

## CALDICOT TOWN COUNCIL

Sandy Lane  
Caldicot

**Minutes of meeting of Caldicot Town Council to be held at 6.30pm on Wednesday 26th July 2006 at Caldicot Day Luncheon Centre for the purpose of transacting the following business**

### **PRESENT:**

Cllrs J Daniels, Mayor	J Marshall
D Ashwin	J Roberts
E Davies	R Stewart
D Evans	K Thomas
D Jones	P Tidmarsh

**In attendance:** G McIntyre, A Sandiford, Members of the Public

Town Council undertook one minute's silence in respect of the recent loss of former Councillor and Mayor of Caldicot, Mrs Rae Higginson.

### **7716 Apologies**

Apologies were received from Cllrs C Babb, W Edwards, J Haskey, J Harris, R J Higginson and Insp J Smith

### **7717 Suspended Proceedings: Mr Nigel Williamson, Chairman of South Wales Fire Brigades Union to address Members regarding the issue of "Draft Risk Reduction Plan 2007"**

Mr Nigel Williamson was not present at the meeting.

### **7718 Open Forum for Public Participation [15 Minutes]**

The following issues were discussed in the Open Forum for Public Participation [Bullet points only]:

- Goal posts at Longfellow Road play area – youths swearing/abusive behaviour
- Appreciation of Town Council support re Caldicot Castle - Petition presented to Cllr Liz Hackett-Pain being consideration by Mon CC 27.7.06
- Appreciation of Members' support in preventing Mon CC charging for the use of Caldicot Castle Country Park for events.
- Playscheme subsidy – See Min 7728
- Minute 7701(3)

### **7719 Declarations of Interest**

**Cllr J Marshall declared an interest in Min 7722 (1), (3), (3a), (3b), (5), (10)**

**Cllr R Stewart declared an interest in Planning Matters**

**Cllr D Ashwin declared an interesting Mon CC issues**

**Cllr P Tidmarsh declared an interest Min 7732 (b)**

### **7720 To Approve the Minutes of Full Town Council Meeting 28<sup>th</sup> June 2006 [Circ]**

Re: Page 3 Min 7701 (3) para 3 - Cllr D Ashwin stated he "did not say to change Standing Orders" and read from a copy of his correspondence.

The clerk stated Cllr Ashwin's comments were not those recorded at the meeting and requested if the Mayor wished to see the recorded notes.

Cllr J Roberts stated she was “confused” and “appalled” at the discussion taking place on the accuracy of the Minutes and requested if Members were questioning the independence and integrity of Town Council’s “legal officer”.

Cllr J Daniels, Mayor stated Town Council was not disputing the Clerk merely that Cllr Ashwin’s letter did not state a request to change Standing Orders.

Cllr D Evans stated he did not dispute the content of Cllr Ashwin’s letter but referred to the “heavy” discussion taking place at the time.

Cllr E Davies requested how an amendment could be made to a proposal that had been withdrawn. Cllr J Daniels, Mayor requested Cllr Davies put her request in writing.

It was resolved to approve the Minutes as a true record subject to:

- page 3 Min 7701 (3) para 3 delete “*Members consider a change to Standing Orders*”  
[Vote For: 5 – Against: 1 - ]

Re: page 1 Min 7698 [Min 7687(6) para 4] Cllr R Stewart stated “*three*” should read “*five*”.

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

**b) Matters Arising Update Sheet [Circ] – For Information**

Town Council considered further Matters Arising Update Sheet, circulated at the meeting.

**It was resolved to report further broken bench in the town centre to Mon CC.**

The provisional date to meet with John Griffiths AM in relation to Grayhill surgery was noted [14.8.06 at 12 noon at DLC]

**7721 To Approve the Minutes of Planning Committee 11<sup>th</sup> July 2006 [Circ]**

The Minutes were approved as a true record subject to the inclusion of the following:

page 3 insert paragraph “*Cllr K Thomas wished it be recorded that his reasons for abstaining in this matter was because he objected to Mon CC withdrawing its support from the playscheme and the way Mon CC handled the financial help to the playscheme*”.

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

**7722 Correspondence [Circ unless marked\*]**

**(1) Caldicot & District Chamber of Commerce Request for Donation**

Town Council agreed to subsidise the correspondence received since despatch of the agenda with the correspondence circulated at the meeting.

**It was resolved to donate £2,000 to Caldicot and District Chamber of Commerce for August Festival 2006 and to advise Caldicot and District Chamber of Commerce that donation of £2,000 for Fireworks Event will be released in November 2006.**

**Cllrs J Marshall and P Tidmarsh declared an interest in this matter**

**7722 \*(1a) Suzie Shepherd**

**Appreciation for Donation**

Town Council noted the appreciation for donation of £25.00 from Suzie Shepherd.

**\*(1b) Mencap Cymru**

**Appreciation for Donation**

Town Council noted the appreciation for donation of £50.00 from Mencap Cymru.

**(2) Mon CC**

**Review of Polling Station – West End Ward**

Town Council considered correspondence requesting comments in relation to Mon CC's intention to move the polling station for West End from West End School to the Rugby Pavilion off Longfellow Road.

Members expressed concerns in relation to mobility issues for elderly and disabled persons and lighting along the access road to the Rugby Club.

**It was resolved to request Mon CC consider alternative arrangements for a polling station in West End.**

**(3) Mon CC**

**Re: Barrier at Caldicot Castle Country Park**

Town Council noted correspondence from Mon CC updating Members in relation to the proposed barrier at Caldicot Castle Country Park – See item (3a) and (3b)

**(3a) Cllr R Stewart**

**Copy Letter to Mon CC**

Cllrs J Daniels and R Stewart updated Members on the amended proposals to be put to Community Safety Action Team [CSAT] on 7.8.06 in relation to the proposed barrier at Caldicot Castle Park to include alligator teeth at Church Road end and timed opening and closing of the barrier for a trial period of three months.

**It was resolved to note the correspondence.**

**(3b) Mon CC**

**Re: Restricted Vehicular Access to Caldicot Country Park**

Town Council noted correspondence and incident reports from Mon CC in relation to restricted vehicular access to Caldicot Country Park

**It was resolved to defer this matter pending the outcome of the next CCCP meeting.**

**7722 (4) Bristol International Airport**

**Bristol & Cardiff Airports – Airspace Change Proposal [Information – TC Office]**

Town Council noted correspondence from Bristol International Airport stating the airspace proposal had been accepted by the Civil Aviation Authority.

**(5) Porton Developments Ltd**

**Proposal for a Roof Canopy in Newport Road Caldicot [Displayed]**

Town Council considered correspondence from Porton Developments Ltd outlining proposals for a roof canopy in Newport Road, Caldicot.

It was stated that this issue had been raised at a recent meeting of the Regeneration Committee and traders were in favour of the proposals.

It was requested who would be responsibility for the maintenance and upkeep of the canopy.

**It was resolved:**

- i) to support, in principle, the proposal for a roof canopy in Newport Road, Caldicot, with copy to Regeneration Committee**
- ii) to request Porton Developments Ltd address Town Council in this matter**

**Cllr P Tidmarsh declared an interest in this matter**

**(6) Mon CC**

**Monmouthshire Community Website**

Town Council considered correspondence from Mon CC in relation to a proposed Monmouthshire Community Website.

Members requested no involvement with the Monmouthshire Community Website other than to request a direct link to Caldicot Community website.

**It was resolved to request a direct link between Monmouthshire and Caldicot Community Websites.**

**(7) First Great Western**

**Withdrawal of Services to Bristol**

Town Council considered correspondence from First Great Western in relation to the withdrawal of services to Bristol stating a new timetable is due to commence from December 2006 following consultation with customers and stakeholders.

Reference was made to proposed changed to the South Wales – London Paddington Service.

**It was resolved to invite First Great Western to address Town Council in this matter.**

**\*(7a) John Griffiths AM**

**Changes to First Great Western Rail Timetable [Information – TC Office]**

Town Council noted correspondence received from John Griffiths AM in relation to changes to First Great Western Rail Timetable as read out by Cllr J Daniels, Mayor [See (7a) above]

**7722 (8) Caldicot School**

**Re: Parking of Vehicles on Mill Lane**

Town Council considered correspondence from Caldicot School advising of limited parking spaces within the school for sixth form pupils.

Members considered the response unacceptable and requested if pupils could use the Leisure Centre car park.

Reference was made to the potential dangers of cars being parked along Mill Lane and surrounding streets reducing visibility to drivers.

Cllr D Evans stated he had been advised that pupils had been requested to park in Woodstock Way car park for a trial period of three months, during which the situation would be monitored.

**It was resolved to re-address a letter to Caldicot School Governing Body, marked Private and Confidential, requesting pupils be permitted to park in the Leisure Centre and Woodstock Way car parks.**

**Cllrs E Davies and D Evans declared an interest in this matter**

**(9) Local Works**

**Appreciation of Support re: Campaign for the Sustainable Communities Bill**

Town Council considered appreciation of support for the above campaign.

**It was resolved to write to Mon CC in support of the Bill and request Mon CC also pass a motion of support for the Campaign for the Sustainable Communities Bill.**

**(10) Mon CC**

**Re: Shopmobility Scheme, Caldicot**

Town Council considered correspondence from Mon CC advising of shopmobility schemes in Monmouthshire and were unhappy that Mon CC were not contributing towards the proposed scheme.

Congratulations were expressed to the persons involved in securing grant funding for a proposed shopmobility scheme in Caldicot.

**It was resolved to write to Mon CC to request a contribution towards the running of the proposed Shopmobility scheme in Caldicot**

**Cllrs D Ashwin, J Marshall, J Roberts, R Stewart and P Tidmarsh declared an interest in this matter**

**(11) Cllr J Harris**

**Petition Re: Goal Post at Longfellow Road Play Area [Petition Displayed]**

Town Council accepted a Petition on behalf of the children/parents of the West End Ward for a second goalpost to be erected at Longfellow Road play area.

Reference was made to no house number and no signature on the letter accompanying the Petition.

Reference was also made to complaints made from residents of Longfellow Road in the Public Open Forum about the location of the current goalpost, bad language of youths and to balls being kicked into the children's play area.

It was questioned who provided the funding for the goalpost.

**It was resolved:**

- i) to acknowledge receipt of the Petition**
- ii) to request who funded the goalpost**
- ii) to forward the Petition to (ii)**
- iii) to request a meeting with (ii), Town Council and local residents, following which consideration will be given in relation to a second goalpost**

**7722 (12) Cllr J Harris**  
**(12a) Cllr J Harris**  
**(12b) Cllr J Harris**

**Caldicot Town Council Web Site**  
**Caldicot Town Council Funding Policy**  
**Community Questionnaire for Caldicot**

The above items were deferred to Town Council meeting 27.9.06

**(13) Cllr P Tidmarsh**

**Invitation to County Cllr Liz Hacket Pain**

**It was resolved to request Cllr Liz Hacket Pain address Town Council at Planning Committee 12.9.06 in relation to Caldicot Castle.**

**(14) Cllr J Marshall**

**Copies of Correspondence**

Cllr J Marshall requested Members receive copies of all correspondence to and from Mon CC and outside bodies in order to keep Members updated and enable them to chase up any outstanding issues.

It was stated that copies of all correspondence could be viewed, on request, in Town Council office and that there was no requirement for seventeen Members to each have a copy of all correspondence to and from Town Council office.

The Mayor stated that the request was not feasible due to time consumption and costs involved for the amount of paperwork generated in Town Council office

Cllr Marshall referred to his "frustration" at the lack of consultation on issues relating to Mon CC. Cllr D Ashwin referred to Mon CC issues, eg dog fouling "dragging on". Cllr Marshall stated he had viewed a cemetery inspection report in relation to the headstone testing undertaken three years ago and stated there were "discrepancies" in the report.

The Clerk referred Members to a file of ongoing correspondence in Town Council office and to the part time positions of Town Council Officers, stating additional hours or assistance would be required in order to copy all correspondence to all Members. In relation to dog fouling, the Clerk referred Members to the Tendering Sub Committee meetings.

Reference was made to the Matters Arising Update Sheet and to outstanding issues being fully debated as agenda'd items.

**It was resolved:**

- i) not to accept Cllr Marshall's request for Members to receive copies of all correspondence to and from Mon CC and outside bodies**
- ii) to place all outstanding items currently on the Matters Arising Update Sheet on Town Council agenda**
- iii) to dispose of Matters Arising Update Sheet**

**7722 (15) Mon CC**

**Information Re: Bid to Combat Graffiti in Monmouthshire**

Town Council considered correspondence from Mon CC advising of graffiti packs available at £60/pack for non-toxic chemicals to remove graffiti.

It was noted that the closing date for the graffiti packs [21.6.06] had elapsed.

**It was resolved to enquire if graffiti pack were still available from Mon CC.**

**7723 Publications, Minutes, Etc [DISPLAYED]**

<b>[A] One Voice Wales</b>	<b>Agenda 20.7.05</b>
<b>[B] Plus Publishing Services</b>	<b>Local Council's Update Issue No 81</b>
<b>[C] NALC Direct Information Service</b>	<b>Issues No 634, 635</b>
<b>[D] Mon CC</b>	<b>Budget 2006/2007</b>
<b>[E] Mon CC</b>	<b>Monmouthshire Unitary Development Plan</b>
<b>[UDP] – Notice of Adoption</b>	
<b>[F] Mon CC</b>	<b>Improving Your Services – 2006 - 2007</b>
<b>[G] Mon CC</b>	<b>Official Guide to Services</b>
<b>[H] Mon CC, Severnside Area Cttee</b>	<b>Agenda/Mins 14.6.06</b>
<b>[I] Mon CC, Severnside Area Forum</b>	<b>Agenda/Mins 7.6.06</b>
<b>[J] Welsh Assembly Government</b>	<b>First Minister's Report – 2005 – 2006</b>
<b>[K] Clerks &amp; Councils Direct</b>	<b>July 2006 issue 46</b>
<b>[L] GAVO</b>	<b>The Monmouthshire Network – Summer 06</b>
<b>[M] Association of Burial Authorities</b>	<b>abainfo – Summer 2006 No 34</b>

Town Council noted publications [A] to [M] above, available in Town Council office.

Reference was made to public consultation – Out of Hours GP – Survey forms available if Members required.

**7724 Planning [Displayed]**

**a) Planning Applications Received**

**Plan DC/2006/00325** – Two Storey Extension to Rear and Single Storey Extension to Side of Existing Dwelling – 20 Cae Mawr Road, Caldicot **TC Approved**

**Plan DC/2006/00502** – New Pedestrian Access from Site onto Church Road – St Mary's Junior School, Llanthony Close, Caldicot **TC Approved**

**Plan DC/2006/00530 - 2 No Semi-Detached Dwellings [Outline] – Land Adjoining The Haywain, Sandy Lane/Green Lane, Caldicot** **\*Observation**

**\*car parking availability for the capacity of the public house**

**b) MCC Planning Information** – Planning Committee 25.7.06 – For Information Only

Town Council noted Planning Information (b) above from Mon CC

**7725 Finance [Circ]**

**a) Cheque List Schedule – Update [Circ]**

Town Council approved the updated Cheque List Schedule as circulated [PT/DE]

**b) Donations and Contributions Schedule - Update [Circ]**

Town Council approved the updated Donations and Contributions Schedule as circulated [PT/DE]

**c) Financial Budget Comparison 1.4.06 – 30.6.06 [Circ]**

Town Council approved the Financial Budget Comparison 1.4.06 – 30.6.06 as circulated [PT/DE]

**7726 To Consider “Draft Risk Reduction Plan 2007” – “A Safer South Wales” [b/f 28.6.06] – See Suspended Proceedings [Circ]**

Town Council resolved to oppose the proposed changes to Caldicot Fire Station under the Risk Reduction Plan 2007 – 2012.

**7727 Civic Sunday – To Note Change of Time and Venue – 12pm Service, St Mary’s Church followed by light refreshments at Caldicot Castle [parade to be confirmed]**

This item was considered in Committee – See Min 7733 [Quotation]

**7728 Summer Playscheme 2006**

Cllr J Daniels, Mayor referred to Mon CC leaflet advertising the “Schools Out for Summer” scheme stating places were limited to 80 children in the 8-11 year olds group.

Cllr Daniels stated Town Council had based its decision to subsidise children from Caldicot on the information received from Mike Moran of an average of 200 children previously attending the playscheme from Caldicot.

Cllr Daniels further stated that at no time was it mentioned that places would be limited and that children from outside Caldicot were pre-booking on to the scheme, reducing the availability for Caldicot children. Cllr Daniels stated that Rogiet Community Council was unaware of the subsidy for Caldicot children and had not been given the opportunity to consider subsidy for its community.

Cllr Daniels advised Members that she had written personally to Mike Moran in this matter and was awaiting numbers of attendees from Caldicot for week one of the scheme.

Cllr Daniels stated she would provide Members with a copy of the Mon CC leaflet.

Members expressed dissatisfaction with Mon CC based on Cllr Daniel's report on the playscheme and requested Mike Moran address Town Council at its meeting 27.9.06 with statistical data in relation to Caldicot children attending the playscheme.

Members further reiterated subsidy would be for Caldicot children between the ages of 8-11 years.

It was agreed to raise these issues with Cllr Liz Hackett Pain [See Min 7722 (13)].

**Proceedings were suspended to consider the following item as KGVPF Trustees**

**7729 KGVPF**

**a) ROSPA [Royal Society for the Prevention of Accidents] - Play Area Safety Inspection Report – 13.6.06 [Circ]**

It was resolved to refer the ROSPA report to Health and Safety Committee in September

**b) Land Registration [b/f TC 31.3.06] – To Note awaiting Mon CC Land Surveyor/ Legal Department**

Town Council were unhappy with the length of time this matter was taking to resolve.

It was resolved:

- i) to request a response from Mon CC in this matter
- ii) to defer this matter to Town Council meeting 27.9.06

**c) Pillar Caps [stored in compound for health and safety reasons]**

Members were advised that the pillar caps to the entrance had been stored in the compound for health and safety reasons.

It was resolved:

- i) to refer this matter to Tendering Sub Committee to consider renovation of the pillar caps.
- ii) to investigate grant funding from the KGVPF for the renovation of the pillar caps

**d) Cllr J Harris re: Grants [Circ]**

It was resolved to defer this matter to Town Council meeting 27.9.06

**7730 Society Local Council Clerks [SLCC] Wales Conference – Cwmbran, 10am – 3.45pm 14.9.06  
3 delegates - £100 [Circ]**

It was resolved that the Clerk, Administrative Assistant and Cllr D Jones attend the SLCC Wales Conference on 14.9.06 at a cost of £100. Cllr D Evans stated he would take the place of Cllr D Jones if she were unable to attend.

**7731 CCTV – To Note User Group Meeting 19.7.06 CANCELLED**

- To Note Re-arranged User Group Meeting 10am on Wednesday 16.8.06 at DLC**
- Cllrs D Evans and J Marshall**
- Service Level Agreement**

Town Council noted the cancellation of CCTV User Group Meeting 19.7.06 and re-arranged date of 16.8.06 at DLC. Cllr J Marshall requested clarification of the reason for cancellation of the meeting 19.7.06.

Reference was made to proposed amendments to the Service Level Agreement as recommended by Town Council and to payment for CCTV.

Cllr D Ashwin stated he had still not been offered a date to view the CCTV system.

## **7732 Reports**

### **a) Governors**

Cllrs D Evans referred to proposals sent to Cllr Peter Fox in relation to the proposed closure of Sandy Lane Infant School. It was stated that Sandy Lane and West End Infant Schools were the schools proposed to close in Caldicot.

### **b) Town Council Representatives on Outside Bodies**

#### **i) Cllr P Tidmarsh re: Caldicot & District Chamber of Commerce 4.7.06 [Circ] – 3 letters Castle Entertainments [see correspondence (3) above]**

Town Council considered correspondence from Cllr P Tidmarsh in relation to apparent problems with youths congregating in the Castle grounds and to Mon CC wanting to charge £400 + VAT each for the Caldicot Festival and Fireworks events held at Caldicot Castle.

Cllr P Tidmarsh referred Members to incident reports presented at the recent Chamber of Commerce meeting [See Min 7722 (3b) above].

A discussion ensued and it was stated that the Police should have a more active role in the town. Members referred to apparent incidents of youths driving erratically in Jubilee Way car park and to Policing issues in Caldicot and Police targets.

Further discussion ensued regarding the proposals to install “crocodile teeth” for restricted access to Caldicot Castle Country Park. Cllr K Thomas requested clarification of what Town Council wanted to do in relation to barriers at Caldicot Castle as he was “baffled”. Cllr J Daniels, Mayor stated the most recent proposals appeared to be the safest option [see Min 7722 (3a) above]

Cllr P Tidmarsh stated that Mon CC had withdrawn its charges for the use of Caldicot Castle grounds for Caldicot Festival and Fireworks events.

### **c) Other**

It was requested if the Welsh Office was taking over Caldicot Castle. Cllr Daniels stated she had met with Andrew Nelmes and the Castle is not due to be taken over as it is included in Mon CC’s next three year strategy.

**7733 Committee – the public 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 of Tendering Sub Cttee 6.7.06 [Circ]**

Ref: 5 (b), para 1 – delete “*Cllr J Daniels*” insert “*Cllr J Roberts*”.

Town Council approved the recommendations of Tendering Sub Cttee 6.7.06

**b) To Consider Recommendations of Personnel/Appointments Cttee 13.7.06 [Circ]**

Town Council approved the recommendations of Personnel/Appointments Cttee 13.7.06

**c) Civic Sunday [See Min 7727]**

Cllr J Daniels advised Members that her Civic Service would now take place at 12pm at St Mary’s Church followed by refreshments in a marquee at Caldicot Castle. Reference was made to quotations received for the buffet and to the allowance for the Civic Service.

Members were advised of details for the funeral of Rae Higginson. It was agreed to send a letter of condolence to Cllr R J Higginson and flowers to the funeral on behalf of Town Council. It was also agreed to put a notice in the press and that the time be given freely for the Clerk and Admin Assistant to attend the funeral.

The meeting closed at 8.50pm

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Mayor/Deputy Mayor