

CALDICOT TOWN COUNCIL

Minutes of Full Town Council held at 18:30 p.m. on Wednesday, 25th September 2024 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

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

Also present: L Gillespie – Deputy Town Clerk/Responsible Financial Officer
M Tredwin – Town Clerk
L Wallington – Administrator/Communications Officer
Members of the Public x3 (1 via Teams)

106/2025 Welcome

The Mayor welcomed everyone to the meeting.

107/2025 Apologies for Absence

RESOLVED to receive apologies of absence from Cllr W Conniff, Cllr A Lewis and Cllr R Wilsher.

RESOLVED to note apologies of absence from Gwent Police.

108/2025 Declarations of Interest

There were no declarations of interest received.

109/2025 Public Question Time and Participation

A member of the Public welcomed the Clerk, M Tredwin, as it was his first Full Town Council meeting as Clerk of Caldicot Town Council. A question was raised concerning the delegation of S106 monies to Caldicot. Clerk informed the member of the Public that they are inspecting the procedure and equality of the delegation of monies.

110/2025 Minutes

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

- i) Minutes of Full Town Council Meeting held on Wednesday 31st July 2024

Amendment: Minute number 83/2025 Update on Height Barrier Restriction, to remove the word “*Councillor*” from “...due to the breach of *Councillor Code of Conduct*.”

- ii) Minutes of Planning & Resources Meeting held on Tuesday 5th September 2024
- iii) Minutes of Allotments Committee Meeting held on Friday 13th September 2024
- iv) Minutes of Town Council Building Working Group Meeting held on Friday 13th September 2024

111/2025 Reports from Monmouthshire Councillors

Members received the following updates:

- Members were informed on the changes to free home to school transportation within Caldicot and surrounding areas. Members noted that free home to school transportation will only be provided to pupils if they live more than two miles from their Primary School, an increase from one and a half miles, and more than three miles from their Secondary School, an increase from two and a half miles. Members were informed that this would affect a small number of people in Caldicot. Members were informed that Monmouthshire County Council are not directly responsible for bus routes and bus timetables, however, MCC require feedback regarding the X75 as the bus route and timetable is currently on a trial basis.
- Members noted that C Fookes MP is pursuing the implementation of a banking hub within Caldicot. Clerk informed Members that officers are researching the accessibility of a banking hub in line with recent changes to legislation and will provide a report to Members in due course.
- Members were provided with an update regarding the opening of the new Post Office. Members were informed by Officers that the scheduled opening date, 14th October, had been postponed. Members noted that Officers had requested clarification on a new scheduled official opening date. Members were concerned that due to the West End Post Office temporarily closing for refurbishment, there would be no Post Office facilities within Caldicot.

RESOLVED for Officers to acquire clarification regarding the delayed opening.

RESOLVED for Admin to update social media with more information in due course.

- Members noted that a Placemaking Plan Meeting with County Councillors and Town Councillors had taken place, and that the session was well attended. Members were informed that the report of the meeting had been included in the agenda.

112/2025 Report from Gwent Police

Members noted the apology of absence received from Gwent Police.

RESOLVED to note the written report from Gwent Police.

113/2025 Schedule of Payments Report

RESOLVED to approve the attached Schedule of Payments report for the period of 27th July to 19th September.

114/2025 Potential Placemaking Report

Members considered the report from the Placemaking Plan meeting held on Friday 6th September 2024. Members suggested creating a Placemaking Working Group for the following points to be considered; “*what does Caldicot Town Council want to achieve*” and “*how to make Caldicot more attractive and viable.*” Members suggested organising a public consultation to enable Caldicot residents to provide their opinions.

RESOLVED to note the Placemaking Plan report.

RESOLVED to create a Placemaking Working Group, to report back to Full Town Council for the remaining Governance year. **RESOLVED** for Members to consist of; (8) Cllr J Bond, Cllr A Easson, Cllr R Grumbach, Cllr RJ Higginson, Cllr M Mitchell, Cllr G Owen, Cllr F Rowberry and Cllr J Woodfield.

115/2025 Co-option Policy

Members raised a concern regarding a lack of information regarding the Councillor Training Policy in the Co-option Policy. The Clerk advised that the Training Policy is within Standing Orders and that the Co-option Policy is to provide information and guidance on how Members are elected.

RESOLVED to adopt the Co-option Policy.

116/2025 Naming of Council Building Rooms

Members were updated regarding the nominations and reasoning for each nomination. Members noted that a display would be framed on the entrance to each room, giving explanation the meaning of the room name. Members held a vote regarding the naming of the rooms.

RESOLVED to name the chamber room as the Cobb Chamber, small meeting room as the De Bohun Room and reception area as the Alinore Room.

RESOLVED for name plaques to be installed in readiness for the Mayor’s Civic and Town Council Building Open day on Tuesday 15th October 2024.

117/2025 WW2 Anti-Aircraft Gun Emplacement

Cllr A Mayo provided Members with a verbal presentation regarding the history of the WW2 Anti-Aircraft Gun and its current unkept condition. Members noted that a land registry search must be performed to identify ownership of the land. Members were informed that Officers will need to examine the financial budget to understand if restoration is financially viable.

RESOLVED to delegate authority to Officers to investigate the ownership of the land of which the Gun Emplacement is situated.

RESOLVED to contact landowners regarding permission to restore the site and erect a plaque in remembrance.

RESOLVED for Officers to report back to Full Town Council with costings regarding restoration.

118/2025 Date of Next Meeting

RESOLVED to note the date of the next meeting of Full Town Council is scheduled to be held on Wednesday 23rd October 2024.

119/2025 Exclusion of Press and Public

Members were informed that the confidential session was not needed as there would be no individual reference or identification to persons. Members were advised not to ask questions that could lead to identification of persons.

120/2025 Bowling Club Hedge

Members considered the attached report. Members were informed that due to nesting season, the cutting of the hedge could provisionally happen during the last week of October. Members noted that the cutting of the hedge would be taken into consideration during estimates setting.

RESOLVED for hedge to be cut to five-foot in line with the original quotation from the appointed contractor, which was considered at the Planning and Resources Meeting on Tuesday 20th September 2024.

Meeting ended at 8:10 p.m.

Signed Date

Town Mayor

DRAFT