



Minutes of Allotments Working Group Meeting held at 12:10 p.m. on Tuesday 24th March 2026 at the Caldicot Town Council Building, Sandy Lane, Caldicot NP26 4NA

Present: Cllr F Rowberry – Deputy Chair
Cllr C Cochrane
Cllr M Mitchell
Cllr IR Shillabeer

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

A17/2025-26 Welcome

The Chair welcomed everyone to the meeting.

A18/2025-26 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr G Owen.

A19/2025-26 Declarations of Interest

No declarations of interest were received.

A20/2025-26 Minutes

Members **RESOLVED** to confirm the minutes contained therein:

- i) **Minutes of Allotments Working Group Meeting held on Friday 6th February 2026**
Proposed by Cllr C Cochrane, seconded by Cllr M Mitchell.

A21/2025-26 Water at Oakley Way and Sandy Lane Allotments

Members **RESOLVED** to move the item into exempt business.

Proposed by Cllr C Cochrane, seconded by Cllr M Mitchell.

A22/2025-26 Exclusion of Public and Press

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

A23/2025-26 Water at Oakley Way and Sandy Lane Allotments

Members **RESOLVED** that the Allotment Tenancy Agreement 2026 be updated to require all enquiries to be directed to the Council Office during designated working hours and must not be made to, or responded to by, individual staff members or Council Members outside of the Council Office.

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

Cllr M Mitchell left at 12:30 p.m.
Cllr M Mitchell rejoined at 12:31 p.m.

Members were advised that the Town Council had no statutory obligation to provide water at allotment sites. It was noted that the Council is a 'green council' and must therefore take a responsible and environmentally sustainable approach to the use of resources. Members were informed that the water supply had been turned off during the off-peak growing season.

Concerns were raised regarding water wastage, including the unattended use of sprinklers whilst tenants were not present on site. Members acknowledged that banning hosepipes and requiring hand watering only is common practice elsewhere.

Members noted the Council's level of investment in the allotments.

Members noted that subject to approval by Full Town Council, sensors would be installed to monitor soil moisture, pH levels and weather conditions and the data would be accessible to allotment holders.

Cllr M Mitchell left at 1:00 p.m.

Members **RESOLVED** that the Clerk write a letter to allotment holders on behalf of the Allotment Working Group Members, to clarify the provision of water and outline the Council's expectations regarding responsible and sustainable water use.

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

Members **RESOLVED** to schedule the next meeting of the Allotments Working Group for Friday 10th April at 10:30 a.m.

Meeting ended at 1:07 p.m.

Signed Date

Chair



Minutes of Full Town Council Meeting held at 6:30 p.m. on Wednesday 25th March 2026 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 J Davies
Cllr RJ Higginson
Cllr A Mayo
Cllr IR Shillabeer
Cllr P Strong

Also present: M Tredwin – Town Clerk
L Wallington – Administrative Officer
D Graham – Gwent Police
Members of the Public x 19

125/2025-26 Welcome

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

126/2025-26 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr G Owen.

127/2025-26 Declarations of Interest

There were no declarations of interest received.

128/2025-26 Public Question Time and Participation

Members received the following queries:

- Concerns were raised regarding Oakley Way and Sandy Lane allotments, with members of the public highlighting insufficient communication regarding the ongoing water leak investigations, delays in convening an Allotment Working Group meeting and unwillingness to make rental payments whilst the issues remained unsolved. Further concerns were raised regarding significant increases in water bills at both sites, a perceived inconsistency in the treatment of different allotment sites and a request for clarification regarding the provision and accessibility of the water supply. Allotment holders informed Members that they had contacted Welsh Water and engineers had attended the site. Further concerns were expressed regarding the perceived lack of prompt action by the Council.

Members informed that an Allotment Working Group meeting had been scheduled for April 2026 and that only appointed representatives would be invited to attend. Members noted that Officers were actively investigating leaks and that Welsh Water had confirmed that the Town Council is permitted to turn off the water supply at the meter. The Clerk reiterated the Council's statutory duty to safeguard public funds and minimise water wastage, and that there is no statutory obligation for the Council to provide water at the allotment sites.

Members informed that there is currently no allotment representative at KGVPF and that water charges at that location were not considered excessive. The Clerk confirmed that the combined water bill for Oakley Way and Sandy Lane allotments for the previous year exceeded £1,900.00 and that significant investment had been made in the allotments over the past three years.

Members raised concerns regarding the reported attendance of Welsh Water engineer at the allotments sites, as Welsh Water confirmed to Town Council that no such jobs were recorded for Oakley Way or Sandy Lane allotments.

Members noted that additional measures were under consideration, including the installation of water sensors, water butts and underground water storage tanks.

Members emphasised the importance of improved communication with allotment holders via the appointed allotment representative. Members advised that the water supply would be reinstated when appropriate.

- A concern was raised regarding the town centre planters and lack of maintenance. The matters raised included the presence of weeds, litter and inadequately maintained planters, as well as the lack of weekend cleaning provision. Concerns were expressed regarding the impression this may portray during forthcoming civic visits and a request was made for enhanced communication regarding the actions being undertaken by the Town Council.

Members advised that maintenance of the town centre is the responsibility of Monmouthshire County Council, however, the Town Council have adopted the watering maintenance. Members informed that a water bowser will be deployed to maintain the watering of the planters within the town centre. Members of the public noted that sensors have been installed in partnership with Monmouthshire County Council, to enable targeted watering.

129/2025-26 Report from Gwent Police

Members agreed that the item be brought forward due to time constraints.

Members were informed of the report and matters pertaining to Caldicot.

Gwent Police were informed of vehicles on the pedestrianised area of the town centre and received concerns regarding the openness of police stations.

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

130/2025-26 Minutes

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

- Minutes of Cemetery Working Group Meeting held on Monday 2nd February 2026**
- Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 10th March 2026**
Proposed by Cllr RJ Higginson, seconded by Cllr C Cochrane

131/2025-26 Reports from Monmouthshire County Councillors

Members **RESOLVED** to note the report.

Members thanked Cllr J Strong for their work.

132/2025-26 Report from Council Governor Representatives

No reports were received.

Members were informed that Durand School had been notified of Cllr C Cochrane's election of becoming the School Governor Council Representative.

133/2025-26 Financial Regulations

Members were informed of the discrepancy between Financial Regulations and Standing Orders.

Members **RESOLVED** that the amended Financial Regulations and Standing Orders be adopted forthwith.

Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer

134/2025-26 Internal Auditors Report

Members were informed of the Internal Interim Audit Report and that no non-compliances were identified.

Members **RESOLVED** to note the Internal Auditor's Interim Audit Report and **RESOLVED** to approve the Clerk's responses for 2025-26.

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

135/2025-26 Caldicot Town Council's Investment Strategy

Members **RESOLVED** to approve the Interim Investment and Reserves Strategy.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer.

Members **RESOLVED** to agree that a full strategy be developed for 2026-27.

Proposed by Cllr F Rowberry, seconded by Cllr IR Shillabeer.

136/2025-26 Asset Register Report

Members raised a concern regarding a negative balancing figure on the fixed assets list. Members were provided with clarification that the negative balancing figure relates to King George V Playing Fields Trust assets, which are owned by the Trustee and not Town Council.

Members **RESOLVED** to accept the Asset Register for 2025-26.

Proposed by Cllr C Cochrane, seconded by Cllr P Strong.

137/2025-26 Risk Report

Members were informed that Officers are looking to provide a Risk Management Policy for the Council to consider.

Members **RESOLVED** to agree that Council has reviewed its risks and will examine the Risk Reports over the coming months. Members **RESOLVED** for it to be further considered by the Health and Safety Committee in the next Governance Year, 2026-27, with recommendations from the Committee to be referred to Full Council for consideration.

Proposed by Cllr F Rowberry, seconded by Cllr P Strong.

138/2025-26 Allotment Tenancy Agreement

Members were informed of the updates to the Allotment Tenancy Agreement. Members noted that positive developments were taking place.

Members **RESOLVED** to approve the Allotment Tenancy Agreement 2026-27.
Proposed by Cllr C Cochrane, seconded by Cllr F Rowberry.

139/2025-26 Additional Soil Sensors for use in Schools and Allotments

Members were provided with a presentation on the new soil sensory monitoring system installed in the town centre. Members were informed that a QR code would be provided to the allotment holders to enable access to weather forecasts and soil data.

Members thanked MCC for their work regarding the installation of the sensors and the provision of five sensors at no cost.

Members **RESOLVED** to approve the purchase of an additional four sensors to be distributed across schools and allotment sites and endorsed continued use of the dashboard system for a period of three years.

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

140/2025-26 Memorial Wall Contract

Members **RESOLVED** to move the item into exempt business.

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

141/2025-26 Cemetery Hedgerow

Members **RESOLVED** to move the item into exempt business.

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

142/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of Full Town Council (Planning and Resources) is scheduled to be held on Tuesday 14th April 2026.

143/2025-26 Exclusion of Public and Press

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

144/2025-26 Memorial Wall Contract

Members noted that the Council had previously reviewed the design for the memorial wall and agreed to proceed with its creation, subject to quotations. Members were advised that three quotations were sought in line with Financial Regulations, however, only one quotation was received.

Members **RESOLVED** to accept the quotation of £2,800.00 + VAT from John Ball and delegated authority to Officers to proceed with the work.

Proposed by Cllr C Cochrane, seconded by Cllr P Strong.

Members noted that the previously agreed plaque for a supposed war grave would not proceed, as the Commonwealth War Graves Commission confirmed that the grave in question was not classified as a war grave.

145/2025-26 Cemetery Hedgerow

Members considered the condition of the hedgerow bordering the cremated remains section. Members noted that the planting would occur towards the end of 2026 due to the planting season. Members were advised that three quotations were sought in line with Financial Regulations, however, only one quotation was received.

Members **RESOLVED** to accept the quotation of £2,500.00 + VAT from John Ball. Proposed by Cllr C Cochrane, seconded by Cllr A Mayo.

Meeting ended at 20:39

Signed Date

Chair

Committee: Full Town Council (Planning and Resources)

Date: 14.04.26

Title: Authority for Officers to Apply for Grant Funding

Purpose of Report

Members are asked to consider delegated authority for Officers to apply for grant funding.

Recommendation:

Members **RESOLVE** to delegate authority to Officers to apply for grant funding when applicable, subject to compliance with the Council's policies, Standing Orders, Financial Regulations and reporting requirements outlined.

Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Background:

1. Grants have where possible been brought to Council for Member input before the submission of a grant application. and during the initial development, such as the Community Garden.
2. In an ideal world, we would have ample opportunity to consult at a meeting with Councillors. From time to time however, we are made aware of short deadlines by which applications have to be submitted.
3. For example, the Welsh Government Allotment Support Grant was notified to us via Monmouthshire County Council on Wednesday 25th June 2025, with a submission deadline of Sunday 29th June 2025, allowing only two working days to prepare and submit the application.
4. Due to the tight application deadlines, Officers were required to act promptly to submit the application without prior consultation with Members. Once the application had been submitted, Members were notified that the application had been submitted and that should the application be successful, it would be brought to a Full Council meeting for consideration.
5. The application was successful, securing approximately £7,000, and Members were consulted regarding the allocation of the funding, as were the Allotment Holders.

Report:

6. To minimise delays in submitting applications, delegated authority is formally being requested for Officers to apply for grant funding where appropriate without prior consultation of Members. Members will where time allows, be notified of a potential application and an indicative response be sought.

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7. Following any applications, Members would be informed of any submitted grant applications at a subsequent Council meeting. Progress of any application will be brought to Members in due course.
8. Officers will pursue grant funding to support projects and services that benefit the community and/or align with the Council's approved priorities or projects.
9. Once notification has been received of a successful grant bid, Members will be consulted on the allocation of project expenditure.
10. If a grant application requires match funding or requires commitment from the Council from a current budget heading, Members will be informed of the financial implications to the Council.
11. All actions taken by Officers under delegated authority would be carried out in accordance with the Council's policies, Standing Orders and Financial Regulations. Any decision made by Officers under delegated authority will comply with the approved grant funding. No expenditure beyond approved grant limits may be incurred without further Member approval.
12. Members' are therefore asked to grant delegated authority to Officers to undertake grant applications on behalf of the Council that will support effective and efficient implementation of Council priorities.

Proposed Resolution

13. Members **RESOLVE** to delegate authority to Officers to apply for grant funding when applicable, subject to compliance with the Council's policies, Standing Orders, Financial Regulations and reporting requirements outlined.
14. Members are free to suggest alterations to the proposed resolution or to come up with one of their own.

Lucy Wallington
Community Development Officer
April 2026