

***Caldicot Town Council***  
***Cil-Y-Coed***



***Minutes***

**29<sup>th</sup> January 2020**



**CALDICOT TOWN COUNCIL**  
**Minutes of Full Council held at 6.30pm**  
**on Wednesday, 29 January 2020 at Caldicot Town Council**

<b>Present: Cllrs:</b>	D Evans(Chair)	K Harris
	J Bond	RJ Higginson
	W Conniff	M Mitchell
	A Easson	D Nee
	O Edwards	F Rowberry
	R Garrick	M Stevens
	J Harris	P Stevens

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; B Hodges, public]

**10260 Apologies**

Apologies were received from Cllrs D Ashwin and J Dobson-Pettican.

**10261 Declarations of Interest - to be identified under the relevant item/forms to be completed**

Cllrs D Evans, A Easson, RJ Higginson declared personal interests as members of Mon CC Planning Committee.

Cllrs M Stevens and P Stevens declared personal interests in relation to Chepstow and Caldicot Lions (Clerks report).

Cllr K Harris declared a personal interest in relation to Caldicot Bowls Club.

**10262 To suspend proceedings**

a) Police representatives - see Appendix A

**10263 Open Forum for public participation [max 15 mins at Mayor's discretion]**

The Mayor advised that Cllr David Nee had submitted a members item of business, in relation to Caldicot Leisure Centre and a member of the public would speak in relation to the matter.

During the open forum, the following issues were raised:

- a) Clarification was requested regarding the status of the planning application and management plan for 62 Chepstow Road.
- The Mayor advised that members of Mon CC Planning Committee would direct the query to the Planning department.
- A member remarked that a required condition of the planning permission, was for a suitable management plan to be in place

- It was suggested that a meeting could be arranged between residents, Mon CC (Housing and Planning) and Monmouthshire Housing Association (MHA).
- Town Council to contact Mon CC and MHA, regarding meeting with residents.

b) A member of the public advised that emergency vehicles were unable to park outside Cwrt Severn, due to indistinguishable road markings. It was requested that the road markings were restored to ensure that the area was clear for emergency vehicles only.

- The Mayor confirmed that the matter had been raised at the Severnside area committee meeting.
- Town Council would remind Mon CC officers of the urgency in addressing the matter.

c) A representative of Caldicot Squash Club highlighted that plans were in place to refurbish Caldicot Leisure Centre, which would affect the future of the squash club. The preferred option, identified by Mon CC, replaced the squash court with soft play facility and café. Concerns were expressed that removing the provision from Caldicot would have a negative impact on healthy communities. The squash club presented a petition to Caldicot Town Council.

- The Mayor received the petition and confirmed that it would be passed on to Mon CC.
- Town Council recognised that further discussions and consultation was required regarding the future of Caldicot Leisure Centre.
- It was suggested that a number of aspects should be considered, in refurbishment of the leisure centre e.g. development of swimming pool, upgrade of skate park, provision for senior swimming, disabled facilities and accessibility.
- Further information was required regarding development and refurbishment of the Leisure Centre.
- Town Council to contact Mon CC officers, to arrange public meeting at Caldicot Leisure centre.
- Clarification was requested regarding plans for development/refurbishment of the Leisure Centre.

*Cllr J Harris left at 7.40pm*

#### **10264 To Approve the Minutes:**

a) Minutes of Full Town Council 27th November 2019 - Mayor to sign the Minutes

**The minutes of Full Town Council 27th November 2019 were approved as a true record and duly signed by the Mayor.**

b) Minutes of Planning and Resources Committee 10th December 2019 - Mayor to sign the Minutes

**The minutes of Planning and Resources Committee 10th December 2019 were approved as a true record and duly signed by the Mayor.**

c) Minutes of Planning and Resources Committee 14th January 2020 - Mayor to sign the Minutes

**The minutes of Planning and Resources Committee 14th January 2020 were approved as a true record and duly signed by the Mayor.**

**10265 Planning - Plans may be viewed prior to the meeting at:**

<https://planningonline.monmouthshire.gov.uk/online-applications/?lang=EN>

*Cllrs D Evans, A Easson, RJ Higginson declared personal interests as members of Mon CC Planning Committee.*

**A) Planning Applications Received:**

**DM/2019/01041:** Reserved matters application for the erection of 271 dwellings with ancillary works - Land Development South of Crick Road, Crick Road, Portskewett  
**Amendment details:** *Revised site layout, landscaping and house elevations, additional ecological information submitted.* **TC Noted**

**DM/2019/01979:** Householder. Proposed double storey side extension and porch - 48 Westfield, Caldicot, Monmouthshire, NP26 4HE **TC Approved**

**10266 Finance**

1) To Approve Cheque List December 2019/January 2020

**Town Council resolved to approve Cheque List December 2019/January 2020.**

2) To Consider Financial Comparison 1.4.19 - 31.12.19

**Town Council considered and approved Financial Comparison 1.4.19-31.12.19.**

3) To receive Internal Audit Report 2019-20 Interim Report

**Town Council resolved to approve Internal Audit Report 2019-20 Interim Report.**

Members highlighted that the report was positive and commended office staff.

Town Council recognised that any MUGA project would need to adhere to European Procurement regulations.

4) To consider Re-investment £100,000/Investment £100,000 to CCLA

It was suggested that due to the nature of the item, it was considered after press and public were excluded from the meeting.

**Town Council resolved to consider re-investment of £100,000 in committee.**

5) To approve Website Accessibility Statement from Vision ICT - £85.00 + VAT

**Town Council resolved to approve Website Accessibility Statement from Vision ICT - £85.00 + VAT.**

6) To approve Clerk and Deputy Clerk attendance at SLCC Regional Training Seminar - Conference for Wales, Newport, 23rd September 2020 - £75 per delegate

**Town Council resolved to approve Clerk and Deputy Clerk attendance at SLCC Regional Training Seminar - Conference for Wales, Newport, 23rd September 2020 - £75 per delegate.**

7) To note Appreciation from Dewstow School, Caldicot re: visit to Town Council by pupils

**Town Council resolved to note appreciation from Dewstow School, Caldicot re: visit to Town Council by pupils.**

**10267 Members item of business:**

**a) Cllr D Nee - Development of Caldicot Sports Centre**

In introducing the item of business, Cllr Nee highlighted that the issue had been discussed during, the public open forum.

Town Council recognised the importance of consultation regarding future plans for development of Caldicot Leisure Centre.

**Town Council resolved that Mon CC would be contacted, in order to arrange a public meeting at Caldicot Leisure Centre.**

Community and Town Councils in Severnside, would be advised when the meeting had been arranged. Details of the meeting would be publicised by Caldicot Town Council.

**b) Cllr M Mitchell - Gates at entrance to King George V Playing Fields**

In introducing the item of business, Cllr Mitchell highlighted that issues had been discussed during, the police representatives item.

Town Council recognised that there had been instances of anti-social behaviour at King George V Playing Fields, which may be discouraged if gates were present at the main entrance to the field.

It was noted that the gates were stored in Town Council compound building.

Town Council agreed that the gates should be reinstated, in an attempt to alleviate some issues of antisocial behaviour. It was suggested that mechanisms could be installed on the gates to increase security.

**Town Council resolved to obtain a quotation for the gates to be reinstated at the main entrance to King George V Playing Fields.**

**10268 Caldicot Town Centre Regeneration Scheme [report to Severnside Area Committee 29.1.20]**

Town Council noted the Caldicot Town Centre Regeneration Scheme report which was discussed at the Severnside Area Committee meeting 29th January 2020.

**a) To receive notes Town Centre Regeneration meeting held 15.1.2020 and subsequent correspondence**

Town Council received the notes of the Town Centre Regeneration meeting held on 15th January 2020 and subsequent correspondence.

Officers were commended for the accurate content.

Town Council recognised that the regeneration works had caused some disruption, particularly in relation to public transport. A query was raised regarding bus timetables and whether the public had been made aware of bus service changes. Concerns were expressed that passengers had been waiting on bus stops, where the service was temporarily not in operation.

**Town Council resolved that Newport Bus and Mon CC were contacted, to ensure that details of any changes were conveyed to passengers, all bus timetables and notices were updated and displayed in all bus shelters.**

**b) Temporary footpath closure (between the Library and Bridges Dental Practice)**

Caldicot Town Council noted that a temporary footpath closure had occurred from 8am Sunday 26<sup>th</sup> January until 7.30am on Monday 27<sup>th</sup> January.

**10269 Reports**

**a) Reports from Town Council Representatives on Outside Bodies**

**Dog Fouling** - Town Council representative, Cllr Rowberry, suggested that dog fouling could be discussed following exclusion of press and public. This was due to the fact that commercially sensitive issues could be discussed.

The Mayor requested that Town Council considered the matter after press and public had been excluded. **Town Council resolved to receive the update on Dog Fouling in Committee.**

**Cluster meeting** - The Mayor updated, the agenda of the cluster meeting had included Mon CC budget proposals.

**b) Governor's reports**

**Durand School** - Cllr M Stevens updated that school budgets could be affected by Mon CC proposals. Members were aware that this would be subject to funding received from Welsh Government.

**c) Police Report**

Town Council noted that the police report had been discussed during suspended proceedings.

d) Members items for website

There were no items suggested by members for the website.

e) Other (incl. Website Analytics)

There were no other reports.

**10270 To receive Clerk's report - Subscriptions, Correspondence, Publications, Minutes**

Town Council noted the content of the Clerk's Report and discussed the following items:-

**CCTV - Dog Fouling on King George V Playing Field**

Town Council discussed issues and raised concerns regarding increased dog fouling in the area. Members highlighted the need for monitoring and queried which agencies were responsible for taking action.

It was recognised that unitary authorities had powers to enforce fixed penalty notices.

Town Council agreed to contact environmental health, to raise concerns that dog fouling had increased in Caldicot and there was a need to target offenders.

**Mind Monmouthshire**

It was noted that Town Council had provided the meeting room for Mind Monmouthshire to hold sessions free of charge.

Following the request and concerns regarding future funding, Town Council agreed to invite Mind Monmouthshire to Planning and Resources Committee on Tuesday 11th February 2020.

**Request from Chepstow and Caldicot Lions**

*Cllrs M Stevens and P Stevens declared personal interests as members of Chepstow and Caldicot Lions.*

Chepstow and Caldicot Lions requested that a storage shed be placed in the grounds of the building. The Lions club had no available storage and were looking to purchase a metal shed (10x8 feet).

It was stipulated that vehicles were not able to drive on the grass at the rear of the town council building.

*Cllr M Mitchell left at 8.40pm*

Town Council agreed to allow the Chepstow and Caldicot Lions, shed to be sited within the Town Council grounds (size 10x8 feet). The Lions would be contacted to arrange a site meeting and discuss requirements.

**10271 To Resolve - Exclusion of Press and Public**

Town Council resolved to exclude Press and Public – 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:

- 10272** 1) To note Bowls Green contract expires April 2020  
- To consider specification [STRI] for re-tendering.

Town Council considered the specification for maintenance of the bowling green.

**Town Council resolved to approve the specification for maintenance of the bowling green for re-tendering of contract - expires April 2020.**

- 2) To note Rental review 9 Sandy Lane due April 2020  
- To consider quotation for assessing rental value.

Clrs M Stevens and P Stevens declared personal interests in relation to 9 Sandy Lane

Town Council considered the quotation for assessing rental value 9 Sandy Lane, due April 2020.

**Town Council resolved to approve quotation for rental review £150+VAT, from Newland Rennie**

- 3) To consider quotation for Town Council tree inspections [H&S]

Town Council considered the quotation for tree inspections [Health and Safety].

**Town Council resolved to approve the quotation for Town Council tree inspections [H&S] at three sites - £480+VAT (KGVPF, Copse, Cemetery), from Treecare Consulting.**

Town Council requested that the Clerk obtain legal advice, in relation to sale of land at the copse.

- 4) To consider quotation for upgrade WI benches [VE Day]

It was noted that there were three benches at the bowls club and that two additional benches were located within the grounds of St Marys Church.

Town Council considered the quotation for full refurbishment of the benches. It was highlighted that all 5 benches should be refurbished.

**Town Council resolved to approve quotation for upgrade of five benches [VE Day] - £460+VAT (per bench) from KRL Services, work included shot blasting, galvanising, powder coating and transportation.**

**Town Council resolved to hold a meeting on Tuesday 11th February 2020, at 6pm, to discuss VE day.**

***The Mayor called Standing Orders at 9pm for 10 minutes.***

Town Council considered items which had been deferred from the main agenda, which related to CCLA investment and Dog Fouling.

**10273 To consider Re-investment £100,000/Investment £100,000 to CCLA**

**Town Council resolved to re-invest £100,000 and invest additional £100,000 to CCLA.**

**10274 Dog Fouling**

Cllr Rowberry provided an update, following recent meetings in relation to dog fouling related matters. Town Council confirmed that increased dog fouling had become a significant issue, however, there were no concerns raised regarding the number of available dog bins, provided by Town Council and associated service.

**10275 To Resolve to re-admit Press and Public**

**Town Council resolved to re-admit Press and Public.**

**The meeting ended at 9.05pm**

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**Mayor/Deputy Mayor**

# Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504943	18997	25/11/19	£135.00	£0.00	£135.00	FACS	Willow Landscapes
504943	18998	25/11/19	£60.00	£0.00	£60.00	FACS	Willow Landscapes
504943	18999	25/11/19	£60.00	£0.00	£60.00	FACS	Willow Landscapes
504943	25/11/19		£255.00	£0.00	£255.00		
504944	18900	25/11/19	£79.00	£13.17	£65.83	ADMIN	Bevan Foundation
504945	18906	29/11/19	£535.00	£0.00	£535.00	ADMIN	SLCC
504946	18901	26/11/19	£40.00	£0.00	£40.00	FACS	R Morse
504946	18903	26/11/19	£54.12	£0.00	£54.12	FACS	R Morse
504946	26/11/19		£94.12	£0.00	£94.12		
504947	18908	03/12/19	£3,372.00	£562.00	£2,810.00	KGVPF	Dragon Play & Sports Ltd
504948	18909	03/12/19	£1,495.00	£0.00	£1,495.00	FACS	Aztec Alarms & Electrical Services
504949	18910	03/12/19	£13,542.25	£2,257.04	£11,285.21	FACS	Mon CC
504950	18911	03/12/19	£11.70	£0.00	£11.70	ADMIN	Cllr A Eason
504951	18937	16/12/19	£0.00	£0.00	£0.00	ADMIN	Cancelled
504952	18907	03/12/19	£140.00	£0.00	£140.00	CWB	Royal British Legion
504953	18913	03/12/19	£50.00	£0.00	£50.00	ADMIN	Cllr J Bond
504954	18914	03/12/19	£50.00	£0.00	£50.00	ADMIN	Cllr D Nee
504955	18927	11/12/19	£880.00	£0.00	£880.00	KGVPF	Rob Lewis
504955	18928	11/12/19	£180.00	£0.00	£180.00	FACS	Rob Lewis
504955	18929	11/12/19	£880.00	£0.00	£880.00	FACS	Rob Lewis
504955	18930	11/12/19	£35.00	£0.00	£35.00	FACS	Rob Lewis
504955	18931	11/12/19	£22.00	£0.00	£22.00	FACS	Rob Lewis
504955	18932	11/12/19	£45.00	£0.00	£45.00	FACS	Rob Lewis
504955	11/12/19		£2,042.00	£0.00	£2,042.00		
504956	18915	11/12/19	£20.00	£0.00	£20.00	ADMIN	Playworks (Payroll Bureau)
504957	18916	11/12/19	£534.00	£89.00	£445.00	ADMIN	Auditing Solutions
504958	18917	11/12/19	£1,232.24	£205.37	£1,026.87	KGVPF	Peter Villars Landscapes
504959	18920	11/12/19	£66.80	£11.47	£57.33	FACS	Trident Water
504959	18921	11/12/19	£66.80	£11.47	£57.33	FACS	Trident Water
504959	18922	11/12/19	£66.80	£11.47	£57.33	FACS	Trident Water
Page Sub Total			£23,658.71	£3,160.99	£20,497.72		
Running Sub Total			£23,658.71	£3,160.99	£20,497.72		

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Caldicot Town Council

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# Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504959	18923	11/12/19	£68.80	£11.47	£57.33	FACS	Legionella testing 9 SL
504959	18924	11/12/19	£68.80	£11.46	£57.34	KGVPF	Legionella testing 1/4 - KGVPF
504959	18925	11/12/19	£68.80	£11.46	£57.34	FACS	Legionella testing 1/4 - toilets
504959	11/12/19		£412.80	£68.80	£344.00		
504960	18918	11/12/19	£4.25	£0.00	£4.25	FACS	Re-imburse re: batteries kitchen door
504960	18919	11/12/19	£23.30	£0.00	£23.30	ADMIN	Trav exps Monmouth 9.12.19 re: wellbeing plan
504960	11/12/19		£27.55	£0.00	£27.55		
504961	18935	11/12/19	£46.80	£0.00	£46.80	ADMIN	Travel exps Bevan Foundation Conf 28.11.19 Merthyr Tydfil
504961	18945	11/12/19	£46.80	£0.00	£46.80	ADMIN	Stop cheque 504961
504961	11/12/19		£0.00	£0.00	£0.00		
504962	18912	16/12/19	£11,877.60	£1,979.60	£9,898.00	KGVPF	Installation of inclusive roundabout playarea
504963	18933	11/12/19	£131.00	£0.00	£131.00	ADMIN	Postage
504964	18934	11/12/19	£130.36	£21.73	£108.63	ADMIN	Tels/internet December
504965	18946	06/01/20	£46.80	£0.00	£46.80	ADMIN	Trav exps Merthyr 28.11.19 - replace ch 504961
504966	18948	06/01/20	£10.44	£1.74	£8.70	FACS	Cleaning supplies
504967	18949	06/01/20	£15.00	£0.00	£15.00	FACS	Annual rental OW allotment site
504968	18950	06/01/20	£40.00	£0.00	£40.00	ADMIN	Annual registration Data Protection Fee
504969	18951	06/01/20	£20.99	£3.50	£17.49	ADMIN	Stationery
504969	18952	06/01/20	£17.94	£2.99	£14.95	FACS	Cleaning materials
504969	06/01/20		£38.93	£6.49	£32.44		
504970	18953	06/01/20	£900.00	£0.00	£900.00	FACS	Dog waste collection Jan 20
504971	18954	06/01/20	£48.00	£0.00	£48.00	FACS	TC Security Dec 19
504971	18955	06/01/20	£312.50	£0.00	£312.50	KGVPF	Playarea gates Oct-Dec 19
504971	06/01/20		£360.50	£0.00	£360.50		
504972	18956	06/01/20	£312.50	£0.00	£312.50	KGVPF	Playarea gates Oct-Dec 19
504973	18957	07/01/20	£72.00	£12.00	£60.00	FACS	Repairs to TC windows
504974	18958	08/01/20	£1,314.00	£219.00	£1,095.00	FACS	Cemetery fee Dec 19
504975	18959	08/01/20	£5,125.00	£0.00	£5,125.00	FACS	Contrib to street cleaning Qtr 4
504976	18960	16/01/20	£1,232.24	£205.37	£1,026.87	KGVPF	Bowls Green fee December 19
504977	18961	16/01/20	£1,200.00	£200.00	£1,000.00	FACS	Supply/erect 3 x Christmas Trees/fencing
Page Sub Total			£22,740.32	£2,680.32	£20,060.00		
Running Sub Total			£46,399.03	£5,841.31	£40,557.72		

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Caldicot Town Council

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# Cheque list

Start of year 01/04/19

Cheque number	Tn. no	Paid date	Gross	Vat	Net Cttee	Supplier	Details
504978	18962	16/01/20	£128.44	£21.41	£107.03	ADMIN	Brighter Bills Ltd
504979	18963	16/01/20	£400.00	£0.00	£400.00	KGVPF	Rob Lewis
504979	18964	16/01/20	£355.00	£0.00	£355.00	KGVPF	Rob Lewis
504979	18965	16/01/20	£320.00	£0.00	£320.00	KGVPF	Rob Lewis
504979	18966	16/01/20	£180.00	£0.00	£180.00	KGVPF	Rob Lewis
504979	18967	16/01/20	£67.50	£0.00	£67.50	FACS	Rob Lewis
504979	18968	16/01/20	£33.00	£0.00	£33.00	FACS	Rob Lewis
504979	18968	16/01/20	£1,355.50	£0.00	£1,355.50		Contract fee December 19 - allotments
504980	18978	20/01/20	£59.99	£10.00	£49.99	ADMIN	Contract fee December 19 - Orchard Close
504981	18979	20/01/20	£20.00	£0.00	£20.00	ADMIN	Replace office safe
504982	18980	20/01/20	£3,264.00	£0.00	£3,264.00	FACS	Pay slips January 20
AS200120	18983		£5,676.23	£0.00	£5,676.23	ADMIN	CCTV Jan-Mar
AS2001201	18984		£2,011.85	£0.00	£2,011.85	ADMIN	Salaries January 20
AS2001202	18985		£1,971.19	£0.00	£1,971.19	ADMIN	Tax-NI January 20
AS201219	18982		£5,675.83	£0.00	£5,675.83	ADMIN	Superannuation January 20
AS2012191	18969		£2,012.25	£0.00	£2,012.25	ADMIN	Salaries December 19
AS2012192	18970		£1,971.19	£0.00	£1,971.19	ADMIN	Tax-NI December 19
Total			£70,545.50	£5,872.72	£64,672.78		Superannuation December 19

Page Sub Total  
Running Sub Total

£24,146.47  
£70,545.50

£31.41  
£5,872.72

£24,115.06  
£64,672.78

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Caldicot Town Council



## **PART B – KING GEORGE V PLAYING FIELDS TRUSTEE**

### **1 To Resolve - Exclusion of Press and Public**

Town Council resolved to exclude Press and Public – 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:

### **2 To consider quotation regarding play surfacing repairs - complete play area KGVPF [Circ]**

Town Council considered the quotation for complete play surfacing replacement, in the play area on King George V Playing Field.

The Clerk confirmed that repairs had been undertaken, in accordance with play inspections and the quotation presented to Council related to complete resurfacing under equipment.

**Town Council agreed that the quotation would not be accepted as the works were non-urgent.**

**The meeting ended at 9.10pm**

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Mayor/Deputy Mayor

## Police Report

Town Council welcomed Sgt D Waite and CSO H Brown to provide the Police Report.

Points noted as follows:-

### Crime – December 2019

43 crimes reported

### Crime – January 2020

42 crimes reported

### Notable arrests

- Male arrested and put before court for theft of toolbox
- Male arrested in relation to a stabbing
- 5 people arrested for burglary and theft of a car
- Male arrested for anti-social behaviour and public order offences in town centre.

### Operations

- Shoplifting operations in Caldicot and Chepstow during December.
- Local officers worked with Heddlu Bach (Mini Police). Theme was crime prevention and pupils designed their own Christmas Crime posters.
- Pupils, police and partner agencies held a crime prevention table at Asda, Caldicot.
- Neighbourhood Team having an action week this week, starting with a joint initiative with South Wales Fire and Rescue Service. Stopped motorists not wearing seatbelts and checking for mobile phone offences.
- Officers have been out in some of the local speeding hotspots.
- Community Speed Watch Group has also been active, providing figures to determine if the static speed van is required.

### Other Information

- Reminder to lock and secure garden sheds and outbuildings at this time of year. Also lock vehicles at night after removing all valuables – do not leave them on display.
- Complaints received from residents and shopkeepers in town centre regarding youths hanging around, kicking footballs and being rowdy. Patrols have been increased and will continue to monitor the situation. Current ASB hotspots are Green Lane and town centre.
- Police have started to tweet what the team is doing. Please retweet anything of interest in your area.
- More high visibility foot patrols to engage more with the public. CSOs also looking to attend more local groups and venues. Councillors offered to go on a Ward Walk if required. An email will be sent out to councillors.

Councillors were invited to ask questions and the following were noted:

- Dog fouling issues are a matter for Mon CC, not the police.
- Following a query regarding the gates at King George V Playing Fields, the police representatives agreed that it may help with issues experienced at the site.
- Police confirmed that there are not currently any problems in this area with county lines, although it was acknowledged that there are drugs issues.
- Police representatives stressed the importance of the public reporting any incidents.

Town Council thanked Sgt Waite and CSO Brown for attending and providing the police report.

**CALDICOT TOWN COUNCIL**  
**Minutes of Planning & Resources Committee held at 6.30pm**  
**on Tuesday, 11 February 2020 at Caldicot Town Council**

**Present: Cllrs:** D Evans(Chair)  
D Ashwin  
J Bond  
W Conniff  
J Dobson-Pettican  
A Easson,  
O Edwards  
R Garrick  
J Harris  
K Harris  
RJ Higginson  
M Mitchell  
D Nee  
F Rowberry  
P Stevens

[In attendance: G McIntyre, Clerk; S King, Deputy Clerk; B Hodges, public]

**1 Apologies**

Apologies received from Cllr M Stevens.

**2 Declarations of Interest - To be identified under the relevant item**

Cllrs A Easson, D Evans, RJ Higginson declared personal interests as members of Mon CC Planning Committee.

Cllr D Evans declared a personal interest, regarding Monmouthshire Housing Association (MHA), planning application DM/2019/02076.

**3 Suspended Proceedings**

- a) Mon CC Summer Holiday Play Provision – see Appendix A
- b) Mind Monmouthshire – see Appendix B
- c) Community Garden Oakley Way Allotments – see Appendix C

**4 Planning**

**A) Planning Applications:**

**DM/2020/00118:** Extensions to domestic bungalow in masonry construction under a flat and pitched tiled roof to provide enlarged living accommodation and upgrade the premises to create a more energy efficient dwelling. widening of the drive entrance and providing more on site parking on a permeable surface  
- 8 Kirrlach Close, Caldicot, Monmouthshire, NP26 4QE

**FTC Approved**

**DM/2020/00061:** Planning Permission. Change of land by side of house to garden and parking (as in process of buying from MCC)  
- 55 Wentwood View, Caldicot, Monmouthshire, NP26 4QH

**FTC requested site visit - ward members and Mon CC Officers**

**DM/2020/00088:** Non Material Amendment. NMA to increase depth of the rear dormer and substitution of standard casement window with French doors and Juliet balcony - 7 Station Road, Caldicot, Monmouthshire, NP26 4BU

**FTC Approved**

**DM/2019/02076:** Discharge of condition no. 5 of planning consent DM/2019/00595 (management plan) - 62 Chepstow Road Caldicot Monmouthshire NP26 4HZ  
NB. *Meeting at Caldicot Town Council Office, Thursday 20th February 2020 at 10am*

Cllr D Evans left the room during consideration of the item and Cllr RJ Higginson took the Chair.

*Cllr D Evans left at 7.45pm*

Representation was made by members of the public, concerns were expressed regarding a number of issues, comments included; access to the site, parking, traffic implications, DDA compliance.

The Chair highlighted that there would be opportunity to comment on the management plan at the meeting on 20<sup>th</sup> February 2020, Mon CC and MHA would be in attendance.

A number of Councillors recognised the need for emergency accommodation in the area.

It was proposed and duly seconded that the planning application was refused. As an amendment it was proposed and duly seconded that the decision was deferred, until after the meeting scheduled for 20<sup>th</sup> February.

Town Council voted on the amendment, to defer the decision until after the meeting on 20<sup>th</sup> February. Votes were cast:

6 – for amendment, to defer decision until after meeting on 20<sup>th</sup> February  
6 – to refuse planning application.

**Upon being put the vote. There was no decision.**

**Planning application DM/2019/02076 would be deferred to Town Council meeting Wednesday 26<sup>th</sup> February 2020.**

*Cllr D Evans returned to the meeting*

**B) Planning Information:**

**i) Planning Permissions:**

**DM/2019/01698:** Householder. Wooden gate on driveway to keep property secure (retrospective) - 52A Sandy Lane, Caldicot, NP26 4NE

**P&R Approved 14.1.2020**

*Cllrs D Ashwin and J Harris left the meeting at 8.10pm*

**5 To receive update from Mon CC re. Caldicot Leisure Centre Refurbishment**  
**[b/f FTC 29.1.20]**

Town Council considered response from Mon CC re. Caldicot Leisure Centre Refurbishment:

*"We will arrange some consultation events at the leisure centre and will publicise these shortly. Possibly one in the daytime and one in the evening in a similar fashion to how we consulted on Monmouth. We are also arranging separate meetings with specific groups especially Squash Club and Squash Wales."*

The Chair advised that Mon CC officers had offered to present to a Town Council meeting.

Town Council expressed extreme disappointment by the response and reiterated the request for a public meeting.

**Town Council resolved to request a public meeting to discuss Caldicot Leisure Centre Refurbishment.**

**6 Living Levels Project - Seeds and Planting Request [b/f FTC 29.1.20]**

Caldicot Town Council had been successful in applying for £2,500 Living Levels Landscape Partnership project. Living Levels team had contacted the Town Council, asking for exact requirements for the seeds and planting equipment (£2,500).

It was noted that at a previous Town Council meeting, it had been agreed to purchase wildflower seeds and planting equipment. It was suggested that supplies for the Oakley Way community garden project could also be funded.

**Town Council resolved that some of the funding would be allocated to use for supplies for the community garden project (Oakley Way) and a meeting would be arranged with F Weston to discuss requirements.**

Cllrs W Conniff, M Mitchell, F Rowberry, J Dobson-Pettican, J Bond, expressed an interest in attending the meeting, to discuss the living levels funding and community allotment project.

**7 To nominate two Town Council representatives to Caldicot Regeneration Stakeholder Group**

Town Council received correspondence from Mon CC regarding the Caldicot Regeneration Stakeholder group:

*'With regeneration work well underway in the Cross area of Caldicot, and other projects in the pipeline these are exciting times for the town. The Council proposes to establish a Caldicot Stakeholder Regeneration Group, to address the need for better communication between the Council and key stakeholders. Not simply to improve communication channels when works commence, diversions take place and difficulties are encountered. But to enable community representatives to help shape emerging*

*are encountered. But to enable community representatives to help shape emerging projects and identify potential initiatives that move the town forward. for this purpose which at the outset would include representatives from:*

- MCC – Area Committee
- Caldicot Town Council
- Caldicot Town Team
- Caldicot Communities Working Together
- The Police
- Aneurin Bevan Health Board
- MCC Officers from Strategic Projects, MonLife, Partnership, Regeneration Teamsx4

*The inaugural meeting can discuss terms of reference and whether the composition needs to be extended or refined - Tuesday 25th February at 2.00pm, venue TBC.'*

Cllrs J Bond and D Nee were nominated and duly seconded.

**Town Council resolved to nominate Cllrs J Bond and D Nee, as representatives of the Caldicot Regeneration Stakeholder Group.**

- 8 Resolved - Exclusion of Press and Public. 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:**

- 9 To consider quotation for refurbishment and fit of King George V Playing Field entrance gates**

Town Council were provided with a quotation for refurbishment and fit of King George V Playing Fields entrance gates, from preferred contractor.

**Town Council resolved to accept the quotation for, refurbish and fit the existing gates. Drop bolts fabricated to go into the floor for locking both in the opening and closing position - £340 + VAT, KRL Services**

**The meeting ended at 8.30pm.**

**a) Mon CC Summer Holiday Play Provision**

Town Council welcomed Mr M Moran to the meeting to discuss plans for the summer holiday play provision.

The following points were noted:

- During the last 10 years, Town Council has kindly provided financial support
- Mon CC delivered free play provision last year
- Opportunity to introduce School Holiday Enrichment Programme (SHEP)
- SHEP includes provision of meals – free healthy breakfast and lunch
- Programme sessions will run for 3.5 hours, over 19 days (22 July to 20 Aug)
- Mon CC to bid for share of £2.5 million Welsh Government (WG) funding
- If WG cannot fund, will ask for local councils to support scheme
- Free School Meals (FSM) pupils will be prioritised in the scheme
- Welsh average attendance = 33% - Monmouthshire attendance = 70%
- Various activities are provided between breakfast and lunch, including daily mile, nutrition advice, games, art & craft, sports, outside activities, dog befriending, etc.
- Mr Moran will contact Town Council following outcome of WG bid

Town Council thanked Mr Moran for attending and providing his report.

**Appendix B****Mind Monmouthshire**

Town Council welcomed Mr M Pritchard and Mrs B Kelly to the meeting to discuss the work of Mind Monmouthshire and request financial support.

The following points were noted:

- Overview provided in leaflet circulated with agenda
- Incredible amount of day-to-day work undertaken
- Over 2,500 people supported throughout Monmouthshire
- Massive benefits and welfare services – courses delivered to people in need
- Peer Support Group, Understanding Anxiety, etc., courses provided locally
- Community Cabin, Chepstow Hospital. Mon Mind underpins Fred Weston's work
- ABUHB used to provide funding and have now removed
- Struggling to continue courses due to lack of funding – laying off staff
- Losing staff and their knowledge/experience
- Mon Mind is a separate organisation to the national Mind charity
- Trying to address shortfall in resources, need funding to continue service
- Met with Abergavenny Town Council, looking to other councils hoping for support
- Monmouthshire is a larger geographical area to cover compared to other areas
- More difficult for staff to deliver courses in Abergavenny and Caldicot
- Farming community issues, due to isolation. Pressures on everyone in society

Council asked the representatives from Mind Monmouthshire to provide further details on the service that will be provided in Caldicot, prior to making a decision to provide financial support. Mr Pritchard agreed to send further information relating to the projects and budget for consideration at Town Council meeting on 26<sup>th</sup> February 2020.

Town Council thanked Mr Pritchard and Mrs Kelly for providing their report.

**Appendix C**

## **Community Garden Project – Oakley Way Allotments**

Town Council welcomed Mr F Weston to the meeting to provide an update on the Oakley Way Allotments Community Garden Project. Plans were circulated to members for information.

The following points were noted:

- Town Council approached Mr Weston regarding 3 vacant allotment plots
- Oakley Way/MHA residents worked on plan to develop as a wellbeing project
- Wellbeing project – tackling loneliness, social isolation and increasing wellbeing
- Plans include polytunnel, sheds, composting toilet, hardcore path, green spaces
- Project is disability friendly, with access via path and use of raised beds
- Seeking council's permission for path, toilet, structures and use of car park
- MHA investing a lot of money (approx. £3,500)
- Formal agreement in writing requested from Town Council for MHA to use
- Project is not just for MHA tenants – it is for anyone in Caldicot
- Produce from garden can be shared between gardeners. Can also sell produce
- Funds from any sales would be used to purchase seeds
- Living Levels working party meet with Mr Weston to discuss equipment/seeds
- Suggested sensory items for children. Can be added in – grasses and herbs, etc.
- Planned weed clearing on 19<sup>th</sup> Feb. Seed planting with residents on 20<sup>th</sup> Feb

Town Council was fully supportive of the plans put forward by Mr Weston. A meeting will be arranged with Living Levels Working Party members and Mr Weston at the earliest opportunity to discuss tools, equipment and seeds required.

Town Council thanked Mr Weston for providing his report.

DM/2019/02076

*To develop and promote an enterprising culture which builds business resilience  
and creates excellent outcomes for our communities*

**Housing & Community Services**  
*Investing in communities to enable them to build their own resilience*

**62 Chepstow Road, Caldicot  
Emergency Shared Family Accommodation**

**Management Plan**

**December 2019**

**Purpose**

The purpose of this management plan is to set out how the Council's emergency shared family accommodation at 62 Chepstow Road, Caldicot will be utilised and managed.

The management plan is a condition of the planning consent awarded to Monmouthshire Housing Association on 4<sup>th</sup> October 2019.

**Background**

62 Chepstow Road is a 6 bedroomed detached house owned by Monmouthshire Housing Association (MHA). MHA purchased the property to support the Council to meet its homeless duties under the Housing (Wales) Act 2014.

As the owner, MHA have acquired planning permission for the property to be used as a House of Multiple Occupancy, but for a maximum of six people. The condition of the planning consent is that the property will only be used to accommodate families.

The property will be leased by MHA to the Council under a ten-year lease arrangement.

**General Management**

The day-to-day management of the property falls within the remit of the Council's Housing Options Team and accommodation staff. The management responsibility sits with the Housing Options Team Manager (Jane Oates).

Management responsibility is delegated to the Private Sector Liaison Officer (Lindsay Stewart) who supports and oversees management and an Accommodation Assistant.

The Accommodation Assistant will be responsible for the day-to-day management of the property. The aim is for daily visits to be made to the property during the working week, although that may be subject to holidays, sickness or other priorities. The Accommodation Assistant will use the property as an informal base to work from (to maintain a level of presence at the property) and as a hub to visit other properties in the area.

Named staff will be subject to change

**Privacy**

The first floor, side elevation windows overlooking 62A Chepstow Road shall be obscure glazed to a level equivalent to Pilkington scale of obscurity level 3 and maintained thus thereafter in perpetuity.

The Council will install and maintain trellising to the rear of 64 Chepstow Road to improve privacy

**Fire Safety**

A pre-occupancy Fire Risk Assessment will be undertaken. Any potential works identified will be picked up either by MHA or the Council, depending on responsibility.

Internal weekly alarm and emergency lighting checks will be completed by the allocated Accommodation Assistant and recorded on the evidence of fire safety record.

Periodic inspections will be undertaken by Inferno Fire and Security Solution Ltd. This will inform on-going reviews of the fire risk assessment.

**Health & Safety**

A full risk assessment will be completed and maintained by the Council. Any arising actions identified will be completed. The risk assessment will be reviewed at least annually.

A pre-occupancy has been completed by MCC Environmental Health, which will help to inform the risk assessment. Actions were identified that will be addressed.

The property will be added to the Council's gritting schedule in respect of freezing temperatures.

**Weekly Room H&S Inspections**

To be undertaken by the Accommodation Assistant.

To be evidenced and recorded on inspection reports on MCC Housing Management database

**Allocation of Vacancies**

Allocations will be made by MCC HOT Accommodation Team. All rooms to be allocated to families only. The accommodation will be for a maximum of 6 people in total.

Prior to allocation, a Risk Assessment will be completed and S115 obtained for individual households being considered for vacancies. MCC will be sensitive in allocation, and will refrain from placing families where anti-social

behavior has been an issue in their Homeless Application to allay concerns from existing neighbours.

Any applicant considered unsuitable will not be allocated and alternative arrangements will be made.

All families will be allocated a support worker as per the conditions of their License Agreement.

Subject to assessment and suitability, the MCC HOT Accommodation Team may consider the property for households with members who may have physical mobility issues. If necessary, advice will be sought from a Social Care Occupational Therapist about suitability. Discussions with an Occupational Therapist could inform the provision of disabled adaptations, subject to agreement by MHA.

#### **Vehicle Access & Parking**

Residents will not be allowed to use the drive to park any vehicle.

A bollard will be installed at the end of the driveway to ensure that there is no vehicular access.

MCC Staff and visiting professionals will not be allowed to use the drive to park, with the exception of maintenance staff.

Permission will be granted for removal vehicles as residents move to and from the property.

#### **General Security**

CCTV will be installed and maintained by Inferno Security Ltd.

#### **Rent Arrears**

Summary of procedure attached

#### **Emergencies & Out of Hours**

Emergency Out of Hours Maintenance will be provided from MHA

Out of hours support & advice via the Council's emergency arrangements and the sub-regional homeless out-of-hours arrangement between MCC, Bleanau Gwent and Torfaen County Borough Councils.

Contact numbers will be given to residents and will be displayed in the property.

Contact numbers will be given to the neighbours

#### **Anti-Social Behaviour**

See policy attached.

MCC will liaise closely with local CADRO Team as well as attend local meetings where appropriate.

If necessary, MCC HOT Accommodation Team will undertake joint visits with the Police and other agencies.

**Repairs & Maintenance**

MCC HOT Accommodation Team will monitor repair and maintenance and will arrange any necessary day to day works and if applicable, liaise with MHA.

Gas Safety Checks will be completed annually by MHA

Fixed wire electrical testing will be completed every 5years by MHA

Annual PAT testing to be scheduled with MHA

**Appendix**

License Agreement

ASB Policy

Rent Arrears

# Cheque list – February 2020

Start of year 01/04/19

Cheque number	Tn. no	date	Gross	Vat	Net Cttee	Supplier	Details
504983	18983	28/01/20	£104.26	£17.38	£86.88 ADMIN	Konica Minolta	Photocopier rental
504983	18984	28/01/20	£36.62	£6.10	£30.52 ADMIN	Konica Minolta	Photocopies
504983		28/01/20	£140.88	£23.48	£117.40		
504984	18987	04/02/20	£569.28	£0.00	£569.28 FACS	Dwr Cymru	Water supply toilets
504984	18988	04/02/20	£111.43	£0.00	£111.43 FACS	Dwr Cymru	Water supply TC
504984	18989	04/02/20	£64.33	£0.00	£64.33 FACS	Dwr Cymru	Water supply SL allot
504984	18990	04/02/20	£154.55	£0.00	£154.55 FACS	Dwr Cymru	Water supply OW allot
504984	18991	04/02/20	£43.44	£0.00	£43.44 FACS	Dwr Cymru	Water supply KGVPF
504984		04/02/20	£943.03	£0.00	£943.03		
504985	18992	04/02/20	£615.00	£0.00	£615.00 FACS	Merlin Waste	Dog waste collection Feb
504986	18993	04/02/20	£23.98	£4.00	£19.98 ADMIN	Complete Business Solutions	Office supplies
504987	18994	04/02/20	£23.85	£0.00	£23.85 ADMIN	Group Ltd	
504988	18980	20/01/20	£3,264.00	£0.00	£3,264.00 FACS	Clir F Rowberry	Trav exps Raglan 20.1.20
504989	18996	05/02/20	£102.00	£17.00	£85.00 ADMIN	Mon CC	CCTV Jan-Mar
504990	18997	05/02/20	£17,520.00	£2,920.00	£14,600.00 FACS	Vision ICT Ltd	Accessibility statement
504991	18998	05/02/20	£1,314.00	£219.00	£1,095.00 FACS	City Illuminations	Supply & Install Christmas Lights 2019
504991	18999	05/02/20	£12.00	£2.00	£10.00 FACS	J Ball	Cemetery maintenance Jan
504991		05/02/20	£1,326.00	£221.00	£1,105.00	J Ball	fix soap dispensers TC
504992	19000	06/02/20	£138.00	£0.00	£138.00 FACS	Aztec Alarms & Electrical Services	PAT Testing Jan 20
504993	19001	10/02/20	£80.00	£0.00	£80.00 ADMIN	Post Office Ltd	Postage
504994	19002	10/02/20	£54.00	£0.00	£54.00 ADMIN	Clir R J Higginson	Trav exps OVM 5.2.20
504995	19004	10/02/20	£1,232.24	£205.37	£1,026.87 KGVPF	Peter Villars Landscapes	Bowls green contract Jan 20
504996	19005	12/02/20	£400.00	£0.00	£400.00 KGVPF	Rob Lewis	Contract fee January 20 - KGVPF
504996	19006	12/02/20	£355.00	£0.00	£355.00 KGVPF	Rob Lewis	Contract fee January - Open field
504996	19007	12/02/20	£320.00	£0.00	£320.00 KGVPF	Rob Lewis	Contract fee January - Children's playarea
504996	19008	12/02/20	£180.00	£0.00	£180.00 FACS	Rob Lewis	Contract fee January - TC Building
504996	19009	12/02/20	£67.50	£0.00	£67.50 FACS	Rob Lewis	Contract fee January - allotments
504996	19010	12/02/20	£33.00	£0.00	£33.00 FACS	Rob Lewis	Contract fee January - Orchard Close
504996	19011	12/02/20	£20.00	£0.00	£20.00 FACS	Rob Lewis	Supply/girt TC grounds
504996		12/02/20	£1,375.50	£0.00	£1,375.50		
AS200220	19012		£5,675.83	£0.00	£5,675.83 ADMIN	Salaries	Salaries Feb 20
AS2002201	19013		£2,012.25	£0.00	£2,012.25 ADMIN	HIMRC	Tax-INI Feb 20
AS2002202	19014		£1,971.19	£0.00	£1,971.19 ADMIN	Torfaen CBC	Superannuation Feb 20
Total			£36,497.75	£3,390.85	£33,106.90		

### 13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities.
- 13.2 The Panel has met with over 304 Councillors and Clerks representing 302 community and town councils in 17 meetings it held across Wales. The discussions re-confirmed the widely held view that the roles individual councils undertake varied significantly and in accordance with this wide variation, the responsibilities and accountabilities of councillors must also vary. Councillors managing income or expenditure of £1million and those delivering significant services, including some that might have been delegated from principal councils, are operating in a much more complex environment than a council with an annual budget of less than £30,000.
- 13.3 In the 2018 Annual Report the Panel formed 3 groups of community and town councils to reflect these differences based on the level of income or expenditure, whichever is the highest, in the previous financial year. These remain unchanged as set out in Table 9.

**Table 9: Community and Town Council Groupings**

<b>Community and Town Council Group</b>	<b>Income or Expenditure in 2019-2020 of:</b>
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.4 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.5 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.6 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.

- 13.7 Members should receive monies to which they are properly entitled as a matter of course. There must be no requirement for individuals to 'opt in' to receive payments.
- 13.8 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.9 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel is mandating reimbursement of cost of care for all members of community and town councils as set out in Determination 48.
- 13.10 In each community and town council the proper officer should ensure there is ready access to proper reimbursements of costs of care to enable those eligible for reimbursement to participate in the democratic process. It is inappropriate for councils or councillors to create a climate, or otherwise pressurise others, in order to prevent persons accessing any monies to which they are entitled that may support them to participate in local democracy.
- 13.11 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.12 Table 10 sets out the actions that community and town councils must take annually in respect of each determination that follows.

#### **Payments towards costs and expenses**

- 13.13 The Panel continues to mandate a payment of £150 as a contribution to costs and expenses for members of all community and town councils.
- 13.14 For the avoidance of doubt this determination now includes all councils. Receipts are not required for these payments.

**Determination 42: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.**

## Senior roles

- 13.15 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore determined that councils in Group A must make available a payment for a minimum of one senior role and a maximum of five senior roles of £500 each. Councils in Groups B and C can pay up to five responsibility payments (of up to £500) for specified roles.
- 13.16 In all cases, a Councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

**Determination 43: Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.**

**Determination 44: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.**

- 13.17 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

## Reimbursement of travel costs and subsistence costs

- 13.18 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and subsistence costs, the following determinations apply.

**Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.<sup>7</sup> Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:**

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

**Determination 46: If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:**

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

### **Compensation for financial loss**

- 13.19 The Panel has retained the facility which councils may pay as compensation to their members where they suffer financial loss when attending approved duties. This figure has been updated in line with the most recent Office for National Statistics Annual Survey of Hours and Earnings - median salary for full time employees in Wales and the Average Actual Weekly Hours of Work for full-time workers (seasonally adjusted). Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

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<sup>7</sup> Where a member who is on official business is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

**Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:**

- Up to £55.50 for each period not exceeding 4 hours
- Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours

#### **Reimbursement of the costs of care**

- 13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel believes that the additional costs of care required to carry out approved duties should not deter people from becoming and remaining a member of an authority or limit their ability to carry out the role.
- 13.21 All members should be entitled to reimbursement of their care costs, up to the maximum of £403 per month, for activities that the individual council has designated official business or an approved duty. This might include, for example, appropriate and reasonable preparation and, or, travelling time. It is a matter for individual councils to determine specific arrangements to implement this.
- 13.22 The Panel recognises the issues relating to the publication of this legitimate expense. This is reflected in the change in the requirement for publication set out in Annex 4. To support current members and to encourage diversity the Panel urges authorities to promote and encourage greater take-up of the reimbursement of costs of care.

**Determination 48: All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month. Reimbursement must be for the additional costs incurred by members to enable them to carry out their approved duties. Reimbursement shall only be made on production of receipts from the carer.**

#### **Civic Head and Deputy Civic Head**

- 13.23 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the 'ambassador' representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.

- 13.24 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and clothing – we consider these to be the council's civic budgets.
- 13.25 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.26 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.27 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.28 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.29 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

**Determination 49: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

**Determination 50: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.**

## **Making Payments to members**

- 13.30 Table 10 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.31 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.32 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.33 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.34 When payments take effect from is set out in paragraphs 13.38 to 13.40 below.
- 13.35 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

**Table 10**

<b>Determination Number</b>	<b>Is a decision required by council?</b>
<b>42</b> All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing.
<b>43</b> Community and town councils in Group A must make available an annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – a council must decide how many payments of £500 it will make – to between 1 and 5 members unless they advise the appropriate officer in writing that they do not want to take it.
<b>44</b> Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.	Yes – it is optional to pay it for up to 5 members and, if it is paid, the amount (up to £500) must be decided.
<b>45</b> Community and town councils can make payments to each of their members in respect of travel costs	Yes – the payment of travel costs is optional.

for attending approved duties.	
<b>46</b> If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
<b>47</b> Community and town councils can pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	Yes – the payment of financial loss allowance is optional.
<b>48</b> All community and town councils must provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs up to a maximum of £403 per month.	No - the payment is mandated for every member if they are eligible to claim, and wish to do so.
<b>49</b> Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a Civic Head is optional.
<b>50</b> Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a Deputy Civic Head is optional.
<b>51</b> Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim, and wish to do so.

13.36 All members are eligible to be paid the £150 as set out in Determination 42 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a pro-rata payment from that date.

13.37 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 43,44, 48 and 49 are payable from the date when the member takes up the role during the financial year.

13.38 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

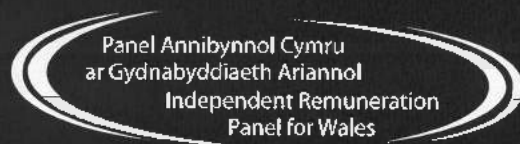
13.39 Payments in respect of Determinations 43, 44, 45 and 46 are payable when the activity they relate to has taken place.

13.40 As stated in paragraph 13.8 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

**Determination 51: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and reimbursement of costs of care.**

#### **Publicity requirements**

13.41 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at Annex 4. The Panel is concerned that a significant number of councils are still in breach of this requirement.



# Independent Remuneration Panel for Wales

## Draft Supplementary Report

### The Principles relating to the Reimbursement of Costs of Care

February 2020

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.  
This document is also available in Welsh.

## **Draft Supplementary Report**

### **The Principles in respect of the Reimbursement of Costs of Care (RoCoC)**

#### **Introduction**

The Panel's core principles have been a fundamental feature of its work since it was established and are contained in each Annual Report. These include:

#### **Remuneration**

1.3 The Framework provides for payment to members of relevant authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Framework provides additional payments for those who are given greater levels of responsibility.

#### **Diversity**

1.4 Democracy is strengthened when the membership of relevant authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its Framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

The provision of financial support for members with care responsibilities or personal needs is an important factor in improving and sustaining the diversity of membership. It is essential that there is clarity in the availability of and the access to this support. We therefore propose to supplement our core principles with additions specifically relating to the costs of care. This draft Supplementary Report sets out our proposals for consultation.

#### **The purpose is:**

To enable all members and co-opted members of relevant authorities to carry out their duties effectively

#### **The Relevant Authorities are:**

22 Local Authorities, 735 Town and Community Councils, 3 National Park and 3 Fire and Rescue Authorities

The Minimum Authorities should do		How this could be done
1 Be clear who it is for	<p>1.1 Members with primary caring responsibilities for a child or adult and or personal support needs where these are not covered by statutory or other provision.</p> <p>1.2 For personal support. This might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payments, insurance or other provision.</p>	Democratic Services Committees and or Staff to review members' needs annually and when circumstances change
2 Raise Awareness	2.1 Ensure potential candidates, candidates and current members are aware that RoCoC is available to them should their current or future circumstances require.	Ensure clear and easily found information is available on website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook". Signpost to IRPW <u>Payments to Councillors</u> leaflets.
3 Promote a Positive Culture	3.1 Ensure all members understand the reason for RoCoC and support and encourage others to claim where needed.	Encouragement within and across all parties of Relevant Authorities to support members to claim. Agree not to advertise or make public individual decisions not to claim.
4 Set out the approved duties for which RoCoC can be claimed	<p>4.1 <b>Meetings</b> – formal (those called by the Authority) and those necessary to members' work (to deal with constituency but not party issues) and personal development (training, and appraisals.)</p> <p>4.2 <b>Travel</b> – in connection with meetings.</p> <p>4.3 <b>Preparation</b> – reading and administration are part of a member's role. Some meetings and committees require large amounts of reading, analysis or drafting before or after a meeting.</p> <p>4.4 Senior salary holders with additional duties may have higher costs.</p>	<p>Approved duties are usually a matter of fact. Interpretation of the IRPW Regulations are set out in the Annual Report.</p> <p>"Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees."</p>

<p>5 Be flexible about the types of care that can be claimed</p>	<p>5.1 Members should not be "out of pocket"</p> <p>5.2 Models of care and needs vary</p> <p>5.3 Members may use a combination of several care options</p> <p>5.4 Patterns of care may alter over the civic and academic year</p> <p>5.5 Not all care is based on hourly (or part hourly) rates</p> <p>5.6 Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session</p> <p>5.7 Members may need to:</p> <p>5.7.1 book and pay for sessions in advance</p> <p>5.7.2 commit to a block contract: week, month or term</p> <p>5.7.3 pay for sessions cancelled at short notice</p> <p>5.8 Where care need straddles two sessions both should be reimbursed</p>	
<p>6 Have a simple claim process</p>	<p>6.1 Members should know how to claim.</p> <p>6.2 The claim process should be clear, proportionate and auditable.</p>	<p>Check claim at members' appraisals and regular review</p> <p>Flexibility to accept paperless invoices</p> <p>On line form</p> <p>Same or similar form to travel costs claim</p>
<p>7 Comply with IRPW Publication rules</p>	<p>7.1 The IRPW Framework states:</p> <p>"In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed."</p>	

**Living levels project meeting - Community Garden/Oakley Way, Tuesday 18<sup>th</sup> February 2020 at 9am**

Cllrs: W Coniff, D Evans, M Mitchell, F Rowberry  
F Weston, C Evans (MHA)  
S King (Deputy Clerk) B Hodges

The purpose of the meeting was to discuss community garden proposal, based at Oakley Way allotment and part use of £2,500 funding from living levels, for plants and equipment.

Town Council were required to advise living levels asap, of exact plants and equipment required. The project fund had to be spent by the end of the financial year, therefore, living levels would have to place orders in the next few weeks.

F Weston updated that a meeting would be held with residents and exact requirements would be confirmed. It was suggested that Town Council could assist with supplies for the forest garden.

The aim of the community garden was to engage with the community, support people and involve a variety of residents, groups and work in partnership. Objectives were highlighted as, Community Connection, Learning, Environment, Sociability and Safety, Wellbeing.

List of requirements – living levels £2,500 (specific prices/products to follow)

- Mixed Wildflower Seeds (Town Council green spaces)
- 4 x apple or other native fruit tree
- Small berry bushes – raspberry, blueberries, roses for hips, artichokes
- Wild garlic
- Old king henry
- Sorrel
- Herbs (sage, thyme)
- Mixed wildflower seeds
- Bean seeds
- Sunflower seeds
- Equipment:
  - Compost
  - Planters
  - Pots
  - Children's equipment - watering cans, gloves, trowels, rakes, spades, forks
  - Adult equipment – watering cans, gloves, trowels, rakes, spades, forks

**It was recommended to Town Council:**

- Benches stored in compound were given to the project, for use at the allotment.
- Deputy Clerk to contact allotment holders (GDPR), inviting them to meeting with F Weston and MHA to discuss project, at Town Council building.
- Town Council shared details of the project on Website, Facebook, Twitter.

### Living Levels Project

#### Tools and plants costings – Community Garden (F Weston):

Item	Cost	
Draper Young gardener rake	3 x £13.40	£40.20
Draper young gardener spade	3x£15.55	£46.65
Draper young gardener fork	3x£16.99	£50.97
Adult garden tool set	3x£20	£60
Mattock	2x£18.99	£37.98
60m hose and reel	1x£55.00	£55.00
Apple or native fruit tree x 4		£200
Berry bushes (raspberry, blueberries, roses for hips, artichokes)		£150
Ground cover plants (wild garlic, king henry, sorrel)		£200
	<b>Total:</b>	<b>£840.80</b>

## **Consultation on Future Audit Arrangements for Community Councils in Wales**

The Auditor General is required to audit the annual accounts of all community and town councils in Wales.

From 2020-21 onwards, we propose a three-year audit programme which is designed to meet statutory responsibilities while providing a sufficient level of audit assurance at a reasonable cost.

The Auditor General is seeking the views of interested parties on the proposed audit arrangements.

Do you have experience or information about the audit of community and town councils in Wales? We would like to hear from you.

### **How to respond**

We invite your views and have provided more information with a link to our survey on our website. <https://www.audit.wales/about-us/consultations>

The deadline for responses is **Thursday 19 March 2020**.

If you have any questions about the consultation, please email [info@audit.wales](mailto:info@audit.wales).

**Swyddfa Archwilio Cymru / Wales Audit Office**  
[www.audit.wales](http://www.audit.wales)

You are receiving this e-bulletin because we need to communicate with you to publicise our work in exercise of our supplementary powers, under sections 9 and 14 of the Public Audit (Wales) Act 2013, which is in the performance of a task in the public interest.

Mae'r e-bost hwn ac unrhyw ffeiliau atodedig yn breifat. Os nad atoch chi y bwriadwyd anfon yr e-bost hwn dylech ddinistrio pob copi a hysbysu'r anfonwr drwy anfon e-bost yn ôl atynt.

Am fwy o wybodaeth am Swyddfa Archwilio Cymru a manylion am ffyrdd eraill o gysylltu â ni, ewch i'n gwefan [www.archwilio.cymru](http://www.archwilio.cymru)

Mae Swyddfa Archwilio Cymru yn croesawu gohebiaeth yn Gymraeg neu'n Saesneg a byddwn yn ymateb yn yr iaith rydych chi wedi ei defnyddio. Rhowch wybod os yr hoffech dderbyn gohebiaeth gennym yn Gymraeg yn y dyfodol. Ni fydd gohebu'n Gymraeg yn arwain at oedi.

Os byddwch yn mynychu cyfarfod yn Swyddfa Archwilio Cymru, rhowch wybod i'r trefnydd os yr hoffech gyfrannu i'r cyfarfod yn Gymraeg.

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is awarded ceases or the event does not take place. In this instance a statement of monies used must be provided, together with receipts. Surplus grant must then be returned to Caldicot Town Council.

### A. APPLICANT DETAILS

Name of organisation CCWT  
 Contact Name Rachel Furnage  
 Address (of organisation) 2 Woodend Way, Roget

Post Code NP26 3SY

Tel No. 07508707599

E-mail Address caldicotcouncil@bt.com

What are the aims and purposes of your organisation? To support businesses + community

Is the organisation a registered charity?

If YES, what is the registration number?

to continue working in Partnership with Caldicot town council

YES/NO (please delete)

### B. FINANCE FOR THE PROJECT

Amount you are requesting from Caldicot Town Council

£ 1500.00

£ 4798.00

What will be the total cost of the project?

How will the project be funded in total? fundraising

YES/NO

Have you ever received a grant from Caldicot Town Council?

Sponsorships

Please provide details:

Grazebo

Christmas Project 2019

Donation Pots

Go fund account (online donations)

### C. DETAILS OF PROJECT

Title of project Egg-cellent adventure 2020

Description of project Community event @ Caldicot Castle - see attached

Who will benefit from the project? The community Caldicot & surrounding areas

Approximately how many of those who will benefit are residents of Caldicot?

2000 - 3000

### D. THE COUNCIL'S CRITERIA FOR THE ALLOCATION OF GRANTS

Priority will be given by Caldicot Town Council to applications that will promote sustainable energy and support the 7 goals of the 'Well-being of Future Generations' as they apply to Caldicot, in other words: (1) a prosperous Wales (2) a resilient Wales (3) a healthier Wales (4) a more equal Wales (5) a Wales of cohesive communities (6) a Wales of vibrant culture and (7) a globally responsible Wales

### E. DECLARATION

I declare that the above information is correct.

Signature

Name and position within organisation

Chair Person

Date 12.02.20

Please return form to:

Clerk to the Council  
Caldicot Town Council  
Sandy Lane  
Caldicot  
NP26 4NA

### IMPORTANT INFORMATION

To comply with the new **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

Caldicot Town Council requires your consent to contact you

In relation to this hire agreement:

- I consent to Caldicot Town Council contacting me by post, telephone or e-mail

I understand that the information contained within this document will form part of the financial records and will be retained indefinitely.

I understand that my personal data **will not** be shared with any third parties.

Signed

Date 12.02.20

# Caldicot Community Working Together Egg-cellent adventure 2020



Good Friday 20th April at Caldicot Castle



Caldicot Town Council

## Objective:

To provide an enjoyable event for families of our community that is affordable for parents and fun for children. We aim to bring an Easter Egg trail to the castle grounds, with every child to receive an easter egg. An Easter bonnet parade ( every child to receive a certificate and easter chocolate ), free activities, which are provided by local businesses, face painting / glitter tattoos, Gecho bubble entertainment & a magician

## Our Goal:

We aim to bring a safe and affordable fun event for our community, to bring everyone together to enjoy our beautiful castle. The event will be run by local volunteers, and we would really like to work with Caldicot Town Council to help us run this event to the best of our ability.

Due to the huge success of last year, we need to put in place extra precautions to ensure the safety of the public at a cost to our community group.

## Budget :

Entertainment	£500.00
Security	£288.00
Stage & PA	£800.00
Decorations	£300.00
Printing	£150.00
Toilets	£300.00
Medics	£160.00
Insurance	£800.00
Easter Eggs	£1500.00
Total	£4798.00

We would like to thank Caldicot Town Council for their continued support and welcome involvement in all future events and projects.

**Subject:** FW: Mind Monmouthshire and Caldicot town Council Partnership Agreement

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**From:** Matthew Pritchard

**Sent:** 18 February 2020 16:55

**To:** Caldicot Town Council

**Subject:** RE: Mind Monmouthshire and Caldicot town Council Partnership Agreement

I have spoken to the team see below information requested, if there is anything missing you need let me know:

### Mind Monmouthshire Partnership Agreement

- We request £15,000 funding per yr over 2 years, partnership agreement which will allow for staff member approx. 13 hrs per week. 2 days a week 9-3:30 pm.
- Sessions would generally be delivered out from either Caldicot town hall or Choir hall – we can move sessions based on demand and free venue usage
- Resilience and Wellbeing project, 80 wellbeing sessions per year approx. 2 sessions a week over 42 weeks this takes into account annual leave, training etc
- We would run psychoeducation groups and wellbeing groups around mental health to support people( adults) to become more resilient( this is what we do now and have all the evidence for i.e. Warwick Edinburgh).
- 50 beneficiary's per annum minimum. Please note whilst we put number of beneficiary's it is the quality of support provided. We cannot put a price on an individual's life but have put a minimum figure here. We know that people will attend our activities on many occasions, meaning they get more support.
- A Caldicot town councillor can attend board meetings (with no voting rights)

### Performance Measures (By postcode of the TC)

- Number of individuals supported via the resilience and wellbeing project.
- Number of attendances ( we could collate quarterly as we go)
- Number of resilience and wellbeing sessions delivered
- Age of individuals who attend
- Number of referrals to the project
- Case studies and testimonials
- Warwick Edinburgh mental health measure before and after sessions demonstrating impact
- New Partnerships created
- Additional Funding Secured
- Any Added Value

### Additional Benefits :

- We have a strong track record and reputation who have consistently delivered for many years
- We over deliver and go above and beyond
- We have been providing free services in Caldicot for many years
- You will see the amount delivered and great value for money in this partnership helping towards local PSB outcomes.
- We would maintain a weekly presence in Caldicot meaning that a staff member is available to immediately link people into our wider services i.e. IAA, welfare rights etc. We know that people who attend our groups will also ask for other types of social support such as benefits advice, housing support and general information related to wellbeing/ mental health . We can link them into our wider services by having a presence in the town.

National Mind describe resilience as *"Taking steps to look after your wellbeing can help you deal with pressure and reduce the impact of stress on your life.* It's about a person's capacity to adapt in the face of challenging circumstances, whilst maintaining stable wellbeing. We will support people to develop resilience by ( a combination of all 3):

- **Promoting wellbeing** feeling good and functioning well ( we will incorporate the Five Ways to Wellbeing in all our resilience and wellbeing sessions) New Economics Foundation.
- **Develop psychological coping strategies** ( we will achieve this by our self-help psychoeducation groups delivering resilience and wellbeing sessions on, Understanding Anxiety, Confidence Building, managing depression, My Generation etc). We will deliver these in group settings as informal courses/ one off sessions. These help people to develop their skills and understanding about mental health conditions and wellbeing, help people to form effective coping strategies and work towards own personal goals.
- **Building peoples social connections** i.e. social capital, we will support this by offering resilience and wellbeing sessions in the form of groups that bring people together. Building relationships is a key part of this and gives opportunities for new friendships and connections. Our resilience and wellbeing groups and sessions help people to identify personal goals and promote access and information to other community groups etc. We can offer individual IAA sessions( currently funded till June 2020) to provide assistance and information to access other community-based services to further promote wellbeing and resilience should individuals need additional support.

In regards to timeline, thank you for helping move on this quickly, we do appreciate this in time of need.

If there is anything else you feel will help feel free to ask.

Kind Regards,

Matthew Pritchard

Business Development



Henton House, 28 Monk Street, Abergavenny, Monmouthshire, NP7 5NP

T: 01873 858275 Mobile: 07950888879

W: [www.mindmonmouthshire.org.uk](http://www.mindmonmouthshire.org.uk)



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We invest in people Standard





**Grants Committee considered the following two additional grant applications:**

- **Caldicot Events Committee (£9,000 requested) - 2020/2021 budget)**

Cllr Evans declared a personal interest as Chair of the Events Committee.

Grants Committee considered the application which requested £9,000.00 towards the Summer Carnival and Christmas Light switch-on events. It was noted that this had been included in 2020/21 budget.

**Grants Committee recommended the full amount of £9,000 be granted from the budget for 2020/2021**

*Spending Power – Local Government Act 1972 s145*

- **Community of Crick Residents Committee (£500 requested)**

Grants Committee considered the application which requested £500.00 towards the purchase of a sensory unit primarily for residents of the care home, with occasional options for schools and local community use.

A councillor noted that a lot of children would currently have to go to Rogerstone to access a sensory unit, so it would be fantastic if it benefits Caldicot children.

**Grants Committee recommended £500.00 be granted**

*Spending Power - Well-Being Local Government (Wales) Measure 2011 s.126*

**b) OTHER REQUESTS:**

- i) **Abergavenny Eisteddfod (no amount specified)**

**Grants Committee recommended that £50.00 be granted in support of the Abergavenny Eisteddfod**

*Spending Power – Local Government Act 2000, s.2 (s137)*

- ii) **Urdd National Eisteddfod 2020 (no amount specified)**

**Grants Committee recommended that £50.00 be granted to support the Urdd National Eisteddfod**

*Spending Power – Local Government Act 2000, s.2 (s137)*

- 6 To receive legal information regarding financial assistance to Churches [Circ]**  
*'...some councils are unclear about the powers they have to provide financial assistance to Churches of any denomination. You may therefore find the attached legal briefing to be of assistance in relation to developing your understanding of the legal position.'*

Town Council received the legal information regarding financial assistance to Churches. Grants Committee recognised that Community and Town Councils were prohibited from providing financial assistance in relation to the affairs of the church and church property e.g. improvements to church hall.

**Grants Committee agreed that donations could not be made to improve church property (e.g. upgrading doors of church hall for meetings).**

Meeting ended at 5:45pm

**CALDICOT TOWN COUNCIL**  
**Minutes of Health & Safety Committee held at 10:00am,**  
**Wednesday, 5<sup>th</sup> February 2020 at Caldicot Town Council**

**Present: Cllrs:** D Evans(Chair)  
M Mitchell  
F Rowberry

[In attendance: S King, Deputy Clerk]

**1 Apologies**

Apologies received from Cllrs R Higginson, O Edwards.

**2 Declarations of Interest**

There were no declarations of interest.

**3 Town Council Building**

The Health and Safety Committee considered a number of matters within the Town Council building and grounds, as follows:

**a) Shed location Chepstow & Caldicot Lions [b/f FTC 29.1.2020]**

The Health and Safety Committee welcomed representatives from Chepstow and Caldicot Lions Club.

Following a request to Caldicot Town Council, it had been agreed that a shed could be located within the Town Council grounds. The shed would be used as storage for Chepstow and Caldicot Lions.

The Health and Safety Committee advised representatives of Chepstow and Caldicot Lions:

- 10x8 (ft) shed (height - 6ft 7inch)
- Located at far end of Town Council grounds
- Chepstow and Caldicot Lions Club would be fully responsible for the shed.

**b) Gents Toilets (internal wall)**

The Committee studied the internal wall of the disabled gents toilets. It was noted that a problem had reoccurred on a number of occasions (causing damage to paint). The internal and external wall had been treated by contractors, this had not alleviated the issue.

Health and Safety Committee highlighted that further assessment was required, with the possibility of looking at the cavity wall.

**Health and Safety Committee recommended that Mon CC fully re-inspect the wall to consider way forward.**

During the meeting, the Health and Safety Committee noted the general condition of the toilet floors and suggested that they required attention. **The Committee recommended that quotations were obtained for industrial cleaning of toilet floors.**

**4 King George V Playing Fields**

**a) Update bollard installation**

The Health and Safety Committee received an update regarding the installation of replacement bollards around the field at King George V Playing Fields.

Monmouthshire Housing Association had advised that bollards would be installed w/c 3rd February 2020.

**5 Other - at Discretion of Chairperson**

**a) Dewstow Cemetery**

At a previous Health and Safety Committee meeting, it had been noted that there was a gap in the hedge (near cemetery shelter and junior area), the wire fence was exposed.

**The Committee recommended that quotations were obtained for repair/replacement.**

**b) Town Council building kitchen and store room**

The Chair advised that the Town Council building was frequently being used by a number of community groups.

The Health and Safety Committee considered the condition of facilities available in the kitchen area and checked the store room.

On inspecting the store room, the committee advised that all walk ways must remain clear. It was noted that Caldicot Foodbank had used the Town Council building for additional storage, whilst moving into the new depot.

It was suggested that, due to frequent use, the kitchen area should be upgraded. Areas for improvement were discussed e.g. heating, electrical sockets and condition of units.

**The Committee recommended that the kitchen was inspected, with a view to obtain quotations to undertake improvements.**

**The meeting ended at 10.40am.**

**CALDICOT TOWN COUNCIL**  
**Notes of VE Day Meeting held at 6:00pm, Tuesday 11<sup>th</sup> February 2020**

Present:	Cllrs: D Evans, Mayor	J Harris
	D Ashwin	K Harris
	J Bond	RJ Higginson
	W Conniff	M Mitchell
	J Dobson-Pettican	D Nee
	A Easson	F Rowberry
	O Edwards	P Stevens
	R Garrick	

The purpose of the meeting was to discuss plans to commemorate VE Day.

The following points were discussed:

- Refurbishment of 5 WI benches agreed at FTC 29.01.2020
- Plaques for benches to be refitted + quote for 3 additional plaques
- Reception event to recognise individuals (one lady from Caldicot suggested), to commemorate 75 years since Holocaust. Contact RBL for further suggestions
- Noted Town Team VE Day Celebration Street Party arranged for Friday 8<sup>th</sup> May
- Unnecessary to hold duplicate VE Day events, request further info from Town Team
- Suggestion to possibly hold a joint VE/VJ Day celebration later in the year
- H&S Officer and Event Safety Advisory Group (ESAG) information was noted
- Town Council suggested that Events Committee is knowledgeable in event management and could be asked to make arrangements
- DA offered to donate a photo of returning servicemen to Town Council

Town Council accepted offer to meet with Town Team in relation to VE Day Celebration. Town Team, Caldicot Community Working Together and Caldicot Events Committee to be invited to attend meeting on Wednesday 26<sup>th</sup> February 2020 at 6:00pm (pre-meeting to take place at 5:30pm).

# CALDICOT TOWN COUNCIL

## Report of Town Clerk

FULL TOWN COUNCIL 26<sup>TH</sup> FEBRUARY 2020

### 1. CORRESPONDENCE – ONE VOICE WALES

#### 1.1 Monmouth/Newport Area Committee and Larger Local Councils Committee

##### **Monmouth/Newport Area Committee:**

- Thursday 2nd April 2020, 7pm
- Thursday 16th July 2020

##### **Larger Local Councils Committee:**

- Wednesday 15<sup>th</sup> April 2020
- Wednesday 8<sup>th</sup> July 2020 – Conference
- Wednesday 14<sup>th</sup> October 2020

#### 1.2 Consultation Events Beyond Recycling

*'Since devolution, Wales has become a global leader in recycling. Every household has played its part, showing how small steps can lead to fundamental change. It's now a part of who we are, embedded in the culture of 21st century Wales. Recycling is what we do. How we manage our waste and the resources we use has become even more crucial; the need to tackle climate change has become the single greatest challenge of our time; awareness of the impact of what we buy and the waste we generate is growing; economic opportunities for more environmentally-friendly solutions are rapidly expanding. Making Wales a greener, more equal, and more prosperous country is what as a Government we are working to deliver. In December, we launched our consultation document – Beyond Recycling.*

*<https://gov.wales/circular-economy-strategy>*

*Come and share your thoughts on how Wales can progress towards zero waste and what we can do to reduce our carbon footprint.*

*We have set out some ideas – but we need your thoughts too. Do you have a great idea you would be willing to share?*

*There are events taking place across Wales on:*

*26 February – Anglesey*

*27 February – Bangor*

*4 March – Haverfordwest*

*5 March – Narberth*

*9 March – Chepstow*

*12 March – Mold*

*26 March - Machynlleth*

*Book your free place here:*

*<https://tocyn.cymru/en/organisation/0cff23c5-1a3c-42d4-b500-0ae42c72e7a5>*

*[BeyondRecycling@gov.wales](mailto:BeyondRecycling@gov.wales)*

#### 1.3 Local Democracy & Boundary Commission – Community Boundary Review Monmouthshire

*'As you will be aware the Local Democracy & Boundary Commission (LDBC) published its final report on the Community Review of Monmouthshire in January 2019 see link below to LDBC website and report:-*

*<https://ldbc.gov.wales/reviews/01-19/monmouthshire-final-recommendations>*

## **2. CORRESPONDENCE - MONMOUTHSHIRE COUNTY COUNCIL**

### **2.1 Cluster Meeting – Replacement Local Development Plan**

*'Please note that there will be an extra Caldicot area town and community council cluster meeting at **Caldicot Community Hub on 31<sup>st</sup> March at the later than usual start time of 7pm.** The purpose of this meeting will be to consult on the next stage of the replacement local development plan for the county. Because of the consultative nature of this meeting, all members of town and community councils in your areas are welcome to attend and I would be grateful if you could please share this information with your members. Further information about the content of the meeting is as follows:*

*"Monmouthshire County Council (MCC) is in the process of preparing a Replacement Local Development Plan (RLDP) for the County (excluding the area within the Brecon Beacons National Park) which will cover the period 2018-2033. The Council has now reached the Preferred Strategy stage of the RLDP process. The Preferred Strategy is the first formal publication and statutory consultation stage in the RLDP preparation process. It provides the strategic direction for the development and use of land in Monmouthshire over the Plan period 2018 to 2033 and identifies how much growth is needed and where this growth will broadly be located.*

*Subject to endorsement by Council (5<sup>th</sup> March), the Preferred Strategy and supporting Initial Integrated Sustainability Appraisal and Habitats Regulations Assessment documents will be subject to statutory engagement and consultation for a 6 week period between Monday 9<sup>th</sup> March and Wednesday 22<sup>nd</sup> April 2020, whereby comments will be invited on the consultation questions set out in the Preferred Strategy. As part of this stakeholder involvement we are attending Area Cluster meetings to discuss/seek views on the RLDP Preferred Strategy."*

### **2.2 Community Climate Champions**

Wednesday 12<sup>th</sup> February 2020, 6.30pm

*'I am contacting you to see whether a representative from your Council would be interested in attending the next meeting of Monmouthshire Community Climate Champions. As you know, last year Monmouthshire declared a Climate Emergency, but a partnership of community groups such as Transition Towns and Friends of the Earth groups, other partners and the council have met together regularly over the last 11 years to share ideas for reducing energy, increasing sustainability and partnership working on climate change. These meetings will be happening quarterly following the new Climate Emergency Working Group which has been developed to take forward the Climate Emergency action plan. We would love to include any Town and Community Councils who would like to be involved in the Community Climate Champions group, and I include below information about the next meeting we will be holding.'*

### **2.3 Closure of Mounton House Special School**

*Please find attached a letter confirming the Council's decision to close Mounton House Special School with effect from 31<sup>st</sup> August 2020.*

## **2.4 Armed Forces Day Grant Scheme**

*The Ministry of Defence (MoD) provides funding each year to help organisations and individuals in the UK host an Armed Forces Day event to show support for the UK's servicemen and women, past and present.*

*Armed Forces Day has been marked annually since 2009 with events large and small throughout the UK.*

*Local councils, voluntary and community organisations, schools, ex-service organisations and individuals in the UK are eligible to apply.*

*A maximum grant of £10,000 is available per application, provided that MOD funding accounts for no more than 50% of the total cost. The deadline for applications is 1 March 2020.*

*In the past grants have ranged from a few hundred pounds for a street party to thousands of pounds for larger events.*

*The 2020 event should:*

- Be held within two weeks of the Armed Forces Day, including the weekends (the 2020 Armed Forces Day will be held on Saturday 27 June 2020). The two weeks would run from Saturday 20 June to Sunday 5 July 2020.*
- Have 'Armed Forces' in the event title.*
- Be relevant to today's serving Armed Forces.*
- Have free access to members of the 'Armed Forces Family'.*
- Not be centred around fundraising or recruitment.'*

## **2.5 Dog Fouling**

*Caldicot Castle: 'I have had correspondence from a representative of junior football at the Castle grounds, they are very concerned about the increase in dog fouling on the football pitch. They have requested a new dog waste bin to be placed in the car park close to the rugby club. The representative is hoping that MCC will fence the football ground to prevent dogs from being exercised on the pitch.*

*We are planning to run an education/awareness day at the park soon, with environmental health officers patrolling to create a stronger presence. I know that this is not the only location in Caldicot that has experienced an increase in dog fouling over the autumn and winter period, so we would look to patrol in other areas as well.*

*Let me know what you think about the proposal for a new dog bin at the Castle.'*

*Wardens: 'We are aware of a perceived increase in fouling in Caldicot area in recent months. I have asked our Officer to visit the area to speak to dog walkers, appraise the potential for further signage and other steps that may be taken to raise awareness of the anti-social nature of fouling.*

*I hope to be taking advice from senior management and liaise with relevant stakeholders on how best to progress introducing Public Spaces Protection Order legislation to assist us in dealing with **dog fouling** across the County in forthcoming months.*

*Will hopefully be in a position to give an update on this in our next Give Dog Fouling The Red Card meeting 5/3/20.'*

## **2.6 Caldicot Town Centre Regeneration**

*Caldicot Bus Service: 'Information boards will be at the library, displaying all the diverted bus route details and timetables. Signage has been displayed on the affected bus stops (as advised by transport).'*

Tree and Flag pole: 'With regards to the proposed tree to be installed for the tree and flag pole. As agreed with the Town Council, a 225mm internal diameter ribbed plastic pipe will be provided, set inside a chamber with a cover opening for this purpose. Apparently, the Town Council has an appliance that fits this size opening that reduces down to the required diameter of the Christmas tree base and flag pole.'

## **2.7 Event advertising - signage/notices**

*'The MCC policy states that only charities are allowed to advertise, unless the local town council wish to support a local event. This requirement is stated in the policy in order that these types of events can be permitted, without proliferation elsewhere.'*

*(Cllr D Evans, Mayor, expressed support for fairground event at Caldicot RFC)*

## **2.8 CCTV**

Monthly reports – November 2019, December 2019, January 2020  
CCTV User Group – Agenda Thursday 20<sup>th</sup> February 2020

*(Available Town Council office)*

## **3. CORRESPONDENCE - OTHER**

### **3.1 GAVO – Active Citizenship Event**

Wednesday 4<sup>th</sup> March 2020, 9.30am-pm, Cwrt Bleddyn Hotel, Usk, NP15 1PG

*'We are pleased to invite you, and would greatly value your input, at this FREE flagship event.'*

*During the morning, you will have the opportunity to hear a range of perspectives and contribute your ideas and experiences to help progress community involvement and active citizenship in Monmouthshire. If you are passionate about the community you live, or work in, we want to hear what matters to you! Everyone is welcome to attend. Book your place via Eventbrite:- <https://www.eventbrite.co.uk/e/the-power-of-community-tickets-93258150639>*

### **3.2 Cllr A Easson – Longfellow Road Bus shelter**

*'I wish to express my thanks for your support ,together with the West End Members, in having the bus shelter installed at the top of Longfellow Road. This long awaited shelter will be appreciated by my constituents in Dewstow Ward.'*

## **4. SUBSCRIPTIONS and PUBLICATIONS**

To note Subscriptions, Correspondence, Publications, Minutes - available Town Council Office:

- One Voice Wales bulletin – February 2020
- Play Wales – Winter 2019
- Allotment & Leisure Gardener – Issue 1 2020

**Appendix 1**

Dear consultee,

**Closure of Mounton House Special School**

I am writing to notify you of the Council's decision following the statutory consultation processes concerning the proposed closure of Mounton House Special School.

You will be aware from my previous correspondence that the Council's Cabinet met on the 18<sup>th</sup> September 2019 and agreed to proceed to the next stages of the statutory process, namely to publish statutory notices concerning the proposed closure of Mounton House Special School with effect from 31<sup>st</sup> August 2020.

The statutory notices were formally published on **Monday 7<sup>th</sup> October 2019**, and allowed a 28 day window for any statutory objections to be submitted. The objection period closed on 5<sup>th</sup> November 2019. An objection report has been produced analyzing the feedback received during the objection period alongside the Council's response to these statutory objections. A copy of the Objection Report is available to view at [www.monmouthshire.gov.uk/schoolreorganisation](http://www.monmouthshire.gov.uk/schoolreorganisation). Hard copies of the Objection Report can also be posted on request.

The Council's Cabinet met on the 8<sup>th</sup> January 2020 to consider the content of the Objection Report, and made their final decision to proceed with the closure of Mounton House Special School with effect from 31<sup>st</sup> August 2020.

In determining the proposal, Cabinet Members gave careful consideration to key factors that concern school organisation proposals, particularly the closure of a school, identified within the School Organisation Code (November 2018). The full considerations can be found by studying the statutory documentation concerning these proposals, which can be accessed by visiting [www.monmouthshire.gov.uk/schoolreorganisation](http://www.monmouthshire.gov.uk/schoolreorganisation).

The closure of a school is always an extremely difficult decision for Cabinet Members to make, particularly when the school concerned supports some of our most vulnerable children. Whilst appreciating that this decision may cause some upset amongst the school community, the Council believes the decision is the right one to allow us to effectively support the wider (and growing) needs of our children and young people with additional learning needs.

The Council's focus will now be placed on continuing to support those directly affected by these proposals. The employees at the school will continue to receive the maximum levels of support available through this difficult time, and we will continue to assist them wherever possible during this process.

The Council will also continue its support to the parents and children and young people affected by these proposals to ensure that their preference for future provision is incorporated wherever possible. Our focus will be to ensure their transition to their new provision in September 2020 is as seamless as possible.

Yours sincerely

Will McLean  
Chief Officer for Children and Young People

**CALDICOT TOWN COUNCIL**  
**Notes of Compound Working Group held at 10:00am**  
**on Tuesday, 11 February 2020 at Caldicot Town Council**

**Present:** Cllrs: F Rowberry (Chair)  
W Conniff  
D Evans  
M Mitchell

[In attendance: S King, Deputy Clerk; B Hodges]

**1 Apologies**

Apologies were received from Cllrs O Edwards and RJ Higginson.

**2 Declarations of Interest**

There were no declarations of interest.

**3 To welcome Sports & Play Consulting**

*Internal Audit b/f FTC 29/01/2020. Requirement to adhere to 2015 Procurement Regulations*

Compound Working Group welcomed Michael Carter, Sports and Play Consulting representative, to the meeting to discuss the MUGA project.

Mr Carter provided Compound Working Group with an overview of the service his company provides and discussed MUGA options available, including:

- Expertise in public procurement requirements
- Speciality in delivering programmes on behalf of Community and Town Councils
- Helps councils through the process
- All aspects covered regarding surfacing, lighting, MUGA companies, etc.
- Public procurement regulations - legal requirement to do certain things
- 2 parts to role: i) Procurement and tendering (once brief agreed); and ii) Installation and work on MUGA facility
- Role would relate to MUGA tender, specification and build - would not be involved in demolition stage.
- Obtain separate quotes to i) demolish compound building; and ii) MUGA installation
- Finalise specifications, e.g. surface type, sports required, fencing, lighting, seating, bins, etc.
- Build brief on what is required/ what community wants. Written statement of particulars, showing robust evidence of need and validation of spend.
- Publish on Contracts Finder site to request tenders. Must be an open, transparent, fair process
- £50k - £75k is guide figure for a new base and surfacing - use for multi sports.
- Noise reduction for houses behind site - fencing is available with rubber infills to reduce noise

- Demolition to be considered separately (3 quotes required if under £25k).
- Utility companies (water, electricity) and alarms to be informed/disconnected. No asbestos on site.
- Fixed fee for Sports and Play Consulting of approximately 8% of total project.
- Working Group indicated that it would like to complete the project by the summer of 2020.
- Advised not to rush the project through, to avoid consequences later on due to overlooking things
- Consider accessibility for disabled persons
- Justify need for project - other facilities in area/fitness/obesity/open to public free of charge/consultation. Sports and Play Consulting agreed to send a proposal and terms to Town Council Office for consideration by Town Council at its meeting on 26.02.2020

**Compound Working Group recommended to go out for tender to demolish the compound building.**

***Demolition specification: Demolish building, clear and level site, remove and dispose of waste (via appropriately licensed waste carrier), fence off site. Utility companies to be contacted to arrange disconnection of electricity, water and alarms prior to demolition work.***

#### **4 MUGA Project Update**

The Chair provided a brief outline of the MUGA project to date, as follows:

- Project goes back a long way without completion
- Building is currently used by iNeed charity group (Town Council to advise of notice)
- Would like to see project completed
- Various groups and members of the public have been consulted about the provision of a MUGA at the site
- A member suggested that consultation had only represented a small sample of the community and further work was required
- Town Council School governors were encouraged to actively get involved
- It was suggested that project ideas were sent to local sports groups and community groups (e.g. MAGIC)
- Play consultant invited to meeting, following advice from the Auditor regarding 2015 Procurement Regulations

#### **5 Other - at discretion of Chairperson**

No other items were discussed.

Meeting ended 11:15am

**Notes of User Sub-Committee KGVPF with Representatives of Caldicot AFC, Caldicot Bowls Club and Caldicot Guides held on Tuesday, 18<sup>th</sup> February 2020 at 10.00am at Town Council**

**Present:** Cllrs RJ Higginson (Chair), A Easson, O Edwards, D Evans  
D Moreton, A McKay - Caldicot Town AFC  
A O'Hara – Caldicot Guides  
M Bruce, J Harris, B John, B Avery, M Brown – Caldicot Bowls Club

[In attendance: S King, Deputy Clerk; B Hodges]

**Apologies:** Cllr M Mitchell

**Entrance Gates at King George V Playing Fields**

The Chair welcomed the user group representatives to the meeting. The purpose of the meeting was to discuss the decision (P&R 11/2/20) to reinstall the original entrance gates to King George V Playing Fields. It had been suggested that gates were opened and locked in accordance with play area times. It was hoped to that this would prevent anti-social behaviour.

Group representatives were invited to comment and the following points were noted:

- Users recognised that anti-social behaviour should be addressed
- Anti-social problems - drug taking, damaging/removing bollards, driving on the field
- Damaged bollards had been replaced on the playing fields. Users suggested that concrete bollards would be harder to destroy than wooden ones
- Bowls Club representative advised that mopeds drive down lane and there is a need to address. Footpath is responsibility of Mon CC. Meeting suggested with Mon CC to discuss restricting motorcycles on the path
- It was noted that KGVPF included on route by police
- Bowls Club member said locked gates were a good idea in principle but won't work in practice
- Users felt that it shouldn't be their responsibility to ensure gates were locked
- Bowls Club need access up to 11pm during season
- Entrance with gates will be too narrow for buses to access the playing fields
- Guides need access for parents to pick up children after 9pm (all year round)
- Caldicot Town AFC supported Town Council decision to reinstall gates
- Signs to be erected to inform public of gate opening and closing times
- General concerns raised regarding locked gates: limited access during evening, access for residents, disabled access. Noted that alternative routes available. Shifting of anti-social behaviour elsewhere
- Suggested that CCTV should be installed to monitor area – Users would write to Town Council to support request for CCTV with ANPR

The Chair thanked everyone for their comments and suggestions, which would be considered at the Town Council meeting 26<sup>th</sup> February 2020.

Meeting ended at 10.40am