

**CALDICOT TOWN COUNCIL**  
**Minutes of Full Council held at 6.30pm**  
**on Wednesday, 26<sup>th</sup> February 2020 at Caldicot Town Council**

**Present:** Cllrs: D Evans(Chair) J Harris  
D Ashwin K Harris  
J Bond RJ Higginson  
W Conniff M Mitchell  
J Dobson-Pettican D Nee  
A Easson F Rowberry  
R Garrick P Stevens

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; public]

**10276 Apologies**

Apologies were received from Cllrs O Edwards and M Stevens.

**10277 Declarations of Interest - to be identified under the relevant item/forms to be completed**

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

Cllr Easson advised that as a member of Caldicot Town Council and Mon CC Planning Committee, he would have an open mind when discussing applications that were to be considered by both Caldicot Town Council and Mon CC. Cllr Easson referenced planning application DM/2020/00276.

Town Council were advised that Planning Application item DM/2019/00061, should be corrected to **DM/2020/00061**.

The Mayor requested that an additional item be accepted during suspended proceedings, regarding Europe Day. **Town Council resolved to accept the additional item, which related to Europe Day in suspended proceedings.**

**10278 To suspend proceedings**

**a) Presentation: Armed Forces Covenant**

Officers were not in attendance to present the Armed Forces Covenant.

**b) Europe Day**

P Strong presented to Caldicot Town Council, regarding Europe Day:

*'Proposal that Caldicot Town Council should recognise our continued friendship and cooperation with Europe by flying the flag of the 47 member Council of Europe on one or more of its flag poles on Europe Day (5<sup>th</sup> May) each year.'*

**Town Council agreed that the proposal would be considered at Planning and Resources Committee meeting, 10th March 2020.**

*Cllr J Harris did not support the proposal.*

## 10279 Open Forum for public participation [max 15 mins at Mayor's discretion]

During the open forum, the following issues were raised:

a) Clarification was requested regarding the status of the benches, stored at King George V Playing Fields compound, which had been purchased using S106 money allocated to Caldicot Town Team. It was understood that the benches had been purchased to be located in the town centre.

- Benches had been situated around Waitrose. Mon CC had advised none would be located in the Town Centre, due to regeneration.
- Benches had been stored by Mon CC in the compound, these had subsequently been donated to Town Council and would be utilised.

b) Planning application for Church Road had been approved and a proposed management plan was being considered by Mon CC, as an independent planning application. Concerns expressed regarding flood/drainage of site and vehicle access. Town Council views were requested.

- Confirmed that Town Council had received the original planning application for development, however, the management plan had not been received.
- Mon CC Planning Officers would be contacted to ensure that Town Council were consulted on the management plan.

c) Planning application DM/2019/2076 on Town Council agenda, meeting with residents (scheduled for 20.02.2020) had been deferred. Would Town Council make recommendations regarding the application, prior to the meeting with residents?

- Suggested recommendation deferred until after meeting with residents.
- Residents spokesperson would be contacted when meeting with Mon CC and MHA had been rearranged.

d) Planning application DM/2020/00061 on Town Council agenda, change of land. Similar application for neighbouring property had previously been considered and applicant requested that DM/2020/00061 was considered fairly.

*Cllr R Garrick left the meeting at 7.12pm*

- Town Council had deferred the application, subject to site visit by ward members.
- It was suggested that the resident contact their County Councillor.
- The ward Town Councillor advised that they would progress the matter with the resident.

*Cllrs D Ashwin and J Harris left the meeting at 7.15pm.*

## 10280 To Approve the Minutes:

a) Minutes of Full Town Council 29<sup>th</sup> January 2020 - Mayor to sign the Minutes

**The minutes of Full Town Council 29<sup>th</sup> January 2020 were approved as a true record and duly signed by the Mayor, subject to the following:**

***Cheque list amendment: Cheque No. 504982 should be 504988 (Mon CC – CCTV)***

b) Minutes of Planning and Resources Committee 11<sup>th</sup> February 2020 - Mayor to sign the Minutes

**The minutes of Planning and Resources Committee 11<sup>th</sup> February 2020 were approved as a true record and duly signed by the Mayor.**

## 10281 Planning

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

### A) Planning Applications Received:

**DM/2020/00061:** Planning Permission. Change of land by side of house to garden and parking (as in process of buying from MCC) – 55 Wentwood View, Caldicot, NP26 4QH  
*[Deferred P&R 11.2.20 - Subject to request for Ward Members to visit site]*  
**FTC deferred - subject to further information and site visit**

**DM/2019/02076:** Discharge of condition no. 5 of planning consent DM/2019/00595 (management plan) – 62 Chepstow Road, Caldicot, NP26 4HZ

*[Deferred P&R 11.2.20]*

*Note: Meeting at Caldicot Town Council 20th February 2020 at 10 am with MCC, MHA, Residents (postponed)*

**FTC deferred until after meeting with MCC/MHA**

**DM/2020/00173:** Householder. Two storey side extension and rear single storey kitchen extension. Widen vehicular access to front of house – 199 Elan Way, Caldicot, NP26 4QB

**FTC Refused\***

\*Reason for refusal:  
• **Restricted Access**

## 10282 Finance

1) To Approve Cheque List February 2020

Town Council were advised that the cheque list February 2020 was subject to the following amendments:

***Removal of Cheque no. 504988 (Mon CC CCTV) and Addition of Cheque no. 504982 (R Morse).***

Town Council were provided with the substituted Cheque List February 2020.

**Town Council resolved to approve amended Cheque List February 2020, as circulated.**

2) To Consider Membership of One Voice Wales 2020/21 - £1,447

**Town Council considered and resolved to approve Membership of One Voice Wales 2020/21 - £1,447.**

3) To Approve Independent Remuneration Panel for Wales Annual Report 2020/21 – determinations 42-51.

a) To Consider IRPW Draft Supplementary Report – Principles relating to the reimbursement of Costs of Care [deadline 9.4.2020]

**Town Council resolved to approve Independent Remuneration Panel for Wales Annual Report 2020/21 (determinations 42-51).**

Town Council noted the IRPW Draft Supplementary Report – Principles relating to the reimbursement of Costs of Care [deadline 9.4.2020].

4) To note Town Council utilities renewed for one year February 2020

**Town Council noted utilities renewed for one year February 2020.**

5) To Consider request from F Weston:

a) MCC for Stroke Communication Group to meet at Town Council weekly free of charge

**Town Council resolved to approve Stroke Communication Group to meet at Town Council weekly free of charge.**

b) Living Levels Project – Notes of meeting 18.2.2020 and costings

The list of equipment and seeds for the living levels £2,500 funding was circulated to Council. The list total was £2438.78 and included £840.80 support for the Oakley Way community garden, in partnership with MHA. It was agreed that school governors advise schools of the project.

**Town Council resolved that the list of planting equipment/seeds was sent to Living Levels - £2,438.78.**

6) To Consider Consultation on Future Audit Arrangements for Community Councils in Wales [deadline 19.3.20]

**Town Council noted Consultation on Future Audit Arrangements for Community Councils in Wales, deadline for responses Thursday 19 March 2020.**

7) To Consider Grant Application from Caldicot Community Working Together for Easter Event 2020 – requested £1,500.00.

**Town Council resolved to grant £1,500 to Caldicot Community Working Together for the Easter Event 2020.**

*Spending Power – Local Government Act 1972 s145*

8) To Consider Application for Support to Mind Monmouthshire

A member suggested that further information was requested from Mind Monmouthshire in relation to the request for support. It was suggested that a business plan and

budgets were provided, along with specific details which would evidence that there would be a Mind presence in Caldicot.

**Town Council resolved to request further information, business plan, accounts and indication of how the service would benefit the area. MIND would be invited to attend at 6 pm on 10<sup>th</sup> March 2020 prior to Planning & Resources Committee.**

9) To Ratify urgent Health and Safety work 17.2.2020 - £80.00 [tenant 9 Sandy Lane]

**Town Council resolved to ratify urgent Health and Safety work, 17.2.2020, tenant 9 Sandy Lane - £80.00.**

**10283 To Approve Minutes of Grants Committee meeting 11<sup>th</sup> February 2020:**

**i) To Approve Recommendations:**

- **West of England MS Therapy Centre - £400**  
*Spending Power – Local Government Act 2000, s.2 (s137)*
- **Mon CC Communities & Partnerships Development Team - £300**  
*Spending Power – Local Government Act 2000, s.2 (s137)*
- **Caldicot Events Committee - £9,000**  
*Spending Power – Local Government Act 1972 s145*
- **Community of Crick Residents Committee - £500**  
*Spending Power - Well-Being Local Government (Wales) Measure 2011 s.126*
- **Abergavenny Eisteddfod - £50.00**  
*Spending Power – Local Government Act 2000, s.2 (s137)*
- **Urdd National Eisteddfod - £50.00**  
*Spending Power – Local Government Act 2000, s.2 (s137)*

**The minutes and recommendations of Grants Committee meeting held on 11<sup>th</sup> February 2020 were approved.**

**10284 To Approve Minutes of Health and Safety Committee meeting 5<sup>th</sup> February 2020:**

**i) To Approve Recommendations:**

- **Mon CC fully re-inspect the wall to consider way forward.**
- **Quotations were obtained for industrial cleaning of toilet floors.**
- **Quotations were obtained for repair/replacement of area of fence at Dewstow Cemetery (near shelter/junior section).**
- **Town Council kitchen inspected, with a view to obtain quotations to undertake improvements.**

**The minutes and recommendations of Health and Safety Committee meeting held on 5<sup>th</sup> February 2020 were approved.**

**10285 To Approve Notes of VE Day Commemorations Meeting 11<sup>th</sup> February 2020**  
*a) Meeting Wednesday 26<sup>th</sup> February 2020, 6pm – Town Team, Events and CCWT*

Caldicot Town Team had arranged a street celebration for VE Day, on Friday, 8<sup>th</sup> May 2020 in Caldicot Town Centre and had requested representatives to attend a meeting. The Town Council agreed that any interested Councillors should put their names forward to the Clerk, so that Caldicot Town Team could be advised.

*Cllr J Dobson-Pettican left the meeting at 8.00pm.*

A member suggested that an event should be organised by Town Council, to celebrate VE/VJ day. Clarification was requested regarding who would be responsible for organising an event. It was noted that VJ day was the same date as Hoggin the Bridge weekend. Town Council had previously discussed holding a reception, for local people, to celebrate VE Day.

**Town Council resolved that:**

- **Interested Councillors put names forward to the Clerk.**
- **Town Council building to host Caldicot Town Team VE day meeting.**

## **10286 Reports**

### **a) Reports from Town Council Representatives on Outside Bodies**

There were no reports from Town Council Representatives on Outside Bodies.

### **b) Governor's reports**

There were no Governor reports

### **c) Police Report**

Town Council received and noted the police report, circulated at the meeting.

Town Council were advised that there had been a traffic incident outside Caldicot School (Mill Lane/Woodstock Way junction).

Members expressed concerns regarding the speed along Woodstock Way and that only one crossing point was available for pupils to use (near Waitrose); there were no 20mph or school signs and no 'child crossing' signs in the area.

**Town Council resolved to contact Mon CC, Police and Caldicot School to advise of concerns, requested that traffic management/safe routes to school were reviewed and that vehicle speed in the area was monitored.**

### **d) Members items for website**

There were no items suggested by members for the website.

### **e) Other (incl. Website Analytics)**

There were no other reports.

## **10287 To receive Clerk's report - Subscriptions, Correspondence, Publications, Minutes**

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

### **Community Climate Champions**

Town Council agreed that representatives would be nominated at Town Council meeting 25<sup>th</sup> March 2020.

### **Armed Forces Day Grant Scheme**

A member highlighted that this was an excellent scheme for the Armed Forces Day, where funding was available up to £10,000. However, it was recognised that as the deadline approached, it would not be possible to apply for 2020.

Suggested ideas were noted as: celebratory mugs, speaker to primary schools, football match with Chepstow Rifles (and cup), army marching band, schools concert competition.

*Cllr M Mitchell left at 8.30pm*

It was suggested that Town Council could arrange football match and purchase a celebratory cup.

### **Dog Fouling**

**Caldicot Castle:** Town Council considered correspondence sent on behalf of Caldicot Castle Football club, which suggested that an additional dog waste bin could be placed in the Country Park. It was noted that there were already a significant number of bins at the castle.

**Town Council agreed not to locate a new bin at Caldicot Castle and Country Park.**

**Wardens:** The Town Council representative on 'Give Dog Fouling the Red Card' meetings, advised that wardens his would be discussed at the next meeting (arranged for March 2020 at County Hall). It was suggested that an item could be included on the Mon CC Severnside Area Committee agenda.

**Town Council agreed to request an item for wardens (dog fouling) on the Severnside Area Committee agenda.**

### **Caldicot Town Centre Regeneration**

**Caldicot Bus Service:** Town Council received correspondence that, information boards would be at the library, (displaying all diverted bus route details and timetables) and signage had been displayed on affected bus stops.

A member highlighted that this had not been done and changes had not been displayed clearly or adequately. Appropriate signage was required, as not all users obtain information from the website.

Town Council noted that the responsibility was with the bus Company and Mon CC transport department. **Town Council agreed to contact Mon CC, to reiterate concerns.**

### **Event advertising – signage/notices**

Town Council noted response from MCC regarding event advertisement and that Cllr D Evans, Mayor, had supported the fairground event at Caldicot RFC.

### **CCTV**

Town Council noted information available in Town Council office.

### **GAVO – Active Citizenship Event**

**Town Council agreed that Cllrs J Bond and RJ Higginson would attend 'GAVO – Active Citizenship Event', Cwrt Bleddyn Hotel, Usk, 9.30am-1pm, Wednesday 4<sup>th</sup> March 2020 (official duty).**

### **Longfellow Road Bus Shelter**

Town Council noted appreciation from Cllr Easson, regarding bus shelter installed at Longfellow Road.

**10288 To Resolve - Exclusion of Press and Public**

Town Council resolved to exclude 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:

**10289 a) To Consider Tenders for Bowls Green Maintenance**

Town Council were advised that tenders for the bowls green maintenance had been advertised, with closing date as Monday 24<sup>th</sup> February.

The Clerk advised that one had been received.

**Town Council resolved to accept the Tender for Bowls Green Maintenance, £12,507.36 per annum (for 3 years) – P Villars.**

**b) To Consider Quotation for ‘Remote’ switch-on of Christmas Lights**  
***NB: MCC permissions required***

Town Council received a quotation for remote switch on of Christmas Lights.

**Town Council resolved to accept the quotation for remote switch on of Christmas Lights, subject to Mon CC permissions, City Illuminations:**

- **£135 per lighting column and wall switching points (20 columns)**
- **£75 each for 2 hand held transmitters**

**£2,850 + VAT**

**The meeting ended at 9.00pm**

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Mayor/Deputy Mayor



# Cheque list – February 2020

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504982	18982	28/01/20	£32.00	£0.00	£32.00	R Morse	TC Security
504983	18983	28/01/20	£104.26	£17.38	£86.88	ADMIN Konica Minolta	Photocopier rental
504983	18984	28/01/20	£36.62	£6.10	£30.52	ADMIN Konica Minolta	Photocopies
504983		28/01/20	£140.88	£23.48	£117.40		
504984	18987	04/02/20	£569.28	£0.00	£569.28	FACS Dwr Cymru	Water supply toilets
504984	18988	04/02/20	£111.43	£0.00	£111.43	FACS Dwr Cymru	Water supply TC
504984	18989	04/02/20	£64.33	£0.00	£64.33	FACS Dwr Cymru	Water supply SL allots
504984	18990	04/02/20	£154.55	£0.00	£154.55	FACS Dwr Cymru	Water supply OW allots
504984	18991	04/02/20	£43.44	£0.00	£43.44	FACS Dwr Cymru	Water supply KGVPF
504984		04/02/20	£943.03	£0.00	£943.03		
504985	18992	04/02/20	£615.00	£0.00	£615.00	FACS Merlin Waste	Dog waste collection Feb
504986	18993	04/02/20	£23.98	£4.00	£19.98	ADMIN Complete Business Solutions Group Ltd	Office supplies
504987	18994	04/02/20	£23.85	£0.00	£23.85	ADMIN Cllr F Rowberry	Trav exps Raglan 20.1.20
504989	18996	05/02/20	£102.00	£17.00	£85.00	ADMIN Vision ICT Ltd	Accessibility statement
504990	18997	05/02/20	£17,520.00	£2,920.00	£14,600.00	FACS City Illuminations	Supply & Install Christmas Lights 2019
504991	18998	05/02/20	£1,314.00	£219.00	£1,095.00	FACS J Ball	Cemetery maintenance Jan
504991	18999	05/02/20	£12.00	£2.00	£10.00	FACS J Ball	fix soap dispensers TC
504991		05/02/20	£1,326.00	£221.00	£1,105.00		
504992	19000	06/02/20	£138.00	£0.00	£138.00	FACS Aztec Alarms & Electrical Services	PAT Testing Jan 20
504993	19001	10/02/20	£80.00	£0.00	£80.00	ADMIN Post Office Ltd	Postage
504994	19002	10/02/20	£54.00	£0.00	£54.00	ADMIN Cllr R J Higginson	Trav exps OVW 5.2.20
504995	19004	10/02/20	£1,232.24	£205.37	£1,026.87	KGVPF Peter Villars Landscapes	Bowls green contract Jan 20
504996	19005	12/02/20	£400.00	£0.00	£400.00	KGVPF Rob Lewis	Contract fee January 20 - KGVPF
504996	19006	12/02/20	£355.00	£0.00	£355.00	KGVPF Rob Lewis	Contract fee January - Open field
504996	19007	12/02/20	£320.00	£0.00	£320.00	KGVPF Rob Lewis	Contract fee January - Children's playarea
504996	19008	12/02/20	£180.00	£0.00	£180.00	FACS Rob Lewis	Contract fee January - TC Building
504996	19009	12/02/20	£67.50	£0.00	£67.50	FACS Rob Lewis	Contract fee January - allotments
504996	19010	12/02/20	£33.00	£0.00	£33.00	FACS Rob Lewis	Contract fee January - Orchard Close
504996	19011	12/02/20	£20.00	£0.00	£20.00	FACS Rob Lewis	Supply/grit TC grounds
504996		12/02/20	£1,375.50	£0.00	£1,375.50		
AS200220	19012		£5,675.83	£0.00	£5,675.83	ADMIN Salaries	Salaries Feb 20
AS2002201	19013		£2,012.25	£0.00	£2,012.25	ADMIN HMRC	Tax-NI Feb 20
AS2002202	19014		£1,971.19	£0.00	£1,971.19	ADMIN Torfaen CBC	Superannuation Feb 20
Total			£33,265.75	£3,390.85	£29,874.90		

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

### **1 To Consider Notes of Compound Working Group – 11<sup>th</sup> February 2020**

Town Council received notes of the Compound Working Group meeting, held on 11<sup>th</sup> February 2020. The Chair updated, that the group had met with a play consultant and information had been provided regarding project management for the MUGA build (Stage 2).

Town Council were informed that there would be a need for the site to be cleared and levelled, as Stage 1. The Council would be required to shut down the utilities (electric and water) and alarm system.

**Town Council resolved to advertise for quotations for demolition of the compound building:**

**Demolish building, clear and level site, remove and dispose of waste (via appropriately licensed waste carrier), health and safety fencing to be included.**

**Utility companies to be contacted to arrange disconnection of electricity, water and alarms prior to demolition work.**

### **2 To Consider Notes of Users Sub Committee – 18<sup>th</sup> February 2020**

Town Council considered notes of Users Sub Committee meeting held on 18<sup>th</sup> February 2020. The meeting had been held in order to consult with users regarding locking of gates at King George V Playing Fields, open and locked in accordance with play area times. Some users had identified that there was a need for gates to remain open as vehicles were parked in the playing fields until 9pm in Winter and 11pm in Summer.

In addition, users had expressed a need for CCTV at the playing fields. A meeting had been arranged with CCTV officers and the Mayor, 10am Friday 28<sup>th</sup> February 2020.

Town Council discussed times for opening and locking gates at the entrance to King George V Playing Fields. It was suggested that users were provided with a key, so that they could access as required. However, this was not supported by users.

**Town Council resolved to open and shut the gates. The matter of locking gates was supported in principle, however, this was subject to someone being available to lock.**

### **3 To Resolve - Exclusion of Press and Public**

Town Council resolved to exclude 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 proposal for services to project manage Stage 2 (re. Compound Working Group)**

Town Council considered the quotation for project management of compound project Stage 2, MUGA. Council had been informed that the current building would need to be demolished and all waste material disposed of (Stage 1), the area would need to be level with no debris.

Stage 2 quotation included project management, procurement and installation of MUGA.

**Town Council resolved to accept the quotation from Sports and Play Consulting - £5,300.**

**The meeting ended at 9.05pm**

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Mayor/Deputy Mayor