls Club – signage [Circ]**

Town Council received a request from Caldicot Bowls Club regarding signage. Bowls Club is requesting a small directional sign stating ‘Bowls Club’ near the entrance to KGVPF. Councillors suggested that Bowls Club should pay for the purchase and installation of the sign. Town Council resolved that Users Committee should meet with Bowls Club to discuss further.

**Town Council resolved that Users Committee to meet with Bowls Club to discuss.**

### **3 To request Caldicot AFC, storage of goal posts at compound**

**Town Council agreed Caldicot Town AFC store goal posts at compound.**

### **4 To note appreciation from Caldicot Bowls Club re: support for windows**

Town Council noted appreciation from Caldicot Bowls Club re: support for windows.

### **5 To note RoSPA Annual Inspection to take place June 2019**

*Order placed February 2019 (HAGS) for non-urgent works 2018 – not undertaken to date*

Town Council noted RoSPA Annual Inspection to take place June 2019.

Meeting closed at 8:35pm

---

Mayor/Deputy Mayor