

CALDICOT TOWN COUNCIL

Minutes of Full Town Council Meeting held at 18:30 p.m. on Wednesday, 29th May 2024 at Caldicot Room Suite 3, Castlegate Business Park

Present: Cllr M Mitchell – Mayor
Cllr F Rowberry – Deputy Mayor
Cllr J Bond
Cllr W Conniff
Cllr A Easson
Cllr R Grumbach
Cllr RJ Higginson
Cllr A Lewis
Cllr A Mayo
Cllr G Owen
Cllr IR Shillabeer
Cllr P Strong
Cllr R Wilsher
Cllr J Woodfield

Also present: L Gillespie – Deputy Clerk
L Wallington – Admin
PC Adam Jenkins
Public x9

21/2025 Welcome

The Town Mayor welcomed everyone to the meeting.

22/2025 Apologies for Absence

There were no apologies received.

23/2025 Declarations of Interest

Cllr J Bond and Cllr A Easson declared personal non-prejudicial interests relating to item 14, as members of the Monmouthshire County Council Planning Committee.

Cllr R Grumbach declared a personal non-prejudicial interest relating to item 8i, as a member of Caldicot Events Committee.

24/2025 Report from Gwent Police

RESOLVED to move Item 7 Report from Gwent Police to the beginning of the agenda due to time constraints of persons.

Members were provided with a verbal report from Gwent Police regarding crime statistics and reports in the Caldicot area. Members noted that there will be an increase in Gwent Police foot patrols on Newport Road, Caldicot.

Members raised the following concerns:

- A Member raised a concern regarding stop and search of minors. Members were advised that a stop and search can be carried out on minors due to the monitoring of body camera footage and safeguarding procedures.

- A Member raised a concern regarding the laws around electric scooters. Members were informed that electric scooters are difficult to pursue, but further work on education is being delivered to schools on the laws regarding use and ownership of electric scooters.
- A Member raised a concern regarding the installation of traffic islands on B4245 between the junctions of Caldicot Rd and Crick Rd. Members were informed that this is a matter of the Local Authority.

25/2025 Public Question Time and Participation

Members of the Public presented the following queries:

- Garthalan Drive and Betjeman Avenue

Several Members of the Public attended Town Council and relayed the issues occurring at West End. Members were provided with a verbal update on the matter from Gwent Police. It was acknowledged that Gwent Police, Monmouthshire County Council Environmental Health and South Wales Fire and Rescue are involved. Members noted that the Public Right of Way has been obstructed, causing issues for the South Wales Fire and Rescue Service accessing the site and surrounding area. Members were informed that Gwent Police are gathering evidence. Members noted that the site location is private property. Residents were advised to speak to the Crime Prevention Officer, Police Inspector, Cllr J Bond and the Environmental Health Officer. They were also advised to report anti-social behaviour and incidents to the emergency services. Members noted that Gwent Police will add the site location to their hotspot patrol and will speak to residents regarding the situation.

RESOLVED to contact A Jones and C O'Connor at Monmouthshire County Council regarding preventative measures.

RESOLVED for Town Council to offer a facility for residents to meet with Gwent Police.

- Caldicot Bowls Club Hedge

Members of the Public informed Town Council of the overgrown hedge at Caldicot Bowls Club and Cae Mawr Grove. Members acknowledged that Caldicot Bowls Club receive a grant for the maintenance of the land, as it is situated on KGVPF. Members noted that the maintenance of the hedge is the responsibility of Caldicot Bowls Club. Members were informed that only the Caldicot Bowls Club side is maintained.

RESOLVED to agree a way forward during the confidential session of the agenda, Item 20 Caldicot Bowls Club Hedge.

RESOLVED to inform resident of decision.

- Caldicot School Leavers Celebrations

Members were informed of the concerns regarding the school leavers celebration at Caldicot Castle.

RESOLVED to contact MonLife to request that the vehicular gate is open next year on the Caldicot School leavers day.

26/2025 Minutes

RESOLVED to approve the following minutes / notes and the recommendations contained therein, subject to amendments:

- i) Minutes of Full Town Council Meeting held on Wednesday 24th April 2024

Amendment: Minute number 10966) Report from Monmouthshire Councillors “A member informed Council that the motion for S106 monies to be utilised on Cas Troggy Park had been refused by Mon CC.” To include terminology to clarify that it is historical and not recent.

- ii) Minutes of Extraordinary Full Town Council Meeting held on Wednesday 30th April 2024

- iii) Minutes of Adjourned Full Town Council Meeting held on Wednesday 30th April 2024

Amendment: Minute number 10985) Town Council Building, to include that Cllr J Bond objected to the proposal of timber balustrade due to “*health and safety issues and structural concerns*”.

- iv) Notes of 50 Years of Caldicot Working Group Meeting held on Friday 17th May 2024

- v) Minutes of Annual Meeting of Caldicot Town Council held on Wednesday 22nd May 2024

RESOLVED to check Cllr P Strong is a member on Mon CC CCTV Working Group.

Amendment: minute number 7/2025 ii) Environmental and Climate Change Working Group to include Cllr M Mitchell and Cllr F Rowberry

Amendment: minute number 7/2025 ii) User Sub-Committee King George V Playing Fields to include Cllr A Easson

- vi) Minutes of Extraordinary Full Town Council Meeting Wednesday 22nd May 2024

Amendment: Minute number 18/2025 iii) Minutes of Personnel Committee Meeting Wednesday 15th May 2024, to include that “*Cllr J Woodfield was asked to leave the meeting and left the meeting, not on their own accord, before the confidential session commenced.*”

- vii) Minutes of Personnel Committee Meeting held on Thursday 23rd May 2024

RESOLVED to note a decision regarding 8/2025 iii) Appointment of Cemetery Administrator was made with incomplete information.

Amendment: Minute number 5/2025 Minutes, to include that Cllr J Woodfield was asked to leave the meeting of Personnel Committee on Wednesday 15th May 2024.

27/2025 Reports from Monmouthshire Councillors

Members received the following updates:

- Members were updated on the Active Travel Plan in Caldicot regarding Caldicot Castle and Woodstock Way.

RESOLVED to request Active Travel Plan from Monmouthshire and distribute to Members at the next Full Town Council meeting.

- Members were updated on the matters relating to the traffic islands on B4245 between the junctions of Caldicot Rd and Crick Rd. Members noted that Monmouthshire County Council had been contacted and a reply was received, however, the location is within the parameters of Portskewett.
- Members were informed that P Griffiths is scheduling an Active Travel Regeneration Stakeholder Group meeting.

28/2025 Members Item of Business

- i) Cllr P Strong – Communication radios

Members noted that Town Council currently borrow communication radios when required for events.

RESOLVED to agree in principle, to purchase the radios depending on the ability to securely store and safely maintain the communication radios.

RESOLVED for Town Council to lend the communication radios to community groups, upon request and approval by Town Council.

RESOLVED for Mayor, Deputy Mayor and Admin to decide on a suitable communication radio, not exceeding the cost of that already agreed.

- ii) Cllr J Woodfield – Durand Primary School

RESOLVED to defer item to the next Full Town Council meeting.

- iii) Cllr J Woodfield – Councillor Nominations

Cllr J Woodfield provided a verbal report to Members regarding the nomination process of Members to Committees, Working Groups and Outside Bodies. A concern was raised regarding the balance of Members on Committees and Working Groups and the distribution of Members across the Committees and Working Groups.

RESOLVED to note the written report provided by Locum Clerk.

RESOLVED to consult with Members regarding availability prior to scheduling meetings, to increase Member attendance.

29/2025 EDGE IT Systems Contract

RESOLVED to approve the renewal of the AdvantEDGE three-year contract.

30/2025 KGVPF Play Area Inspection

RESOLVED to note the KGVPF Play Area scheduled inspection.

31/2025 One Voice Wales & Friends of the Earth Cymru

RESOLVED to defer the item to the next Environmental and Climate Change Working Group meeting.

Cllr M Mitchell declared Standing Orders at 20:45 p.m.

RESOLVED to agree that the Full Town Council meeting would be extended to no later than 21:15 p.m.

Cllr A Easson left the meeting at 20:45 p.m.

32/2025 D-Day Remembrance

Members considered a proposed D-Day service.

RESOLVED to approve the D-Day 80th Anniversary Remembrance Service, scheduled to be held on Thursday 6th June 2024 at 11:00 a.m. at The Cenotaph, Sandy Lane, Caldicot.

RESOLVED for Admin to promote the service on social media and website.

33/2025 Finance

RESOLVED to approve the attached payment schedule.

34/2025 Planning

i) Planning Applications for consideration:

DM/2024/00624: Aluminium Panel with Vinyl graphic – Xylem x 1 sign. Unit 9, Symondscliff Way, Severn Bridge Industrial Estate, Portskewett, Monmouthshire, NP26 5PW

RESOLVED to approve.

ii) MCC Approved Planning Applications

RESOLVED to note the following approved planning application:

- **DM/2023/00819:** Proposed detached new build dwelling and double garage. 50 Lapwing Avenue, Caldicot, NP26 5RN

iii) MCC Refused Planning Applications

RESOLVED to note the following refused planning application:

- **DM/2024/00222:** Proposed construction of two storey side extension to extend above existing garage. 17 Stafford Road, Caldicot, NP26 5DE

35/2025 Any new matters relating to the town not included elsewhere on the agenda

The following matters were considered:

- **RESOLVED** to consult in advance with landlords of establishments and properties in Caldicot Town Centre, regarding fixtures and fittings for Christmas lights.
- **RESOLVED** to organise an appointment with City Illuminations.
- **RESOLVED** to create an 80th Anniversary of Victory in Europe Working Group at the next Full Town Council meeting, in readiness for May 2025.
- **RESOLVED** to schedule a meeting with co-organisers of the Remembrance Sunday Service 2023.

36/2025 Date of next meeting

RESOLVED to note that the next meeting of Full Town Council is scheduled to be held on 26th June 2024.

37/2025 Exclusion of Press and Public

RESOLVED 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.

COUNCIL IN PRIVATE SESSION

38/2025 Sandy Lane Allotments Padlocks

RESOLVED to agree in principle, subject to insurance criteria.

RESOLVED for Admin to implement the padlock.

39/2025 Unkept Allotments

RESOLVED to contact R Lewis (Grounds Contractor) to request quotations to clear the specified allotment plots at Sandy Lane and KGVPF.

40/2025 Caldicot Bowls Club Hedge

RESOLVED to defer to the next User Sub-Committee King George V Playing Fields meeting and to invite Caldicot Bowls Club.

RESOLVED to acquire quotes for the hedge to be trimmed once only, to assist the residents of Cae Mawr Grove.

RESOLVED to note that the cost to maintain the hedge will be taken into consideration during the grant allocation process.

41/2025 CCTV Service Provision

RESOLVED to note the CCTV Scheme Strategy Report.

RESOLVED to invite J Crandon and A Mason to present to Members regarding the CCTV Service Provision at the next Full Town Council Meeting on 26th June 2024.

Meeting ended at 21:15 p.m.

Signed **Date**

Town Mayor