

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 10:00am
on Wednesday, 24th June 2020 at Caldicot Town Council

Present: Cllrs: D Evans (Chair) M Mitchell
 J Bond D Nee
 A Easson F Rowberry
 RJ Higginson P Stevens

[In attendance: S King, Deputy Clerk; B Hodges; Sgt D Waite, Police Representative]

10290 Apologies

Apologies were received from Cllrs D Ashwin, W Conniff, O Edwards, R Garrick, J Harris, K Harris, A Lloyd and M Stevens.

a) Suspended Proceedings

- i) A minutes silence was held as a mark of respect during Covid-19 crisis
- ii) Police Report - see Appendix A

10291 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 RJ Higginson declared a personal prejudicial interest relating to plan DM/2020/00343 (vice president of Caldicot Choir) and plans DM/2020/00726 - 00729 (relative overlooks the areas concerned).

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/2020/00238.

Cllr F Rowberry declared a personal interest in Part B item 1b) as a member of Caldicot Town AFC.

Cllr P Stevens declared a personal interest in Part B item 1b) relative is a member of Caldicot Town AFC.

10292 To Approve the Minutes:

- a) Minutes of Full Town Council 26th February 2020 - Mayor to sign the Minutes

During discussion an update was requested regarding a consultation/public meeting for development of Caldicot Leisure Centre. Deputy Clerk to write to Mon CC to request when public meeting will be arranged and planning status.

The minutes of Full Town Council 26th February 2020 were approved as a true record and duly signed by the Mayor.

b) Minutes of Planning and Resources Committee 10th March 2020 - Mayor to sign the Minutes

The minutes of Planning and Resources Committee 10th March 2020 were approved as a true record and duly signed by the Mayor.

10293 Planning

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

Cllr RJ Higginson declared a personal prejudicial interest relating to plan DM/2020/00343 (vice president of Caldicot Choir) and plans DM/2020/00726 - 00729 (relative overlooks the areas concerned).

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/2020/00238.

A) Planning Applications Received:

DM/2020/00207:

Householder. Double storey extension to side and front of property -
86 Mill Lane, Caldicot, Monmouthshire, NP26 5DD

**MCC APPROVED 27.4.2020
TC Approved**

DM/2020/00353:

Householder. First floor dormer extension to provide bedroom and extend bathroom -
91 Wentwood View, Caldicot, NP26 4QH

**MCC APPROVED 29.4.2020
TC Approved**

DM/2020/00373:

Householder. Single storey side extension for a utility room and downstairs bathroom -
31 Woodstock Way, Caldicot, Monmouthshire, NP26 5DB

**MCC APPROVED 11.5.2020
TC Approved**

DM/2020/00322:

Householder. Erection of 6ft fence on front of property -
22 Denny View, Caldicot, NP26 5LS

TC Approved

DM/2020/00343:

Proposed 2 No. single storey extension to Choir Hall -
Choir Hall, Mill Lane, Caldicot, NP26 5DD

Cllr RJ Higginson left the meeting during discussion of this item

TC Approved

DM/2020/00646:

Planning Permission. Alterations to car park to create additional parking spaces -

Car Park, Wesley Buildings, Newport Road, Caldicot, NP26 4LY

TC Refused*

**reasons for refusal: over parking
unsafe public access into town
site meeting required*

DM/2020/00230:

Discharge of Condition. Discharge of Condition No. 10 of planning consent DM/2018/00880 (construction environmental management plan) - Land to the East of Church Road, Caldicot

TC Deferred*

**deferred awaiting answers to residents' concerns relating to contaminated land*

DM/2020/00238: Cllr A Easson declared a personal interest

Planning Permission. 1 no. classroom extension (103 sq M) to existing school and an extension (67.9 sq M) to an existing stand-alone Nursery. There will be no change of use -

Ysgol Y Ffin Primary School, Sandy Lane, Caldicot, NP26 4NQ

TC Approved

DM/2020/00726:

Planning Permission. Environmental improvements including retaining features, hard and soft landscaping to an existing amenity open space - Amenity Open Space, Denny View, Caldicot, NP26 5LS

Cllr RJ Higginson left the meeting during discussion of this item

TC Approved

DM/2020/00727:

Planning Permission. Environmental improvements including retaining features, hard and soft landscaping to an existing amenity open space - Amenity Open Space, Moorlands View, Caldicot, NP26 5LT

Cllr RJ Higginson left the meeting during discussion of this item

TC Approved

DM/2020/00728:

Planning Permission. Environmental improvements including retaining features, hard and soft landscaping to an existing amenity open space - Amenity Open Space, Railway View, Caldicot, NP26 5GB

Cllr RJ Higginson left the meeting during discussion of this item

TC Approved

DM/2020/00729:

Planning Permission. Environmental improvements including retaining features, hard and soft landscaping to an existing amenity open space - Amenity Open Space, Estuary View, Caldicot, NP26 5GA

Cllr RJ Higginson left the meeting during discussion of this item

TC Approved

DM/2020/00555:

Householder. Construction of garage building with fence and entrance gate 'Chatelet', 254 Newport Road, Caldicot, Monmouthshire, NP26 4AF

TC Approved

DM/2020/00691:

Planning Permission. Erection of temporary concrete manufacturing facility (B2 Use) Pill House Units, The Pill, Caldicot, Monmouthshire

TC Approved*

**Concerns raised relating to parking, bridge becoming unsafe, volume of HGV traffic*

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, Monmouthshire, NP26 4QH

[b/f P&R 11.2.2020, TC 26.2.2020, P&R 10.3.2020 site visit requested via County Councillor]

APPLICATION WITHDRAWN 8.6.2020

TC Noted

DM/2019/02076:

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

[b/f P&R 11.2.2020, TC 26.2.2020, P&R 10.3.2020 - NB meeting with MHA, MCC, Residents 17.3.2020 - Cancelled]

TC Deferred*

**Deferred until meeting with MHA, MCC and residents takes place*

ii) Town and Country Planning Act 1990 - Section 257

Proposed Public Path Diversion Order

Public Footpath No. 37 (part), Caldicot

An application has been received from Mr David L. Jones, Technical Manager at Barratt & David Wilson Homes South Wales to divert Public Footpath No. 37 (part), Caldicot under the provisions of Town and Country Planning Act 1990, s257.

The proposal has been requested to accommodate a new housing development.

Details of the planning application and consent can be found against application

DM/2019/01761 on Monmouthshire County Council's website. The effect of the Order would be to divert part of Footpath 37 as described on the attached plan and schedule.

Please see that I have attached too, a plan indicating how the proposed new path alignment relates to development's layout.

TC Noted

10294 Finance

1) To approve End of Year Accounts 2019/20 [subject to audit]

Town Council commended the staff for their hard work in producing the accounts.

Town Council approved End of Year Accounts 2019/20.

2) To approve and sign annual return for the year end 31st March 2020 for submission to External Audit by 30.6.2020

Town Council approved and signed the Annual Return for the Year Ended 31 March 2020 for submission to External Audit by 30.06.2020

2) To consider Final Internal Audit Report Year End 31.3.2020

Town Council received and noted that the report was positive.

Town Council received and approved Final Audit Report Year End 31.3.2020

4) To consider renewal of Edge IT systems, 1-year support contract - £2013.30

Town Council resolved to renew the Edge IT systems 1-year support contract at a cost of £2013.30

5) To consider specific responsibilities and associated annual payment -

Independent Remuneration Panel for Wales Annual Report 2020/21 [42-51]

Determination 43: Community and Town Councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses. (In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within the Council)

Determination 49: Community and Town Councils can provide a payment to the Mayor or Chair of the Council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 50: Community and Town Councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed

Council considered Determinations 43, 49 and 50. It was noted that, due to Covid restrictions, the annual meeting may not take place in 2020.

Town Council received the guidance relating to specific responsibilities and associated annual payments

Town Council resolved that current Mayor and Deputy continue with specific responsibilities for year 2020/21.

Town Council resolved to make payments for 2020/2021, to Cllr D Evans, Mayor and Cllr RJ Higginson, Deputy.

6) To ratify delegated financial decisions:

Town Council recognised that delegated financial decisions had been essential during the Covid-19 crisis. Delegated decisions were approved as follows:

a) Hi-viz jackets for community volunteers - £258 (expense payment to Cllr J Bond)

Town Council approved and ratified purchase of Hi-viz jackets, which had been provided to identify community volunteers during Covid-19 - £258

During discussion a member highlighted that volunteers would like to provide hot meals to elderly residents. The future of the church lunches was unknown, the aim was to support lonely and vulnerable people. Council supported the project in principle and advised that up to £2,500 could be provided to support the project. Town Council agreed that a plan should be presented, for Council to consider detail.

Letters would be sent from the Mayor, to local businesses, with thanks on behalf of the Council.

b) Grounds maintenance Birbeck Park - £180 (per month April, May and June)

Town Council approved and ratified grounds maintenance Birbeck Park - £180 (per month April, May and June)

c) Grounds maintenance Jubilee Way - £80 (per month April, May and June)

Town Council approved and ratified grounds maintenance Jubilee Way - £80 (per month April, May and June)

d) Diversion of Caldicot Community Working Together Easter Egg Adventure - £1500 to community meals

Town Council recognised that the Easter Egg Adventure had been cancelled due to Covid-19 crisis and that the funding had been used to support provision of meals to vulnerable members of the community.

Town Council approved and ratified the diversion of Caldicot Community Working Together Easter Egg Adventure - £1500 to community meals.

e) New bench located at Dewstow Cemetery

Town Council approved and ratified the new bench located at Dewstow Cemetery

f) Town Council insurance, WPS Ltd - £4256.98 (less than £50 difference to 2019/20)

Town Council noted the importance of insurance requirement.

Town Council approved and ratified renewal of insurance policy, WPS Ltd - £4256.98

g) IT support, Apex - £1540 (2-year contract - no increase from 2018-20200)

Town Council recognised that IT support was essential, in undertaking Council business.

Town Council approved and ratified renewal of IT support, Apex - £1540 (2-year contract)

7) To consider support for re-opening of Caldicot Town Centre

Caldicot Town Team had approached Caldicot Town Council to discuss plans for the reopening of the Town Centre. Town Council was invited to provide financial support to Town Team to purchase sanitising machines (£2,000), market screens (£1,000) and cleaning equipment (£299.50), project total £3,229.50.

Town Council agreed to purchase hand sanitiser machines directly from the supplier, these would be located near the public toilets, in town centre and Town Council building. Deputy Clerk to reply to Town Team advising of decision.

Town Council requested specific detail regarding external hand sanitiser units and one internal unit for Town Council building.

Town Council resolved to agree a cost, of £2,000 for hand sanitisers in Caldicot.

Town Centre Ambassadors – information was received from Mon CC regarding Town Centre Ambassadors project, in relation to stewards and volunteers supporting re-opening of Town Centres.

Town Council supported the idea in principle and requested further information from Mon CC, regarding Town Centre Ambassadors project.

A member suggested that, when restrictions were fully lifted, the work of volunteers and community should be recognised. Town Council supported the idea of an event to recognise the work of people during the Covid-19 crisis.

10295 To ratify decisions and approve minutes of Extremely Urgent Committee meetings:

i) Thursday 19th March 2020

Town Council ratified the decisions and approved the minutes of the Extremely Urgent Committee meeting held on Thursday 19th March 2020:

- Town Council members considered implications of Covid-19 crisis.
Town Council approved and ratified that:
 - No meetings of the Town Council would be held until further notice.
 - Town Council building closed to the public and groups – access via email and telephone.
 - Key to be given to iNeed, in order to complete ongoing Compound work.
 - In the event of closure, tenant 9 Sandy Lane provided with 3 month rental holiday.
 - Funeral Directors to be advised that Town Council office available via email/telephone.
 - All Councillors to be advised of arrangements. Social media and website to be updated.
 - Mayor to arrange Extremely Urgent Committee meeting, if required.

ii) Tuesday 25th March 2020

Town Council ratified the decisions and approved the minutes of the Extremely Urgent Committee meeting held on Tuesday 24th March 2020:

- Town Council members considered seriousness of Coronavirus pandemic and lockdown announcement.

Town Council approved and ratified:

- i. Crisis Management Policy
- ii. Home Working Policy
- iii. Coronavirus Procedure – Emergency Contingency Plan

The Committee agreed to close Town Council building and that staff could work from home during the pandemic.

- Town Council approved and ratified that the building would be closed for use by support groups (AA) due to restrictions on gatherings. The Foodbank would be permitted to continue to use the building on a Friday morning, caretaker to open and close the building.
- Town Council approved and ratified tenant, 9 Sandy Lane, would receive a 3 month rental holiday period, in the event that the business was forced to close.
- Town Council approved and ratified to extend the delegation of Council decisions to the Clerk in consultation with the Mayor and Deputy, during any

period of restricted activity declared by the Government in respect of the Covid-19 virus. Such delegation to enable the Council to fulfil its responsibilities to its residents. (Decisions made under delegated powers to be reported to the next meeting of Full Council).

- Town Council approved and ratified that the community would be supported during the crisis and available Councillors would notify the Town Council office.
- Town Council approved and ratified that the King George V Play Area had closed, as of 23rd March 2020 and to close public toilets, Jubilee Way.
- Town Council approved and ratified receipt of quotations for demolition of compound. Deadline 12 noon 24th March 2020, one quotation received, opened by Mayor at meeting.

iii) Wednesday 13th May 2020

Town Council ratified the decisions and approved the minutes of the Extremely Urgent Committee meeting held on Wednesday 13th May 2020:

- Town Council members considered the application for funding from Caldicot Youth Group, requested £5,000 (2020/21 precept £9,000)
Town Council approved and ratified £5,000 donation to Caldicot Youth Group.
- Maintenance of enclosed pitch at King George V Playing Fields.
Town Council approved and ratified a cost of £260, to include cuts between May and end July plus weeding, enclosed pitch KGVPF.

iv) Thursday 14th May 2020

Town Council ratified the decisions and approved the minutes of the Extremely Urgent Committee meeting held on Thursday 14th May 2020:

- Town Council members received an update from the Police, concerns included antisocial behaviour at King George V Playing Fields.
Town Council approved and ratified locking of gates at King George V Playing Fields, during lockdown period and purchase of 3 locks at £68 each.

10296 Town Council consultation, Boundary Commission – Electoral Review Monmouthshire

Town Council was consulted on the Boundary Commission Review, published in 2019. Councils were invited by One Voice Wales (OVW) to accept or request a fresh review. Deputy Clerk updated that OVW next steps would be to request a fresh review. Information to be circulated to all members

Town Council resolved to inform One Voice Wales to request Local Democracy Boundary Commission to undertake a fresh review. Request that OVW invite 2 councillors to attend any meetings about the review. Clerk to circulate information to all members.

Town Council resolved to inform One Voice Wales to request Local Democracy Boundary Commission for Wales to undertake a fresh review. Town Council to advise One Voice Wales that 2 councillors are invited to any meeting regards the review

10297 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:

a) To Consider Tenders for Demolition of Compound

Town Council were advised that tenders for the demolition of the KGVPF compound building had been advertised.

The Deputy Clerk advised that one tender had been received and this had been opened by the Mayor at the Extremely Urgent Committee meeting held on 24th March 2020.

Town Council considered the quotation.

Town Council resolved to accept the quotation for demolition of compound building at a cost of £10,660.00 + VAT – J Reece

b) To Consider Quotation for disconnection of compound utilities

Town Council received a quotation for disconnection of electricity at compound from Western Power Distribution - £338.17 +VAT. Quotation from Welsh Water had not been received.

Town Council resolved to accept the quotation of £338.17 +VAT for disconnection of electricity at KGVPF compound – Western Power Distribution

c) To consider quotations for MCC Grounds Maintenance

Town Council considered quotations for MCC Grounds Maintenance.

Town Council resolved to accept the quotations from R Lewis for grounds maintenance at the following sites (April to October):

- **Birbeck Park – cut and collect - £180 per month**
 - **Jubilee Way – cut and drop - £80**
 - **Old White Hart site – cut and drop - £80**
- Plus one-off charge for:**
- **Prune shrubs – Jubilee Way - £80**
 - **Plant and tend flower displays beneath Caldicot signs - £240**

d) To consider spaces at Dewstow Cemetery – CRS section 2

[suggested location far bottom corner – from car park]

Town Council noted that there was limited space in the current cremated remains section and space was available in the bottom corner (beyond junior section). The groundsman had quoted £6 per slab to mark 40 spaces.

Town Council resolved to increase CRS spaces at Dewstow Cemetery by using the area at the bottom corner (beyond junior section).

Town Council resolved to approve marking of 40 spaces, at £6 per slab.

The meeting ended at 12:20pm



Mayor/Deputy Mayor

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1 To Consider correspondence from KGVPF Users

a) Caldicot Girl Guides

Correspondence from Guides - A steel mesh fence was damaged between the Guide Hut grounds and the KGVPF allotments. The Guides also requested a gate be installed in the fence for emergency escape in case of fire. It was suggested that Mon CC Health and Safety Officer could assess the area for suitability of a gate.

Town Council resolved to request the groundsman inspect the fence, with a view to obtain quotation.

b) Caldicot Town AFC

Caldicot Town AFC requested permission to use a bouncy castle behind the main pitch barrier and to use the area between the clubhouse and pitch as to place wooden benches to maintain social distancing and help start up the club's business.

Town Council resolved to agree Caldicot Town AFC's request for permission to use a bouncy castle and to utilise the area between the clubhouse and pitch for wooden benches as a temporary measure (to be removed when football starts).

2 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:

3 To consider quotations for CCTV at KGVPF

Town Council considered the quotation for CCTV at KGVPF and agree on Option A, subject to clarification on quality and final total cost.


Town Council resolved to accept:

AVA – CCTV £7,129.00 + VAT

Additional option A x 3 = £875.00 each

It was recognised that utilities/power would be required for operation of CCTV.

The meeting ended at 12.55pm



Mayor/Deputy Mayor

Police Report

Town Council welcomed Sgt D Waite to provide the Police Report.

Points noted as follows:-

Public Safety

Various calls relating to verbal domestic abuse, concerns for safety of elderly neighbours not being seen due to COVID-19 lockdown and suspicious circumstances of persons hanging around.

Notable arrests

- Male arrested for attempted burglary at Co-op store, West End
- Male arrested for an offensive weapon in a public place

Operations

- Speed checks conducted locally as part of Your Voice priorities
- Patrolling hotspots for drug activity. One male dealt with last month for possession of cannabis
- 3 vehicles seized under Sec165 for no insurance (2 in Jubilee Way and 1 in Woodstock Court)

Other Related Incidents

- 3 separate calls about thefts of pushbikes in Sandy Lane, Estuary View and Newport Road
- Report of attempted break-in whilst occupants were home in Moorlands View. Male located under influence of drugs who had got the wrong house. Strongly advised by police
- Rogue Trader visiting elderly lady in lapwing Avenue. Charged her £1000 to tidy garden and fix shed. No further leads on who the men were
- Several reports about off-road bikes around Longfellow Road
- Elderly male crashed his car into a wall in Longfellow Road, not serious, nothing suspicious
- Thanks to all in community for coming together and trying to help at the fire at Deepweir

Your Voice Update

Continue to work on Your Voice Priorities, assisted by members of public and CCTV. Joint operation with colleagues in north of county patrolling rural areas looking for thefts of farm machinery and general rural crimes. Looking to do some speeding operations on a 2-weekly basis as this remains a priority.

Our Work

Drugs warrant carried out in town centre. Quantity of Class A drugs and counterfeit cash found.

Councillors were invited to ask questions and the following were noted:

- Noisy exhausts are a problem – police aware and trying to do something
- Some people having parties with lots of people. Encourage public to report issues re Covid-19
- Vauxhall Corsa left for months in Jubilee Way car park – police reported to Mon CC
- Bikes going up and down the lanes by the station. Ongoing issue
- Police stressed the importance of the public reporting any incidents. Any intelligence relating to drugs is also appreciated

Town Council thanked Sgt Waite for attending and providing the police report.

