

CALDICOT TOWN COUNCIL
Minutes of Annual Meeting held at 6.00pm
on Wednesday, 19th May 2021 at Caldicot Town Council
(Hybrid meeting held in person and via Starleaf)

Present: Cllrs: RJ Higginson	J Harris (<i>Starleaf</i>)
J Bond (<i>Starleaf</i>)	K Harris
W Conniff	M Mitchell
J Dobson-Pettican (<i>Starleaf</i>)	F Rowberry (<i>Starleaf</i>)
A Easson	M Stevens
O Edwards (<i>Starleaf</i>)	P Stevens
D Evans	C Watkins (<i>Starleaf</i>)
R Garrick (<i>Starleaf</i>)	

In attendance: S. King, Acting Clerk; B. Hodges

1. Apologies

No apologies were received.

2. Declarations of Interest

No declarations of interest were made.

3. Retiring Mayor, Cllr David Evans, Address to Town Council

Cllr D Evans, retiring Mayor, addressed Town Council – **Appendix A**

4. To Elect the Mayor following nomination for Civic Year 2021/2022

Cllr RJ Higginson was proposed and duly seconded, for Mayor Civic Year 2021/2022. Upon being put to the vote, Town Council agreed that Cllr RJ Higginson was elected as Mayor.

Town Council resolved that Cllr RJ Higginson was elected as Mayor for 2021/2022.

(i) Mayor to Sign Declaration of Acceptance of Office

The Mayor signed the Declaration of Acceptance of Office.

(ii) Incumbent Mayor's Address to Town Council

Cllr RJ Higginson, Mayor, addressed Town Council – **Appendix B**

To Elect a Deputy Mayor Following Nomination for 2021/2022

Cllr M Mitchell was proposed and duly seconded, for Deputy Mayor Civic Year 2021/2022. Upon being put to the vote, Town Council agreed that Cllr M Mitchell was elected as Deputy Mayor.

Town Council resolved that Cllr M Mitchell was elected as Deputy Mayor for 2021/2022.

(iii) Deputy Mayor Address to Town Council – Appendix C

5. Review of Terms of Reference for Committees

Town Council reviewed its Terms of Reference for Committees and made no amendments.

Town Council approved Terms of Reference for Committees – see Appendix D.

6. Election of Internal Committees 2021/2022

Health & Safety Committee	(6)	Cllrs D Evans, R Garrick, K Harris, RJ Higginson, M Mitchell, F Rowberry
Twinning Committee	(5)	To appoint when required
Personnel Committee [Includes Mayor/Deputy]	(7)	Cllrs J Bond, W Conniff, D Evans, R Garrick, RJ Higginson, M Mitchell, F Rowberry
Planning & Resources		FULL TOWN COUNCIL
Cemetery, Finance, Estimates		FULL TOWN COUNCIL
Cheque Signatories [Not a Committee] Excluding Clerk - also to be signatory Excluding Deputy Clerk - also to be signatory in the absence of the Clerk	(4)	Cllrs D Evans, R Garrick, M Mitchell, P Stevens
Bank Signatory [not a cheque signatory]		Cllr F Rowberry
EXTREMELY URGENT COMMITTEE [PLENARY]	(3)	Mayor/Deputy + 2 Cllrs
Planning Applications of Urgent Nature [Including a holiday period]	(3)	Mayor/Deputy + 2 Cllrs
Grants Committee	(7)	Cllrs D Evans, W Conniff, R Garrick, K Harris, M Mitchell, F Rowberry, P Stevens
King George V Playing Fields Trustee		FULL TOWN COUNCIL IS TRUSTEE

6i) Working Groups

Compound Working Group	(7)	Cllrs W Conniff, D Evans, RJ Higginson, A Lloyd, M Mitchell, F Rowberry, M Stevens
Wellbeing Plan		Clerk/Deputy Clerk + Cllrs J Bond, W Conniff, M Mitchell

7. To Elect Representatives of Town Council on Outside Bodies 2021/2022

Monmouthshire County CAB [For Term of Council]	(2)	Cllrs A Easson, M Mitchell
One Voice Wales Area Committee [Precedent Mayor/Deputy]	(2)	Cllrs R J Higginson, M Mitchell
One Voice Wales Larger Local Councils Cttee [Precedent Mayor]	(1)	Cllr R J Higginson + (M Mitchell - Deputy non-voting)

Emergency Contacts Mon CC - Permanent Basis [Incumbent Clerk/Mayor]	(5) Cllrs W Conniff, RJ Higginson, P Stevens G McIntyre - Clerk, S King - Deputy Clerk
User Sub-Committee King George V Playing Fields *To include Health & Safety Member	(5)* Cllrs J Bond, D Evans, K Harris, RJ Higginson, M Mitchell
School Governors [For Term of Council] Dewstow Primary School Durand Road Primary School Castle Park Primary School	(1) Cllr F Rowberry (1) Cllr M Stevens (1) Cllr R Garrick
**Schools Admission Forum	(1) Cllr P Stevens + [W Conniff - deputy]
**Herbert Charity Trust [For Term of Council]	(2) Cllrs RJ Higginson, W Conniff
Mon CC CCTV Working Group	(2) Cllrs D Evans, P Stevens
Severnside Area Committee	(1) Cllr F Rowberry + [M Mitchell-deputy]
**Caldicot Castle & Country Park Advisory Group	(2) Cllrs R Garrick, K Harris
**Mon CC Caldicot Castle Steering Group Cttee	(1) Cllr F Rowberry
**Mon CC Cluster Meeting	(2) Cllrs D Evans, P Stevens
Caldicot Foodbank Steering Committee	(1) Cllr M Mitchell
Mon CC Give Dog Fouling The Red Card Working Group	(1) Cllr F Rowberry
Mon/Torfaen Youth Offending Team – Restorative Justice	(1) Cllr M Stevens
Caldicot Youth Group	(1) M Mitchell + [J Bond – deputy]
Caldicot Town Team	(1) Cllr F Rowberry
GAVO	(1) Cllr P Stevens
Fairtrade	(5) Cllrs J Bond, J Dobson-Pettican, M Mitchell, P Stevens, C Watkins
Caldicot Regeneration Stakeholder Group	(2) Cllrs J Bond, F Rowberry

***Clarification requested on whether a number of groups were still operating*

8. To Receive Independent Remuneration for Wales Annual Report 2021/2022 – Guidance

a) To consider specific responsibilities and associated annual payment

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 their Council)

[Determination 42: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

Determination 41: All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced.
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

(This must be for the additional costs incurred by members to enable them to carry out official business or approved duties)]

Town Council received Independent Remuneration for Wales Annual Report 2021/2022 and agreed specific responsibilities and associated annual payments.

The meeting closed at 7.20pm.

Mayor/Deputy Mayor

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Appendix A

Cllr D Evans, retiring Mayor, address to Town Council:

"The past 12 months has been very hard on everyone, with lots of pressure on local communities. People have come together to assist those in need and this demonstrates the community spirit in Caldicot. I would like to thank all volunteers, members of the community, residents and community groups for the hard work and support to all, over the past year. I would like to express thanks to Cllr Higginson as my Deputy and to all of Caldicot Town Council for your support. I hope next year will be different and we will be able to get out there and meet more people face to face. Thanks to the office staff, who have worked hard keeping up with regulations and dealing with issues professionally. Lots of work has been going on in the background."

Appendix B

Cllr RJ Higginson, Mayor, address to Town Council:

"To past Mayor Cllr David Evans and fellow councillors, I wish to express my thanks for allowing me to become Mayor for the ensuing and final year of this council term. Having been a member of this council since the early to mid 1980s and Mayor on a few occasions to the present day, I have to state that being a member of Caldicot Town Council is indeed an enjoyable privilege. Over time I have witnessed various changes within Caldicot, expansion of business premises and pedestrianisation being the main one. That I thought was long overdue. Presently, a considerable element of finance has been funded via the Welsh Government to improve the varying facilities now taking place in and around the Cross area, yet to be completed. Clearly, the ongoing improvement is very beneficial to the image of Caldicot and appealing to its residents and visitors alike. I recall the Town Council's early objections to the extensive new build projects for Church Road. Interestingly, those objections, along with those of the former District then Borough were accepted, went to appeal and at the time dismissed. However, in a few years they were again represented and the result is a hugely expanded Caldicot. That the consequence of a different Building Inspector again examining the proposals which eventually saw more building, bearing in mind the indisputable need for much more housing. Cllr Conniff will remember, for example, the Council housing waiting list being very large and well in excess of 3,000. Monmouthshire is very much an area that people wish to live in and indeed also very attractive being semi-rural. Caldicot is an excellent example of that. During the course of many years, being a member of this authority, I have witnessed many events which have been sometimes difficult but an entirely enjoyable experience when difficulties have been overcome. In addition to my current council membership, I have been in membership of the former Monmouth District, then Borough Council and now Monmouthshire County Council. A current schools' panel member for both admissions and exclusions within Gwent and subsequently Newport and the Valuation Tribunal Service covering most of South to Mid Wales. In all, hugely enjoyable experiences, mainly however living and being part of Caldicot exceeds everything. Thank you."

Appendix C

Cllr M Mitchell, Deputy Mayor, address to Town Council:

The Deputy Mayor thanked Town Council for its support and said she was looking forward to working co-operatively with the Council whilst continuing to gain experience in the role of Deputy Mayor.

Appendix D

TERMS OF REFERENCE FOR TOWN COUNCIL COMMITTEES

'Council and Committee meetings must all be advertised and open to the press and public'
 [The Good Councillor's Guide for Community and Town Councillors Part 3 - 8. Meetings]

Committee	Scope
Health & Safety Committee [6 members/Quorum 3]	<ul style="list-style-type: none"> • MCC Health & Safety officer undertaking role of Health and Safety consultant • To carry out an assessment of risks facing the council and recommend appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required on an annual basis • To meet on an ad hoc basis as required • To take on the role of Allotments Committee • To make recommendations to Council
Twinning Committee [5 members/Quorum 3]	<ul style="list-style-type: none"> • To meet to consider twinning exchanges with Town Council's twin towns of Waghäusel & Morières-les-Avignon • To make recommendations to Council
Planning & Resources Committee	<ul style="list-style-type: none"> • Full – Decision making [17 members/Quorum 6] • To meet on second Tuesday of month • To make recommendations to Mon CC in respect of planning applications • To consider urgent items at discretion of Mayor
Cemetery, Finance, Estimates	Full Town Council [17 members/Quorum 6]
Personnel Committee [7 members/Quorum 3]	<ul style="list-style-type: none"> • To establish and keep under review the staffing structure of the Town Council and to make recommendations for any changes to the Town Council. • To draft, implement and review, monitor and revise policies for staff. • To establish and review salary paycales and to be responsible for their administration and review. • To oversee the recruitment and appointment of staff. • To arrange the execution of new employment contracts and changes to contracts. • <i>Town Council establish an Appeals Panel, as and when required, to deal with grievance and disciplinary matters - in accordance with Town Council policies.</i> • To make recommendations to Council

<p>Extremely Urgent Committee [Plenary]</p> <p>Mayor/Deputy Mayor + 2 Cllrs</p>	<p>To be called when an urgent decision is required that has either financial, health and safety or operational implications for Town Council and/or a decision that is deemed by the Mayor/Deputy Mayor and/or Clerk/Deputy Clerk that needs to be made before the minimum notice for a full council meeting to be called. This committee's powers are to make agreed decisions on behalf of the Council under the prevailing circumstances.</p> <p>To be ratified by Full Council</p>
<p>Planning Applications of Urgent Nature [eg holiday period]</p> <p>Mayor/Deputy Mayor + 2 Cllrs</p>	<p>To make recommendations to Mon CC on behalf of Town Council in respect of planning applications where a decision is required within a statutory time period.</p> <p>To be ratified by Full Council</p>
<p>Grants Committee</p> <p>Mayor/Deputy Mayor + 5 Cllrs</p>	<p>To review the grant application process, as necessary</p> <p>To consider grant application requests for assistance to local bodies</p> <p>To review every grant application submitted to Caldicot Town Council and ensure it meets requirements, as stated within the policy</p> <p>To make recommendations for awarding financial grants to local organisations, within an overall budget approved by the Town Council</p> <p>To make recommendations to Full Council</p>
<p>King George V Playing Fields Charity Trustee</p>	<p>Full Town Council</p>

Caldicot Town Council
Cil-Y-Coed



Minutes

26th May 2021

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 6.30pm
on Wednesday, 26th May 2021 at Caldicot Town Council
(Hybrid meeting held in person and via Starleaf)

Present: **Cllrs:** RJ Higginson A Lloyd (*Starleaf*)
 J Bond (*Starleaf*) M Mitchell
 W Conniff F Rowberry
 A Easson M Stevens (*Starleaf*)
 D Evans P Stevens (*Starleaf*)
 R Garrick (*Starleaf*) C Watkins
 K Harris

[In attendance: S King, Acting Clerk; B Hodges; Members of the public]

10409 Apologies

Apologies were received from Cllrs J Dobson-Pettican, J Harris.

10410 Declarations of Interest - to be identified under the relevant item/forms to be completed

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

Cllr K Harris declared a personal interest as a member of Caldicot Bowls Club.

10411 Open Forum for Public Participation [maximum 15 minutes at Mayor's Discretion]

Cllr K Harris declared an interest as a member of Caldicot Bowls Club.

Members of the public raised the following:

a) MUGA Project

- Concerns from Bowls Club and Guiding Association, that there would be reduced car parking when MUGA project is completed
- Perceived that parking was insufficient at present and further reduction would cause difficulties for users of the playing fields
- Felt that consultation had not been held and that the project had only recently come to light.

In response, the Mayor outlined the project timeline, this included consultation that had taken place. Users of the playing fields had been advised of consultation in October 2019.

Responses during consultation had been received from Caldicot Town AFC, local schools and residents.

The MUGA project was currently out for tender and decisions regarding design and planning had not been made.

Tenders would be considered at a future meeting and next steps would be considered, this included further consultation. Town Council thanked the public for attending.

10412 To Approve the Minutes:

- i. Minutes of Full Town Council 28th April 2021 - Mayor to sign the Minutes.

The minutes of Full Town Council 28th April 2021 were approved as a true record and duly signed by the Mayor.

- a) To note actions from previous meetings

Town Council noted actions from previous meetings and agreed that routine office duties did not need to be included (e.g. update of declarations, website updates etc). Town Council agreed that outstanding issues, requested at meetings, should remain on the list.

10413 Planning

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

A) Planning Applications Received:

DM/2021/00751: Householder. Erect one free standing garden room to the rear elevation.

- 4 Fairfield Close, Caldicot NP26 5RG

APPROVED

DM/2021/00391: Householder. Proposed two-storey side extension and first floor front extension.

- 2 Margretts Way, Caldicot NP26 4NL

DEFERRED*

*** Reason for deferral:**

Await Planning Officer's site visit report.

B) Mon CC Planning Information

(includes decided applications whether permitted or refused)

i Planning Permissions:

DM/2021/00176: Householder. Two storey side extension

- 28 Station Road, Caldicot NP26 4BU

[FTC Approved 31.3.21]

DM/2021/00248: Planning Permission. Change of use of the first floor from offices (Use Class B1a) to two flats (Use Class 3) including external alterations including creation of new residential entrance together with bicycle and refuse storage.

- 8 & 9 Wesley Buildings, Newport Road, Caldicot NP26 4LY

[P&R Approved 9.3.21]

DM/2021/00278: Planning Permission. Demolition of existing ground floor lean-to kitchen and utility room. Domestic new build extension to rear of property. Two storey new build to align existing floor levels. Gable end roof to rear. New external wall finishes to match existing. New windows: metal framed double-glazed units unless annotated otherwise. New ground floor use: kitchen, dining & living space. New first floor use: 2 new bedrooms.

- 38 Church Road, Caldicot NP26 4HW

[P&R Approved 9.3.21]

DM/2021/00334: Householder. Demolish rear flat roof extension. New two storey extension to front of garage. Single storey extension to side of house.

- 56 Wentwood View, Caldicot NP26 4QH

[FTC Approved 31.3.21]

DM/2021/00338: Householder. Erection of a single storey rear extension.

- 32 Longcroft Road, Caldicot NP26 4EU

[FTC Approved 31.3.21]

DM/2021/00353: Advertisement consent. Replace existing signs with new double-sided swing sign over new fascia sign on new shop front.

- Massala Cottage, 10 Chepstow Road, Caldicot NP26 4HY

[P&R Approved 13.4.21]

DM/2021/00464: Advertisement Consent. Four illuminated Aldi wall hanging signs mounted to the face of the building (sign A). One non-illuminated building trance Aldi sign (sign B). One bilingual internally illuminated freestanding 6m high double faced double post mounted sign (sign C). One internally illuminated Aldi letters roof mounted (sign D). One internally illuminated Aldi letters roof mounted (sign E). One non-illuminated bilingual opening times panel and image sign (sign F). Seven Bilingual nonilluminated Aldi building shopfront signage vinyl graphics applied to glass shopfront (sign J). Four non-illuminated temporary vinyl graphics applied to existing shopfront glazing (sign G). Two non-illuminated temporary Aldi bilingual temporary double 'Opening Soon' banners (sign H).
- Aldi Stores Ltd, Wesley Buildings, Newport Road, Caldicot NP26 4BR

[FTC Approved 28.4.21]

Town Council noted Mon CC planning permissions.

10414 Finance

- 1) To approve End of Year Accounts 2020/2021 [subject to audit]

Town Council approved the End of Year Accounts 2020/21 [subject to audit]

- 2) To approve and sign annual return for the year end 31st March 2021

Town Council approved and signed the Annual Return for the Year Ended 31 March 2021

- 3) To consider Final Internal Audit Report Year End 31.3.2021

Town Council received the Final Internal Audit Report Year End 31.3.21 and noted it was a commendable report. Councillors passed on their thanks to the office staff for their excellent work.

Town Council received and approved the Final Internal Audit Report Year End 31.3.21

- 4) To approve cheque list End March and April/May 2021

Town Council approved cheque list end March and April/May 2021

- 5) To consider renewal of Town Council insurance and Crime & Cyber Policy - £3,217.31 and £719.48 (respectively – incl. IPT/admin fees) renewal 1st June 2021

Town Council approved renewal of Town Council insurance and Crime & Cyber Policy - £3,217.31 and £719.48 (respectively – incl. IPT/admin fees) renewal 1st June 2021.

- a) Insurance cover 80+ members to advise clerk

Members aged over 80 years of age were asked to advise the Acting Clerk.

6) To approve transfer of funds over £10,000 following Precept 1 end April

Town Council approved transfer of funds over £10,000 following Precept 1 end April 2021.

7) To consider draft advertisement for Standbrook Guides [*£395 + VAT FTC 28.4.21*]

Town Council approved the draft advertisement for Standbrook Guides.

Town Council agreed 28.4.21 cost of £395 + VAT

8) To consider staff training/conferences (remote attendance):

i To ratify joint OVW/SLCC 13th May 2021 - £90+VAT (*Deputy Clerk & Admin Officer*)

Town Council ratified joint OVW/SLCC 13th May 2021 - £90 +VAT (Deputy Clerk and Admin Officer)

ii To approve SLCC Leadership in Action 9th & 10th June 2021 - £75+VAT (*Deputy Clerk*)

Town Council approved SLCC Leadership in Action 9th & 10th June 2021 - £75 +VAT

iii To approve SLCC National Conference 13th & 14th October 2021 - £200+VAT (*Deputy Clerk & Admin Officer*)

Town Council approved SLCC National Conference 13th & 14th October 2021 - £200 +VAT (Deputy Clerk and Admin Officer)

9) To note appreciations for donations:

i Caldicot Events Committee - £9,000

Town Council noted appreciation for donation – Caldicot Events Committee £9,000

10415 To approve minutes of Health and Safety Committee, 11th May 2021 and consider recommendations

Town Council approved minutes and recommendations of Health and Safety Committee, 11th May 2021.

Town Council agreed:

- Bethany Baptist Church to be contacted as potential location for external defibrillator.
- Mon CC to undertake preliminary investigative works, re. damp problem TC building.
- Quotation to be provided for footpath and water supply at Dewstow Cemetery.
- Quotations to be provided for enhancements to Dewstow Cemetery.
- Health and Safety meeting to be arranged to discuss, outstanding matters following annual review, KGVPF additional play area gate and guide/allotment fence.

a) Response from fire service (gate KGVPF allotment/guide hut)

Town Council referred matter to Health and Safety Committee for consideration (fence and play area gate)

b) To consider reopening of meeting room for community groups

Town Council resolved that Town Council building would be closed to groups until building works were completed.

10416 To consider Best Kept Garden/Citizens/Business Awards 2021

Town Council agreed to hold BKG/Citizens/Business Awards 2021.

It was requested that nomination forms were emailed to Councillors.

Town Council agreed to hold Best Kept Garden/Citizens/Business Awards 2021.

10417 To consider road closure notices

- a) Level Crossing Pill Row – 14th to 16th June and 18th July

Town Council noted temporary road closure at Level Crossing, Pill Row.

- b) Dewstow Road and Caerwent – 14th June to 2nd July

Town Council noted temporary road closures Dewstow Road and Caerwent.

- c) Church Road – 1st to 3rd June

Town Council noted temporary overnight closures Church Road. A request was made for times of road closures to be displayed on signage.

- d) Consultation extension Firing Range footpath closure

Town Council approved the extension to firing range footpath closure.

10418 To consider correspondence from Mon CC

- a) Consultation – proposal to establish all-through school in Abergavenny

Town Council noted consultation to establish all-through school in Abergavenny.

- b) Caldicot Castle informal discussion – 27th May 6.00pm

Town Council noted Caldicot Castle informal discussion 27th May 2021.

- c) Land for development

Town Council received correspondence and confirmed that Town Council did not have land suitable for development.

- d) Response regarding CCTV strategic review

Town Council resolved to invite Mon CC CCTV Officer to a future meeting.

10419 Reports

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

There were no Reports.

- b) Governor's reports**

There were no Governor's Reports.

c) Police Report

Town Council received and noted the police report, which was circulated via email and at the meeting.

Town Council resolved to invite police representative to attend a meeting.

d) Members items for website

There were no items for the website.

e) Other

There were no other reports.

10420 Resolved - 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:

10421 To approve minutes of Personnel Committee meeting, 11th May 2021 and consider recommendations

Town Council approved minutes and recommendations of Personnel Committee meeting held on 11th May 2021

10422 To receive quote from Edge IT (renewal expires 1.6.2021)

Town Council approved the quotation from Edge IT – £1461.60 + VAT.

The meeting ended at 8.05pm

Mayor/Deputy Mayor

Cheque list

End March 2021

Cheque number
Tn. no
Paid date

505215 19571 30/03/21

Gross
£6,754.80

Vat
£1,125.80

Net Cttee
£5,629.00

Supplier
AVA Fire & Security Ltd

Details
CCTV KGVPF

Bank Transfer payments (EstCttee101120)

30.03.21
30.03.21
30.03.21

£1400.07
£1250.74
£2305.50

£219.00
£208.46
£0.00

£1181.07
£1042.28
£1615.50

J Ball
P Villars
R Lewis

Cemetery Maintenance Contract March 2021
Bowls Green Maintenance March 2021
Grounds Maintenance Contract March 2021

Cheque list

April/May 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505216	19593	07/04/21	£775.75	£0.00	£775.75 FACS	Mon CC	Jubilee Way Toilets - Rates demand notice
505216	19594	07/04/21	£775.75	£0.00	£775.75 FACS	Mon CC	Dewstow Cemetery - Rates demand notice
505216	19595	07/04/21	£422.65	£0.00	£422.65 FACS	Mon CC	Town Council building - Rates demand notice
505216		07/04/21	£1,974.15	£0.00	£1,974.15		
505217	19596	25/04/21	£2,655.00	£0.00	£2,655.00 KGVPF	Sports & Play Consulting	Project Manager MUGA KGVPF Stage 1
505218	19597	07/04/21	£5,000.00	£0.00	£5,000.00 CWB	Caldicot Youth Group	Grant 2021/2022
505219	19598	07/04/21	£9,000.00	£0.00	£9,000.00 CWB	Caldicot Events Committee	Grant 2021/2022
505220	19599	07/04/21	£1,515.00	£0.00	£1,515.00 ADMIN	One Voice Wales	Membership 2021-2022
505221	19600	25/04/21	£216.35	£36.06	£180.29 ADMIN	Brighter Bills Ltd	Telephone April 2021
505222	19601	07/04/21	£30.00	£0.00	£30.00 CWB	Country Flowers	Floral bouquet 60th Anniversary
505223	19603	26/04/21	£119.00	£0.00	£119.00 ADMIN	Post Office Ltd	Stamps/postage
505224	19604	30/04/21	£38.99	£6.50	£32.49 ADMIN	Konica Minolta	photocopying/printing
505224	19605	30/04/21	£104.26	£17.38	£86.88 ADMIN	Konica Minolta	photocopying/printing
505224		30/04/21	£143.25	£23.88	£119.37		
505225	19606	30/04/21	£209.33	£34.89	£174.44 ADMIN	Brighter Bills Ltd	Telephone (o/s January invoice 2021)
505226	19607	30/04/21	£20.00	£0.00	£20.00 ADMIN	Playworks (Payroll Bureau)	Payslips April 2021
505227	19608	07/04/21	£95.00	£0.00	£95.00 ADMIN	ICCM	Membership 2021/2022
505228	19609	30/04/21	£66.00	£11.00	£55.00 ADMIN	National Allotment Society	Membership 2021/2022
505229	19610	30/04/21	£58.20	£9.70	£48.50 ADMIN	Complete Business Solutions Group Ltd	Stationery
505230	19611	30/04/21	£26.77	£4.46	£22.31 ADMIN	DJB Cleaning Supplies Ltd	cleaning materials
505231	19612	07/04/21	£3,430.00	£0.00	£3,430.00 FACS	Mon CC	CCTV 1.4.2021-30.6.2021
505232	19617	30/04/21	£144.00	£24.00	£120.00 ADMIN	SLCC	ILCA qualification
505233	19620	14/05/21	£144.00	£24.00	£120.00 ADMIN	BCS Global	Starleaf (replacement cheque 505134)
505234	19629	14/05/21	£0.00	£0.00	£0.00 ADMIN	Cancelled	Chq 505234
505235	19621	14/05/21	£297.60	£49.60	£248.00 ADMIN	DJB Cleaning Supplies Ltd	Cleaning supplies/hand sanitiser
505236	19622	14/05/21	£40.00	£0.00	£40.00 FACS	R Morse	TC building security
505236	19623	14/05/21	£44.51	£0.00	£44.51 FACS	R Morse	TC building cleaning cover
505236		14/05/21	£84.51	£0.00	£84.51		
505237	19624	14/05/21	£102.00	£17.00	£85.00 ADMIN	Pear Technology Services Ltd	Cemetery map technical support
505238	19583	14/05/21	£534.00	£89.00	£445.00 ADMIN	Auditing Solutions	Final Audit 2020/21
Page Sub Total			£25,864.16	£323.59	£25,540.57		
Running Sub Total			£25,864.16	£323.59	£25,540.57		

19/05/21 11:02 AM Vs: 8.57.00

Caldicot Town Council

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Cheque list

April/May 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505239	19627	14/05/21	£13,211.95	£2,201.99	£11,009.96	FACS Mon CC	Cleaning jubilee way toilets April 2021
505239	19628	14/05/21	-£3,302.99	-£550.50	-£2,752.49	FACS Mon CC	Cleaning jubilee way toilets April 2021 (reduction due to Covid)
505239		14/05/21	£9,908.96	£1,651.49	£8,257.47		
Total			£35,773.12	£1,975.08	£33,798.04		

Page Sub Total
Running Sub Total

£9,908.96
£35,773.12
£1,651.49
£1,975.08
£8,257.47
£33,798.04

AS200521
AU200521

Salaries/Tax/NI April/May 2021
Utilities -- April/May 2021

Salaries
British Gas

£40099.29
£263.62
£0.00
£12.52
£40099.29
£251.10

Bank Transfer payments (EstCttee101120)

30.4.21
30.4.21
30.4.21
05.05.21
11.05.21

Merlin Waste Dog Bins May 2021
Cemetery Maintenance Contract April 2021
Community benches supply
Bowls Green Maintenance April 2021
Grounds Maintenance Contract April 2021

Merlin Waste
J Ball
J Ball
P Villars
R Lewis

£860.00
£1338.00
£8112.00
£1250.74
£1615.50
£0.00
£223.00
£1352.00
£208.46
£0.00
£860.00
£1115.00
£6760.00
£1042.28
£1615.50

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1 Notes of Users Sub-Committee Meeting, 11th May 2021

Town Council received the notes of Users Sub-Committee Meeting 11th May 2021.

- a) Request from Users – key request (Bowls Club) and trial to leave main gates unlocked.

Town Council resolved to agree for Bowls Club to have one key to KGVPF main gates on a trial basis for 6 months, subject to receipt of a fixtures list. The main gates will continue to be locked at 9.30pm.

2 Members Item of Business

Cllr K Harris declared an interest as a member of Caldicot Bowls Club.

a) Cllr K Harris – car parking

Cllr K Harris raised concern that car parking spaces would reduce when the MUGA was built. This was discussed above under item 10411, Open Forum for Public Participation. Further consultation will be undertaken when the tender process is complete.

b) Cllr K Harris – MUGA development

Cllr K Harris raised concern regarding a lack of consultation with Users. This was discussed above under item 10411, Open Forum for Public Participation. Further consultation will be undertaken when the tender process is complete.

The meeting ended at 8.40pm

Mayor/Deputy Mayor

CALDICOT TOWN COUNCIL
Minutes of Planning & Resources Committee held at 6.30pm
on Tuesday, 8th June 2021 at Caldicot Town Council
[hybrid meeting held in person and via Starleaf]

Present: Cllrs: RJ Higginson (Chair) A Lloyd (via Starleaf)
 J Bond (via Starleaf) M Mitchell
 A Easson F Rowberry
 D Evans C Watkins
 R Garrick

[In attendance: S King, Acting Clerk; B Hodges]

1. Apologies

Apologies received from Cllrs W Conniff, J Dobson-Pettican, J Harris, M Stevens, P Stevens

The Mayor advised that a late item had been received from Mon CC. Town Council were asked whether to accept the item, which related to Levelling up fund, constituency bid for funding for Newport East.

Town Council resolved to accept the item.

2. Declarations of Interest - To be identified under the relevant item

Cllrs D Evans, A Easson and RJ Higginson declared personal interests as members of Mon CC Planning Committee, in relation to agenda item 3.

Cllr A Easson declared a personal interest in item 4 as a member of Mon CC Licencing Committee.

3. Levelling Up Fund – UK Government Constituency Bid for Monmouth and Newport East

Town Council accepted the late item, due to restricted timescales.

Mon CC had written to ask for letters of support towards a bid for Levelling Up Fund, which would benefit Newport East constituency. Letters of support for the bid were required by 14th June 2021.

It was recognised that the fund would result in benefits to residents in Caldicot and within the wider Severnside area, particularly in relation to leisure and travel provision.

Town Council resolved to write to Mon CC to express support for the bid for levelling up fund.

3. Planning

A) Planning Applications:

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

DM/2021/00760: Planning Permission. Change of use from offices to residential.
– 61 Newport Road, Caldicot, NP26 4BR **APPROVED**

DM/2021/00835: Householder. Single storey side extension.
– 18 Cobb Crescent, Caldicot, NP26 5BY **APPROVED**

DM/2021/00892: Planning Permission. Erection of 2 no. two storey detached houses with garages and associated access in part of the rear garden.
– Prospect House, 72 Chepstow Road, Caldicot, NP26 4HZ **APPROVED**

B) Planning Information:

i) Planning Permissions

DM/2021/00373: Householder. Two storey side extension
– 3 Swan Close, Caldicot, NP26 5RG. **APPROVED FTC 28.4.21**

Town Council noted Mon CC Planning Permission.

4. To consider Public Path Diversion Order 2021 – 1st June 2021

Planning Application DM/2019/014761

Cllr A Easson declared a personal interest as a member of Mon CC Licencing Committee.

Residents had voiced concerns that the footpath was being diverted from open countryside to a more suburban area. It was noted that closing date for representation from residents was 1st July 2021.

Town Council agreed to defer the item until after 1st July 2021.

5. To consider urgent item – Cllr A Easson

Cllr Easson presented the item, regarding Black Rock Lave Net Fishermen. Natural Resources Wales intended to restrict the fishermen to a catch and release policy.

It was agreed to write to MSs and MPs and object to NRW's proposals.

Town Council agreed to write to NRW objecting to proposals. Correspondence would be copied to MSs and MPs.

6. To note notice of election – Green Lane Ward

Nomination for election closing date 11th June 2021

Town Council noted the closing date for election nominations in Green Lane Ward.

7. **To consider request from Mon CC to redirect Transforming Towns Funding towards ongoing watering and maintenance of planters and parklets**
(FTC agreed 30.9.2020 to Transforming Towns Funding)

Town Council had agreed in September 2020 to support Transforming Towns Funding £4662. Mon CC had requested that Town Council consider for the funding to be redirected towards ongoing watering and maintenance of planters and parklets in the Town .

Town Council agreed to redirect the funding.

Town Council agreed to redirect the Transforming Towns Funding £4,662 towards watering and maintenance of planters and parklets in Caldicot Town Centre.

8. **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:**
9. **To consider quotations for grounds maintenance – MCC works**

Town Council received the quotation and requested further detail.

Town Council resolved to agree to defer the quotation.

A member requested an update regarding maintenance works on Town Council building. It was noted that groups would be unable to use the building until work had been completed.

Town Council agreed to contact Mon CC for an update and arrange for Health and Safety Committee to meet contractor on site.

The meeting ended at 7:25pm

Mayor/Deputy Mayor

CALDICOT TOWN COUNCIL – Items from previous meetings, for information

Meeting	Item Description	Office actioned	Outcome
FTC 24.2.21	J Bond Items of business Litter in Caldicot and Litter bins	N/A	Agreed that Cllrs Bond & M Stevens to discuss ideas for raising awareness
FTC 31.3.21	Installation of Community benches – permissions required	<input checked="" type="checkbox"/>	Permission obtained (10.6.21) estimated install early July
FTC 31.3.21	Installation of pedestrian crossing – request to MCC Installation of one bus shelter at Woodstock Way – request to MCC	<input checked="" type="checkbox"/>	21.6 Bus shelter – ‘The installation of the shelter would need to meet certain criteria for siting which we would need to go through with all the departments to ensure that it meets the needs of the passengers and other pedestrians and road users. Have you consulted the doctors surgery to see if they have any objections to having it sited there? I will ask a colleague if he can speak with the other departments to look into the suitability for the type of shelter that you have acquired being sited at this location. In relation to the crossing you would need to speak to the traffic and road safety manager or a member of his team about this.’ 22.6 Crossing - ‘can you confirm location of crossing. I note there is already a light controlled pedestrian crossing near the old entrance to the school/old Waitrose site. Whilst we would be unable to progress such a request this financial year, it may be possible to include it as part of a bid to Welsh Government for funding in the future.’ Meeting held 23.6.21
FTC 28.4.21	Community Thank You, Town Council agreed to set up a Working Party - Cllrs J Bond, K Harris and M Mitchell	<input checked="" type="checkbox"/>	
FTC 28.4.21	Strategic Review – CCTV (members item of business)	<input checked="" type="checkbox"/>	Officer response included on agenda FTC 26.5.21 Officer invited to July meeting
FTC 26.5.21 KGVPF	Bowls club – 6 month trial to collect/return key for events	<input checked="" type="checkbox"/>	Arrangements in place
FTC 26.5.21 KGVPF	MUGA project consultation – following Council agreement	N/A	Tender closing date June – tenders to be considered FTC 30.6.21
FTC 26.5.21	Best Kept Garden/Citizens/Business awards – forms emailed to members	<input checked="" type="checkbox"/>	Date of event tbc
FTC 26.5.21	Health and Safety Committee meeting – outstanding issues Annual routine H&S inspections (deferred), Defib Bethany Baptist, TC building maintenance works, KGVPF – smaller 2 nd play area gate and access for guides.	<input checked="" type="checkbox"/>	Meeting to be arranged in accordance with availability of external partners
P&R 8.6.21	Update requested date for inspection prior to works TC building wall/toilets	<input checked="" type="checkbox"/>	MCC responded will confirm date and time (to meet with H&S – see above)
P&R 8.6.21	Letter to support bid for levelling up funding Newport East constituency	<input checked="" type="checkbox"/>	Awaiting response
P&R 8.6.21	Letter to NRW/MPs/AMs re. Lave Net fisherman – catch and release policy	<input checked="" type="checkbox"/>	Awaiting response

Cheque list

June 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505240	19638	31/05/21	£108.00	£18.00	£90.00 ADMIN	SLCC	Staff conference attendance 13th May 2021
505241	19639	31/05/21	£389.11	£64.85	£324.26 ADMIN	Brighter Bills Ltd	Telephone
505242	19640	31/05/21	£264.00	£44.00	£220.00 ADMIN	Vision ICT Ltd	website hosting 2021-2022
505243	19641	31/05/21	£474.00	£79.00	£395.00 ADMIN	Standbrook Guides Ltd	Town Council full page advert 2021-2022
505244	19642	31/05/21	£8.42	£1.40	£7.02 ADMIN	Complete Business Solutions Group Ltd	stationery
505244	19643	31/05/21	£32.34	£5.39	£26.95 ADMIN	Complete Business Solutions Group Ltd	stationery
505244	31/05/21		£40.76	£6.79	£33.97		
505245	19644	31/05/21	£161.00	£0.00	£161.00 FACS	Aztec Alarms & Electrical Services	PAT testing
505245	19645	31/05/21	£191.00	£0.00	£191.00 FACS	Aztec Alarms & Electrical Services	CCTV camera repair and housing
505245	31/05/21		£352.00	£0.00	£352.00		
505246	19647	31/05/21	£71.20	£11.87	£59.33 FACS	Trident Water	Annual contract
505246	19648	31/05/21	£71.20	£11.87	£59.33 FACS	Trident Water	Annual contract
505246	19649	31/05/21	£71.20	£11.87	£59.33 FACS	Trident Water	Annual contract
505246	19650	31/05/21	£71.20	£11.87	£59.33 FACS	Trident Water	Annual contract
505246	19651	31/05/21	£71.20	£11.86	£59.34 FACS	Trident Water	Annual contract
505246	19652	31/05/21	£71.20	£11.86	£59.34 KGVPF	Trident Water	Annual contract
505246	31/05/21		£427.20	£71.20	£356.00		
505247	19653	10/06/21	£48.00	£0.00	£48.00 FACS	R Morse	TC Security
505248	19654	10/06/21	£1,753.92	£292.32	£1,461.60 ADMIN	Edge IT Systems	Annual contract (3 year)
505249	19662	10/06/21	£744.48	£0.00	£744.48 ADMIN	WPS Ltd	Cyber Insurance 2021
505249	19663	10/06/21	£56.00	£0.00	£56.00 ADMIN	WPS Ltd	Insurance 2021
505249	19664	10/06/21	£39.20	£0.00	£39.20 ADMIN	WPS Ltd	Insurance 2021
505249	19665	10/06/21	£3,122.11	£0.00	£3,122.11 ADMIN	WPS Ltd	Insurance 2021
505249	10/06/21		£3,961.79	£0.00	£3,961.79		
505250	19646	31/05/21	£4.00	£0.00	£4.00 FACS	Aztec Alarms & Electrical Services	CCTV camera repair and housing
505251	19673	10/06/21	£75.88	£12.65	£63.23 ADMIN	Complete Business Solutions Group Ltd	stationery
505252	19674	10/06/21	£20.00	£0.00	£20.00 ADMIN	Playworks (Payroll Bureau)	Payslip May 2021
505252	19675	10/06/21	£20.00	£0.00	£20.00 ADMIN	Playworks (Payroll Bureau)	Payslips June 2021
505252	10/06/21		£40.00	£0.00	£40.00		
505253	19676	10/06/21	£28.00	£0.00	£28.00 FACS	G Harris	Window cleaning
Page Sub Total			£7,966.66	£588.81	£7,377.85		
Running Sub Total			£7,966.66	£588.81	£7,377.85		

23/06/21 02:50 PM Vs: 8.57.04

Caldicot Town Council

Cheque list

Start of year 01/04/21

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505254	19678		£219.00	£36.50	£182.50	KGVPF	Play inspections
505255	19679		£207.26	£34.54	£172.72	ADMIN	Telephone
505256	19680		£90.00	£15.00	£75.00	ADMIN	Staff conference
505257	19681		£191.00	£0.00	£191.00	ADMIN	postage
Total			£8,673.92	£674.85	£7,999.07	Post Office Ltd	
AS200621			£10,148.85	£0.00	£10,148.85	Salaries	Salaries/Tax/Nl June 2021
AU230621			£233.58	£11.09	£222.49	British Gas	Utilities – June 2021
Bank Transfer payments (EstCttee101120)							
02.06.21			£688.00	£0.00	£688.00	Merlin Waste	Merlin Waste Dog Bins June 2021
02.06.21			£1338.00	£223.00	£1115.00	J Ball	Cemetery Maintenance Contract May 2021
02.06.21			£1250.74	£208.46	£1042.28	P Villars	Bowls Green Maintenance May 2021
08.06.21			£1695.50	£0.00	£1695.50	R Lewis	Grounds Maintenance Contract May 2021

**Minutes of Extremely Urgent Committee, Caldicot Town Council,
Held at 11.30am Wednesday 23rd June 2021 at Caldicot Town Council**

Present: Cllrs RJ Higginson (Mayor), D Evans, M Mitchell

Also present: Cllr F Rowberry, Town Council representative on 'Give Dog Fouling the Red Card' working group

[In attendance, S King – Acting Clerk]

1. Apologies for absence

There were no apologies received.

2. Declarations of interest

There were no declarations of interest.

3. To consider the following item, deemed urgent due to the nature of the business:
a. Correspondence from Merlin Waste
b. Increase of £2.25 per bin, charge for collection of dog waste

The Mayor advised that the extremely urgent committee had been called in light of recent correspondence from Merlin Waste and Monmouthshire Council regarding dog waste bin collections.

Current contractor had advised that with effect from 21st June 2021 collection of dog waste bins would be increased to £6.25 per bin. The increase was due to the amount of dog waste being disposed and costs associated with disposal, fuel, insurance and wages. In addition, increase was necessary to continue to undertake business.

The Council had received an update from Mon CC, that options were being investigated in relation to possible alternative provision for dog waste bin collections. However, this would not be available in the short term.

The following matters were discussed:

- 44 dog waste bins in Caldicot, must be emptied
- No alternative provision for collection
- Future provision and viability
- Unexpected budgetary expense for Council
- Suggested that increase should be agreed and situation should be reviewed and monitored

The Committee resolved to agree:

- increase of £2.25 to £6.25 per bin, charge for collection of dog waste bins
- that the position would be subject to ongoing monitoring and review
- amount paid monthly and any issues brought to attention of Town Council
- that decision would be reviewed in 3 months' time
- that discussions would be held with Mon CC, via Green Infrastructure and Litter Education and Awareness Officer regarding future of dog waste bin collections
- nominated Cllr F Rowberry

Meeting ended 11.55am

Notes of Community Thank You Working Party meeting, held at 12.00 midday on Wednesday 23rd June 2021 at Caldicot Town Council.

Present Cllrs: RJ Higginson, J Bond, D Evans, K Harris, M Mitchell

[In attendance S King, Acting Clerk, B Hodges]

1. To elect a Chair

Cllr RJ Higginson was elected as Chair.

2. Apologies

There were no apologies.

3. Declarations of Interest

There were no declarations of interest.

4. To discuss Terms of Reference and agree purpose of working party

It was agreed that the purpose of the working party was to make suggestions for organising a Community Thank You event for members of the community who volunteered during the Covid pandemic. Recommendations would be put to Full Town Council for approval.

The following suggestions were discussed:

- To hold an event to thank those people who helped during the pandemic
- Nominations to be made via a specific list and through public nomination
- Event to be held after the pandemic (end of July or August)
- Maximum of 300 people at a cost of between £3 to £5 per head for catering
- Possibly hold event soon and then another when pandemic is over
- Suggested that carnival might be best place to hold the event
- Nomination forms could be made available for public at carnival
- Display a series of quotes from people on how they have been helped
- Advertise event via website, facebook, noticeboards, schools, etc.
- Obtain catering suggestions/quotes from Baguette Shop, Greggs, Butchers, etc
- Possible commemorative coin, medal or certificate for presentation
- Commission a piece of art, plant a tree or give seeds to the public
- Local artist could paint a mural on a public building, e.g. Jubilee Way toilets
- Marquees and tents to use if event is held in Town Council grounds

Working Party recommended the following items for Town Council to consider:

- **Budget of £5,000 to cover event**
- **Certificates for nominated individuals**
- **Cost options to be obtained for frames**
- **Enquiries to be made regarding art/mural – communication via schools and social media (location to be decided)**

The meeting ended at 12.50pm

Agenda Item for Town Council meeting planned for

30th June 2021

Input by Cllr A. Rafter
Issue

A few years ago Caldicot Community Working Together installed filled planters outside several shops in the Town, on the understanding, I believe, that each of the premises would maintain them

Background

This has not been the case, some are maintained, some have artificial flowers in them, and many are looking bare and becoming an eyesore. Some are being used as receptacles for stub ends and other rubbish.

Proposal/What is the desired outcome? What is required of the Council?

Proposal

That Caldicot Community Working Together be requested to revisit each of the premises that were provided with the planters and seek whether they wish to keep them outside their premises and maintain them. If not to arrange for their removal and use elsewhere

Desired Outcome

To collect the planters and resite them in suitable places where there is a will to maintain them. Otherwise, that this Council determines the same question of traders and takes suitable action

Benefits of proposal

To tidy up the Town Centre, now that we have seen additions of large planters and parklets for alfresco dining

Agenda Item for Town Council meeting planned for

.....30th June 2021.....

Input by CllrDe Mon.....

Issue

To discuss lobbying for the reopening of the MIU unit at Chepstow Hospital.

Background

The MIU at Chepstow Hospital, was closed 10 years ago ,despite loud Community voices and arguments against the decision.

Proposal/What is the desired outcome? What is required of the Council?

Proposal

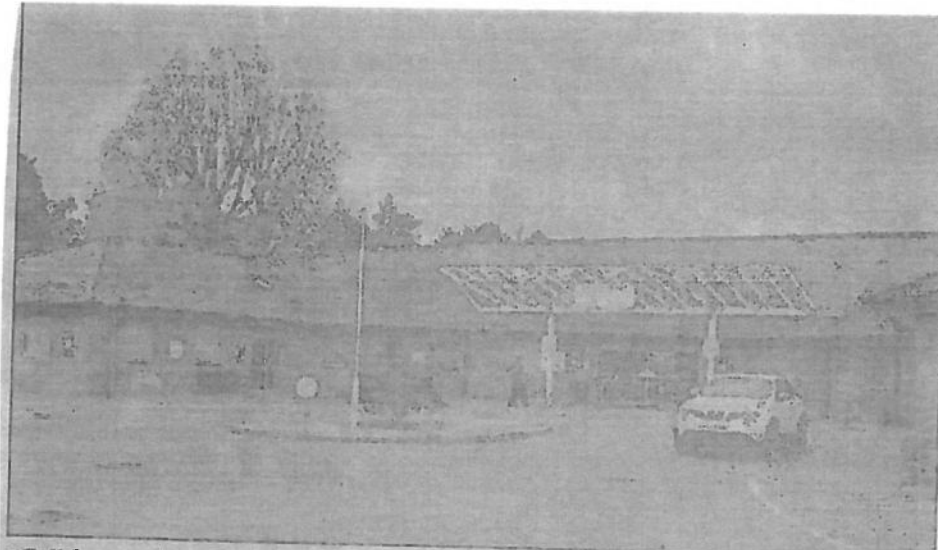
That we follow Chepstow Town Council's lead to restart lobbying to reopen the unit. I have attached with the permission of the Editor, an article from the Wye Valley Review which reports and expresses Chepstow's arguments .That can be read as a start for this Council to support the same view.

Desired Outcome

That this Council writes to Eluned Morgan, Minister of Health at the Senedd with a strong letter seeking a full public enquiry ,with a view to have this important facility reopened. The population of the Severnside Area is increasing and the need for this facility is required to cater for that increase .

Benefits of proposal

The benefits to Caldicot and Severnside are paramount



Call for a review of primary healthcare provision and to bring back a minor injuries unit

RESIDENTS in a fast-growing town have branded the current uncertainty over the future of their community hospital "short-sightedness" by health bosses.

Chepstow Town Council called for an independent review of primary healthcare provision in the local area at their recent annual general meeting, and said the town needed a minor injuries unit (MIU), which was closed 10 years ago, at the town's hospital.

Councillors say they have been given no assurances by the Aneurin Bevan University Board about the future of the hospital beyond 2025, despite the local population being swelled by an explosion in house building, and have urged people to tell new Welsh Government Health Minister Eluned Morgan of their concerns.

Townspeakers have weighed into the debate, with John Blackwell saying the hospital is "a facility that needs to be used to its maximum potential with thousands more people in its catchment area since the last downgrades".

Pensioner Elaine Hares also posted on the town's community Facebook page: "I can't believe it, they closed the MI Unit, which I hated, and now maybe the hospital, with more people moving here now the bridge is free and more housing... It's not right."

Teresa Sims said: "This is used not only for a doctor's surgery, but for many services such as physio, occupational therapy and various out-patients clinics..."

"It was a blow to this town when the minor injury unit was closed. Whoever it is in authority that doesn't want this hospital, go away and stop taking our vital medical clinics away."

Tegwen Duffield blasted: "More short-sightedness in Monmouthshire! Close special

needs provision, close the hospitals, get some cash!"

Drew Wilson posted: "With the extra housing being built it needs to have a minor injuries unit. Chepstow's infrastructure needs building up, not down."

Patients with minor injuries have to travel 19 miles to the Royal Gwent in Newport, or 30 miles to the new Grange hospitals' A&E near Cwmbran for more serious injuries.

Dorothy Jeffery said: "Not everyone has the use of a car, especially during the day. How are they supposed to get to Newport if they need to be seen?"

"I had a very bad nosebleed that had to be cauterised. I was in the Gwent by 8am until 5pm when I was eventually seen, bleeding profusely all that time, no nurse to be had."

"I then passed out, I was seen quickly then, no food or even water was offered in all that time."

"At least if I'd been in Chepstow I could have asked someone to come and keep me company and get me something to drink."

And Robert Powell noted: "If you have an injury you have to get yourself to one of the large super hospitals for treatment."

"How do you get there? Call an ambulance or if it's really urgent, take the bus."

Inca Crpnz labelled the hospital situation "a total disgrace".

"Having the facility of an hospital in the town we live in, we have to travel miles away to reach a hospital; arrive there after hours of driving and then wait five to 10 hours plus to be seen."

"Most of the time (they) are minor injuries. Not caring whatsoever for people who don't drive, but rely purely on unreliable buses or trains."

"Or maybe forcing them to use a cab that will charge you a limb."

Nancy Mitchell added: "It's so

needed. Minor injuries, clinics, X-rays. There is so much it could be utilised for. It's not that easy to keep travelling to Newport and Cwmbran."

And Guy Greening posted: "With all the building going on in and around Chepstow, it is becoming a large (and congested) town and is in desperate need of local medical services."

Sonia Bryant said: "This is crazy. Unless of course they want the land to build more houses on!"

Lynne Crawford added: "Minor injuries should be reinstated and the X-ray department should be fit for purpose, not have to wait two to three weeks for a result."

And Angela Whittington posted: "It should be up and running like they said it would in the beginning. A hospital for the people of Chepstow. What a load of rubbish. It's more like a nursing home."

Expressing his fears for the future of the hospital, town mayor Cllr Tom Kirton said: "Not counting any temporary arrangements due to the Covid-19 emergency, services offered at the community hospital, have progressively been transferred to other hospitals between 19 miles and more than 30 miles away."

"The 84 beds at the community hospital have now been reduced to 54."

"In 2011 the board, without consultation, closed the MIU at the Community Hospital, in spite of significant objections from residents, Monmouthshire County Council and Chepstow Town Council."

Town councillor Alan Horne urged people to email their concerns to the health minister, saying: "If you are in support of a review by the Minister it would strengthen our case if you email your view directly to Eluned. Morgan@senedd.wales."

Agenda Item for Town Council meeting planned for 23.6.21

Input by Cllr Jill Bond

Issue

There appears not to be a list of Town Council Objectives for 2021/22 and a plan to meet them.

Background

Without objectives and goals, progress is less productive. There are a number of items which have been in progress for some time. The suggestion is that we work together to identify, agree and complete those items for the benefit of the people of Caldicot.

Proposal/What is the desired outcome? What is required of the Council?

Proposal

That we work on what we as a Council would like to complete/work towards completing in the next period.

That we all list those items which are not yet complete, plan and work together towards completing them in the next period.

Some are within our responsibilities and others will need us to influence MCC and other parties. But we will only succeed, if we have a plan and work collaboratively.

Examples of Ward and TC issues that I am aware of are;

- The installation of the MUGA in a suitable, agreed position
- Installation of benches
- Installation of bus shelters to KGV field.
- Request and completion of a fence around the Castroggy play area, to protect children from dog's mess.
- 'Thank you' event
- Litter picking events
- Identification of location and replacement of waste bins
- Bethany Baptist Defib and communication and maintenance routine (annually) – ref press.
- CMTS home
- Active resolution of the safety issues resulting from MCC/Town Team changes to Caldicot Centre and Church Road.
- B4245 Bicycle/pedestrian route
- Reduction of road speed on Longfellow and other dangerous roads to 20 mph
- Resolution of the Birbeck road parking situation.
- Creatively look at options to solve the access issue which is reducing the use of Castle park school (3 empty classes).
- Resolution of the TC building, toilets – pragmatic approach so that the facility can be used by groups again. Groups are going elsewhere!
- Solar panels
- Consider a gate at the entrance to the play area, as is present in other new play areas to prevent risk to young children.
- Resolution of Town Council emails – versus security
- Others??

Desired Outcome

Long standing issues are resolved, for the benefit of the people of Caldicot and we as Councillors achieve our purpose.

Benefits of proposal

Issues are resolved and the people of Caldicot benefit!

Agenda Item for Town Council meeting planned for

.W.E.D.....

Input by Cllr .MARIA STEVENS

Issue

RAT PLAGUE IN TOWN
CENTRE.

Background

There has been numerous complaints to Environmental Health of village users seeing RATS around the shopping area & car park in the village.

Proposal/What is the desired outcome? What is required of the Council?

Proposal

Town Council put pressure on E.H. & M.C.C. to do a lot more to eradicate the vermin, as it is a very serious issue, with Health & Safety.

Desired Outcome

So shoppers, visitors & retailers to feel they can carry out their daily tasks, without the fear & danger of Rats & disease.

Benefits of proposal

Enable everyone that uses the village to feel safe from the plagues of Rats congregating in the shopping area.

**MONMOUTHSHIRE COUNTY COUNCIL
TEMPORARY TRAFFIC REGULATION NOTICE
SECTION 14 - ROAD TRAFFIC REGULATION ACT 1984**

**MONMOUTHSHIRE COUNTY COUNCIL
(DEWSTOW ROAD AND C71-1, CAERWENT, MONMOUTHSHIRE)
TEMPORARY TRAFFIC REGULATION NOTICE 2021**

NOTICE IS HEREBY GIVEN that **MONMOUTHSHIRE COUNTY COUNCIL** of County Hall, The Rhadyr, Usk, NP15 1GA ("the Council") pursuant to the powers conferred by Section 14(1)(a) of the Road Traffic Regulation Act 1984 do **HEREBY ORDER AND DIRECT** that for the purpose of the following regulations shall be observed:

1. The Order shall come into operation on the **19th July 2021** and will continue to be in force for a period not exceeding 18 months or until the works which it is proposed to carry out have been completed, whichever is the earlier. It is anticipated that the works will be completed **between 19th July and 13th August 2021**.
2. The order is necessary for **electricity cabling works to take place** in a safe manner at the location. Reasonable access will be maintained for properties fronting the affected lengths of road during the period of the closure.
3. The effect of the order will be to temporarily close a section of **Dewstow Road and C71-1, Caerwent, Monmouthshire**.
4. A signed diversionary route will be in place as follows:
Phase 1: **C71-1, C72-4, C71-2, Dewstow Road and vice versa.**
Phase 2: **Dewstow Road, B4245, Chepstow Road, Church Road and vice versa.**
5. This order may be cited as the **Dewstow Road and C71-1, Caerwent, Monmouthshire** Temporary Traffic Regulation Order 2021
6. By virtue of Section 16(1) of the Road Traffic Regulation Act 1984 a person who contravenes a restriction or prohibition imposed under Section 14 of the Act shall be guilty of an offence.

Dated: **7th July 2021**

Mark Hand
Head of Placemaking, Housing, Highways, Flooding and Planning
Monmouthshire County Council
PO Box 106
Caldicot
Monmouthshire
NP26 9AN

SCHEDULE

Phase 1:

C71-1, Caerwent, Monmouthshire

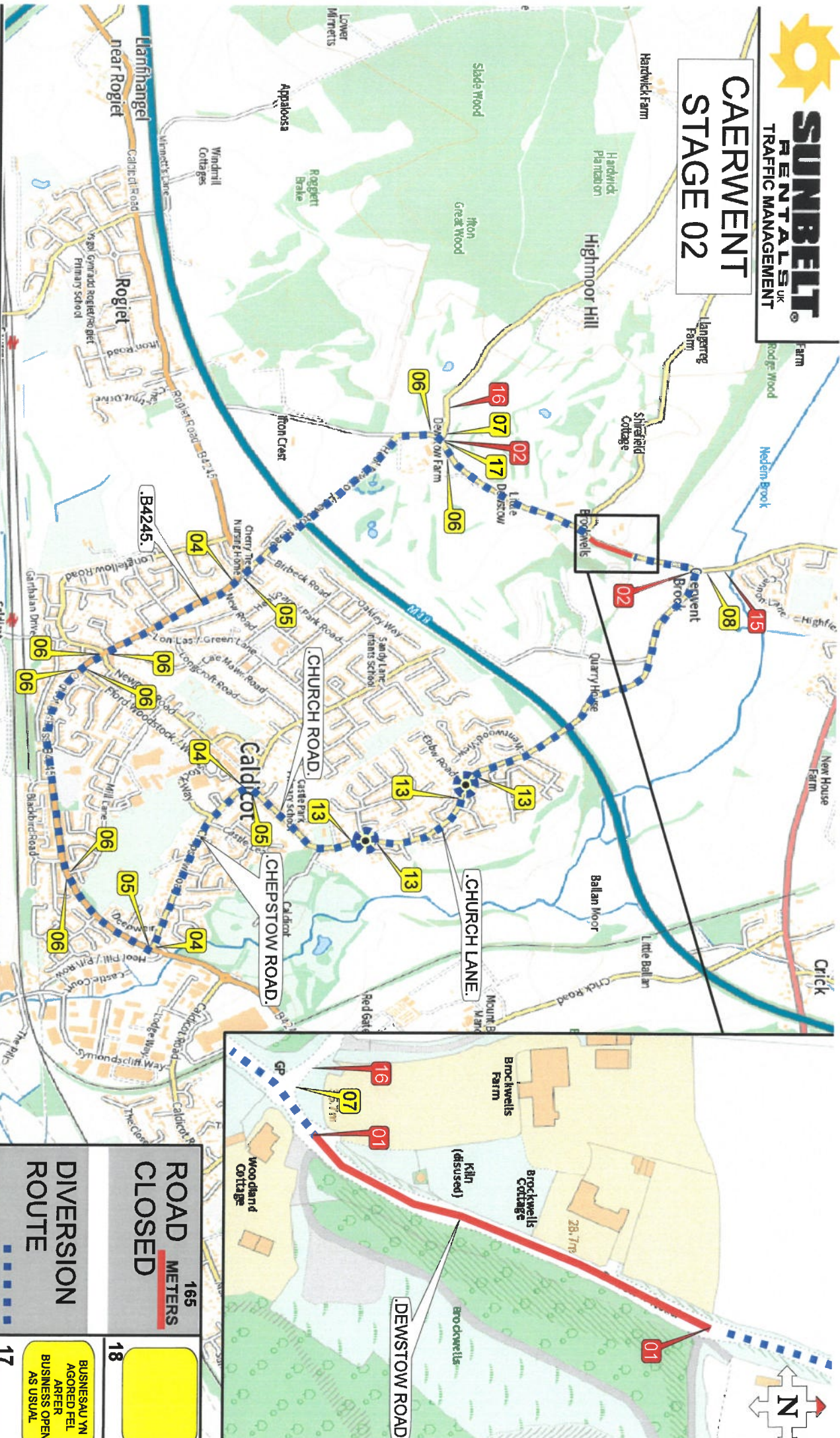
Closed from its junction with Dewstow Road for ~20m.

Phase 2:

Dewstow Road, Caerwent, Monmouthshire

Closed ~20m north-east of its junction with C71-7 for ~170m.

CAERWENT STAGE 02



<p>ROAD CLOSURE</p> <p>ROAD METERS 165</p>		<p>DIVERSION ROUTE</p>		<p>17</p> <p>BUSINESS AS USUAL</p>	
<p>16</p> <p>FFORD YMLAE AR GAU ROAD AHEAD CLOSED</p>		<p>12</p> <p>Traffig y Gwyrtid Diverted traffic</p>		<p>13</p> <p>Traffig y Gwyrtid Diverted traffic</p>	
<p>10</p> <p>FFORD YMLAE AR GAU ROAD AHEAD CLOSED</p>		<p>08</p> <p>Gwyrtid Diversion</p>		<p>09</p> <p>Gwyrtid Diversion</p>	
<p>02</p> <p>FFORD YMLAE AR GAU ROAD AHEAD CLOSED</p>		<p>04</p> <p>Traffig y Gwyrtid Diverted traffic</p>		<p>05</p> <p>Traffig y Gwyrtid Diverted traffic</p>	
<p>03</p> <p>FFORD YMLAE AR GAU ROAD AHEAD CLOSED</p>		<p>06</p> <p>Traffig y Gwyrtid Diverted traffic</p>		<p>07</p> <p>Traffig y Gwyrtid Diverted traffic</p>	
<p>01</p> <p>FFORD YMLAE AR GAU ROAD AHEAD CLOSED</p>		<p>02</p> <p>Traffig y Gwyrtid Diverted traffic</p>		<p>03</p> <p>Traffig y Gwyrtid Diverted traffic</p>	

ON SITE DAYS PRIOR

FFORD YMLAE AR GAU ROAD AHEAD CLOSED

ROAD CLOSURE

ROAD METERS 165

DIVERSION ROUTE

17

BUSINESS AS USUAL

16

FFORD YMLAE AR GAU ROAD AHEAD CLOSED

12

Traffig y Gwyrtid Diverted traffic

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Traffig y Gwyrtid Diverted traffic

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FFORD YMLAE AR GAU ROAD AHEAD CLOSED

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Gwyrtid Diversion

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Gwyrtid Diversion

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FFORD YMLAE AR GAU ROAD AHEAD CLOSED

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Traffig y Gwyrtid Diverted traffic

05

Traffig y Gwyrtid Diverted traffic

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FFORD YMLAE AR GAU ROAD AHEAD CLOSED

06

Traffig y Gwyrtid Diverted traffic

07

Traffig y Gwyrtid Diverted traffic

01

FFORD YMLAE AR GAU ROAD AHEAD CLOSED

02

Traffig y Gwyrtid Diverted traffic

03

Traffig y Gwyrtid Diverted traffic

Correspondence from resident – location of dog waste bin

As discussed, the collections have seemingly shifted over the last few weeks. As the weather warms up the long period between collections (and even sometimes by day 5 after the previous collection) the waste bin is overflowing. The particular issue is that its placement so close to our property means that when warm and overfull (or when opened) results in the smell blowing into our front room (living room) or back garden.

Originally it was put in while the boundary access to the field was being sorted (by Taylor Wimpey) and so was placed offline with the field access, and inline with our boundary. Since then the field access has moved and there is more space. The placement is tending to mean the field is accessed right alongside our boundary rather than in the middle in addition to the issue with the bin itself.

It would be good to discuss options, and potentially what should be done about the general boundary access to the field / and or wild flowers.



Tŷ Hastings
Llys Fitzalan
Caerdydd
CF24 0BL

E-bost:

ymgynhoriadau@ffiniau.cymru
www.cffdl.llyw.cymru

08 JUN 2021



Comisiwn Ffiniau a
Democratiaeth Leol
Cymru

Local Democracy and
Boundary Commission
For Wales

☎ (029) 2046 4819
Ffacs/Fax (029) 2046 4823

Hastings House
Fitzalan Court
Cardiff
CF24 0BL

E-mail:

consultations@boundaries.wales
www.ldbc.gov.wales

**Clerks of the Community and Town Councils
in the County of Monmouthshire**

07/06/2021

Dear Sir or Madam

**REVIEW OF COUNTY ELECTORAL ARRANGEMENTS FOR THE COUNTY OF
MONMOUTHSHIRE**

I enclose two copies of the Commission's Final Recommendations for the electoral arrangements for the County of Monmouthshire that have today been submitted to the Welsh Government for consideration. The report can be viewed on the Commission's website at www.ldbc.gov.wales.

Under Section 37 of the Local Government (Democracy) (Wales) Act 2013, on receipt of the report, the Welsh Government may, if it thinks fit, make an order giving effect to any recommendations made to it by the Commission either as submitted or with modifications. Any order giving effect to such recommendations shall not be made until after the expiry of six weeks from the day on which the recommendations were submitted.

Copies of the report together with a map have been placed on deposit at the Offices of the County of Monmouthshire Council and at the Offices of the Commission and will be available for inspection until the expiration of six months after the making of any order giving effect to the recommendations, or after a notification by the Welsh Government that it does not propose to give effect to the recommendations.

Yours sincerely

Shereen Williams
Chief Executive

Monmouthshire County Council Review of Community Boundaries

As you will be aware Welsh Government Ministers have yet to sign the Order confirming the review of the community boundaries in Monmouthshire as set out in the Local Boundary and Democracy (LDBC) Report dated January 2019 see link below to Report on LDBC website:- <https://ldbc.gov.wales/reviews/01-19/monmouthshire-final-recommendations>

You will also be aware that on behalf of the Monmouthshire Community & Town Councils One Voice Wales asked all relevant bodies in turn i.e. Monmouthshire County Council, Local Democracy & Boundary Commission and Minister for Housing & Local Government for the Review to be re-run after the Community & Town Councils were misinformed that they would have further opportunity to comment on the proposals put forward by Monmouthshire County Council which was not the case.

Following all relevant bodies refusal to re-run the Review we sought legal advice on whether there was a case for a judicial review and we were advised that unfortunately there were no grounds.

Since then we have been waiting for the Review to be signed off by Welsh Government Ministers which should result in the issuing of orders that we understand will give guidance to those Councils who find that their areas are to be split up or even dissolved.

For some Community & Town Councils the Review will simply mean a change to the boundary with the loss or gain of local properties which will simply affect the calculation of the precept. Others will have questions regarding the transfer of assets, contracts, services or other formal agreements.

Councils that are to be dissolved will need to take action regarding Clerks or other staff faced with redundancy and any remaining finances and assets may need to be divided between neighbouring Councils that absorb the community areas of those Councils.

One Voice Wales recognises that Councils will require support and advice on how to deal with these matters some answers will be relevant to all Councils other Councils will need specific guidance.

Until the Order confirming the Review is signed off and becomes law we will not receive the legal orders that we understand will give guidance on some of the questions that you may have already identified.

Until that time One Voice Wales would ask that if you have not already done so that your Council consider the implications of the Review for your Council and set out the issues and questions that arise.

We recommend that you have conversations with neighbouring Councils to identify assets or services that may need to be transferred between Councils.

Then as soon as the legal orders are issued if they do not provide answers to the questions your Council faces One Voice Wales can support you to answer any remaining issues or questions.

I can assure you that One Voice Wales will not lose sight of this issue and our officials are impressing the need for urgency on those in Welsh Government involved in this matter.

a)

From: Caldicot Bowls Club
To: Caldicot Town Council;
Subject: MUGA

It seems strange that **none** of the user groups at KGV responded to the 'consultation' with regard to the construction of the MUGA.

As Hon Sec of Caldicot bowls club I am writing to ask for a copy and date of the initial letter of consultation to determine why our club did not respond.
I also find it strange that Caldicot TC did not follow up their initial enquiry when there were no responses from the various user groups, or perhaps this suited purpose.

Has a Sound engineer been consulted with regard to the very probable increase in noise due to MUGA surface and user noise, and how this will impinge on the lives of the residents living in close proximity to the proposed development and the likely devaluation of their residence? Have these implications been fully conveyed to those residents?

I intend to contact Fields in Trust for advice and comment on this proposed MUGA and the adverse effect the loss of parking will have on residents and all users of KGV playing field.

Would you please keep me informed on all aspects of this council project.

*Town Council office responded on 27.5.21
– with details of original consultation emails (30.10.19 and Nov 17)*

b)

From: Fields in Trust
To: Caldicot Town Council
Subject: King George V Playing Fields

Just to confirm that reducing the number of car parking spaces is not something that requires Fields in Trust's consent. The buffer zones for facilities are guidance so if a landowner wants to site a facility nearer to residential properties that is not something we would recommend but again it doesn't require our consent.

Agenda Item for Town Council meeting planned for

...28~~th~~ June 2021...

Input by CllrK. HARRIS.....

Issue

Not enough information given to Town Council before voting to proceed with the Muga.
Was there a vote to change position of Muga.
Lack of consultation with all playing field users.

Background

As Trustees of King George V Playing Fields
Should we follow their recommendations for placing of Muga's?

Proposal/What is the desired outcome? What is required of the Council?

Proposal

That we have a vote making it clear we as Trustees are all aware that we are not following Fields in Trust Recommendations
The Muga should be placed elsewhere on the playing field.

Desired Outcome

Consultation with all users of the playing field. That this Town Council as Trustees accept recommendations from Fields in Trust regarding placement of Mugas.

Benefits of proposal

Ease of Access for all users of the Playing Fields

Table 4: Recommended minimum sizes – formal outdoor space

Open space typology	Minimum sizes	Minimum dimensions	Buffer zones
Playing pitches	Association football Adult soccer Mini soccer U7/U8 pitch Mini soccer U9/U10 pitch	0.74ha 0.14ha 0.25ha	106 x 70 metres 43 x 33 metres 60 x 42 metres
	Rugby Union	0.70ha	100 x 70 metres
	Hockey Mini Hockey Adult Hockey	0.31ha 0.64ha	65 x 48 metres 101.4 x 63 metres
	Lacrosse	0.66ha	100 x 60 metres
	Cricket Senior recreational 12 pitch	1.43ha	111.56 x 128.04 metres
	Athletics 6 lane track	1.51ha	172.03 x 87.64 metres
Other outdoor (non-pitch) sports	Tennis courts 1 recreational court 2 recreational courts For each adjacent court	0.06ha 0.11ha 0.05ha	34.75 x 17.07 metres 34.75 x 31.70 metres 34.75 x 14.63 metres
	Bowling Greens Flat green Crown green	0.12ha 0.08ha	34.4 x 34.4 metres 27.4 x 27.4 metres
	LAP	0.01ha	10 x 10 metres (minimum activity zone of 100sqm)
Equipped/designated play areas	LEAP	0.04ha	20 x 20 metres (minimum activity zone of 400sqm)
	NEAP	0.1ha	31.6 x 31.6 metres (minimum activity zone of 1,000sqm comprising an area for play equipment and structures & a hard surfaced area of at least 463sqm (the minimum needed to play five-a-side football))
	MUGA	0.1ha	40 x 20 metres
Other outdoor provision (MUGAs and skateboard parks)			5m minimum separation between activity zone and the boundary of dwellings 20m minimum separation between activity zone and the habitable room facade of dwellings 30m minimum separation between activity zone and the boundary of dwellings 30m minimum separation between activity zone and the boundary of dwellings

Agenda Item for Town Council meeting planned for 23.6.21

Input by Cllr Jill Bond

Issue

There appears to be a lack of agreement about the location of the MUGA with the users and Town Council and therefore no agreed plan for completion.

Background

- Users of the King George V field facilities have raised concerns about the location of the MUGA. There is currently considerable disagreement and bad feeling about the perceived lack of consultation with stakeholders/interested parties.
- The 'Fields in Trust' information suggests that the MUGA should be situated >30m from residential properties (guidance unavailable to download currently).
- Last week agreement was given to change of use of a building very close to the proposed siting, into a residential property. This dwelling will be behind the MUGA.
- Examples of MUGAs on the website are well away from housing.
- The car park is well used by residents – as evidenced by the guides, footballers and others in representations. I have previous experience and current photos as evidence of the considerable use by the public for recreational purposes. To reduce or remove the car park, as suggested by some councillors, will not be meeting Caldicot users' needs.
- Suggested use of Jubilee way car park, could cause issue for those with reduced mobility, need to carry equipment (tools plants etc.) and safeguarding/personal safety issues for lone females (and males) and children. Especially if the spaces in that car park are reduced as is suggested by MCC. The route is not currently well lit.
- Consider a gate at the entrance to the play area, as is present in other new play areas to prevent risk to young children.

Proposal/What is the desired outcome? What is required of the Council?

Proposal

Create a working party of stakeholders to look at and agree the options. This working party can include non Councillors (see standing orders). This group must have a timeline and reasonable plan to complete and support to pursue to completion. Inclusion and communication is key (as always).

Consider all options for example the pros and cons of locating the MUGA behind Washbournes/ The Factory shop, where young people already gather, far away from houses. Therefore reducing negative impact from noise/disturbance. Also consider whether a small storage area is useful for the Town Council use ongoing. Then allow increased parking for the use of the King George V users. Get advice from Fields in Trust, Wales.

Desired Outcome

The Users are included, informed and committed to the solution as the optimum solution will be found for all parties and compromises agreed.

Benefits of proposal

A MUGA is installed to meet the needs of the people and the safety and safeguarding of children and people is maintained, by allowing close access for Field users.