



**Minutes of Full Town Council held at 18:30 p.m. on Wednesday 25<sup>th</sup> June 2025 at the  
Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr M Mitchell – Chair  
Cllr F Rowberry – Deputy Chair  
Cllr IR Shillabeer – Assistant Deputy Chair  
Cllr C Cochrane  
Cllr J Davies  
Cllr A Easson  
Cllr R Grumbach  
Cllr RJ Higginson  
Cllr A Mayo  
Cllr G Owen  
Cllr P Strong  
Cllr R Wilsher  
Cllr J Woodfield

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrative Officer  
Members of the Public x4

**24/2025-26 Welcome**

The Chair welcomed everyone to the meeting and notified Members that the meeting was being recorded.

**25/2025-26 Apologies for Absence**

Apologies for absence were received from Cllr J Bond, Cllr W Conniff and Cllr A Lewis.

**26/2025-26 Declarations of Interest**

There were no declarations of interest received.

**27/2025-26 Public Question Time and Participation**

Members received the following questions:

- A question was received regarding the watering of the two planters at the entrance to Caldicot at Deepweir and Cherry Tree. Members were informed that the watering of those planters were the duty of Town Council and that the Contractor would be contacted.
- A question was received regarding Severn View Park Residential Care Home and that the garden would no longer be tended to. Members were informed that the building in question is Monmouthshire County Council property and separate to Caldicot Town Council.
- A question was received regarding the behaviour of all Councillors to act in an appropriate manner. Members noted the comments.

## **28/2025-26 Minutes**

Members **RESOLVED** to approve the following minutes and the recommendations contained therein:

### **i) Allotments Working Group 2<sup>nd</sup> May 2025**

Members **RESOLVED** to approve the recommendation of Option A to manage vacant allotment plots going forward. *Option A – Facilities Assistant installs and removes tarpaulin on the vacant plots. Tarpaulin and accessories would be purchased by the Town Council at an approximate cost of £30.00 - £75.00 per plot and retained by the Town Council for future use.*

Proposed by Cllr C Cochrane, seconded by Cllr G Owen.

Members **RESOLVED** to reject the recommendation to replace the entrance gate to Oakley Way allotments. Members **RESOLVED** to purchase and implement a combination lock.

Proposed by Cllr A Easson, seconded by Cllr A Mayo.

### **ii) Personnel Committee 27<sup>th</sup> May 2025**

Members **RESOLVED** to approve the Caldicot Town Council Dog Policy, subject to clarification regarding a red zone on Public Spaces Protection Order.

Proposed by Cllr P Strong, seconded by Cllr IR Shillabeer.

Cllr R Grumbach and Cllr J Woodfield abstained from the vote.

### **iii) Commemoration and Anniversaries Working Group 29<sup>th</sup> May 2025**

Proposed by Cllr IR Shillabeer, seconded by Cllr M Mitchell.

### **iv) Environmental and Climate Change Working Group 3<sup>rd</sup> June 2025**

Members requested clarification regarding the planting on Church Road and the responsibility of Monmouthshire County Council.

Cllr A Mayo left the meeting at 19:15 p.m.

### **v) Personnel Committee 6<sup>th</sup> June 2025**

Proposed by Cllr IR Shillabeer, seconded by Cllr M Mitchell.

Cllr A Mayo rejoined the meeting at 19:17 p.m.

### **vi) Full Town Council (Planning & Resources) 10<sup>th</sup> June 2025**

Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer.

## **29/2025-26 Reports from Monmouthshire Councillors**

Cllr J Strong circulated their report to Members. Members **RESOLVED** to note the report. Cllr J Strong was thanked for their work.

Members were informed of the concern regarding the condition of the Neddern River and flooding. Members were informed dredging affecting levels of the Severn Estuary. It was acknowledged that Members would be kept informed regarding the Caldicot levels.

## **30/2025-26 Report from Gwent Police**

Members were informed that two youths were observed in the Caldicot Community Garden at the Town Council Building and were identified on CCTV.

Members were informed that parking concerns relating to The Cross, Sandy Lane should be reported to Gwent Police and Monmouthshire County Council via Cllr J Strong.

Members **RESOLVED** to note the report and thanked Gwent Police for their work.

### **31/2025-26 End of Year and Annual Return**

**a) To consider and resolve each of the annual AGAR Statements**

Members **RESOLVED** to agree Statement 1 – Appropriate books of account have been properly kept throughout the year.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 2 – Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.

Proposed by Cllr IR Shillabeer, seconded by Cllr M Mitchell.

Members **RESOLVED** to agree Statement 3 – The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 4 – The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored and reserves were appropriate.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 5 – Expected income was fully received, based on correct prices properly recorded and promptly banked and VAT was appropriately accounted for. Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 6 – Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.

Members acknowledged that this statement does not apply to Caldicot Town Council as no petty cash is held.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 7 – Salaries to employees and allowances to Members were paid in accordance with contracts, minuted approvals and PAYE and NI requirements were properly applied.

Proposed by Cllr IR Shillabeer, seconded by Cllr RJ Higginson.

Members **RESOLVED** to agree Statement 8 – Asset and investment registers were complete, accurate and properly maintained.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 9 – Periodic and year-end bank account reconciliations were properly carried out.

Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 10 – Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and

expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records and where appropriate, debtors and creditors were properly recorded. Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 11 (Trust Funds Including Charitable Trusts) – The Council has met its responsibilities as a trustee.  
Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree the Accounting Statement for 2024/25 and authorise the Mayor and Town Clerk to sign the AGAR document.  
Proposed by Cllr IR Shillabeer, seconded by Cllr C Cochrane.

**b) To confirm the dates set for the exercise of public rights**

Members **RESOLVED** to agree the dates set for the exercise of public rights to commence on 30<sup>th</sup> June 2025 and end on 14<sup>th</sup> July 2025.  
Proposed by Cllr M Mitchell, seconded by Cllr IR Shillabeer.

Members **RESOLVED** to note the report from Audit Wales regarding the 2022 – 2023 and 2023 – 2024 Annual Returns.

Clerk was thanked for their report.

**32/2025-26 Christmas Lights Working Group**

Members **RESOLVED** to establish a Christmas Lights Working Group and elected the following Members; Cllrs C Cochrane, W Conniff, J Davies, M Mitchell, F Rowberry and IR Shillabeer. Cllr R Grumbach to attend as an advisor.

**33/2025-26 Councillor Allowances**

Members were informed of their entitlements and the processes for claiming them.

Members **RESOLVED** to note the mandatory allowances as outlined in Determinations 44 and 45 and approved their implementation.

Members **RESOLVED** to implement optional payments under Determinations 46 – 52.

Members **RESOLVED** for Senior Role payments to be implemented Finance Committee, Health and Safety Committee and Personnel Committee.  
Proposed by Cllr R Grumbach, seconded by Cllr A Easson.

**34/2025-26 St Mary's Church Community Hall Defibrillator Request**

Members considered the request from St Mary's Church Community Hall. Members were informed of The Circuit.

Members **RESOLVED** to agree in principle the request from St Mary's Church Community Hall for a defibrillator, subject to purchase cost and packages. Members **RESOLVED** to agree to supply, install, retain and maintain the equipment.  
Proposed by Cllr A Easson, seconded by Cllr IR Shillabeer.

**35/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Tuesday 8<sup>th</sup> July 2025.

Members received acknowledgement from Children's Cancer Charity of the grant awarded.

**36/2025-26 Exclusion of Press and Public**

Members **RESOLVED** to consider item 5v Personnel Committee 6<sup>th</sup> June 2025 under exempt business.

Proposed by Cllr C Cochrane, seconded by Cllr A Easson.

**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.*

**COMMITTEE IN PRIVATE SESSION**

**37/2025-26 Any items that Members may feel should be discussed in private session during the course of the meeting**

Clerk and Administrative Officer left the meeting at 20:30.

Meeting ended at 20:40 p.m.

Signed ..... Date .....

Chair



**Minutes of Extra Ordinary Full Town Council Meeting held at 10:00 a.m. on Friday 4<sup>th</sup> July  
2025 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA**

**Present:** Cllr M Mitchell – Chair  
Cllr F Rowberry – Deputy Chair  
Cllr C Cochrane  
Cllr W Conniff  
Cllr R Grumbach  
Cllr RJ Higginson  
Cllr G Owen  
Cllr P Strong  
Cllr R Wilsher  
Cllr J Woodfield

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrative Officer

**38/2025-26 Welcome**

The Chair welcomed everyone to the meeting and notified Members that the meeting was being recorded.

**39/2025-26 Apologies for Absence**

Apologies for absence were received from Cllr A Easson and Cllr IR Shillabeer.

**40/2025-26 Declarations of Interest**

There were no declarations of interest received.

**41/2025-26 Public Question Time and Participation**

There were no questions received from members of the public.

**42/2025-26 End of Year and Annual Return**

**a) To consider and resolve each of the annual AGAR Statements**

Members **RESOLVED** to agree Statement 1 – In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.

Proposed by Cllr M Mitchell, seconded by Cllr G Owen.

Members **RESOLVED** to agree Statement 2 – We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.

Proposed by Cllr RJ Higginson, seconded by Cllr C Cochrane.

Members **RESOLVED** to disagree Statement 3 – We have ensured that we electronically publish the information the Council is required to publish by law, on it's website.

Proposed by Cllr F Rowberry, seconded by Cllr C Cochrane.

Members **RESOLVED** to agree Statement 4 – We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to its members.  
Proposed by Cllr C Cochrane, seconded by Cllr R Wilsher.

Members **RESOLVED** to agree Statement 5 – We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.  
Proposed by Cllr C Cochrane, seconded by Cllr F Rowberry.

Members **RESOLVED** to agree Statement 6 – We have put in place arrangements for: Effective financial management including the setting and monitoring of the Council's budget. Maintenance and security of accurate and up to date accounting and other financial records. Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.  
Proposed by Cllr W Conniff, seconded by Cllr RJ Higginson.

Members **RESOLVED** to agree Statement 7 – We have maintained an adequate system of internal control and management of risk, including: Measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments. Assessment and management of risks facing the Council. An adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.  
Proposed by Cllr W Conniff, seconded by Cllr G Owen.

Members **RESOLVED** to agree Statement 8 – We have taken appropriate action on all matters raised in previous reports from internal and external audit.  
Proposed by Cllr C Cochrane, seconded by Cllr RJ Higginson.

Members **RESOLVED** to agree Statement 9 – We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.  
Proposed by Cllr C Cochrane, seconded by Cllr G Owen.

Members **RESOLVED** to disagree Statement 10 – General Power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 202.  
Proposed by Cllr R Grumbach, seconded by Cllr R Wilsher.

Members **RESOLVED** to agree the Trust Funds Statement – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.  
Proposed by Cllr R Wilsher, seconded by Cllr G Owen.

Members **RESOLVED** to authorise the Mayor and Town Clerk to sign the AGAR document.  
Proposed by Cllr C Cochrane, seconded by Cllr G Owen.

**b) To reconfirm the dates set for the exercise of public rights**

Members **RESOLVED** to reconfirm the dates set for the exercise of public rights to commence on 30<sup>th</sup> June 2025 and end on 25<sup>th</sup> July 2025.

**43/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Tuesday 8<sup>th</sup> July 2025.

Meeting ended at 10:56 a.m.

Signed ..... Date .....

Chair



**Minutes of Full Town Council (Planning and Resources) Meeting held at 18:30 p.m.  
on Tuesday 8<sup>th</sup> July 2025 at the Caldicot Town Council Building, Sandy Lane,  
Caldicot, NP26 4NA**

**Present:** Cllr M Mitchell – Chair  
Cllr F Rowberry – Deputy Chair  
Cllr C Cochrane  
Cllr W Conniff  
Cllr J Davies  
Cllr R Grumbach  
Cllr A Mayo  
Cllr G Owen  
Cllr P Strong  
Cllr J Woodfield

**Also present:** M Tredwin – Town Clerk  
L Wallington – Administrative Officer

**FTCPR8/2025-26 Welcome**

The Chair welcomed everyone to the meeting.

**FTCPR9/2025-26 Apologies for Absence**

**RESOLVED** to receive apologies of absence from Cllr J Bond, Cllr A Easson, Cllr IR Shillabeer and Cllr R Wilsher.

**FTCPR10/2025-26 Declarations of Interest**

There were no declarations of interest received.

**FTCPR11/2025-26 Public Question Time and Participation**

There were no questions received from members of the public.

**FTCPR12/2025-26 Minutes**

**RESOLVED** to approve the following minutes and the recommendations contained therein:

- i) **Full Town Council (Planning and Resources) 10<sup>th</sup> June 2025**  
Proposed by Cllr C Cochrane, seconded by Cllr G Owen.

**FTCPR13/2025-26 Planning**

i) **Planning Applications for Consideration**

- **DM/2025/00719:** Change of use of the first floor from offices (use class b1a) to 1no self-contained flat (use class c3) including external alterations including creation of a new residential entrance together with bicycle and refuse. 7 Wesley Buildings, Newport Road, Caldicot, NP26 4LY

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/00719**.  
Proposed by Cllr C Cochrane, seconded by Cllr W Conniff.  
Cllr A Mayo abstained from the vote.

- **DM/2025/00736:** Single storey extension to rear of property, dormer to rear of property and 1.5 storey extension to front and side of dwelling. New garage. 5 Troddi Close, Caldicot, NP26 4PW  
Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/00736**.  
Proposed by Cllr J Woodfield, seconded by Cllr C Cochrane.
- **DM/2025/00764:** Construction of single storey rear extension, re-roofing of the main house (to include an integrated PV solar array), removal of stone and composite cladding, and rendering of the main house front facade. Replace and upgrade doors and windows throughout, internal remodelling and thermal upgrading, and associated works. 18 Blackbird Road, Caldicot, NP26 5RF  
Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/00764**.  
Proposed by Cllr A Mayo, seconded by Cllr F Rowberry.
- **DM/2025/00777:** Rear single storey extension. 35 Elan Way, Caldicot, NP26 4PZ  
Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/00777**.  
Proposed by Cllr J Woodfield, seconded by Cllr C Cochrane.
- **DM/2025/00820:** Side single storey extension. 50 Castle Lea, Caldicot, NP26 4HR  
Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/00820**.  
Proposed by Cllr C Cochrane, seconded by Cllr W Conniff.
- **DM/2025/00845:** Single storey rear flat roof extension. 20 Osprey Drive, Caldicot, NP26 5RL  
Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/00845**.  
Proposed by Cllr A Mayo, seconded by Cllr C Cochrane.

ii) **MCC Approved Planning Applications**

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

- **DM/2025/00637:** Convert existing conservatory to extension with flat roof. 12 Osprey Drive, Caldicot, NP26 5RL

**FTCPR14/2025-26 Date of Next Meeting**

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 30<sup>th</sup> July 2025.

Meeting ended at 18:56 p.m.

Signed ..... Date .....

Chair