

CALDICOT TOWN COUNCIL

Minutes of Extraordinary Full Town Council held at 18:30 p.m. on Tuesday 8th October 2024 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr M Mitchell – Mayor
Cllr F Rowberry – Deputy Mayor
Cllr A Easson (Arrived at 18:35 p.m.)
Cllr R Grumbach
Cllr A Mayo
Cllr G Owen
Cllr IR Shillabeer
Cllr P Strong
Cllr J Woodfield

Also present: L Gillespie – Deputy Town Clerk/Responsible Financial Officer
M Tredwin – Town Clerk (via Teams)
L Wallington – Administrator/Communications Officer
Members of the Public x1

121/2025 Welcome

The Mayor welcomed everyone to the meeting. The Mayor thanked Pastor J Linforth for Blessing the Town Council Regalia.

122/2025 Apologies for Absence

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

123/2025 Declarations of Interest

Cllr A Easson declared a personal non-prejudicial interest relating to Item 6 Planning, as a member of the Monmouthshire County Council Planning Committee.

Cllr R Grumbach declared a personal prejudicial interest relating to Item 9 Remembrance Day Sound System and Item 14 Remembrance Day Sound System, as an employee of Events ML Limited.

124/2025 Public Question Time and Participation

A member of the Public raised a question regarding the opening and closing of the Dewstow Cemetery entrance gates. Clerk informed Members that a meeting is due to take place with the Gatekeeper and the situation is in development.

Cllr A Easson joined the meeting at 18:35 p.m.

125/2025 Minutes

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

- i) Minutes of Full Town Council Meeting held on Wednesday 25th September 2024

126/2025 Planning

i) Planning Applications for consideration:

- **DM/2024/01094:** Demolition of the existing porch and replaced with a larger single-storey front extension. 29 Castle Lodge Crescent, Caldicot, NP26 4JL

Members **RESOLVED** to **recommend** support of the **approval** of application **DM/2024/01094**. Proposed by Cllr P Strong, seconded by Cllr R Grumbach.

- **DM/2024/01106:** Change of shop front. Unit 4 Holman House, 36 - 38 Newport Road, Caldicot, NP26 4BQ.

Members **RESOLVED** to **recommend** support of the approval of application **DM/2024/01106**. Proposed by Cllr G Owen, seconded by Cllr J Woodfield

- **DM/2024/01105:** Access, appearance, landscaping, layout and scale. Land At Severn Bridge Industrial Estate, Pill Row, Caldicot

Members raised concerns regarding the maintenance and management of the landscape.

Members **RESOLVED** to request that the decision for application **DM/2024/01105** be **deferred** pending a site visit of the location with the Monmouthshire County Council Planning Case Officer. Proposed by Cllr J Woodfield, seconded by Cllr R Grumbach.

- **DM/2024/01182:** Two storey side extension. 12 Orchard Close, Caldicot, NP26 4BH

Members raised concerns regarding site access for contractors and residential parking.

Members **RESOLVED** to request that the decision for application **DM/2024/01182** be **deferred** pending a site visit of the location with the Monmouthshire County Council Planning Case Officer. Proposed by Cllr J Woodfield, seconded by Cllr G Owen.

ii) MCC Approved Planning Applications:

Members **RESOLVED** to note the following approved planning applications:

- **DM/2024/00813:** Garage conversion, sauna outbuilding and landscaping garden design. 85 Heol Sirhowy, Caldicot, NP26 4RN
- **DM/2024/00970:** To convert a section of the private parking area into a play area for the nursery and fence off the section of the car park near the rear entrance of the building to enable safe and easy access to the play area. The area will be sectioned off using wooden fence panels and posts, the supports for which would be bolted to the tarmac, and this will be fully reversible. Also just to mention for information, the site plan shows an entrance to the rear of No.60 from the car park, which is incorrect, and does not exist - there is already a tall brick wall and wire fence separating the rear of No.60 entirely, from the car park. The private parking area will still offer parking spaces for up to 20 cars. Ladybird Craft Centre, 62 - 64 Newport Road, Caldicot, NP26 4BR

Members were informed of the site visit of the location and noted the road traffic access and safeguarding procedures, following the resolution from the Planning & Resources

Meeting held on Tuesday 10th September 2024, that DM/2024/00970 be deferred pending a site visit of the location.

Members **RESOLVED** to **recommend** support of the **approval** of application **DM/2024/00970**. Proposed by Cllr R Grumbach and seconded by Cllr IR Shillabeer.

127/2025 Appointment of a Replacement School Governor at Dewstow Primary

RESOLVED to elect Cllr R Grumbach as the Caldicot Town Council representative School Governor at Dewstow Primary. Proposed by Cllr M Mitchell and seconded by Cllr F Rowberry.

128/2025 50th Anniversary Working Group Report

Members were informed that it has been necessary to change the name and location of the previously agreed event "*Colour Clash Festival*."

Members **RESOLVED** to approve the change of name and location of the event "*Colour Clash Festival*" to "*Glow in the Dark Powder Rave*." Proposed by Cllr M Mitchell and seconded by Cllr J Woodfield.

Members acknowledged that the time capsules had been delivered and that suggestions were needed for time capsule entries, with emphasis on a connection to Caldicot within the previous fifty years. Members were informed that the 50 Years of Caldicot School's Competition would be transferred to the Environmental and Climate Change Working Group due to time constraints.

MEMBERS NOTED the minutes of the 50 Years of Caldicot Working Group meeting held on Friday 28th August 2024.

It was **NOTED** that the working Group need to amend "*Hoggin the Bridge*" to "*Hoggin' 2024*".

It was **NOTED** that the working Group need to amend time of "*f. Friends of Caldicot Library*" from 7:30 p.m. to 7:00 p.m.

It was **NOTED** that the next 50 Years of Caldicot Working Group meeting is scheduled to be held on Friday 18th October 2024.

129/2025 Date of Next Meeting

It was **NOTED** that the next meeting of Full Town Council is scheduled to be held on Wednesday 23rd October 2024.

It was **NOTED** that the next meeting of Planning & Resources is scheduled to be held on Tuesday 12th November 2024.

130/2025 Exclusion of Press and Public

Members resolved to Move into Exempt Business

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

131/2025 Remembrance Day Sound System

Cllr R Grumbach declared a personal and prejudicial interest and abstained from voting.

RESOLVED to approve the quotation provided by Events ML Limited. Proposed by Cllr A Easson and seconded by Cllr F Rowberry.

132/2025 Panic Alarm for Town Council Offices

Members were informed of the health and safety and lone-working concerns.

RESOLVED to approve the £180.00 + VAT quotation to install a panic alarm and the additional £55.60 + VAT for urgent Police response. Proposed by R Grumbach and seconded by Cllr G Owen.

133/2025 Appointment of Internal Auditor

Clerk informed Members that only two quotations have been obtained, despite efforts to obtain three quotations. Members were advised that it is advantageous to have the Auditor conduct business in person and not via remote working.

RESOLVED to appoint IAC Audit & Consultancy Ltd on a three-year contract, subject to a positive review after twelve months. Proposed by Cllr A Easson and seconded by Cllr J Woodfield.

Meeting ended at 19:22 p.m.

Signed Date

Town Mayor