

CALDICOT TOWN COUNCIL

Minutes of Planning Committee held at 6.30pm on Tuesday 14th October 2008 at Caldicot Day Luncheon Centre

Present: Cllrs: D Evans, Mayor
P Watts, Deputy Mayor
C Ashwin
D Ashwin
J Bond
J Daniels
A Easson [left 8.20pm]
K Harris
J Haskey
R J Higginson
V Lloyd [left 8pm]
J Marshall [left 8.10pm]
A Perrett
M Stevens [left 8.25pm]
S Webb

In attendance: G McIntyre, Clerk, A Sandiford, Members of Public and Press

1 Apologies

Apologies were received from Cllr R Stewart

2 Suspended Proceedings – Mr D Roman, Monmouthshire Community Recycling

Mr D Roman outlined the new extended recycling scheme for plastics being piloted shortly in the areas of Castle Ward. The recycling leaflet to be deposited with householders was distributed. Mr Roman responded to Members' questions in relation to the proposed new scheme.

3 Declarations of Interest - To be identified under the relevant item

Cllrs D Evans and J Marshall declared an interest in Planning Matters

Cllr R J Higginson declared an interest in Plan DC/2008/01069

Cllr A Easson and Cllr R J Higginson declared an interest in Plan DC/2008/01105

Cllr A Easson, Cllr J Haskey and Cllr S Webb declared an interest in Plan DC/2008/01108

Cllr A Perrett declared an interest in Sandy Lane Allotments

4 Planning Applications [Displayed]

DC/2008/01069: Replacement boundary wall and fence – 7 Priory Close, Caldicot
[b/f TC 24.9.08]

TC Refused

- above standard height of 2m
- out of keeping with surrounding properties

It was resolved to request Mon CC advise if Plan DC/2008/01069 was a valid application.

Cllr R J Higginson declared an interest in Plan DC/2008/01069 and left the room during discussion of this item

DC/2008/01082: Additional window – 3 Redmeadow Crescent, Caldicot

TC Approved

DC/2008/01098: Extension and alterations including conversion of garage to living accommodation – 21 Deepweir, Caldicot

TC Approved

DC/2008/01101: Alterations and extensions – 48 Cae Mawr Road, Caldicot

TC Approved

DC/2008/01105: Change of use to enable parking of two mini buses on driveway – 5 Neddern Court, Caldicot

TC Refused

- Safety issues
- obstruction issues
- vehicles “coming and going” throughout the night
- congestion in the area

DC/2008/01108: External lighting to existing car parks – Ysgol Y Ffin, former Sandy Lane Infants School, Sandy Lane, Caldicot

A discussion ensued and it was stated that certain Members had attended a Public Meeting in relation to Plan DC/2008/01108.

It was resolved to request a presentation from Mon CC in this matter and the effect of light pollution

5 Mon CC Planning Information [Displayed]

i) Planning Permissions

DC/2008/00739: Installation of postmans security container – on grass verge side of no 36 Cas Troggy, Caldicot **TC App 9.9.08***

***Observations:**

- Full consultation with neighbouring properties to take place
- Preferable siting on opposite side of the road

ii) Refusal of Planning Permission

DC/2008/00905: Single garage and garden wall, 10 Goldfinch Close, Caldicot **TC App 12.8.08**

iii) New/Completed Enforcement Cases – 1.9.08 – 30.9.08

iv) Planning Committee Agenda – 7.10.08

Town Council noted Planning Information (i) to (iv) above from Mon CC.

6 Correspondence [Circ]

(1) Mon CC

**Planning Training for Community & Town Councils
Fri 21.11.08, 10am, Lecture Theatre, County Hall**

Cllrs D Ashwin, J Bond, K Harris, P Watts and S Webb expressed an interest in attending the above Planning training. It was noted that the recommended appropriate number of persons from each council was 4.

It was resolved:

- i) to nominate Cllrs D Ashwin, J Bond, K Harris, P Watts and S Webb to attend the Planning training**

(2) Mon CC

Review of Taxi Ranks Response by 24.10.08

Town Council considered proposals for review of taxi ranks in Monmouthshire.

It was resolved to make the following recommendations to Mon CC:

- Pull in near to Somerfield to be used as a pick up/drop off point
- Bus bay near to the Cross Inn to remain as a bus stop only – emergency vehicle access required for town centre; health and safety risk re: traffic congestion opposite junction of Church Road, taxis would be parked throughout the day, vehicles seen using bus bay with buses parking in the road
- “Marked Area” of Jubilee Way car park to be used for taxi rank

Cllr A Easson, R J Higginson, J Marshall declared an interest in this matter

(3) Mon CC

Town Council Survey

Town Council noted correspondence from Mon CC in relation to Town Council Survey.

(4) Morières

Re: Laying of Wreath/Twinning

Town Council considered correspondence from Morières regarding the laying of wreaths in Caldicot and Morières to commemorate the end of the 1st and 2nd World Wars.

A discussion ensued regarding the two remembrance services held in Caldicot each year and at which War Memorial the wreath from Morières would be laid.

The Mayor clarified the Sunset Service to Members.

It was resolved:

- i) to note a wreath will be laid on 8th May each year in Morières on behalf of Caldicot Town Council**
- ii) to purchase two wreaths on behalf of Morières to be laid at each of the Remembrance Day Services by the Deputy Mayor**

Cllr J Daniels declared an interest in Royal British Legion

7 To Approve Minutes of Health & Safety Committee 1.10.08 [Circ]

The Minutes were approved as a true record, subject to Cllrs D Evans, A Easson, A Perrett and P Watts being recorded as present.

i) To Consider/Approve Recommendations

Town Council considered the recommendations of Health & Safety Committee. The Committee responded to questions from Members.

Reference was made to the cordoning off and notices being placed on the boat structure in the play area.

It was resolved:

- i) to approve the recommendations of Health & Safety Committee**
- ii) to remove the boat structure immediately from the play area**

Cllr A Perrett declared an interest in Sandy Lane Allotments

Cllrs D Evans and R J Higginson declared an interest in Monmouthshire Housing

8 To Approve Minutes of Personnel Committee 1.10.08 [Circ] [See Also Committee]

The Minutes were approved as a true record.

i) To Consider/Approve Recommendations

Town Council considered the recommendations of Personnel Committee. The Committee responded to questions from Members.

Clarification was sought in relation to Town Council Members being excluded from committees discussing exempt information.

Ref Item 8 – a lengthy discussion ensued regarding the amount of times Members were permitted to speak on issues. Standing Order 29(j) was read out.

It was resolved:

- i) to request clarification from the Monitoring Officer, Mon CC regarding Town Council Members being excluded from committees discussing exempt information.**

- ii) **To approve the recommendations of Personnel Committee subject to the substitution of the following:**
 - **Item 7(b) - recommendation to read ‘Town Council to write to Caldicot AFC advising that the gates may only be shut dusk – 8am, subject to training/matches being held on the fields, when the gates must remain open’**
 - **Item 8 – recommendation to read “Standing Orders be imposed”**

Cllr D Evans declared an interest in Events Committee

It was stated that the remit of Personnel Committee should be reconsidered to allow for personnel/staffing issues only.

9 To Consider Annual Sunset Service – Sunday 9.11.08, 4pm at Celtic Cross

It was resolved to make the usual arrangements for Sunset Service

Members were advised that the Remembrance Day parade, organised by the Royal British Legion on behalf of Town Council, would be leaving Jubilee Way car park at 10.25am on 9.11.08. Also the Mon CC maroons would be fired from Caldicot Castle at 11am on 11.11.08 and representatives from Town Council to attend.

10 Town Twinning – To Consider Request from Morières-les-Avignon to Host 30 Representatives in April 2009

It was stated that the closing date for twinning grant application was 1.12.08 by which time a full programme of the event, including costings, would be required in order to apply

It was resolved to refer this item to Twinning Committee in order to make recommendations to Town Council

11 Committee – The public and press were excluded from the meeting during consideration of the following items in accordance with Section 100A of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information

a) To Consider Recommendations Items 4 & 5 Personnel Committee 1.10.08

Town Council considered recommendations for items 4 & 5 of Personnel Committee. The Committee responded to questions from Members.

It was resolved:

- i) **to approve recommendations 4 & 5 of Personnel Committee**
- ii) **to accept tender from Willow Landscapes at a cost of £20,764 + VAT for grounds maintenance works from 1.11.08 – 31.10.09**
- iii) **to accept cost of £10/hour for incidental works**
- iv) **to put in place usual cover arrangements for groundsman from 29.10.08 – 31.10.08**
- v) **to seek advice from One Voice Wales in relation to Contract Law**
- vi) **to consider alternative arrangements for opening/closing play area gates**
- vii) **to accept increase for opening/closing cemetery gates daily at a cost of £600/year**

b) To Consider Quotations – Re: 7 above

Town Council considered quotations for health & safety works required prior to new grounds maintenance contract commencing:

It was resolved:

- i) to note repair to Sandy Lane allotment fence was being pursued via Town Council insurance**
- ii) to accept quotations from Willow Landscapes for the following:**
 - Unsightly conifer hedge/outside SL allotment area/rubbish – £60 + VAT**
 - Install soak away at tap in cemetery – £45 + VAT**
 - Bushes to be cut back, clear ivy off front railings – £95 + VAT**
 - 27 raised graves/90 sunken graves [est 4 ton of sifted top soil] to level up –£404 + VAT**
 - Replace damaged seats children’s play area – £70 + VAT**
 - Removal of greenhouse at rear of bowls club – £60 + VAT**
 - KGVPF – Concrete section rear of stand, concrete around light stanchions - £95 + VAT**
- iii) to accept quotations from J Reece for the following:**
 - Removal of “boat structure” children’s play area – £160 + VAT**
 - Removal of large mound at rear of bowls club – £425 + VAT [via children’s play area – to be closed during works - all damage to be made good]**
- iv) to write to Caldicot AFC to advise that no works to be carried out on KGVPF without prior consent from Town Council**

c) Quotation for supply/erection of Christmas Trees

It was resolved to accept quotation from John Reece for supply and installation of Christmas trees [3] @ £675 + VAT

d) Quotation for additional Christmas Decorations West End

Town Council considered quotation for additional Christmas decorations on lampposts at West End due to the existing lighting arrangements being deemed obsolete.

A discussion ensued and it was stated that Oakley Way shops should be treated equally to West End

The Clerk advised Members of the current budget and expenditure for Christmas lighting.

It was stated that local shops and the Chamber of Commerce should contribute to Christmas lights in the town.

It was resolved:

- i) to request permission from Mon CC for sockets to be installed to an additional 4 lampposts at West End and 4 lampposts at Oakley Way.**
- ii) to accept quotation of £412 per lamppost for installation of socket and erection/dismantling of hired decorations for an additional 8 lampposts, to be funded from Town Council Reserves Fund [£3296]**
- iii) to accept quotation for replacement single socket to double socket [ie supply to Christmas Trees – West End/Oakley Way] - £115 per socket, if required**

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Mayor/Deputy Mayor