



**Minutes of Full Town Council (Planning and Resources) Meeting held at 18:30 p.m. on
Tuesday 13th January 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 G Owen
Cllr IR Shillabeer
Cllr P Strong

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

FTCPR64/2025-26 Welcome

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

FTCPR65/2025-26 Apologies for Absence

RESOLVED to receive apologies for absence from Cllr J Bond, Cllr W Conniff, Cllr A Easson, Cllr R Grumbach, Cllr A Lewis, Cllr R Wilsher and Cllr J Woodfield.

FTCPR66/2025-26 Declarations of Interest

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

FTCPR67/2025-26 Public Question Time and Participation

There were no questions received from members of the public.

FTCPR68/2025-26 Minutes

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

i) Minutes of Full Town Council (Planning and Resources) Meeting held on Tuesday 9th December 2025

Proposed by Cllr RJ Higginson, seconded by Cllr IR Shillabeer

FTCPR69/2025-26 Planning

i) Planning Applications for Consideration

- **DM/2025/01579:** Planning Permission The proposal involves an over-roof extension, with the gables raised and finished with a metal fascia, which is the only visual difference. Xylem Water Solutions, Unit 9 Symondscliff Way Severn Bridge Industrial Estate Portskewett Monmouthshire NP26 5PW

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/01579**.
Proposed RJ Higginson, seconded by Cllr G Owen.

- **DM/2025/00056:** Proposed Rear Extension. 20 Churchfield Avenue, Caldicot, NP26 4ND

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/00056**.
Proposed by Cllr RJ Higginson, seconded by Cllr G Owen.

- **DM/2025/01501:** Change of use of bedroom at 33 The Avenue to additional coffin storage in connection with existing funeral directors premises at 168/170 Newport Road. Modifications to existing cold room facility currently part of funeral directors business premises. Improvements to existing off street parking area currently being used by the funeral cars and visitors parking. Proposed 1.8m high fence to rear of parking area with double gate opening. 33 The Avenue, Caldicot, NP26 4AB

Members **RESOLVED** to **recommend** support of **approval** for application **DM/2025/01501**.
Proposed by Cllr RJ Higginson, seconded by Cllr G Owen.

ii) MCC Approved Planning Applications

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

- **DM/2025/01369:** Proposed single storey extension to rear of existing dwellinghouse. 43 Castle Lodge Crescent Caldicot NP26 4JS

FTCPR70/2025-26 Budget Setting Report 2026-2027

Members were informed of the budget setting process. Members acknowledged the opportunity to discuss project proposals with the Clerk in preparation of the budget and that the Clerk would present the budget precept proposals to Full Town Council in January for consideration. Members noted that the Precept is to be submitted to Monmouthshire County Council by Friday 13th February 2026.

Members **RESOLVED** to note the budget setting process.

FTCPR71/2025-26 Town Council Office Lighting

Members **RESOLVED** to approve the replacement of the eight existing fluorescent tube light fittings in the Cobb Chamber with suitable LED lighting and authorised Officers to obtain quotations and proceed within an agreed budget of £1,440.00 excl. VAT.
Proposed by Cllr A Mayo, seconded by Cllr G Owen.

FTCPR72/2025-26 Grounds Maintenance and Cemetery Contract

Members were informed that the Grounds Maintenance contract and the Cemetery contract are due for renewal. Members were advised to extend the existing contracts by three months to allow for a tender procurement process and for the new contracts to commence in April to coincide with the fiscal year.

Members **RESOLVED** to extend the Grounds Maintenance contract and the Cemetery contract and for Officers to put in place a tender procurement process.

Proposed by Cllr G Owen, seconded by Cllr RJ Higginson

FTCPR73/2025-26 Date of Next Meeting

Members **RESOLVED** to note that the next meeting of Full Town Council is scheduled to be held on Wednesday 28th January 2026.

Meeting ended at 19:52 p.m.

Signed Date

Chair