

Caldicot Town Council
Cil-Y-Coed



Minutes

30th June 2021

CALDICOT TOWN COUNCIL
Minutes of Full Council held at 6.30pm
on Wednesday, 30th June 2021 at Caldicot Town Council
(Hybrid meeting held in person and via Starleaf)

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

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

10423 Apologies

Apologies were received from Cllrs W Conniff, J Dobson-Pettican, A Lloyd.

The Mayor welcomed Cllr R Wilsher to his first meeting.

10424 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.

10425 Open Forum for Public Participation [maximum 15 minutes at Mayor's Discretion]

- i) Members of Caldicot Bowls Club – MUGA project
 - Concerns raised regarding consultation process, size, location and loss of parking

In response, it was noted that the project was still ongoing. Application for planning permission had not commenced. Opportunity for residents to comment during future stages of the project.

- ii) Public – expenditure King George V Playing Fields
 - Concerns regarding inequality between clubs who use the King George V Playing Fields. Financial expenditure for maintenance of bowls club approximately £15,000 per year was significant in comparison to other clubs, such as Caldicot Town AFC.

Town Council noted the comments.

Bowls club representatives and public were thanked for their comments.

10426 To Approve the Minutes:

- i. Minutes of Annual Meeting 19th May 2021 – Mayor to sign the Minutes.

The Minutes of Annual Meeting 19th May 2021 were approved as a true record and duly signed by the Mayor.

- ii. Minutes of Full Town Council 26th May 2021 - Mayor to sign the Minutes.

The Minutes of Full Town Council 26th May 2021 were approved as a true record and duly signed by the Mayor.

- iii. Minutes of Planning & Resources 8th June 2021 – Mayor to sign the Minutes.

The Minutes of Planning & Resources 8th June 2021 were approved as a true record and duly signed by the Mayor.

- a) Items from previous meetings, for information.

Town Council noted actions from previous meetings and highlighted the following:

- Further update required regarding siting of bus shelter and crossing at Woodstock Way.
- Councillor action – Ward litter bin repair/replace audits to be undertaken.
- Signage for defibrillators
- Cllr M Stevens invited to next Health and Safety Committee meeting

10427 Planning

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

A) Planning Applications Received:

DM/2021/00975: Householder. Removal of conservatory and construction of two storey rear extension containing enlarged kitchen/dining area at ground floor with bedroom, ensuite and dressing room at first floor level. Construction of single storey side extension containing utility room.

- 37B Church Road, Caldicot NP26 4HN

APPROVED

DM/2021/00011: Householder. UPVC and glass conservatory to rear of ground floor flat, to be accessed via existing patio doors.

- 77B Sandy Lane, Caldicot NP26 4NR

APPROVED

B) Mon CC Planning Information

(includes decided applications whether permitted or refused)

i Planning Permissions:

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

- 2 Margretts Way, Caldicot NP26 4NL

[deferred FTC 31.3.21, P&R 13.4.21 – site visit held 26.5.21]

Town Council noted Mon CC planning permissions.

10428 Finance

- 1) To approve cheque list June 2021

Town Council approved cheque list June 2021

- 2) To consider and approve chairs of committees and remuneration –

- a) Grants Committee

Cllr M Mitchell was appointed as chair of Grants Committee.

- b) Health and Safety Committee

Cllr RJ Higginson was appointed as chair of Health and Safety Committee.

- c) Personnel Committee

Cllr D Evans was appointed as chair by Personnel Committee on 27.5.21.

- 3) To consider grounds maintenance, cemetery and Christmas lighting contracts
*[subject to Council passing a resolution to extend a number of existing contracts and naming those contracts because of extenuating circumstances surrounding the Covid situation – Financial Regs 11a) iv): for work to be executed or goods or materials to be supplied which constitute **an extension of an existing contract** by the Council]*

Town Council considered Financial Regulations as noted above and resolved to extend grounds maintenance, cemetery and Christmas lighting contracts because of extenuating circumstances surrounding the Covid situation.

10429 To ratify minutes of Extremely Urgent Committee, held on 23rd June 2021

Town Council ratified minutes of Extremely Urgent Committee, 23rd June 2021

10430 To consider notes and recommendations of 'Community Thank You' working party

Town Council considered the notes and approved recommendations of the 'Community Thank You' working party.

**10431 To agree time and dates of Grants Committee meetings for 2021/22
13th July 2021, 12th October 2021 and 8th February 2022**

Town Council agreed the dates of Grants Committee meetings for 2021/22:

- Tuesday 13th July 2021
- Tuesday 12th October 2021
- Tuesday 8th February 2022

10432 Members items of business:

a) Cllr A Easson – Town Centre Planters

In presenting the item, Cllr A Easson stated that the planters in the town centre had been provided to retail units by the community group for the shops to maintain. However, it was noted that some had not been maintained.

Suggested that status of the community group could be clarified.

b) Cllr A Easson – Minor Injuries Unit, Chepstow Hospital

In presenting the item, Cllr A Easson suggested that Caldicot Town Council follows Chepstow Town Council's lead by lobbying to re-open the Minor Injuries Unit (MIU) at Chepstow Community Hospital. **It was decided to send a strongly-worded letter to Aneurin Bevan University Health Board to re-open the MIU.**

c) Cllr J Bond – Town Council Objectives

In presenting the item, Cllr J Bond suggested that Town Council should have a list of objectives. A list of suggested issues was provided for consideration

It was noted that the list contained a mixture of ward member items, Town Council items and Mon CC items.

It was agreed that the list should be split into appropriate sections, Cllr D Evans and M Mitchell would review the list with the Acting Clerk.

Town Council agreed that Council emails would be a priority.

Town Council resolved to defer the item to a future meeting.

d) Cllr M Stevens – Rat Plague in Town Centre

In presenting the item, Cllr M Stevens advised that there is a plague of rats in the Town Centre. The issue had been exacerbated by rubbish in the town.

Town Council highlighted health and safety concerns.

Town Council resolved to contact Mon CC Environmental Health to raise concerns and request that information was forwarded to landlords.

10433 To note road closure 19th July – Dewstow Road and Caerwent

Town Council noted road closure on 19th July – Dewstow Road and Caerwent.

10434 To consider correspondence from resident regarding location of dog waste bin

Town Council noted the correspondence from the resident, regarding relocating in Castle Ward.

Town Council agreed to request for relocation of the existing bin and installation of additional bin. Town Council agreed that ward councillors, Cllrs Garrick and Wilsher, provide specific location details to the Town Council office.

10435 To note Final Recommendations Review of County Electoral Arrangements for Monmouthshire www.ldbc.gov.wales and correspondence from One Voice Wales

Town Council noted Final Recommendations, Review of County Electoral Arrangements for Monmouthshire and correspondence from One Voice Wales.

10436 To consider location of Christmas tree and RBL flag

A member advised that Mon CC would visit the site, to discuss the location for the Christmas tree and RBL flag.

10437 Reports

a) Reports from Town Council Representatives on Outside Bodies

i) CCTV Working Group

Cllr P Stevens provided an update from the CCTV Group, a number of issues had been discussed regarding cameras in and around the town. Town Council agreed to invite the CCTV officer to a future meeting.

ii) Town Centre Regeneration Stakeholder Group

Cllr J Bond provided an update from the Town Centre Regeneration Stakeholder Group, a number of matters were discussed which included notice board, priority signage, traffic calming, town branding.

It was suggested that Town Council could promote town branding, however, this was not agreed.

b) Governor's reports

Cllr M Stevens provided a report for Durand Primary School, noting that a greatly reduced intake for September was having a great impact on many schools.

c) Police Report

No police report had been received. Police Inspector to be invited to a future meeting.

d) Members items for website

No items were put forward.

e) Other

There were no other reports.

Cllr C Watkins left the meeting at 8:00pm

10438 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:

10439 To consider quotation for Christmas Lights – remote switch system

Town Council resolved to accept the quotation for Christmas Lights £14,600 +VAT and remote switching system £3,735 +VAT (City Illuminations)

10440 To consider quotation for grounds maintenance, on behalf of Mon CC

Town Council resolved to accept the quotation for grounds maintenance, on behalf of Mon CC, £350 per month (preferred contractor)

10441 To consider quotation for Willow Tree at Dewstow Cemetery, following report of infection from grounds maintenance – Health and Safety

Town Council resolved to accept the quotation to remove the willow tree and remove stump at a cost of £600 (preferred contractor).

10442 To approve minutes of Personnel Committee meeting, 27th May 2021 and consider recommendations

Town Council approved minutes and recommendations of Personnel Committee meeting held on 27th May 2021

The meeting ended at 8.05pm

Mayor/Deputy Mayor

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 V's: 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		
AS200621			£10,148.85	£0.00	£10,148.85	Salaries	Salaries/Tax/NI 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

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

1 MUGA project correspondence

a) Caldicot Bowls Club

Town Council noted the correspondence from Caldicot Bowls Club.

b) Fields in Trust

Town Council noted the correspondence from Fields in Trust.

2 Members Items of Business

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

a) Cllr K Harris – MUGA project

In presenting the item, Cllr K Harris raised concerns that Town Council did not receive sufficient information to proceed with the MUGA, no vote was taken to change position of the MUGA and a lack of consultation with all users of the playing field. Car parking spaces would also reduce when the MUGA was built. Fields in Trust guidance for buffer zones was provided (30mtr distance).

Town Council noted the comments and information provided by Cllr K Harris and advised that the MUGA project should go to the planning process, which would include full public consultation. No decision had been made in relation to specific design or location of the MUGA.

It was suggested that, as advised by the project manager, pre-application SuDs/SAB should be submitted.

Cllr J Harris left the meeting at 8:40pm

b) Cllr J Bond – MUGA project

In presenting the item Cllr J Bond suggested that there was a lack of agreement between users and Town Council about the location of the MUGA, and proposed that a working party was set up with other individuals to discuss the matter.

It was noted that the Compound Working party was established and specific decisions had not yet been made.

A member noted, that following advice from the project manager, Caldicot Town Council should apply for pre-planning SUDS (SAB) application. This would enable the Council to know about drainage requirements, in choosing a location.

It was proposed and duly seconded that Caldicot Town Council Town Council apply for SUDS/SAB, with assistance from the MUGA Project Manager.

A recorded vote was requested:

10 For:	Cllrs AE, OE, DE, RG, RJH, MM, FR, MS, PS, RW
0 Against:	
2 Abstained:	Cllrs JB, KH

Town Council resolved to submit pre-planning SuDS (SAB) application.

3 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:

4 To consider quotation for grounds maintenance KGVPF fenced-in pitch

Town Council resolved to accept the quotation for grounds maintenance KGVPF fenced-in pitch – initial cut of field perimeter and around posts, £100 and then maintain it every fortnight, £60 per cut.

5 To consider tenders for MUGA project

- a) To consider update from Project Manager regarding next steps and consultation Appendix A – notes of meeting with MUGA Project Manager

Town Council deferred consideration of tenders for MUGA project, to a Special Meeting to be held 13th July 2021.

The meeting ended at 8.55pm

Mayor/Deputy Mayor

Notes of Meeting with MUGA Project Manager
5:30pm, Wednesday 30.06.2021

Present: Cllrs RJ Higginson, J Bond, A Easson, O Edwards, D Evans, R Garrick, J Harris, K Harris, M Mitchell, F Rowberry, M Stevens, C Watkins, R Wilsher

Apologies: Cllrs W Conniff, J Dobson-Pettican, A Lloyd, P Stevens,

In attendance: S King, Acting Clerk; B Hodges; M Carter, Sports & Play Consulting)

The meeting was called to discuss and summarise quotations received following the tender process.

During discussions the following points were raised:

- It was noted that when tender came out there was concern within the industry of quite a big inflationary effect due to Covid (with materials, lead times, etc.)
- 3 companies submitted tenders based on areas discussed with Town Council.
- Each company had differing views, with quite a few variations relating to utilities, ground surfacing and fencing.
- Spreadsheet provided with a scoring system relating to the variations to assist with choosing a preferred supplier.
- Questions/concerns outstanding: Is the space the best place for MUGA? Noise created by MUGA is a valid point. Ideally, should not be near housing – be mindful of residents complaining.

Next steps:

- Planning permission (6-8 weeks) – It was noted that the pre-application advice did not highlight any specific issues.
- SuDS application to show that drainage meets principles.
- Can go ahead with construction upon receipt of planning approval.
- Given that several queries were raised by councillors, the consultant advised to choose preferred supplier and work with them on the location and final specifications for the MUGA
- Details to be discussed at Full Town Council meeting

Meeting ended at 6.15pm

CALDICOT TOWN COUNCIL
Minutes of Extraordinary Full Town Council held at 5.30pm
on Tuesday, 13th July 2021 at Caldicot Town Council
(Hybrid meeting held in person and via Starleaf)

Present:	Cllrs:	RJ Higginson	J Harris
		J Bond	K Harris (<i>Starleaf</i>)
		W Conniff	M Mitchell
		A Easson	F Rowberry
		O Edwards	M Stevens
		D Evans	P Stevens
		R Garrick (<i>6.05pm</i>)	R Wilsher

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

10443 Apologies

Apologies were received from Cllr C Watkins.

10444 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.

10445 Planning

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

A) Planning Applications Received:

DM/2021/00975: Householder. Removal of conservatory and construction of two storey rear extension containing enlarged kitchen/dining area at ground floor with bedroom, ensuite and dressing room at first floor level. Construction of single storey side extension containing utility room.

- 37B Church Road, Caldicot NP26 4HN ***Previously Approved FTC 30.6.2021***

DM/2021/01071: Planning Permission. Change of Use to B8 Storage and Distribution. Tinmasters Ltd were print manufacturers printing on tinplate and aluminium sheets. The main product being infant formula cans and ends. They employed around 70 people distributing all over the UK and Irish Republic. Some 5 to 10 lorries a day being used. Their planning class was B2 to B7 168 Express Ltd import, store/warehouse and distribute oriental dry foods across the UK. They take delivery of 1 to 2 containers a month and despatch 1 to 2 lorries per day. The change of Use applied for is B8 which covers storage, warehouse and distribution.

- Caldicot Works, Forge Row, Caldicot NP26 5XG

APPROVED

10446 To agree date for Garden/Citizen/Business Awards 2021

Town Council agreed to hold the Garden/Citizen/Business Awards on Tuesday 14th September 2021 at 7pm (subject to social distancing rules).

a) To consider closing date for receipt of nominations

Nomination form had been emailed to all councillors.

Town Council agreed closing date for submission of nominations, Tuesday 10th August 2021

10447 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:

10448 To approve minutes of Personnel Committee meeting, held 29th June 2021 and consider recommendations

Town Council congratulated the Acting Deputy Clerk on passing the ILCA qualification.

Town Council approved the minutes and recommendations of Personnel Committee meeting held on 29th June 2021.

Town Council delegated powers to Personnel Committee, to act on recommendations.

The meeting ended at 5.40pm

Mayor/Deputy Mayor

PART B – KING GEORGE V PLAYING FIELDS TRUSTEE

- 1 To note Gwent Police ‘ASB Awareness Week’ – w/c/19th July 2021**
(partnership working with Gwent Police Cadets, Housing Engagement Officers, South Wales Fire & Rescue Service, Youth Service & Positive Futures – youth engagement activities at KGVPF)

Town Council supported Gwent Police ‘ASB Awareness Week’ – w/c 19th July 2021 and associated activities.

Town Council agreed to share information on social media.

- 2 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:

- 3 To consider tenders for MUGA project**

A member enquired whether there were constitution/terms of reference for King George V Playing Field trustees. In response, it was noted that documentation was available in the Town Council office.

Town Council considered the tender documents for the MUGA project. During discussion the following points were made:

- Consultant had highlighted that noise issues should be considered during the project. However, the noise issue had not appeared to raise concerns during the pre-planning process.
- It was understood that soundproofing boards, relevant materials and suitable fencing would reduce noise nuisance.
- A member raised concerns that significant consultation had not been undertaken and that guidance provided for a distance of 30 metres from properties.
- Further details for the project were required, which included traffic management, drainage, materials, location, size, fencing, lighting.
- It was noted that consultation was held, prior to Covid, with schools, residents, local groups.
- In considering the tenders, it was noted that material price increases had occurred as a result of the Covid pandemic.
- It was suggested that a preferred contractor was selected to work with Town Council and the project manager, going forward. Support was required for the pre-planning SuDS (SAB) application, as agreed at Town Council 30.6.2021.
- It was noted that the project manager had suggested a preferred contractor.
- A member suggested that as there were conflicting views, the project should be deferred subject to further consultation. In response, it was noted that further consultation would be undertaken during the planning process.
- The compound project had been established several years earlier and planning permission had been obtained, however, the project was halted. Concerns were expressed that a delay could impede the MUGA project.

It was proposed and duly seconded to suspend the project and undertake further consultation.

As an amendment, it was proposed and duly seconded to select a preferred contractor to proceed with pre-planning SuDS (SAB) application.

7 in favour of amendment. 6 against.

Upon being put to the vote the amendment was carried.

Town Council resolved to agree to select a preferred contractor to proceed with pre-planning SuDS (SAB) application.

It was proposed and duly seconded to select Dragon Sports & Play as preferred contractor. Reasons for proposal were noted:

- Town Council experience of working with the contractor in the past.
- Contractor had undertaken work on King George V Playing Field, efficient communication and lead times.
- Local Welsh company.

As an amendment, it was proposed and duly seconded that contingencies were included for planning, SuDS, traffic management, supervision of building works and contract.

Town Council agreed to add the contingencies and this became the substantive motion: to accept Dragon Sports and Play, as preferred contractor and contingencies were included for planning, SuDS, traffic management, supervision of building works and contract.

Town Council were invited to vote on the substantive motion and a recorded vote was requested.

For: WC, AE, OE, DE, RG, JH, KH, RJH, MM, RW, FR, MS, PS

Against:

Abstain: JB

Town Council resolved to agree to accept Dragon Sports and Play, as preferred contractor and contingencies were included for planning, SuDS, traffic management, supervision of building works and contract.

The meeting ended at 6:50pm

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	N/A	Agreed that Cllrs Bond & M Stevens to discuss ideas for raising awareness
FTC 30.6.21	Litter in Caldicot and Litter bins		FTC 30.6.21 all Cllrs to look at wards and advise where bins are required
FTC 31.3.21	Installation of Community benches – permissions required	<input checked="" type="checkbox"/>	Install commenced w/c 19 th July
FTC 30.6.21			
FTC 31.3.21	Installation of one bus shelter at Woodstock Way – request to MCC	<input checked="" type="checkbox"/>	MCC responded 21 & 22.6.21. TC requested further information 30.6.21.
FTC 30.6.21			FTC 30.6.21 – Encourage MCC highways to support and install as part of safe routes
	Installation of pedestrian crossing – request to MCC (FTC 30.6.21 for info. <i>Noted that letter of support would be sent from Caldicot School</i>)		TC Office contacted Doctors Surgery and Caldicot School 16.7.21
FTC 28.4.21	Community Thank You, Town Council agreed to set up a Working Party - Cllrs M Mitchell (chair), J Bond, K Harris, M Mitchell, Cllrs Evans & Higginson	<input checked="" type="checkbox"/>	TC Office responded to Mon CC 16.7.21, advising location near Doctors Surgery
FTC 30.6.21			Meeting held 23.6.21 – approved FTC 30.6.21. Recommendations/actions to next Community Thank You meeting (<i>draft certificate/cost options for photo frames and art/mural</i>)
FTC 28.4.21	Strategic Review – CCTV (members item of business)	<input checked="" type="checkbox"/>	CCTV Officer and Police – invited to September P&R meeting
P&R 8.6.21	Update requested date for inspection prior to works TC building wall/toilets	<input checked="" type="checkbox"/>	H&S meeting 13.7.2021 -- updated requested from Mon CC
FTC 30.6.21	Cllr J Bond – Town Council objectives	<input checked="" type="checkbox"/>	Ward items/wishlist/Town Council items
			TC Office with nominated members (Cllrs D Evans and M Mitchell) split list into relevant categories (Mon CC items/Town Council items/ward member-wish list items)
FTC 30.6.21	Town Council email addresses. Town Council requested these were checked as a priority	<input checked="" type="checkbox"/>	TC office checked all email addresses and confirmed to members 1.7.2021 that all addresses were working and should be used
FTC 30.6.21	Cllr A Easson – MIU Chepstow Hospital	<input checked="" type="checkbox"/>	TC office wrote to MIU 19.7.2021
FTC 30.6.21	Cllr M Stevens – Rat Plague in Town Centre	<input checked="" type="checkbox"/>	TC office emailed estates(to advise landlords) & environmental health 16.7.2021
FTC 30.6.21	Dog bin location Heol Sirhowy	<input checked="" type="checkbox"/>	Cllrs R Garrick and R Wilsher to clarify location to TC office
FTC 30.6.21	MUGA project	<input checked="" type="checkbox"/>	13.7.21- TC office started Suds/SAB application and forwarded to consultant.
FTC 13.7.21 (extraordinary)			Consultant advised of preferred contractor to assist with project

Cheque list

July 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
505258	19691	30/06/21	£312.50	£0.00	£312.50 FACS	L Watkins	cemetery Gates March to June
505259	19692	30/06/21	£312.50	£0.00	£312.50 KGVPF	R Morse	play area Gates March to June
505259	19693	30/06/21	£150.00	£0.00	£150.00 KGVPF	R Morse	main gates KGVPF March to June
505259	19694	30/06/21	£40.00	£0.00	£40.00 FACS	R Morse	TC building attendance
505259		30/06/21	£502.50	£0.00	£502.50		
505260	19715	15/07/21	£150.00	£0.00	£150.00 ADMIN	Cllr J Bond	Allowance 2021/2022
505261	19716	15/07/21	£150.00	£0.00	£150.00 ADMIN	Cllr J Dobson-Pettican	Allowance 2021/2022
505262	19717	15/07/21	£150.00	£0.00	£150.00 ADMIN	Cllr O Edwards	Allowance 2021/2022
505263	19718	15/07/21	£150.00	£0.00	£150.00 ADMIN	Cllr R Garrick	Allowance 2021/2022
505264	19719	15/07/21	£150.00	£0.00	£150.00 ADMIN	Cllr J Harris	Allowance 2021/2022
505265	19720	15/07/21	£150.00	£0.00	£150.00 ADMIN	Cllr K Harris	Allowance 2021/2022
505266	19721	15/07/21	£150.00	£0.00	£150.00 ADMIN	Cllr A Lloyd	Allowance 2021/2022
505267	19722	15/07/21	£150.00	£0.00	£150.00 ADMIN	Cllr M Stevens	Allowance 2021/2022
505268	19724	15/07/21	£150.00	£0.00	£150.00 ADMIN	Cllr P Stevens	Allowance 2021/2022
505269	19723	15/07/21	£150.00	£0.00	£150.00 ADMIN	Cllr C Watkins	Allowance 2021/2022
505270	19725	15/07/21	£500.00	£0.00	£500.00 ADMIN	Cllr D Evans	Chair Allowance 2021/2022
505271	19726	15/07/21	£650.00	£0.00	£650.00 ADMIN	Cllr M Mitchell	Allowance and Chair 2021/2022
505271	19727	15/07/21	£500.00	£0.00	£500.00 ADMIN	Cllr M Mitchell	Deputy Mayor 2021/2022
505271		15/07/21	£1,150.00	£0.00	£1,150.00		
505272	19728	15/07/21	£1,500.00	£0.00	£1,500.00 ADMIN	Cllr R J Higginson	Mayor 2021/2022
505272	19729	15/07/21	£500.00	£0.00	£500.00 ADMIN	Cllr R J Higginson	Chair Allowance 2021/2022
505272		15/07/21	£2,000.00	£0.00	£2,000.00		
505273	19730	15/07/21	£107.50	£0.00	£107.50 ADMIN	Post Office Ltd	Postage
505274	19731	15/07/21	£28.44	£4.74	£23.70 ADMIN	Complete Business Solutions Group Ltd	stationery
505275	19733	15/07/21	£389.15	£0.00	£389.15 FACS	Dwr Cymru	Public toilets
505276	19734	15/07/21	£756.00	£126.00	£630.00 KGVPF	STRI	Subscription and inspection
505277	19735	15/07/21	£216.60	£36.10	£180.50 ADMIN	Brighter Bills Ltd	telephone
505278	19736	15/07/21	£20.00	£0.00	£20.00 ADMIN	Playworks (Payroll Bureau)	payslips july
Total			£7,482.69	£166.84	£7,315.85		

Cheque list

July 2021

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
AS200721		20/07/21	£10,148.85	£0.00	£10,148.85	Salaries	Salaries/Tax/NI July 2021
AU200721		20/07/21	£173.22	£8.23	£164.99	British Gas	Utilities – July 2021
Bank Transfer payments (EstCttee101120)							
30.6.21		30/06/21	£1268.75	£0.00	£1268.75	Merlin Waste	Merlin Waste Dog Bins July 2021
30.6.21		30/06/21	£1369.89	£232.81	£1164.08	J Ball	Cemetery Maintenance Contract June 2021
30.6.21		30/06/21	£1250.74	£208.46	£1042.28	P Villars	Bowls Green Maintenance June 2021
07.7.21		07/07/21	£1795.50	£0.00	£1795.50	R Lewis	Grounds Maintenance Contract June 2021

Financial Budget Comparison

Comparison between 01/04/21 and 30/06/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
INCOME					
Town Facilities					
200	Burial Fees	£15,000.00	£0.00	£3,420.00	-£11,580.00
205	Allotment Rents	£2,000.00	£0.00	£1,900.00	-£100.00
210	Town Council Building Hire	£2,000.00	£0.00	£0.00	-£2,000.00
215	Nursery Rent/Recharge Insurance	£6,100.00	£0.00	£1,500.00	-£4,600.00
220	Refund Business Rates 9SL 16/17 (MCC)	£0.00	£0.00	£0.00	£0.00
Total Town Facilities		£25,100.00	£0.00	£6,820.00	-£18,280.00
Administration					
100	Precept	£0.00	£0.00	£128,644.00	£128,644.00
105	Agency Services Provided	£0.00	£0.00	£0.00	£0.00
115	Sale of Assets	£0.00	£0.00	£0.00	£0.00
120	Insurance claim	£0.00	£0.00	£74.96	£74.96
125	Bank Interest (current)	£0.00	£0.00	£0.00	£0.00
130	VAT Receivable	£0.00	£0.00	£0.00	£0.00
140	Contra	£0.00	£0.00	£0.00	£0.00
600	Loan/Capital Receipt	£0.00	£0.00	£0.00	£0.00
620	Bank Interest Select Instant Access Acct	£1,000.00	£0.00	£0.00	-£1,000.00
630	Investment interest CCLA	£1,000.00	£0.00	£17.69	-£982.31
640	Investment interest Mon BS	£0.00	£0.00	£364.27	£364.27
Total Administration		£2,000.00	£0.00	£129,100.92	£127,100.92
Total Income		£27,100.00	£0.00	£135,920.92	£108,820.92
EXPENDITURE					
KGVPF Trustee Land					
5010	Child Play Area Materials Etc	£5,000.00	£0.00	£0.00	£5,000.00
5020	Playarea Safety Inspections	£1,000.00	£0.00	£182.50	£817.50
5030	Playarea Gates Attendant	£1,250.00	£0.00	£312.50	£937.50
5040	Compound Elect Supply	£0.00	£0.00	£34.78	-£34.78
5050	Welsh Water	£0.00	£0.00	£0.00	£0.00
5060	Security/fire alarm systems	£0.00	£0.00	£0.00	£0.00
5070	Compound Repairs	£0.00	£0.00	£0.00	£0.00
5081	Compound Plans/Project Manager	£0.00	£0.00	£2,655.00	-£2,655.00
5090	Grounds Maintenance Contractor	£14,000.00	£0.00	£2,150.00	£11,850.00
5095	Waste Removal	£200.00	£0.00	£0.00	£200.00
5100	Fields in Trust Affiliation	£70.00	£0.00	£0.00	£70.00
5110	Green Flag Award/signs	£1,000.00	£0.00	£0.00	£1,000.00
5120	External repairs	£0.00	£0.00	£0.00	£0.00
5125	Trees/Bushes	£1,000.00	£0.00	£0.00	£1,000.00

Financial Budget Comparison

Comparison between 01/04/21 and 30/06/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
5135	Litter Bins	£1,000.00	£0.00	£0.00	£1,000.00
5140	Bowling Green Contractor	£14,000.00	£0.00	£3,126.84	£10,873.16
5150	STRI Subscription/Inspection	£800.00	£0.00	£0.00	£800.00
5155	Works to Bowls Club	£0.00	£0.00	£0.00	£0.00
5160	Pest Control	£100.00	£0.00	£0.00	£100.00
5180	Repairs to wall KGVPF	£1,000.00	£0.00	£0.00	£1,000.00
5200	Replace bollards	£1,000.00	£0.00	£0.00	£1,000.00
5230	Asbestos re-inspect Bowls Club	£0.00	£0.00	£0.00	£0.00
5260	Legionella inspect Bowls Club	£1,000.00	£0.00	£59.34	£940.66
5275	Fixed wiring testing (5 years)	£0.00	£0.00	£0.00	£0.00
5285	Upgrade Bowls Club Benches	£0.00	£0.00	£0.00	£0.00
5295	Inclusive Roundabout	£0.00	£0.00	£0.00	£0.00
5300	KGVPF Entrance Gates Attendant	£1,250.00	£0.00	£150.00	£1,100.00
Total KGVPF Trustee Land		£43,670.00	£0.00	£8,670.96	£34,999.04
Town Facilities					
2000	Allotments	£2,910.00	£0.00	£214.33	£2,695.67
2100	Cemetery	£28,580.00	£0.00	£4,541.66	£24,038.34
2200	CCTV	£14,500.00	£0.00	£3,430.00	£11,070.00
2210	Christmas Lighting	£22,000.00	£0.00	£0.00	£22,000.00
2220	Floral Displays	£1,000.00	£0.00	£0.00	£1,000.00
2230	Grounds maintenance Orchard Close	£500.00	£0.00	£66.00	£434.00
2240	Dog Waste Bin Collection/Bins	£10,000.00	£0.00	£2,816.75	£7,183.25
2250	Bus shelter maintenance	£1,000.00	£0.00	£0.00	£1,000.00
2260	Citizen's Advice Bureau	£15,000.00	£0.00	£0.00	£15,000.00
2270	Town Twinning	£0.00	£0.00	£0.00	£0.00
2400	Town Council Building	£16,700.00	£0.00	£1,752.98	£14,947.02
2450	9 Sandy Lane	£500.00	£0.00	£59.33	£440.67
2460	Land Top Sandy Lane	£1,000.00	£0.00	£0.00	£1,000.00
2495	Defibrillators	£0.00	£0.00	£0.00	£0.00
2496	Hand Sanitiser Units	£2,000.00	£0.00	£0.00	£2,000.00
2497	Town Regeneration	£0.00	£0.00	£0.00	£0.00
Total Town Facilities		£115,690.00	£0.00	£12,881.05	£102,808.95
Community Well-Being					
2280	Entertainments & Arts	£7,000.00	£0.00	£0.00	£7,000.00
2290	Events Committee	£9,000.00	£0.00	£9,000.00	£0.00
2300	Playscheme	£5,000.00	£0.00	£0.00	£5,000.00
2310	Caldicot Youth Group	£5,000.00	£0.00	£5,000.00	£0.00
2340	St Mary's Church Luncheon Fund	£3,000.00	£0.00	£0.00	£3,000.00
3010	General/Community Groups	£9,000.00	£0.00	£0.00	£9,000.00
3030	Garden Competition	£500.00	£0.00	£0.00	£500.00
3040	Royal British Legion	£600.00	£0.00	£0.00	£600.00
3045	Merchant Seaman Day	£100.00	£0.00	£0.00	£100.00
3050	Flowers/Spray/Cards Etc	£200.00	£0.00	£30.00	£170.00
3090	Elderly & Disabled Initiative	£2,000.00	£0.00	£0.00	£2,000.00

Financial Budget Comparison

Comparison between 01/04/21 and 30/06/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/21

		2021/22	Reserve Movements	Actual Net	Balance
3100	Children & Young People's Initiative	£2,000.00	£0.00	£0.00	£2,000.00
3130	Flags/Flagpole	£0.00	£0.00	£0.00	£0.00
3140	MIND	£2,000.00	£0.00	£0.00	£2,000.00
Total Community Well-Being		£45,400.00	£0.00	£14,030.00	£31,370.00
Projects					
4030	Bus shelter project	£0.00	£0.00	£0.00	£0.00
4040	CCTV Cameras	£0.00	£0.00	£0.00	£0.00
4050	Community Benches	£0.00	£0.00	£6,760.00	-£6,760.00
4096	Provision of Dog Waste Bins	£0.00	£0.00	£0.00	£0.00
Total Projects		£0.00	£0.00	£6,760.00	-£6,760.00
Administration					
1000	General Administration	£124,200.00	£0.00	£42,918.03	£81,281.97
1100	Other Administration	£34,070.00	£0.00	£9,435.48	£24,634.52
1310	Advertising	£0.00	£0.00	£395.00	-£395.00
1320	Agency Services	£0.00	£0.00	£0.00	£0.00
1330	Prov for Bad/Doubt Debts	£0.00	£0.00	£0.00	£0.00
1340	Street Lighting	£0.00	£0.00	£0.00	£0.00
1350	Community Hall	£0.00	£0.00	£0.00	£0.00
Total Administration		£158,270.00	£0.00	£52,748.51	£105,521.49
Devolution of Service					
4080	Grounds Maintenance MCC	£3,000.00	£0.00	£580.00	£2,420.00
4085	Devolution MCC Street cleaning	£22,000.00	£0.00	£0.00	£22,000.00
4090	Devolution of Service - Toilets	£25,000.00	£0.00	£9,197.31	£15,802.69
Total Devolution of Service		£50,000.00	£0.00	£9,777.31	£40,222.69
Total Expenditure		£413,030.00	£0.00	£104,867.83	£308,162.17
Total Income		£27,100.00	£0.00	£135,920.92	£108,820.92
Total Expenditure		£413,030.00	£0.00	£104,867.83	£308,162.17
Total Net Balance		-£385,930.00		£31,053.09	

CALDICOT TOWN COUNCIL
Minutes of Grants Committee held at 10:00am
on Tuesday, 13 July 2021 at Caldicot Town Council

Present:	Cllrs: M Mitchell W Conniff D Evans	R Garrick (<i>via Starleaf</i>) F Rowberry P Stevens
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[In attendance: S King, Acting Clerk; Mr B Hodges]

1 Apologies

Apologies were received from Cllr K Harris.

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

Declarations made under relevant items.

3 To consider the attached schedule of applications:

a) APPLICATION FORMS:

i) Caldicot Town AFC (£11,500 requested)

Cllr F Rowberry declared a prejudicial interest as a member of Caldicot Town AFC and left the meeting whilst this item was discussed.

Request for support of £11,500 towards electrical work so that a certificate of electrical safety can be issued. Electrical work identified following an electrical condition report.

Further information was requested related to finance and spending powers. Grants Committee deferred this request, a meeting would be arranged to reconsider the supporting information.

Grants Committee deferred the request, meeting would be arranged for additional information to be considered.

ii) Caldicot RFC Under 15s (£1,500 requested)

Request for support towards full playing kit, training kit and replacement equipment (balls, cones, bibs, etc.). Grants Committee fully supported the request.

Grants Committee recommended that £1,500 be granted towards the application for equipment.

Spending Power – Local Government Act 2000, s.2 (s137)

iii) Wye Gymnastics & Galaxy Cheer (£1,500 requested)

Grants Committee considered the application which requested support to purchase safety barriers. Grants Committee recommended the full project amount of £1,785 be granted for installation of safety barriers. Grants Committee fully supported the request. It was recommended that Town Council should offer to sponsor a competition or event in the future.

Grants Committee recommended £1,785 be granted for the purchase and installation of safety barriers.

Spending Power – Spending Power – Local Government Act 2000, s.2 (s137)

iv) Birbeck Road Regeneration Group (£750 requested)

Grants Committee considered the application which requested support towards the replacement of broken picnic benches in the park. Grants Committee recommended awarding the full amount of £1,500 for the whole project. Grants Committee fully supported the application and recommended awarding the full amount of £1,500 towards the project.

Grants Committee recommended £1,500 be granted for replacement picnic benches in the park.

Spending Power – Local Government Act 2000, s.2 (s137)

4 Caldicot Castle AFC/JFC – to consider underspend (to note receipts received)

Grants Committee noted that receipts were provided and thanked Caldicot Castle AFC/JFC for declaring the underspend. Grants Committee recommended that Caldicot Castle AFC/JFC be allowed to spend the remaining amount of £243.49 on football equipment for the junior teams.

Grants Committee recommended that Caldicot Castle AFC/JFC be allowed to spend the remaining amount of £243.49 on football equipment for the junior teams.

5 To note dates of future Grants meetings

Grants Committee noted the dates and times of future Grants Committee Meetings:

- Tuesday 12th October 2021 at 10:00am
- Tuesday 8th February 2022 at 10:00am

The meeting ended at 10:40am

CALDICOT TOWN COUNCIL
Minutes of Grants Committee held at 10:00am
on Monday, 19 July 2021 at Caldicot Town Council

Present: Cllrs: M Mitchell
W Conniff
D Evans

[In attendance: S King, Acting Clerk]

1 Apologies

Apologies were received from Cllrs R Garrick, F Rowberry and P Stevens.

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

Declarations made under relevant items.

3 To consider the attached schedule of applications:

a) APPLICATION FORMS:

i) Caldicot Town AFC (£11,500 requested) [deferred Grants 13.7.2021]

Request for support of £11,500 towards electrical works.

Following a request at Grants Committee held on 13th July 2021, further information was considered by the Grants Committee. The additional information included accounts/financial statements and clarification of spending power.

In considering all information the Grants Committee highlighted the benefit of the sports club for the wider community, for recreation and outdoor activities.

The Grants Committee highlighted that a donation to the club would enable a provision for the community. It was suggested that the request was part funded.

Grants Committee recommended £7,000 be granted for support towards electrical works.

Spending Power – Local Government Act 2000, s.2 (s137)

The meeting ended at 10:15am

Minutes of Health and Safety Committee held at 11.00 am on Tuesday 13th July 2021 at Caldicot Town Council (Hybrid meeting)

Present: Cllrs D Evans, K Harris, RJ Higginson, R Garrick, M Mitchell, F Rowberry

Also in attendance: Cllr M Stevens [S King - Acting Clerk, B Hodges]

1. Apologies

No apologies were received.

2. Declarations of Interest

There were no declarations of interest.

3. ROSPA Safety Inspection reports – KGVPF Fitness Equipment and Play Area

The Committee considered the reports and suggested that companies were contacted with a view to undertaking works, as required.

Health and Safety committee recommended that reports were sent to companies, with a view to undertaking works as required.

*Cllrs R Garrick and K Harris offered apologies for the remainder of the meeting.
Cllrs R Garrick and K Harris left the meeting at 11.15am.*

4. Health & Safety Inspection of Town Council Facilities [b/f H&S 11.5.21]

**(i) Town Council Building
(a) Gents toilet wall**

Health and Safety Committee expressed concern that work was still outstanding, to check the Town Council building wall, following ongoing damp issue reported to Mon CC.

The committee recognised that Town Council building would be closed to groups until work was carried out, as gents toilets were unusable. Closure of building would have detrimental effect to Town Council income.

It was suggested that the ladies toilets were used as communal toilets (gender neutral). Advice was requested from the Health and Safety Officer.

Health and Safety committee recommended that ladies toilets at Town Council building were changed to gender neutral toilets for use by all, this would allow groups to use the Town Council building.

Health and Safety committee recommended that the Acting Clerk chase up Mon CC regarding preliminary investigation of wall and required works. The Committee recommended that if work had not commenced by end of July, alternative companies would be considered.

(b) Boundary wall/footpath

The committee were advised that bricks/debris had started to appear from the boundary wall/footpath, leading up to Cas Troggy. The issue had been recognised as a health and safety hazard and quotations had been obtained, with a view to repair of the wall.

Health and Safety committee recommended that Town Council consider quotations for repair of boundary wall.

(ii) King George V Playing Fields – Bowls Club, Play Area, AFC, Compound
(a) Allotment/guide hut fence

The committee considered the fence at rear of guide hut/allotment and noted that, following a previous meeting and request from guides, the fire service had responded regarding an access gate in the fence leading to the bowls club, *'from a legislative perspective there are no requirements for a gate in a fence. All relevant persons will be outside of the structure and therefor the Regulatory Reform (Fire Safety) Order 2005 does not apply'*.

The committee noted that soil, which had been placed against the fence, had been removed. It was suggested that tension repair was required on the fence. A member of the committee noted that alternative fencing could be considered to increase privacy for the users of the guides building.

Health and Safety committee recommended that the preferred contractor undertake work to repair (tension) the fence between allotment/guide hut.

(b) Additional play area gate

The item had been referred from Town Council to Health and Safety Committee.

Cllr M Stevens presented the item of business (considered at H&S 11.5.21/FTC 26.5.21), the purpose of the item related to safety of children in the play area at King George V Playing Fields. The main gate remains fully open when the park is in use and this provides children with the opportunity to run out of the play area, potentially into the car park. It also provides an open space for dogs to run into the play area.

It was requested that a smaller safety gate could be installed along the footpath fence, so that the gate remained closed for safety. A member highlighted that older children had been observed in the play area. It was suggested that options could be investigated to prevent older children scaling a gate, outside play area hours (e.g. taller gate, spiked top).

Health and Safety Committee recommended that the local contractor was contacted in order to provide options and quotations for a smaller play area gate.

The Committee thanked Cllr M Stevens for attending the meeting.

Cllr M Stevens left the meeting.

(b) Bowls Club

Health and Safety Committee noted the following:

- Uneven slabs on entrance path to Bowls Green
- Overgrown bushes/boundary hedge
- Rotten wood on top of fence (near toilets)

(c) Paying Field, Play Area, AFC and Compound

Health and Safety Committee noted the following:

- Play area – loose/damaged fence panels (repair required)
- Playing field – missing bollards. It was suggested a new bollard was installed at edge of playing fields to prevent vehicles accessing via Newport Road lane (vets).
- Compound – a member advised that a school had expressed a potential use for the bus shelters. School to advise Town Council of interest.

Health and Safety Committee recommended that the preferred contractor provided a quotation for fence repair, new bollard and replacement bollards.

The committee considered all areas on King George V Playing Fields, no further concerns were noted.

Cllr M Mitchell left the meeting at 12.10pm

(iii) Cemetery – cemetery extension and disposal of soil

The committee met with contractors at Dewstow Cemetery and discussed tidying of cemetery extension boundary and deposit of cemetery soil. The committee suggested that the soil could be used to tidy up the cemetery extension boundary area.

Health and Safety committee recommended that preferred contractors use cemetery soil to improve appearance of cemetery boundary area and provide quotations for tidying of trees and green area, at cemetery extension boundary.

The committee noted a split within a branch of the large Oak tree in the centre of the cemetery. Urgent attention was required, Mon CC tree officer and tree inspector to be contacted.

Health and Safety committee recommended that necessary action was undertaken to address split on tree branch.

The contractor discussed cemetery improvements and advised that quotations would be provided for pathways and features, as previously agreed by Town Council. It was noted that bins/storage facilities would also be improved.

(iii) Allotments – Oakley Way, Sandy Lane, Rear Bowls Club

The committee noted that there were some allotment plots that appeared overgrown and required attention. The Committee asked that staff contact plot holders.

(iv) Copse – top of Sandy Lane

No observations noted.

(v) Jubilee Way Toilets

No observations noted.

(vi) Crossway Nursery

Crossway Nursery roof – repair of loose slate, undertaken £40.

Town Council to ratify cost of repair £40, health and safety.

5. Other – at Discretion of Chairperson

There were no other matters discussed.

The meeting ended at 12.55pm.

Agenda Item for Town Council meeting planned for

28th July 2021

Input by Cllr *Rafferty*

Issue

Alleged access issues to Castle Park School.

Background

Following on from Members questions at Council on June 23rd, where it was suggested that the access to Castle Park school is a problem, which has affected pupil numbers; that it be discussed.

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

Proposal

Discuss the suggestion to create a roadway from Sandy Lane directly to the School playing field going past the Council Offices.

Desired Outcome

That Council can consider aspects of, and make an informed decision about the suggestion.

Benefits of proposal

That Council will then have a firm position regarding a roadway to the playing fields.

Agenda Item for Town Council meeting 28.7.21

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

Town Council items

- Resolution of Town Council emails – versus security - (FTC 30.6.21) – all 17 emails working 1.7.2021
- The installation of the MUGA in a suitable, agreed position - MUGA project KGVPF meetings ongoing
- Consider a gate at the entrance to the play area, as is present in other new play areas to prevent risk to young children – Health and safety committee item (FTC 28.7.2021 to consider recommendations)
- Installation of benches – commencing w/c 19.07.2021
- ‘Thank you’ event – Town Council working group meetings ongoing
- Bethany Baptist Defib and communication and maintenance routine (annually) – ref press. – FTC 28.7.2021 consider costs and meet with Bethany to agree specific location
- Resolution of the TC building, toilets – pragmatic approach so that the facility can be used by groups again. Groups are going elsewhere! – FTC 28.7.2021 to consider Health and safety committee recommendations

MCC ongoing items

- Request and completion of a fence around the Castroggy play area, to protect children from dog's mess - MCC advised that Cas Troggy fence will be included in future development of play area
- CMTS home – meeting held with MCC and they're working with CMTS
- Active resolution of the safety issues resulting from MCC/Town Team changes to Caldicot Centre and Church Road –ongoing through Stakeholder Regeneration group
- B4245 bicycle/pedestrian route – ongoing through active travel
- Reduction of road speed on Longfellow and other dangerous roads to 20 mph – ongoing through transport plan
- Resolution of the Birbeck road parking situation - mcc ongoing with ward member
- Town Branding – MCC ongoing

Ward member items/wishlist

- Installation of Bus shelters to KGV field
- Litter picking events – the Town Council office is a registered litter hub with Keep Wales Tidy (advertised on facebook) anyone is able to organise events
- Identification of location and replacement of waste bins -(item of business raised 24.2.21 ‘Litter in Caldicot’) FTC 30.6.21 Town Councillor action – identify requirement in wards
- Solar panels
- Creatively look at options to solve the access issue which is reducing the use of Castle park school (3 empty classes)

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 for28th July 2021.....

Input by CllrD Evans.....

Issue

Need for defibrillator near Severn View Club.

Background

Incident near Severn View Club, resident had heart issue. No access to defib in immediate vicinity.

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

Proposal

Town Council provide defibrillator near Severn View Club, West End Ward, Caldicot. The defib should be in an external case for 24/7 access.

Desired Outcome

Public access to defib available 24/7.

Benefits of proposal

Busy residential area and close to train station. Availability of defib would be beneficial to many.

Agenda Item for Town Council meeting planned for28th July 2021.....

Input by Cllr Garrick

Issue

Website etc. For council only presented in English

Background

Council has previously agreed a language policy to provide Welsh language translations of documents upon request.

We have the only Welsh medium school in the South of the county. It would be a positive move to support our young people who are first language readers in Welsh by providing Welsh language information in Welsh in their home town. Support has been offered by the language officer at Monmouthshire CC to achieve this.

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

Proposal

Work with Mon CC language officer to provide a Welsh language translation of the Town Council Website.

Desired Outcome

A bi lingual website

Benefits of proposal

The town council website will become more accessible to children and young people who are carrying out their education in Welsh.

Visible support of Welsh Language in the Town that has the only Welsh Medium School in the south of the county.

Compliance with the spirit of Welsh language requirements for local councils without the need to seek additional help when requests are made for Welsh Language.

Promotion of the Welsh Language and therefore culture.

Provision of a translated source of Welsh language information for adult learners.



ANNUAL REPORT

2020/2021

CALDICOT TOWN COUNCIL | TOWNCOUNCIL@CALDICOTTTC.ORG.UK

01291 420441



Caldicot Town Council



@CaldicotTown



SUMMARY

The Well-being of Future Generations (Wales) Act is about improving the social, economic, environmental and cultural well-being of Wales.

Caldicot Town Council is one of the public bodies which is required to produce an annual report, demonstrating how the council is working towards the visions and well-being goals within the Well-being of Future Generations (Wales) Act.

Covid-19 has had a significant impact on public services and has affected how services have been provided since early 2020.

Caldicot Town Council has changed working practices to comply with Central and Devolved Government public health directives. Changes had to be introduced swiftly and have been complied with by the Council and staff, as far as reasonably possible to do so.

The Annual Report 2020-2021 highlights progress that Caldicot Town Council has made in relation to tackling local issues and working with partners, in order to benefit communities.

INTRODUCTION

MAYORS FOREWORD

On behalf of myself, the Deputy Mayor Maxine Mitchell and Councillors we are all hopeful that the Coronavirus Pandemic is now receding.

The past year has been difficult for everyone.

We express our thanks and congratulate all the professionals, volunteers and groups for their community spirit and hard work. This has been very evident during the past year and the commitment is commendable.

Restrictions that were imposed will hopefully be relaxed and we are now looking to improve some facilities within the town.

To you the community of Caldicot, we express our most sincere gratitude and together we will move forward.

Cllr RJ Higginson, Mayor 2021/2022



Cllr M Mitchell, Deputy Mayor

Cllr RJ Higginson, Mayor

DRAFT



CALDICOT TOWN COUNCIL

☎ 01291 420441

✉ towncouncil@caldicottc.org.uk

💻 www.caldicottc.org.uk

MONMOUTHSHIRE COUNTY COUNCIL

☎ 01633 644644

✉ contact@monmouthshire.gov.uk

💻 www.monmouthshire.gov.uk

DECISIONS

CALDICOT TOWN COUNCIL

Caldicot Town Council, as a body, is responsible for making decisions and managing public money.

The Council is open and transparent in decision making and spending, all decisions are published within 7 days of a meeting being held.

Town Council meetings are held monthly at 6.30pm (last Wednesday of each month - except August and December), Planning & Resources Committee meetings are held monthly at 6.30pm (second Tuesday of each month) – further details can be found on the website www.caldicottc.org.uk

All meetings are open to the public and there is an opportunity for the public to contribute, to matters on the agenda.

Caldicot Town Council serve the residents of Caldicot and is responsible for a number of assets and facilities, which include Dewstow Cemetery, Jubilee Way Toilets (supported by Mon CC), King George V Playing Fields, allotment sites and Dog Waste Bins.

Details of finance, policy documents, Council activity and additional information about the Council can be found on the website.

Caldicot Town Council is a separate body to Monmouthshire County Council, therefore, manages different functions and responsibilities.

MONMOUTHSHIRE COUNTY COUNCIL

Monmouthshire County Council is responsible for services including education, health and social services, leisure, refuse and recycling, street cleaning, highways - both roads and pavements – street lighting and libraries.

The library/hub is the base for Monmouthshire County Council and officers would be able to assist with queries relating to Council Tax, Education, Health, Highways, Leisure, Social Care and Street Lighting.

Monmouthshire Council can be contacted by telephone, email or popping into the local hub/library. Visit the website at www.monmouthshire.gov.uk






THE COUNCIL

The Council is within a tier of local government, another tier would be Monmouthshire County Council as the unitary authority. The Council is a corporate body and the decisions are made as a whole, the Council has the right to raise money through taxation (precept) and spend in accordance with the legal powers.

Membership of Caldicot Town Council has changed over the past year and new Councillors have joined the Council. Town Councillors are elected or co-opted onto wards to represent the individuals in those areas. At least two-thirds of the total number of members of the Council have been elected, whether at an ordinary election or at a by-election. The variety of representation on the Town Council means that there are a number of skills and expertise across the Council.

The Mayor is the face of the Council, attending events and chairing Town Council meetings. The Town Council employs staff who are managed by the Clerk, the proper officer of the Council in law. The clerk provides advice and support, and takes action to implement Council decisions. The clerk has a varied role and is answerable only to the Council as a whole.

Caldicot Town Council consists of five wards, represented as follows:

Caldicot Castle Ward	
 <p>Cllr J Bond 52 Wentwood View Caldicot NP26 4QH 01291 420188 JillianBond@caldicottc.org.uk</p>	 <p>Cllr O Edwards 62A Caldicot Road Rogiet Caldicot NP26 3SG OliverEdwards@caldicottc.org.uk</p>
 <p>Cllr R Garrick 15 Heol Sirhowy Caldicot NP26 4NE 07915071878 RachelGarrick@caldicottc.org.uk</p>	
Caldicot Dewstow Ward	
 <p>Cllr A Easson 60 Lodge Crescent Caldicot NP26 4JS 01291 421250 AnthonyEasson@caldicottc.org.uk</p>	 <p>Cllr M Mitchell 40 Firs Road Caldicot NP26 4DQ 01291 421445 MaxineMitchell@caldicottc.org.uk</p>
 <p>Cllr F Rowberry 149 Elan Way Caldicot NP26 4QB 01291 423672 FrankRowberry@caldicottc.org.uk</p>	 <p>Cllr P Stevens 24 Durand Road Caldicot NP26 5BZ 01291 423090 PhilipStevens@caldicottc.org.uk</p>

Caldicot Green Lane Ward

Cllr R Wilsher
Sharpy Cottage
Caldicot
robwilsher@caldicottc.org.uk



Cllr W Conniff
94 Taff Road
Caldicot
NP26 4PY
01291 423013

WyndhamConniff@caldicottc.org.uk



Cllr C Watkins
Longcroft Road
Caldicot

crispinwatkins@caldicottc.org.uk



Cllr M Stevens
24 Durand Road
Caldicot
NP26 5BZ
01291 423090

MariaStevens@caldicottc.org.uk

Caldicot Severn Ward



Cllr R J Higginson
31 Eagle Close
Caldicot
NP26 5FA

01291 420663

JimHigginson@caldicottc.org.uk



Cllr J Harris
Myrtle Cottage
The Cross
Caerwent
Caldicot
NP26 5AZ

01291 760311 or 07825446560

JamesHarris@caldicottc.org.uk



Cllr A Lloyd
142 Castle Lea
Caldicot
NP26 4HS
01291 424886

AlunLloyd@caldicottc.org.uk

Caldicot West End Ward



Cllr D Evans
32 Denny View
Caldicot
NP26 5LS
01291 420354 or 07484635745

DavidEvans@caldicottc.org.uk



Cllr J Dobson-Pettican
55 Longfellow Road
Caldicot, NP26 4LB
07305267076
Jessica@caldicottc.org.uk



Cllr K Harris
4 Blackbird Road
Caldicot
NP26 5RF
KayHarris@caldicottc.org.uk

Attendance at meetings

The following charts highlight Councillor attendance at meetings, 2020/2021

	24.06 2020	08.07 2020	29.07 2020	<i>am</i> 30.09 2020	30.09 2020	28.10 2020	<i>est</i> 10.11 2020	25.11 2020	27.01 2021	24.02 2021	31.03 2021
DA*		1	1					1			
WC				1	1	1	1	1	1	1	1
AE	1	1	1	1	1	1	1	1	1		1
OE			1				1				
DE	1	1	1			1	1	1	1	1	1
RG			1		1	1	1	1	1	1	
KH			1	1	1				1	1	1
JH			1				1			1	1
RJH	1	1	1	1	1	1	1	1	1		1
AL			1	1	1	1	1				1
MM	1	1	1	1	1	1	1	1	1	1	1
FR	1	1	1	1	1	1	1	1	1	1	1
MS		1						1		1	1
PS	1			1	1			1		1	
JDP				1	1			1		1	
JB	1	1		1	1	1		1	1	1	1
DN **	1	1	1	1	1						
CW ***											1

FULL COUNCIL

* resigned Mar 20
 ** resigned Oct 20
 *** co-opted Mar 20
(am – annual meeting)
(est – Estimates meeting)

	08.09.20	10.11.20	08.12.20	12.01.21	09.03.21
DA *	1				
WC	1	1		1	1
AE	1	1	1	1	1
OE		1			
DE	1	1	1	1	1
RG	1			1	1
KH	1		1	1	1
JH		1		1	1
RJH	1	1	1	1	1
AL		1			
MM	1	1		1	1
FR	1	1	1	1	1
MS			1	1	1
PS	1		1	1	
JDP					
JB	1		1	1	
DN **	1				
CW ***					

PLANNING & RESOURCES

* resigned Mar 20
 ** resigned Oct 20
 *** co-opted Mar 20



COUNCIL PRIORITIES

- Maintaining and providing assets for the community
- Looking after vulnerable individuals
- Contributing to planning matters, through recommendations
- Effective budget management
- Open and transparent democratic process



ONGOING ACTIVITY

- Develop communication and social media presence
- Increase availability of cemetery records
- Sharing experience with partner organisations



COMMUNITY ENGAGEMENT

- Increased communication via social media and website
- Promotion of health information
- Volunteering and community support
- Sharing of partner information regarding financial support and grants
- Civic attendance at events and functions

CHALLENGES

COVID - 19 PANDEMIC

The Covid-19 pandemic has been one of the most challenging periods for everyone. During the pandemic, there was a lot of pressure on public services and the Council changed its ways of working. The Town Council continued to work alongside the community and expresses continued thanks to volunteers and community for the support to residents during the crisis.

RESOURCES AND LEGISLATION

The impact of the pandemic has affected the way that the Council undertakes business. Changes in legislation have allowed the Council to work electronically, the use of electronic agendas and meetings, have been introduced (previously these were not allowed by law).

- The Town Council approved policies which enabled staff to home-work. Staff were provided with relevant equipment, to facilitate this and to ensure that attendance at the Town Council's offices was strictly limited. Staff workloads changed significantly to adapt to public health measures as amended from time to time;
- The Council moved to remote meetings; to protect staff, public and members. The meetings are open and transparent, with agendas and minutes publicised in the normal way;
- There were significant implications for the Town Council, pertaining to asset management and closure of certain facilities (e.g. public toilets and play area);
- Dewstow Cemetery remained open for visitation and graveside services with limited attendance. The Town Council staff worked closely with funeral directors, to ensure that regulations were adhered to;
- The play area and public toilets were closed: This decision was taken due to Central government directives and advice from the unitary authority and One Voice Wales. Subsequently facilities were safely reopened, with relevant signage displayed, and in accordance with Central and Devolved government directives;
- The Town Council building was closed. Groups were unable to meet due to Central and Devolved government directives. However, support services (i.e. Caldicot Foodbank) continued to operate from the building, ensuring that people in need could obtain food parcels and support.

Members have implemented modified working practices to ensure that Caldicot Town Council continued to provide high quality services to its Constituents.

The Council is committed to continue to provide services and facilities which will benefit the local residents and communities.

TOWN COUNCIL FINANCE

Caldicot Town Council has legal powers to raise money through taxation (the precept) and the Council has a range of powers to enable to spending of public money. The Estimates Committee of the Council meets annually to agree the precept for the following financial year, decisions of the Estimates Committee are approved at a full Town Council meeting.

In setting the budget, the Council considers ongoing pressures and projects, as well as looking at other potential sources of funding.

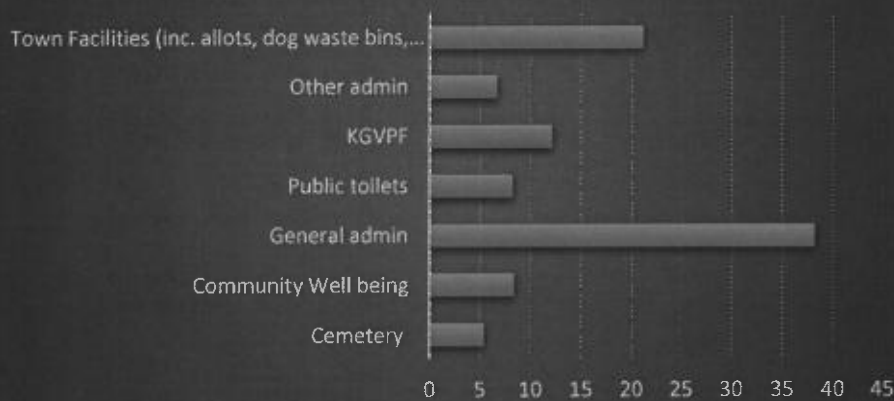
In 2020/2021 Caldicot Town Council agreed a slight decrease in the precept and published information to that effect.

Cllr David Evans, Mayor (2020/21): "This decrease has been passed on to Monmouthshire County Council and will be considered when Council Tax demands are issued. The reduction represents an average charge of £97.18 per Band D household, this achieves a 1% saving per household compared to 2019/20."

This table shows a breakdown of areas for main spending for 2020/21:

2020/2021	%
Town Facilities	21
Cemetery	6
Well-being	9
King George V Playing Fields	12
Other admin	6
General admin	38
Public Toilets	8

Caldicot Town Council 2020/21 Budget



**Caldicot Town
Council
Budget spend
shown in
Percentages (%)**

The chart above shows the percentages of the total Town Council spend and where the budget was used. To give context to the figures shown, the areas are broken down to include the following (lists are not exhaustive):

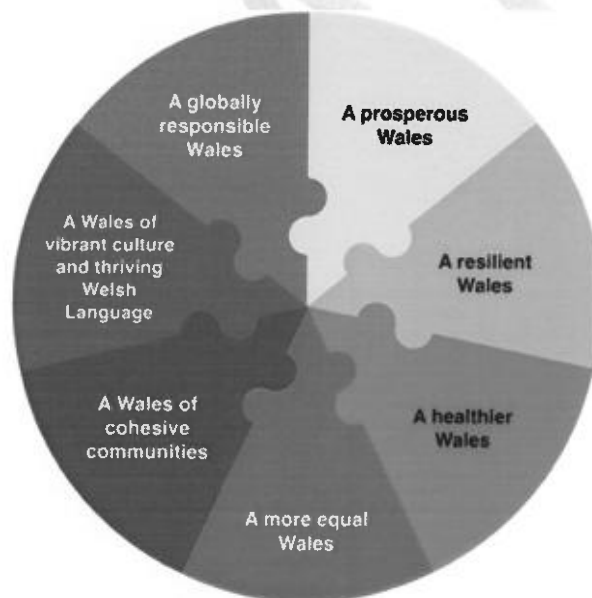
<p><u>Well-being</u></p> <ul style="list-style-type: none"> • Entertainment, Arts & Events • Support for young people (e.g. playscheme/youth group) • Community groups • Floral displays and presentations • Commemorative functions (e.g. Royal British Legion, Merchant Navy) • Support for older people (e.g. groups/lunches) <p><u>King George V Playing Fields</u></p> <ul style="list-style-type: none"> • Provision of green space, play area and fitness equipment • Continued ground maintenance and management • Bowls green maintenance • Football pitch maintenance <p><u>General admin</u></p> <ul style="list-style-type: none"> • Governance and management of Town Council functions • Support/guide/advise at Town Council meetings • Provision of information to enable Council to make informed decisions • Raising the profile of Council • Implementation of Council decisions and organisation of Council procedures 	<p><u>Cemetery</u></p> <ul style="list-style-type: none"> • Provision of burial facility • Continued grounds maintenance and management <p><u>Town Facilities</u></p> <ul style="list-style-type: none"> • Allotments • CCTV • Christmas lights • Dog waste bins • Bus shelters • Contribution to Citizens Advice Bureau • Defibrillators • Hand sanitiser units <p><u>Public toilets</u></p> <ul style="list-style-type: none"> • Partnership working with Mon CC • Management and maintenance of public toilets <p><u>Other admin</u></p> <ul style="list-style-type: none"> • Training for Town Council and staff • Provision of equipment to support office infrastructure • Insurance and IT support • Regalia for Mayor and Deputy • Civic functions • Professional advice • Newsletters and publications
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WELL-BEING

A specific proportion of Caldicot Town Council budget is allocated to well-being, the amount can vary from year to year. Activities are vast and range from provision of green spaces, playing fields, play equipment, allotments, sports facilities through to hosting support groups, to assist those in need.

Caldicot Town Council annually reports the well-being objectives to Monmouthshire Public Service Board, demonstrating how the Council is achieving the goals and applying the five ways of working in order to support the Public Service Board aims.

Monmouthshire Public Service Board (PSB) have set four well-being objectives, 'provide children and young people with the best possible start in life', 'respond to the challenges associated with demographic change', 'protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change', 'develop opportunities for communities and businesses to be part of an economically thriving and well-connected county'.



"The Well-being of Future Generations (Wales) Act 2015 requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities and each other, and to prevent persistent problems such as poverty, health inequalities and climate change."



'Provide children and young people with the best possible start in life'



'Respond to the challenges associated with demographic change'



'Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change'



'Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county'

APPLYING THE FIVE WAYS OF WORKING

LONG TERM

The importance of balancing short-term needs with the need to safeguard the ability to also meet long-term needs.

Caldicot Town Council Well-being plan is a live document to be updated annually and reflect changing long and short term needs.

PREVENTION

How acting to prevent problems occurring or getting worse may help public bodies meet their objectives.

Caldicot Town Council will assist in prevention, through mitigating risks and advising other public bodies of any matters that arise.

INTEGRATION

Considering how the public body's well-being objectives may impact upon each of the well-being goals, on their other objectives, or on the objectives of other public bodies.

Caldicot Town Council will utilise expertise of other local bodies to ensure that objectives are met locally and regionally.

COLLABORATION

Acting in collaboration with any other person (or different parts of the body itself) that could help the body to meet its well-being objectives.

Caldicot Town Council is committed to working with partners to ensure that well-being objectives are continually identified and met.

INVOLVEMENT

The importance of involving people with an interest in achieving the well-being goals, and ensuring that those people reflect the diversity of the area which the body serves.

Caldicot Town Council is committed to ensuring that consultation and engagement is undertaken with local people to ensure maximum involvement for residents in the decision making process.

OBJECTIVES



'Provide children and young people with the best possible start in life'



'Respond to the challenges associated with demographic change'



'Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change'



'Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county'

CHILDREN & YOUNG PEOPLE

- Authority appointed representatives on school governing boards.
- Financial support and prize presentations at Summer Reading Challenge.
- Working with schools and Community Hub.



DEMOGRAPHIC CHANGE

- Hosting support groups to improve and promote health and wellbeing
- Working in partnership to help to reduce loneliness and isolation
- Supporting events which improve health and well being

ENVIRONMENT

- Wildflowers and planting
- Keep wales tidy – litter hub, green flag
- Monitoring the need for alternative energy source.
- Duty under the Environment (Wales) Act 2016 to maintain and enhance biodiversity



ECONOMY

- Working in partnerships with groups, organisations and community volunteers.
- Supporting community economy and activities for residents.



DRAFT

National Well-being Goal

Local Activity

Prosperous:

An innovative, productive and low carbon society which recognises the limits of the Global environment and therefore uses resources efficiently and proportionately, and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

- Caldicot Town Council is committed to working actively with partners to encourage and promote the town.
- Caldicot Town Council has developed the website and set up a Facebook page, the website provides key contact information and responsibilities of the Council and promotes activities of local voluntary groups and organisations. Both website and social media are used to inform and communicate with residents, publicising meeting information, events and signposting to other service providers.
- The Town Council financially supports a number of events and activities within Caldicot, through the grants process and as part of the agreed budget, these include Christmas Lighting, Fireworks, Carnival, Caldicot Castle, Youth Group, Church Lunches, Playscheme, Civic Ceremony, Royal British Legion parade, Best Kept Garden/Citizens Awards, Competition, Citizens Advice Bureau.
- The Town Council is committed to development of young people in the area and supported the new school development, library reading initiatives and competitions, as well as contributions to the Youth Group.
- Town Council grants are available for local groups and organisations.

Resilient:

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.

- Caldicot Town Council is committed to ensuring that the town remains a pleasant clean and safe environment. The Town Council is not responsible for any highways or street cleaning, however, has developed excellent working relationships with the responsible authority, Monmouthshire County Council.
- Caldicot Town Council provides public toilets, bus shelters, dog waste bins, whilst contributing to street cleaning, grass cutting and CCTV.
- Street Cleaning, litter collection, refuse and recycling are the responsibility of Monmouthshire County Council. However, in supporting these services and engaging with colleagues at the County Council, Caldicot Town Council can assist in addressing areas of concern.
- The Town Council acts as consultee on Planning matters and observations will be made, to the Local Planning Authority, on any issues which are perceived to be a detriment to the town.

Healthier:

A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood

- Providing outdoor space as Trustees of King George V Playing Fields, the Council is committed to the health of residents in Caldicot. Ensuring the playing fields are regularly maintained and safe, for use by the public. The playing fields encompass a children's play area, adult outdoor exercise equipment and sports associations (Caldicot Bowls Club, Caldicot Town AFC)
- The Town Council provides 3 allotment sites for use by Caldicot residents, the sites encourage and allow people to cultivate their own gardens, growing produce for their own consumption.
- The Town Council actively supports wellbeing through use of town council building for groups and organisations within the community, such as Foodbank, AA, MIND, Community Connections (patients with dementia).

National Well-being Goal	Local Activity
<p>More Equal: A society that enables people to fulfil their potential no matter what their background or circumstances</p>	<ul style="list-style-type: none"> • The Town Council office is based centrally within the town, within a ground floor building, services are accessible. • Town Council provide use of the building to groups and organisations, which enable a wide range of people to enhance their skills and fulfil their potential through taking part in activities. • Development of the KGVPF Compound building will encourage health and wellbeing, through availability of increased facilities on the playing fields. • Providing financial support for the operation of summer play schemes, ensuring that a facility is available for children to develop and enhance skills.
<p>Cohesive Communities: Attractive, viable, safe and well-connected communities</p>	<ul style="list-style-type: none"> • Caldicot Town Council is responsible for the delivery of a number of services and amenities. • Town Council manage Dewstow Cemetery and work with local funeral directors to provide a considerate and respectable service to residents. • Through devolution of services, the Town Council now manage the public toilets, taken on from Monmouthshire County Council. In addition, the Town Council provide bus shelters and dog waste bins. • The Town Council support services, operated by Monmouthshire County Council, these include provision of CCTV, street cleaning, Caldicot Castle events. • Caldicot Town Council is committed to working with partners to create an attractive, viable, safe and well-connected community.
<p>Vibrant Culture and Thriving Welsh Language: where we have lots of opportunities to do different things and where lots of people can speak Welsh</p>	<ul style="list-style-type: none"> • The Town Council support a number of events throughout the town, which ensure vibrant surroundings. • Caldicot Town Council annually supply Christmas lights for the town centre, as well as financially supporting the event. • Heritage within the town is paramount and the Town Council have contributed and supported events at Caldicot Castle, this includes the Eisteddfod proclamation ceremony. • Caldicot Town Council operates in accordance with the Welsh language policy and adheres to legislative requirements
<p>Globally Responsible: where we look after the Environment and think about other people around the World</p>	<ul style="list-style-type: none"> • Caldicot Town Council has responded to a number of surveys, primarily from Welsh Government, which demonstrates a commitment to global well-being and the capacity to adapt to change. • Caldicot Town Council are concerned with energy consumption at all premises and ensure that the best value for money is obtained when renewing utility contracts and undertaking procedures to ensure that energy is not unnecessarily used.



'Provide children and young people with the best possible start in life'



'Respond to the challenges associated with demographic change'



'Protect and enhance the resilience of our natural environment whilst mitigating and adapting to the impact of climate change'



'Develop opportunities for communities and businesses to be part of an economically thriving and well-connected county'

WHAT HAS THE COUNCIL DONE?

2020/2021

Caldicot Town Council and staff have worked through a particularly difficult time during the pandemic. The Council has continued to provide services and support the community:

CHILDREN & YOUNG PEOPLE

- Collaborated with MCC to share 'school boxes' – craft equipment for children during lockdown
- Hosted venue and promoted 'pre-loved' school uniform exchange

HEALTH & WELL-BEING

- Putting those in need, in contact with volunteers or organisations for support
- Hosting support groups to improve and promote health and wellbeing
- Provision of defibrillator at Caldicot Castle AFC
- Floral bouquet presentations – 60th Wedding Anniversary and 100th Birthday

ENVIRONMENT

- Collaborative working with Mon CC, Town Centre developments and funding for new planters
- Litter hub – spring clean Wales, in partnership with Keep Wales Tidy

ECONOMY

- Providing hi-viz vests for volunteers
- Provision and maintenance of hand sanitizer units across Caldicot
- Financial support to CAB, Youth Service, Events and local charities

DRAFT

ENVIRONMENT WALES ACT 2016

Maintaining and Enhancing Biodiversity

The Environment (Wales) Act 2016 introduced a duty under s6 which requires that public authorities 'must seek to maintain and enhance biodiversity so far as consistent with the proper exercise of their functions and in so doing promote the resilience of ecosystems'. The s6 duty is about taking steps to protect nature in our towns, cities, public places and wider landscape, both through practical action on the ground, and in the way all public functions are carried out.

Caldicot Town Council demonstrates how it contributes positively to maintaining and enhancing biodiversity, whether through procurement, sustainability policies, awareness raising, training, cascading funding criteria to others, or acting in partnership with others.

Town and Community Councils have potential, through their range of functions and coverage of Wales, to contribute to improving conditions for biodiversity.

Nature is in decline, and with it, the services it provides to all of us in terms of benefits for our health, economy and culture. We must all now urgently take action for biodiversity at every opportunity to reverse its decline in Wales and globally - for its intrinsic value, and to secure our own well-being.

Small, every day, local scale actions can make a difference and can contribute to helping biodiversity. Town Council decision making can affect biodiversity, for example through funding decisions and conditions.

To comply with the duty public authorities must prepare and publish a plan setting out what they propose to do to maintain and enhance biodiversity and promote resilience.

Caldicot Town Council reported at the end of 2019, this will be reviewed every 3 years.

Reporting

The 6 objectives to maintain and enhance biodiversity are:

- **Objective 1:** Engage and support participation and understanding to embed biodiversity throughout decision making at all levels
- **Objective 2:** Safeguard species and habitats of principal importance and improve their management
- **Objective 3:** Increase the resilience of our natural environment by restoring degraded habitats and habitat creation
- **Objective 4:** Tackle key pressures on species and habitats
- **Objective 5:** Improve our evidence, understanding and monitoring
- **Objective 6:** Put in place a framework of governance and support for delivery.

Caldicot Town Council
Environment Wales Act 2016 – Maintaining and Enhancing Biodiversity

Caldicot Town Council is located in the South of Monmouthshire, with approximately 12,000 residents, surrounded by the smaller communities of Rogiet, Portskewett and Caerwent.

Caldicot Town Council serves the residents of Caldicot and is responsible for a number of green spaces, which include Dewstow Cemetery, King George V Playing Fields and 3 allotment sites.

The Town Council was awarded Green Flag status in 2019, for Dewstow Cemetery and King George V Playing Fields.

Action carried out to:		Monitored by:
- Engage and support participation and understanding to embed biodiversity throughout decision making at all levels	Work to raise awareness across the organisation, particularly in relation to decision making and recommendations on planning applications.	Council
- Safeguard species and habitats of principal importance and improve their management	Aim to engage services of expertise in relation to Town Council projects (i.e. ecologist-cemetery extension), in order to safeguard protected species and restore habitats.	Council
- Increase the resilience of our natural environment by restoring degraded habitats and habitat creation	Endeavor to support the creation of new habitats, wildflower areas and bee friendly planting (i.e. Living Levels – facilitating community life) Managing land and green spaces, committing to biodiversity (i.e. Green Flag)	Council
- Tackle key pressures on species and habitats	Strive to encourage biodiversity in all areas e.g. within horticultural maintenance, planting areas, hedges/wildflowers.	Council
- Improve our evidence, understanding and monitoring	Making decisions and plans based on the best available evidence, and contributing to our body of knowledge where possible, for example supporting community initiatives.	Council
- Put in place a framework of governance and support for delivery.	Responsibilities towards the duty of s6 will be reported in the Town Council Annual report.	Council
Key outcomes: use narrative and metrics where possible	Providing support, involvement and/or funding for partnerships and collaboration for local and community-based biodiversity action	
Review points, for e.g. enablers and barriers to action, improvements to forward plan	Consider opportunities which provide support, involvement and/or funding for partnerships and collaboration for local and community-based biodiversity action.	
How and when will the s6 duty be monitored and the s6 plan reviewed?	Town Council will continue to contribute to action for biodiversity and actions will be reviewed to ensure fit for purpose under the S6 duty. <i>3 year review period</i>	



A year in pictures



Cllr D Evans - Mayor 2020/21
Cllr RJ Higginson – Mayor 2021/22

WHAT'S NEXT

The Council is aware that the impact of the Covid-19 pandemic resulted in reduced community events and there was a big effect on the economy.

Caldicot Town Council is committed to continuing with developments, which have been delayed due to the pandemic and implementing further tasks which will benefit the community.

What do you want from your local Council?

Ideas for the future include:

- Best Kept Garden/Citizen/Business awards
- 'Community Thank you' event for residents
- MUGA project – King George V Playing Field
- Access for community groups to use Council building
- Civic attendance at events
- Continued partnership working with organisations
- Cemetery development and access to online burial records
- Additional defibrillators around Caldicot

Briefing Note for Town and Community Councils

Dog waste bins

Currently 24 T&CCs across Monmouthshire use Merlin Waste to empty their dog waste bins. Some T&CCs have contracts whilst others have an informal arrangement. There is a wide range of views on service standards provided by Merlin.

There are approximately 300 bins resulting in 275 weekly collections. Merlin Waste have recently increased the costs with immediate effect, and no warning from £4.20 per collection to £6.25.

The tonnage produced from these dog waste bins is approximately 150 to 200 tonnes per year, (Merlin suggest 3t per week, MCC weighed bins at 4t per week). The average cost of disposal for hazardous type waste is £180 per tonne or £27-£38k per year.

MCC Officers believe the £6.25 per bin is reflective of true cost of providing the service.

Options were discussed with stakeholders from the T&CCs on 06/07/2021 and are set out below.

1. Continue same arrangement with Merlin @ £6.25 per empty. No guarantee that service costs will not be increased.
2. Collectively procure a new contract. The contract at £6.25 is worth approx. £90,000 per year and would be subject to EU procurement rules. MCC procurement could support this by placing the contract on E-Tender Wales. It may stimulate the market, Merlin may not bid, it could include service standards, may need a lead Clerk to manage contract, invoicing etc.
3. MCC procure contract as lead authority on behalf of collective T&CCs and sign separate contracts with each T&CC. Could stimulate market, Merlin may not bid, would include service standards, could include MCC admin costs for invoicing etc.
4. Cease service with Merlin and make alternative arrangements. Merlin may not be able to service remaining T&CCs if some pull out.
5. MCC provide service at £6.25 per empty and sign SLA with each T&CC. MCC would not undercut Merlin costs and would prefer T&CCs continue service with Merlin. MCC could provide services if Options 1, 2, 3

It was suggested that a small group of T&CC representatives arrange a meeting with Merlin Waste to discuss proposals. MCC could arrange this meeting and attend if required.

It would be useful if T&CCs could discuss these options and recommend their most favoured solutions so that progress can be achieved. We will look to reconvene the group for a further discussion and to agree the way forward in September, unless the situation deteriorates in the meantime.

Consultation on the community council clerk qualifications regulations

Purpose

This consultation relates to proposals to specify the qualifications that the clerk (also known as 'Proper Officer') to a community council must hold in order for the community council to meet the second of the three eligibility conditions to become an 'eligible community council'.

Context

Section 24 of the Local Government and Elections (Wales) Act 2021 ("the 2021 Act") gives "qualifying local authorities" a general power of competence (the "general power"). The general power gives these authorities the power to do anything that an individual can do, provided they act rationally and within the law.

Qualifying local authorities are specified in the 2021 Act as principal councils and 'eligible community councils'.

An 'eligible community council' is a community council which meets the eligibility conditions set out in section 30 of the 2021 Act, or in regulations made by the Welsh Ministers under section 35 of the 2021 Act, and passes a resolution that it meets the conditions.

The conditions a community council must satisfy in order to resolve itself an 'eligible community council' are:

- at least two-thirds of the total number of members of the council have been declared to be elected, whether at an ordinary election or at a by-election
- the clerk to the council holds such qualification or description of qualification as may be specified by the Welsh Ministers by regulations
- the council has received unqualified auditor's opinions from the Auditor General for Wales, for two consecutive financial years. The latest unqualified auditor's opinion must have been received during the 12 months preceding the day on which the council's resolution is passed.

This consultation seeks views on the draft regulations specifying the proposed qualifications under the second condition.

A Regulatory Impact Assessment (RIA) has not been prepared as part of the Regulations. The likely costs and benefits of complying with these Regulations were assessed as part of the **RIA for the 2021 Act** (pp 125-126).

More generally, a consultation on other aspects of exercising the **general power of competence** closed on 11th of June 2021, and sought views on the following proposals:

- prescribing conditions qualifying local authorities must meet when exercising the general power of competence for a commercial purpose
- re-making the trading order and enabling 'eligible community councils' to trade in their ordinary functions
- extend the application of these draft Regulations to 'eligible community councils' when the general power of competence is commenced for these authorities in May 2022.

Rationale

The clerk is a key source of advice to a community council and it is vital the clerk is properly equipped to play that role both in terms of expertise and time. The general power of competence is a significant legislative power which would allow councils to be more ambitious and innovative. The council must have confidence that the clerk is suitably equipped with the administrative and legislative expertise to support the council in exercising it.

We have considered the different ways in which the assurance of being properly equipped to play this role could be provided, including the case for each of:

- broadly aligned professional qualifications
- 'time served' in the role of clerk as a suitable qualification
- Sector-specific qualifications.

A clerk to a council is a professional employee requiring management, organisational and communication skills, with an understanding of the law, administrative procedures, the planning system, financial management and community engagement. Both the range of broadly aligned professional qualifications (such as legal or accountancy) and the extent of the experiences gained of being 'time served' would vary in the extent to which they would provide the necessary skills, knowledge and understanding. Neither would provide an objective means of providing assurance that the clerk is suitably equipped to support the council in exercising this power. We would be unable to quantify how much 'time served' would provide this assurance. We could not assess whether that time served had demonstrated the necessary skills, knowledge and understanding. Moreover, we could not quantify the extent to which broadly aligned professional qualifications were applicable to provide the relevant assurance. Therefore, we do not propose to extend the range of qualifications to include professional qualifications, such as those required to be an accountant or lawyer, or to specify a period of 'time served'.

Specifying a sector specific qualification would confirm the relevant knowledge, skills and understanding to underpin the exercise of the new general power of competence. It recognises and reinforces that acting as a clerk to a council is a professional role. This avoids the need for subjective judgements about whether other qualifications are considered "equivalent" or not.

Choice of qualifications

There are a number of relevant sector-specific qualifications in existence.

The Certificate in Local Council Administration (CiLCA) qualification is recognised as providing a broad knowledge of all aspects of the clerk's work, role and responsibilities, including the law, council procedures, finance, planning and community involvement.

In 2018, the Independent Review Panel published its report on the future of the community and town council sector. Throughout the Panel's engagement with the sector, as it took evidence, they reported a consistent message about the need to 'professionalise' clerks. They concluded that community councils need to be professionally supported through qualified and independent staff and recommended all clerks must hold or be working towards a professional qualification, with CiLCA as the expected minimum qualification.

CiLCA is widely recognised by the sector and is one of the specified qualifications in the conditions for parish councils exercising the general power of competence, as set out in: The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 ('the 2012 Order').

There are other relevant, sector specific qualifications that clerks may hold that would also be appropriate to demonstrate the skills, knowledge and understanding appropriate to exercise the general power of competence. They build on the CiLCA curriculum, examining similar topics in greater depth. It is intended that the appropriate advanced qualifications are also specified in the regulations. Listing the advanced qualifications in the regulations requires care, as the relevant course has been in existence since 1987 and has changed names several times since then. This unique course was delivered in various guises by the University of Gloucestershire and its predecessor colleges from 1987 to 2017.

The original Certificate of Higher Education (CertHE) course was awarded by the Council for National Academic Awards. The CertHE in Local Policy was validated in 1992 and was re-designed again in 2009 leading to the CertHE in Community Engagement and Governance. In 2013, the CertHE in Community Governance was validated for direct delivery by the Society for Local Councils Clerks (SLCC) and in 2017 it was transferred to De Montfort University. All versions of the level 4 qualifications are specified in the draft regulations, and these regulations would be updated if and when successor qualifications are introduced.

The proposed list of qualifications and the relevant awarding bodies are as follows:

- the Certificate in Local Council Administration (CiLCA) - accredited by Ascentis

- the Certificate of Higher Education in Community Governance – validated by De Montfort University
- the Certificate of Higher Education in Community Engagement and Governance – awarded by University of Gloucestershire
- the Certificate of Higher Education in Local Policy, awarded by University of Gloucestershire or the former Cheltenham and Gloucester College of Higher Education.

Summary

This consultation seeks views on the proposal to specify the qualifications the clerk to a community council must hold to meet one of the eligibility conditions for a community council to exercise the general powers of competence. The proposed specified qualifications in the draft regulations are as follows:

- the Certificate in Local Council Administration (CiLCA)
- the Certificate of Higher Education in Community Governance
- the Certificate of Higher Education in Community Engagement and Governance
- the Certificate of Higher Education in Local Policy.

Obtaining any of the qualifications listed above would be considered to demonstrate a sound understanding of the operation of local government and of principles of good governance.

The clerk to the council must hold one or more of the above qualifications at the time, or before the council passes a resolution that it meets the criteria and is an 'eligible community council'.

It would be insufficient to declare that the clerk is currently undertaking one of the qualifications; or intending to undertake one at a future date.

Implementation

Holding CiLCA is considered a proportionate, objective goal which is within the reach of most clerks, including part-time clerks. There is currently Welsh Government support to assist councils with the full CiLCA qualification cost in 2021 to 2022.

CiLCA is flexible enough to suit clerks from the diverse range of councils, and enables clerks to demonstrate that they have the core knowledge, skills, and understanding for working with a community council. Once registered for the qualification with the administrator, the Society for Local Council Clerks, a clerk has a period of up to 12 months to build the portfolio of evidence, with ongoing support from SLCC, to complete the qualification.

Candidates undertaking the CiLCA qualification are able to submit their evidence portfolio in either Welsh or English. A Welsh speaking assessor is available to assess portfolios submitted in the Welsh language.

The SLCC is currently updating the CiLCA qualification for Wales to incorporate a module specific to implementation of general power of competence in Wales.

The GPoC module would also be available as a stand-alone module for clerks who already hold any of the qualifications specified in the draft regulations. Councils will want to ensure that clerks have the most up-to-date and pertinent information on exercising the general power of competence. It is the intention to propose that councils should support clerks to take this additional module in the statutory guidance, which will be consulted upon later this year. There would be government support to assist councils with the cost of this module in 2021 to 2022.

Consultation questions

Question 1

Does the type of qualifications specified give confidence that the clerk has the core knowledge, skills and understanding to support a community council in the exercise of the new general power?

Question 2

Does each title description make it clear which qualifications are being specified?

Question 3

Are there other appropriate sectoral qualifications that should be considered for inclusion in the draft regulations?

Question 4

We would like to know your views on the effects that the draft regulations would have on the Welsh language, specifically on opportunities for people to use Welsh and on treating the Welsh language no less favourably than English. What effects do you think there would be? How could positive effects be increased, or negative effects be mitigated?

Question 5

Please also explain how you believe the draft regulations could be formulated or changed so as to have positive effects or increased positive effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favorably than the English language, and no adverse effects on opportunities for people to use the Welsh language and on treating the Welsh language no less favorably than the English language.

Question 6

We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please use this space to report them:

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

**MONMOUTHSHIRE COUNTY COUNCIL
(NEW ROAD, CALDICOT, 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 **4th August 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 4th and 17th August 2021**.
2. The order is necessary **for an electricity substation replacement 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 New Road, Caldicot, Monmouthshire**.
4. A signed diversionary route will be in place as follows: **New Road, Fernleigh Road, Green Lane, B4245 and vice versa**.
5. This order may be cited as the **New Road, Caldicot, 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: **28th July 2021**

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

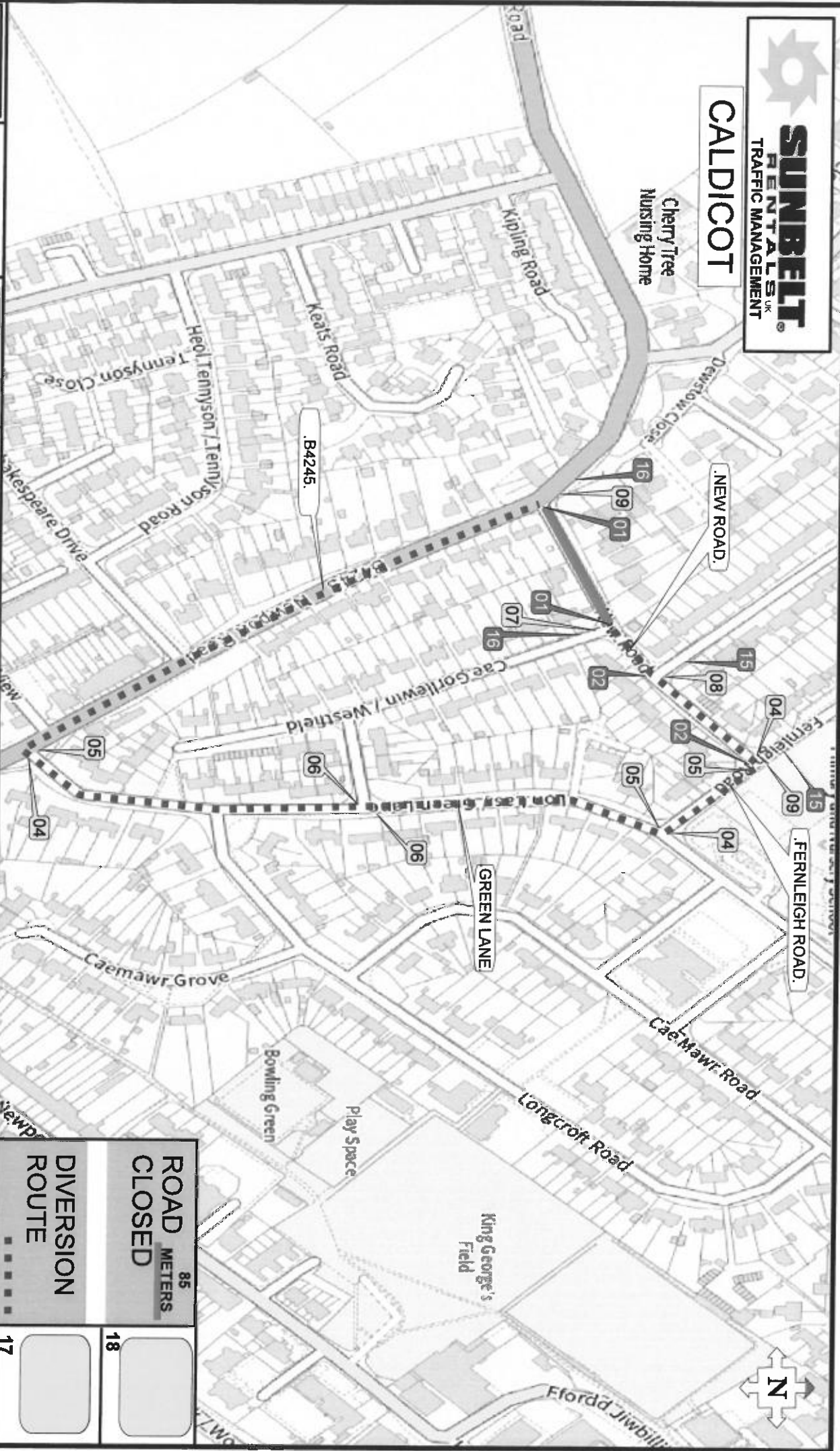
SCHEDULE

New Road, Caldicot, Monmouthshire

Closed from its junction with B4245 to its junction with Westfield.

CALDICOT

Cherry Tree
Nursing Home



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**Cyfoeth
Naturiol
Cymru
Natural
Resources
Wales**

Ein cyf/Our ref: Blackrock
Eich cyf/Your ref:

Natural Resources Wales
Rivers House
St Mellons Business Park
St Mellons
Cardiff
CF3 0EY

Sarah King
Deputy Town Clerk
Caldicot Town Council
Council Office
Sandy Lane
CALDICOT
NP26 4NA

Date: 30th June 2021

Dear Ms King,

Thank you for your email regarding the licensing of the Black Rock Lave Net Fishery. It has been passed to me for a response.

As you are aware, Natural Resources Wales leases the fishery to the eight lave net fishermen at Black Rock, and each year they apply to us for licences to fish during the summer season between June-August.

Previously, the licences had allowed the fishermen to catch, and kill, salmon each summer. But last year, prior to granting the licences, we undertook a Habitat Regulations Assessment (HRA) and a consultation with Natural England to assess the impact of the activity on the protected habitat and on salmon stocks.

This concluded that killing even small numbers of salmon could negatively impact populations which are already threatened. The licences granted to the fishermen therefore specified that all salmon caught must be carefully returned to the estuary, giving them the best possible chance to survive and breed.

This is in line with all other net and rod fisheries across Wales, who have been subject to catch and release restrictions since they were introduced by the Minister in January 2020. The Severn Estuary where the fishery is located is a protected European Marine Site, and both the Rivers Usk and Wye which feed into it are Special Areas of Conservation where salmon are a designated feature.

Salmon in Welsh rivers are in serious decline and we have to do all we can to save them – allowing fishermen to take even small numbers could have an impact on the population.

Reducing the taking of salmon is only one part of NRW's and the Environment Agency's larger national programmes to protect salmon stocks. Actions taken by both NRW,

Environment Agency and their partners include removing barriers, improving water quality, implementing better agricultural practices and addressing unsustainable water abstractions.

We sincerely hope that the Black Rock fishery will find a way to adapt their practices to keep the tradition alive.

Yours sincerely



Holly Sisley

Arweinydd tîm yr amgylchedd / Environment Team Leader
Sir Fynwy a Torfaen/ Monmouthshire and Torfaen
Cyfoeth Naturiol Cymru / Natural Resources Wales

E-bost/E-mail:

holly.sisley@cyfoethnaturiolcymru.gov.uk / holly.sisley@naturalresourceswales.gov.uk

Gwefan / Website:

www.cyfoethnaturiolcymru.gov.uk / www.naturalresourceswales.gov.uk

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg
Correspondence welcomed in Welsh and English

We will only use personal data in accordance with the General Data Protection Regulation to deal with your request and any matters that arise from it.

If you have any further queries or concerns please contact dataprotection@naturalresourceswales.gov.uk. See our [Privacy Policy](#) which describes how we collect use and share your information.

24c Stryd y Coleg
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Ffacs: 01269 598510



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Operation London Bridge Guidance for Community & Town Councils

Operation London Bridge is the code name given to the passing of H M Queen Elizabeth the Second.

This guidance note has been produced to assist Community & Town Councils to consider in advance the implications the passing of H M Queen would have on the activities of the Council and to help the Council plan what actions it wishes to take when the event occurs.

It gives an outline of matters a Council may wish to consider and to what extent it may wish to engage with regard to Events, Flags, Websites, Portraits, Condolence Books, Area to Lay Flowers, the Proclamation, Church Services, Bells, Floodlights, Public Holidays and Dress Code.

Following her departing and the official announcement from Buckingham Palace a period of ten days state mourning will follow. D day being the date of the death and D10 being the date of the full state funeral in Westminster Abbey, unless D10 falls on a Sunday then the funeral will be held on D11 Monday.

It is recommended that all Councils prepare themselves and be mindful that there may be pre- arranged events that may have to be cancelled during the ten-day period which you may not be able to insure against and the Council will have to carry the cost of cancellation.

The Local Government Act 1972, Section 243 excludes days appointed for public mourning from the calculation of the three clear days' notice of a Council meeting, for this reason the Council may need to postpone a meeting or give notice for a meeting until after the funeral has taken place.

Below are several matters which each Council may wish to consider. Councils should also be mindful that the County Council, usually through the office of the Mayor or Chair, may also issue details of arrangements that it may put in place that might assist a Community or Town Council in planning the actions it then wishes to take on the passing of HM Queen.

It is recommended that Councils consider the implications of the passing of HM Queen and where necessary determine in advance the way in which the Council will respond.

Events

The Chair/Mayor in consultation with the Clerk should review the Chair/Mayors forthcoming engagements to see if they are appropriate in time of national mourning.

Additionally, the Clerk should review existing Council events to determine suitability.

For example if Remembrance Sunday that year fell within the ten-day period Remembrance Sunday would continue as normal with added prayer etc.

But if the Council was planning a National Beacon Lighting and/or Bell Ringing, these would have to be cancelled as they are a sign of celebration.

Likewise Christmas activities, carol services, markets, light switch on etc these will need to be considered for re-scheduling or cancellation.

Flags:

If you have a vertical flagpole the flag should be flown at half-mast throughout the period of mourning. **

If the flagpole is at an angle the Union flag should be flown at full mast with black cravats attached (you could contact your local florist for a roll of black floral ribbon). **

** Except for D+1 and D+2 when the new King is Proclaimed (Operation Spring Tide)

All flags to return to normal by 9am the day after the funeral.

Websites

Be prepared with suitable words to put on your website from the Mayor or Chair of the Council. You may wish to consider the home page being overwritten with a black page carrying a portrait of HM the Queen with links to other sections of the Council's website where details of what is happening, what has been cancelled or postponed or to an online book of condolence.

Portraits

You may wish to source a portrait of HM Queen beforehand one that could be placed on a table that may be provided for a book of condolence if the condolence book is to be hard copy (COVID restrictions permitting).

The portrait should have a black ribbon placed diagonally across one top corner.

Any portraits in Council chambers/meeting rooms should remain in situ with a black ribbon for one month being the period of Royal Mourning.

After this time, a portrait of the new King should be put in place with an alternative position for HM Queen's portrait.

Condolence Books

COVID permitting the Council may wish to consider providing a book of condolence. Whilst it is practical to use a hard backed condolence book a loose leaf is more efficient.

The reason for loose leaf is that if any pages are defaced or unsuitable comments written these can be removed accordingly.

The Council may wish to consider whether condolence books are to be taken to schools or care homes.

Following Day+11 the loose leaves can be collated and bound and with a covering letter be sent to the Private Secretary at Buckingham Palace.

If the Council wishes to have a book of condolence it needs to identify a suitable location for a table with a cloth covering, the portrait and some pens.

Alternatively, the Council may wish to consider an on-line condolence book or if the County Council or Buckingham Palace has on-line condolence books a link on the Council's website to either.

Laying of Flowers

On the death of the Prince of Edinburgh Buckingham Palace requested that flowers not be laid, and it is anticipated that the Palace would make known its wishes on the death of HM Queen. Therefore, it is recommended that Councils take the lead from any announcement made at the time.

It is also suggested that members of the community wishing to mark their respect could be encouraged to make a donation to a charitable cause supported by the Royal Family rather than to lay flowers.

If it is anticipated that the community would wish to lay flowers an area pre-designated for this purpose needs to be agreed in advance so that it does not block access to routes etc

Ideally flowers should be unwrapped and not left in cellophane. You will need to make it clear that all flowers will be removed on the morning after the State Funeral and what you intend to do with them.

We are aware that one Council has previously agreed that the morning after the State Funeral the Town Mayor will pick up the first bouquet and place it on a Council truck followed by Deputy Mayor, any Mayor's Chaplain, Councillors, and any members of the public gathered.

The flowers will then be taken away for composting and the compost the flowers produce will be used to plant a commemorative tree.

Proclamation

The National Proclamation will be read in London on D+1 and in Belfast, Cardiff and Edinburgh on D+2. County Proclamations are normally read by High Sheriffs on D+2.

You may wish to have the proclamation read in your area but should check with the office of the Lord Lieutenant for procedures they may already have in place.

Flags for the Proclamation readings should be at full mast and then returned to half-mast.

Religious/Church Services

Church of Wales Dioceses will be arranging full Civic Services for cathedrals and major churches on the mid Sunday of the ten-day mourning period with local parish churches encouraged to hold services on the eve of the State Funeral.

Ideally you should discuss what will happen in your area with your local clergy/religious leaders as soon as possible rather than at the time of HM Queen's passing.

The Chair/Mayor and Councillors may be invited to attend a Civic Service.

Bells

If the Royal death is announced before 12 noon on D Day every church will toll one bell for each year of the Queen's life. If the announcement is made after 12 noon on D Day, the bell will be tolled on D +1 at 12 noon.

Public Holiday

On the day of death workers can be sent home early.

The Day of the State Funeral will be a Public Holiday unless D10 falls on a Saturday.

Be prepared for implications this may have on the workings of your Council and whether extra pay will be incurred for staff required to carry out necessary actions on behalf of the Council.

Flood Lights

Flood lights on public buildings should be fitted with a purple filter during the ten-day period of public mourning or turned off.

Dress Code

On the day of the State Funeral, it would be appropriate for civic leaders, councillors and senior officers to wear black ties or arm bands as a mark of respect if they so wish.

Two Minute Silence

Where the death of HM Queen is to be marked by a Silence an announcement will be made by Buckingham Palace.

Other Advice

When the Duke of Edinburgh passed away there were COVID restrictions that prevented events taking place in public. If the country is in a similar position at the time of her Majesty the Queen's passing the Council will need to be aware of restrictions in place at the time and act accordingly.

Public services and declarations may need to be cancelled or delivered online.

It may not be possible to have 'hard copy' condolence books however a link on the Council's website to an online book such as a County Councils or one set up by Buckingham Palace would be appropriate.

June 2021 (SEB)

CALDICOT REGENERATION STAKEHOLDER GROUP

Notes of Meeting – 25th June 2021 at 3-4.30pm

ATTENDEES:

Cllr Jill Bond, Caldicot Town Council
Roger Hoggins, MCC
David Evans, Town Counsellor/Mayor
Lisa Gillespie, MCC,

Cllr F Rowberry, Caldicot Town Council
Aaron Reeks, Caldicot Town Team
Daniel Fordham, MCC
Julian Bladen, Bladen Property

APOLOGIES:

Cllr J Higginson, Caldicot Town Council
Sue Hughes, MCC

Paul Sullivan, MCC

*Actions

1. Welcome and introductions

RH introduced Jane Lee, as the new Project Manager for Regeneration & Place-making.

2. Notes of last meeting – 13 April 2021

- Branding – Further discussion needed to agree ownership, management and use of brand. TC happy to adopt it.
**Cllr J Bond to propose to CTC that they support management of brand. RH to progress discussions at County Council.*
- Parklets – Positive reactions from residents and business numbers increased with more using the seating area and stay longer. Discussion of Watering/care of plants by TC.
- Environment Health – AR relayed to the group of recent conversation with Environmental Health regarding pigeon problems. Town Team to pay for cull following pigeon number increase. Bird of Prey option considered but costs outweigh benefits. Pigeons to be collected from site and taken away. **AR working on clean-up of guttering's.*
- Discussion for Xmas Tree slot in need of Fabrication – ** RH to arrange. Also meeting with RH and Cllr Evans – LG to arrange*
- Notice Board – position agree but still needs fitting. **LG agreed to chase. Post meeting update: notice board is in very poor condition and very large. RH suggested Town Council consider either refurbishment or purchase of smaller replacement pending discussions about digital noticeboard.*
- 20 mph RSA report has been released and circulated.
- Cllr Bond requested a Bollard Key for St David's Foundation Shop – **LG to arrange*
- Cycle Dismount Sign to be moved in addition request for more signs – **Cllr Bond to check position of notices if more are needed.*
- Wellbeing Hub – Open Day Wednesday 30th June 2021. Also receipt of fridge on Wednesday.

3. Caldicot LUF bid – for information

RH explained to the group of the LUF (Levelling Up Fund) grant. A UK Gov Fund which LA can apply for. Two applications have been submitted 1) Monmouth Constituency 2) Newport East Constituency). Both needed formal support and was given by letters from AM & MP. LA put into categories of which we are no.3 (low category) Bids can be single or package.

Package of 3 projects proposed for Caldicot: (1) refurbishment of leisure centre; (2) acquisition and refurbishment of; 7-43 Newport Road and (3) public realm improvements in town centre and Newport Road west.

Bid deadline 18th June. Chris Jones helped co-ordinate bid applications and ARUP for financial elements. Timescale of Autumn 2021 for a decision with schemes underway 21/22. Monies to be spent by March 2025 latest, but most schemes will be required to complete by March 2024 – Challenge. Cllr J Bond gave thanks to MCC officers for the work on the Bids.

4. Projects:

The Cross

- RH relayed to the group that The Cross is nearly complete. Some snagging remaining. Major issue is the crossing in the road however RH requested a feasibility study to be done with a meeting to follow for design discussion. It has since been agreed that a zebra crossing will be put in.

RH to organise a meeting re: costs/design plan.

- Signage to still be put in. Discussion on cars parking by bollards from Cllr Rowberry. Enforcement colleagues are aware and looking into this matter.
- Request from Cllr Bond that more publicity is needed when zebra crossing is added.

Church Road

- **Phase 1.** Nearing completion with snagging underway. Poorly installed road surface replaced last week. Some concerns raised re safety at Castle corner. MCC officers to explore options to address concerns. 'Keep Clear' signage to be added in short term, with possible double yellow lines to be implemented following legal process.
- Concerns also raise re safety at school entrance. DF explained that measures in Phase 2 of the scheme will help to slow down traffic further. MCC officers to discuss installation of barrier outside school gate with school head and governor. Plans for Phase 2 requested here. **LG to arrange copy to be sent to group.*
- **Phase 2.** Still waiting notice from WG if successful for Active Travel Funding. If successful MCC can move on delivering the project.
- Western Power work was raised by Cllr Rowberry and the Lorries from new housing along Church Road to cause more damage to already poor road surface. Residents unhappy. Disruption is a temporary one for a two week period. Also zebra crossing (Castle Park entrance) need refreshing, also road surface from zebra to roundabout. **RH to arrange. Post meeting update – refresh of zebra crossing as well as addition of 20mph roundels to be carried out at same time as addition of Keep Clear markings at Castle corner.*

Newport Road

- RH informed the group that concept design for Newport Road town centre has been completed by Roberts Limbrick. MCC to commission detailed design imminently. Next stage of design for Newport Road west (between Jubilee Way and B4245 to be commissioned from Roberts Limbrick.

Property enhancement grants

- DF informed the group that 3 grants were awarded last year: (2 Church Road, 4 Chepstow Road (some structural issues discovered here), 2a/b/c Newport Road (however work here is yet to be completed due to supplier not available until Aug/Sept 21). There has been more interest for next year's grants using the Placemaking/ Transforming Towns Grants stream. This replaced the TRI funding stream last year.

5. Any other business

6. Date of Next Meeting – Tuesday 21st September 3.30 pm – 5pm

CONNECT CALDICOT

CONNECTIONS INFRASTRUCTURE

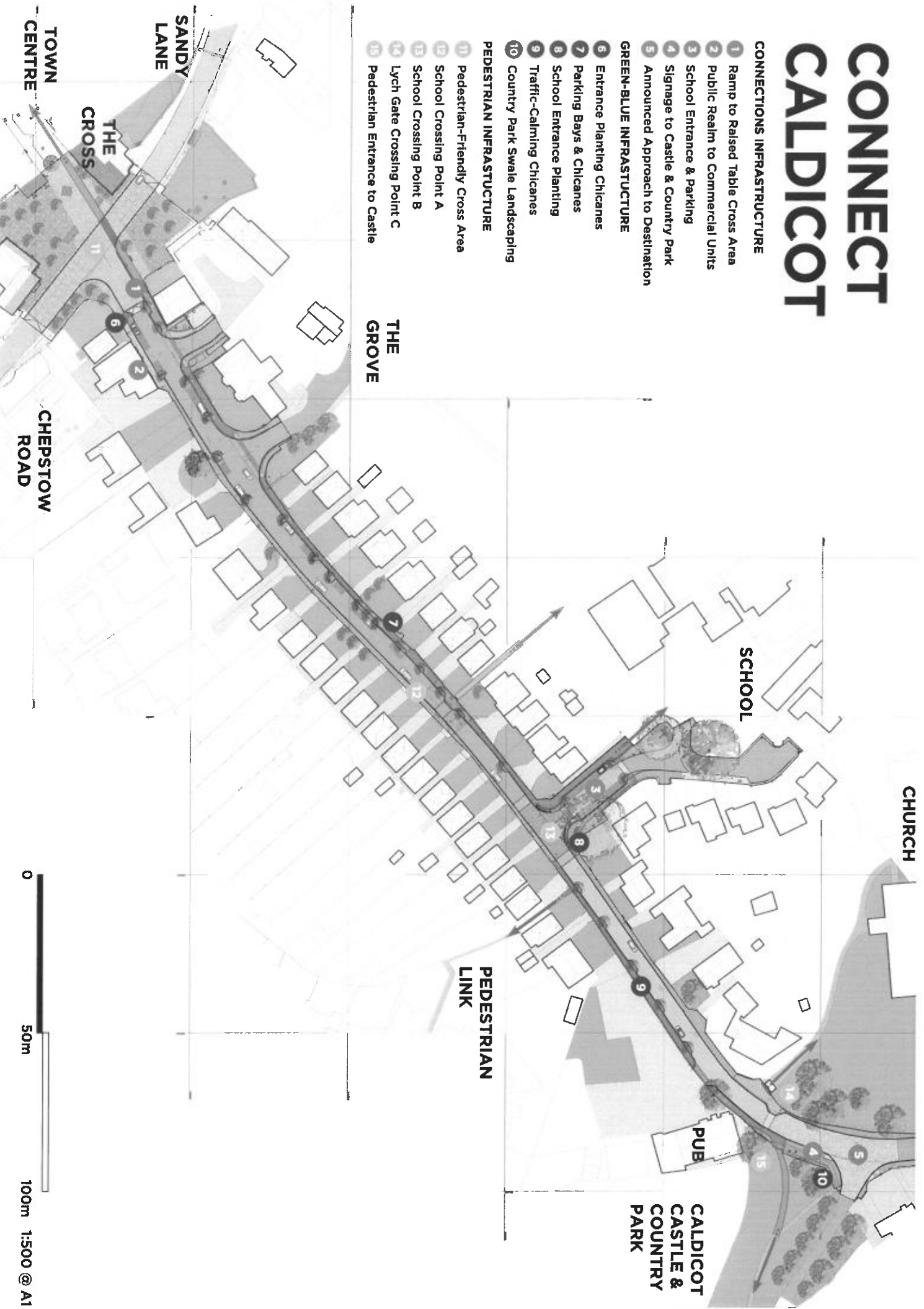
- 1 Ramp to Raised Table Cross Area
- 2 Public Realm to Commercial Units
- 3 School Entrance & Parking
- 4 Signage to Castle & Country Park
- 5 Announced Approach to Destination

GREEN-BLUE INFRASTRUCTURE

- 6 Entrance Planting Chicane
- 7 Parking Bays & Chicane
- 8 School Entrance Planting
- 9 Traffic-Calming Chicane
- 10 Country Park Swale Landscaping

PEDESTRIAN INFRASTRUCTURE

- 11 Pedestrian-Friendly Cross Area
- 12 School Crossing Point A
- 13 School Crossing Point B
- 14 Lynch Gate Crossing Point C
- 15 Pedestrian Entrance to Castle



From: Hoggins, Roger

To: Caldicot Town Council

Cc: Deidun, Peter

Subject: Caldicot TC public Noticeboard

Hello All

You may recall some conversations about whether, in the longer term, the town council might wish to consider installing a digital 'noticeboard' for public announcements, notices, adverts etc. There was some support to explore this further but in the meantime we are to erect the old public notice board.

Discussions were around core drilling the new Cross surface to install the posts for the old sign, installing the sign in the grassed area adjacent to the paved area (grass area by Sandy lane) or rather than coredrill the new surface for a sign that might be replaced by a digital sign in the town centre at some point in the future, that we install the old sign but situated just in the old surface of the town centre (so somewhere close to Wye valley studios, pizza shop area in the old setts).

Having looked at the old sign that is in the contractors compound I must admit that I was surprised by how large it is and the poor condition it is in (paint and lettering peeling). If it is to go back up I would suggest that you consider getting it refurbished. However I am wondering if a new notice board case of a more modest size and construction might be worth contemplating by your council whilst you investigate the longer term solution of a digital notice board.

To give you some idea by copy of this I will ask Peter to investigate what sign cases are available (size and cost) and we can then work out what funding options are available. Obviously even a new sign case would need to indicate that it the town council's notice board even on a temporary basis.

If the Council decides that the existing notice board should be installed as is then I will make the arrangements.

Regards

Roger

Mae'r neges e-bost yma a'r ffeiliau a anfonir gyda hi yn gyfrinachol ac fe'i bwriedir ar gyfer yr unigolyn neu gorff y'u cyfeiriwyd atynt yn unig. Gall gynnwys gwybodaeth freintiedig a chyfrinachol ac os nad chi yw'r derbynnydd bwriadedig, rhaid i chi beidio copïo, dosbarthu neu gymryd unrhyw gamau yn seiliedig arni. Os cawsoch y neges e-bost yma drwy gamgymeriad hysbyswch ni cyn gynted ag sydd modd os gwelwch yn dda drwy ffonio 01633 644644. Cafodd y neges e-bost yma sgan firws gan Microsoft Exchange Online Protection . Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg, Saesneg neu yn y ddwy iaith. Byddwn yn cyfathrebu â chi yn ôl eich dewis. Ni fydd gohebu yn Gymraeg yn arwain at oedi. Gwybodaeth preifatrwydd: Os ydych wedi gofyn am wasanaeth neu wybodaeth gennym, byddwn yn cofnodi eich data ar gyfer dibenion prosesu a chaiff hyn ei gadw yn ein system gwybodaeth cwsmeriaid Fy Sir Fynwy. I gael gwybodaeth preifatrwydd, cyfeiriwch at y dudalen Gwefan a Chwcis ar ein gwefan -

<https://www.monmouthshire.gov.uk/cy/eich-preifatrwydd/43785-2/>. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. It may contain privileged and confidential information and if you are not the intended recipient, you must not copy, distribute or take any action in reliance on it. If you have received this email in error, please notify us as soon as possible by telephone on 01633 644644. This email has been virus scanned by Microsoft Exchange Online Protection. The Council welcomes correspondence in English or Welsh or both, and will respond to you according to your preference. Corresponding in Welsh will not lead to a delay. Privacy Information: If you have requested a service from us, your data will be processed via our customer services management system called 'My Monmouthshire'. For privacy information, please refer to the Website & Cookies page on our website - <https://www.monmouthshire.gov.uk/your-privacy/website-cookies/>.



Heddlu
Gwent
Police

MONMOUTHSHIRE MONTHLY POLICE REPORT

CALDICOT

This document has been prepared to provide an oversight of policing services for your ward areas. It highlights some of the key Crime and Anti-Social behavior issues affecting your communities, provides an oversight of Policing activities and updates you about the work our teams have completed to address the priorities you have made us aware of.

YOUR TEAM



PS – Monmouthshire South Neighbourhood
PS525 Chris Butt

Chris.Butt@gwent.police.uk



Inspector – Monmouthshire Neighbourhood
Inspector Nikki Hughes

Nikki.Hughes@gwent.police.uk



PC – Monmouthshire South Neighbourhood
PC1940 Evan James

Evan.James@gwent.police.uk
07976599401



CADRO – Monmouthshire South Neighbourhood
PC535 Phillip Taylor

Phillip.Taylor@gwent.police.uk
07464647195



PC – Monmouthshire South Neighbourhood
PC1528 Lloyd Davies

Lloyd.Davies@gwent.police.uk
07464654195



PC – Monmouthshire South Neighbourhood
PC26 Darrell Hoare

Darrell.Hoare@gwent.police.uk



School Liaison Officer Monmouthshire South
PC881 Alison Finister

Alison.Finister@gwent.police.uk
0746465496



Community Support Officer
CSO342 Robert Campbell

Robert.Campbell@gwent.police.uk
07811744330



Community Support Officer
CSO38 Hayley Brown

Hayley.brown@gwent.police.uk
07464652364



Community Support Officer
CSO366 Bateman

Tillie.Bateman@gwent.police.uk



Community Support Officer
CSO164 Michael Martin

Michael.D.Martin@gwent.police.uk
07464653931

OVERVIEW

- Your Team
- Headlines
- Crime
- ASB
- Your Voice
- Our Work

Notable arrests for May 2021

None

Operations/Our Work

This month the Team have been concentrating on being visible in our Hot spots as these are the areas the public want to see us patrolling. Work is taking place with our Partners in relation to the Your Voice Priorities. And we are looking at our Design out Crime Team to do an Environmental Audit on Chepstow RFC/ Caldicot Castle to see what recommendations if any come out of that which will help re-assure the public.

We have been working closely with Asda and Caldicot Hub due to an increase in ASB around the town.

Joint partnership work has taken place with Monmouthshire Civil Enforcement Officers and we now have a leaflet to give out to motorists that are parking on Chepstow Road at the Cross, as this area is a **no parking, no loading area**. Currently it is not enforceable but when it all gets signed off MCC Civil Enforcement Officers will be responsible for issuing fines.

CO291 Jo Cooper is looking at a Road Safety project for South Monmouthshire, getting the local Community Children involved & thinking about road safety by designing posters that can be displayed locally representing their school. This collaborative work involves linking in with the Schools Police Officer, NxtGen Officers to include Heddlu Bach (mini Police) along with GoSafe. As part of this piece of work the Neighbourhood team will carry out speed checks, mobile phone/seatbelt action days linking in with South Wales Fire & Rescue Service which has proven successful in the past.

The Team are also arranging some partnership work for week commencing 19th July which is ASB Week. The team will be looking at holding some joint events to engage the youngsters in a game of football, Frisbee golf, along with a joint Road safety event at Caldicot Castle along with some partnership work.

We continue to patrol areas for off-road bikes around the Wentwood and Tintern areas on Sundays at peak times, along with areas in Caldicot where we receive calls for off-roaders.

Due to calls from Dewstow Quarry in relation to criminal damage/ASB - anti-vandal paint has been supplied to the fencing to deter youngsters climbing in. We have also been in touch with Caldicot Leisure Centre regarding them using the paint due to damage being caused to the 3G football pitch, this is being discussed by MCC.

The Team are planning a warrant for the next few weeks in the Chepstow area.

Friday is school leavers so officers will be patrolling and making sure pupils enjoy their evening but are keeping themselves safe. Any Offences will be dealt with by the Team.

Any other information

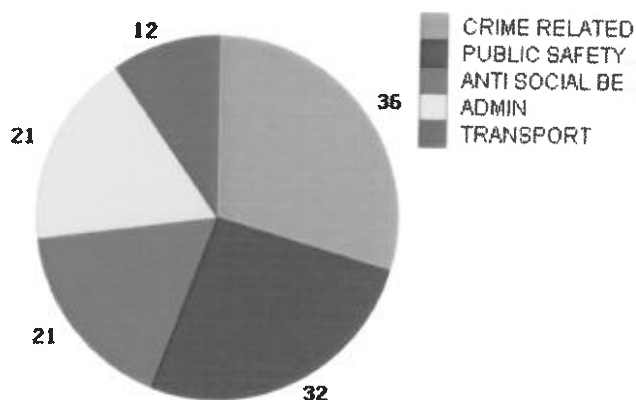
CSO's are linking in with the Civil Enforcement Officers to carry out visible school patrols to address parking issue.

CO38 Hayley Brown will be arranging Ward Walks over the next few weeks with the weather improving, anyone interested in catching up with our Officers please email her back.

A new Community Speed Watch group has been put together for the Magor/Undy area.

Following maps are the last 28 day period

Incidents by Category



Crime related incidents

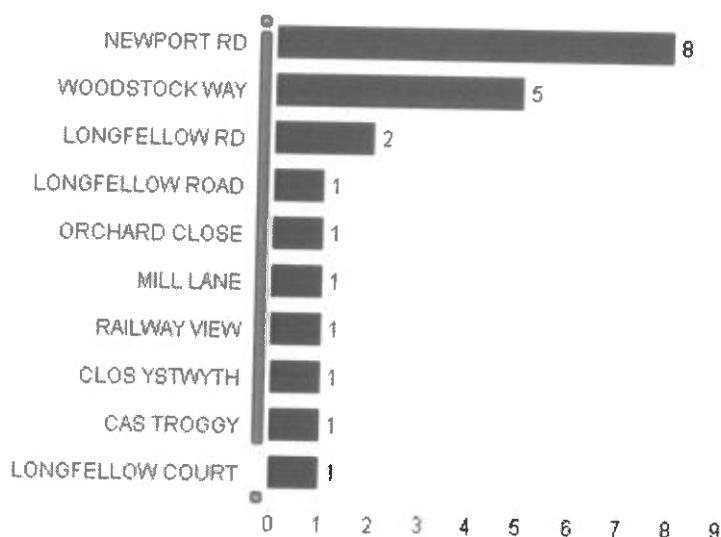
An attempt break-in at the Church Hall Llanthony Close, Smart water pack given along with crime advice to staff.

Several calls for school pupils fighting over a couple of evenings around the Leisure Centre, Caldicot Hub & King George V playing fields. Police are speaking with parents and liaising directly with the school in relation to the matter.

Other calls relate to domestics/Neighbour issues, harassment & threats via phone/media.

No emerging crime trends this month.

ASB Calls



21 calls this month with 13 reported around the town centre we have increased out patrols and as a result Asda will be drafting Banning letters to any person causing ASB/alarm/harassment or abuse to staff as this behaviour will not be tolerated.

Cannabis was found on Monday when officers were dealing with a group of females outside Caldicot Library, after Police received a complaint from staff, the appropriate agencies have been informed.

Your Voice Update

The team are working on the priorities that came from the public vote. A lot is going on behind the scenes with meetings conversations with partners. For this area we have Caldicot Castle & rural burglaries. Arrangements have been made for our Design Out Crime Team to meet with us this month to carry out a site meeting. They will then provide us with a report/recommendations which can then be discussed with yourselves/MCC/Caldicot Castle to look at what we can all do to improve the situation/area for those visiting or living close by.

We urge the public to continue to follow Government Guidelines, keep yourselves safe. Keep up to date with changes in restrictions through the government website.

As always any of the team can be contacted via email or our works phone numbers. Continue to report incidents to us via 101 or contact@gwent.pnn.police.uk

Agenda Item for Town Council Meeting Planned for Wednesday 28th July 2021

Input by Cllr. Kay Harris

Issue

Why did Town Council employ a Consultant? Caldicot Town Council are constantly complaining about M.C.C not listening to the Public and now this town council are doing the same thing.

Background

Town Council are not prepared to take his advice because it doesn't fit with what they want to hear.

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

Proposal

That further consultation should be done with the public before any final decisions are made by full Town Council.

Desired Outcome

That this Town Council should be more open minded and be willing to accept the recommendations of the Consultant, Fields in Trust and Sport England that this is not the right place to put the Muga as it is too close to the houses. It should be at least 30 Metres away. Given that there is considerable opposition, that this Town Council be willing to look at an alternative place to put the Muga.

Benefits of Proposal

To ensure that we do have a Muga and it is erected in a suitable position that does not have an adverse effect on any other existing users of the playing fields. There is enough room for everyone to have ease of access to the playing fields.

Agenda Item for Caldicot Town council meeting planned for

Wednesday 28th July 2021

Input by Cllr. Kay Harris

Issue

I am concerned that Town Council could be causing safeguarding issues for Guides and Brownies if car parking is removed from King George V Playing Fields. Town Council have said that playing field users will have to park in Jubilee way car park. I would like to remind the Town Council that if the building on Jubilee way Car Park goes ahead that there will be approximately 60/70 less car parking spaces than at present and there was a proposal to charge a parking fee.

Background

Intention of Town council to place a Muga on the playing field car park therefore removing parking spaces even though there has been lack of consultation with users and considerable opposition. The guides informed us that their hut is used for Brownies, guides, Older Guiders to meet and some of them are disabled, a creche and a camera club. Town Council appears to be ignoring the needs of these users. Jubilee Way is a considerable distance away for these groups creating an unsafe environment given that there is insufficient lighting.

The guides asked if there could be a trial of not locking the gates. I think this is a reasonable request especially during the winter.

The locking of the gates was to try and stop anti social behavior. This evidently has not worked just moved it nearer to the entrance to the playing field.

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

Proposal

That no car parking is removed from the playing field.

That gates are no longer locked.

That if the Town Council insists that the Muga goes ahead in this position, that today we agree the cost of additional lighting be added to the cost of building the Muga. That the lighting is completed before the Muga is started.

Desired Outcome

No car parking is lost

Gates are left unlocked

That the Muga be resited to a more appropriate position.

Benefits of proposal

There needs to be ease of access to the playing fields as recommended by fields in trust. To make sure that the town council are not the cause of young girls being placed in unsafe situations.

Agenda Item for Town Council meeting planned for 28th July 2021

Input by Cllr Jill Bond

Issue

Concern that we make decisions about a MUGA on the KGV playing fields using advice from all external parties including those employed by the Council and paid for with Public money.

Background

Town Council and many Caldicot residents agree that a MUGA would be beneficial on the KGV fields, but there has been responses from the local residents (in 2019 and recently), KGV users, Fields in Trust, the Consultant employed by the Council and experienced MCC officers, disagreeing with the proposed location of the MUGA i.e. on the Compound and car park. Mainly because it is too close to the houses (should be $\geq 30\text{m}$) and the reduced parking opportunity will cause issue for the current users, maybe even safeguarding issues.

At the TC meeting on 30th June, Councillors confirmed that they would not look at any other site for the MUGA. At the meeting 13th July, there was a suggestion that they would heed the advice from Fields in Trust and re-position and reverse the compound area back to grass.

The Council has agreed to employ a contractor not suggested as the optimum by the Consultant, but not gone back to the Consultant to get further information prior to deciding on 13th July.

MCC, who have installed MUGAs in local sites, Mathern, Rogiet, Magor have not been consulted for information about which Contractor was used and the feedback. Also, MCC have learnt from previous sitings and have produced advice and good practice (need for floodlights, kick boards, sound reducing earth mounds etc.) but the Council has not reviewed that information.

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

Proposal

- To include all possible positions for a MUGA when applying for SUDS.
- That the costs so far for this project and the ongoing costs (including office staff time in £) be transparent to the TC now and ongoing.
- That whilst the SUDs application is being collated, the Council look at ALL current learning and advice and check/audit/review other installations by the chosen Contractor (and other local Contractors) before using Public money.

Desired Outcome

That the optimum site is determined for the MUGA which meets ALL TC and users needs and does not waste public money. That the costs to date and ongoing are transparent and shared with TC.

Benefits of proposal

Maintain good relationships with KGV users and mental and emotional well being of close resident along with reducing possible risk of safeguarding issues of users having to walk from a greater distance to use the fields.