

# CALDICOT TOWN COUNCIL

Sandy Lane  
Caldicot

**Minutes of meeting of Full Town Council held at 6.30pm on Wednesday 27<sup>th</sup> July 2005 at Caldicot Day Luncheon Centre.**

**PRESENT:**

Cllrs P Tidmarsh, Mayor	D Evans
J Daniels, Deputy Mayor	R J Higginson
D Ashwin	G Jenkins
E Davies	R Stewart

**In attendance:** Mrs A Sandiford, Members of the Public and Press

## **7506 Apologies**

Apologies were received from Cllrs J Haskey, D Jones and K Thomas; Mrs G McIntyre

## **7507 Suspended Proceedings**

### **i) Heddlu Gwent Police**

Town Council accepted correspondence from Inspector Marc Budden [circulated at the meeting] inviting Members to meet with him on Wednesday 10<sup>th</sup> August 2005, by prior appointment, to discuss any relevant matters that they feel are important to them.

### **ii) Monmouthshire Youth Service [10 mins]**

The Mayor welcomed Ms Kerry Griffiths, Monmouthshire Youth Service who gave a presentation and handout to Members and answered questions in relation to Monmouthshire Youth Service and the purpose of youth work in Monmouthshire.

## **7508 Open Forum for Public Participation**

The following issues were discussed in the Open Forum for Public Participation:

- Opposition from members of the public re: Proposed Development at Caldicot Comprehensive School.
- Opposition to proposed car parking charges in Caldicot.

## **7509 Declarations of Interest**

**Cllr R J Higginson declared an interest in Min 7512 (4), (7), (8), (12) and Min 7521**

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

**Cllr D Ashwin declared an interest in Min 7512 (4)**

Further Declarations of Interest to be identified under the relevant Minute

**7510 To Approve the Minutes of Full Town Council Meeting 29<sup>th</sup> June 2005 [Circ]**

The Minutes were approved as a true record

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

**7511 To Approve the Minutes of Planning Committee Meeting 12<sup>th</sup> July 2005 [Circ]**

The Minutes were approved as a true record

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

**7512 Correspondence [Circ unless marked\*]**

**(1) Caldicot & District CAB**

**Request for Funding**

Town Council considered a request for funding from Caldicot & District CAB.

It was resolved to make payment of £8,000 to Caldicot & District CAB as agreed in Estimates Cttee 14.12.04 [RJH/ED]

**(1a) Round the Horn Jazz Society**

**Request for Funding**

Town Council considered a request for funding from Round the Horn Jazz Society.

It was resolved:

- i) to donate £200 to Round the Horn Jazz Society [PT/RJH]
- ii) to request application from Round the Horn Jazz Society for its 2006 annual festival to be considered at Estimates Committee.

**(2) Cllr R J Higginson**

**Re: King George V Playing Fields [KGVPF]**

It was proposed by Cllr R J Higginson and seconded by Cllr D Evans that Members reaffirm that Town Council will at no time agree to the sale of any part of the King George V Playing Fields for the purpose of establishing a supermarket or any other business development.

An Amendment was proposed by Cllr R Stewart and seconded by Cllr J Daniels that Town Council contact National Playing Fields Association [NPFA] for a statement regarding Town Councils position with regard to selling off part or whole of land at KGVPF.

A vote ensued - 4 For the Amendment: 4 For the Proposal. The Mayor gave a casting vote and the Amendment was carried.

It was resolved to contact National Playing Fields Association [NPFA] for a statement regarding Town Councils position with regard to selling off part or whole of land at KGVPF

**7512 (2a) Mr M Rice**

**Request for Minutes re: KGVPF**

Town Council considered further correspondence from Mr M Rice in relation to Minutes in respect of KGVPF and confirmation of a public meeting held in respect of KGVPF.

Members referred Mr Rice [present at the meeting] to its resolution to contact NPFA for clarification on the position with regard to selling off part or whole of land at KGVPF [Min 7512 (2) above].

Cllr G Jenkins referred Mr Rice to a meeting held regarding a proposed supermarket generally not specific to KGVPF and stated he would provide Mr Rice with a copy of the Minutes.

**(3) Mon CC Mon CC Communications Audit**

Town Council noted correspondence from Mon CC stating an independent consultant had been appointed to audit town and community perspective of Mon CC communications activities.

**\* (4) Emjay Agency Ltd**

**Application for Justices Licence –  
Mr Chaplins Taverna, Sandy Lane, Caldicot**

Town Council noted the above application for justice's Licence

**Cllrs R J Higginson and D Ashwin declared an interest in this matter.**

**\* (5) Mon CC**

**Health & Safety at Work Act 1974 – HS(G)47  
New Roads & Street Works Act 199 – S79(93)  
Street/Road Name: Various Locations,  
Caldicot**

Town Council noted the above copy information from Mon CC.

**\* (5a) Mon CC**

**Health & Safety at Work Act 1974 – HS(G)47  
New Roads & Street Works Act 1991–S79(93)  
Street/Road Name: Off Pill Way, Caldicot**

Town Council noted the above copy information from Mon CC.

**(6) Mon CC**

**Application for Funds from Commuted Sum  
Payments Arising From Local Housing  
Development at Church Road, Caldicot**

Town Council noted correspondence from Mon CC advising it is not at present in a position to make a recommendation for the distribution of the funds available from commuted sum payments arising from local housing development at Church Road, Caldicot.

**(7) Mon CC**

**Area Action Plans for Severnside 2005-2007**

Town Council resolved to accept the above information from Mon CC.

**Cllr R J Higginson declared an interest in this matter**

**7512 (8) Mon CC**

**Caldicot Cemetery**

Town Council noted correspondence from Mr Murray Andrews, Assistant Chief Executive (Corporate Governance), Mon CC stating he had written to the National Assembly for Wales for their guidance as to the mechanism for the transfer of responsibility and repeal of the Chepstow Rural District (Expenses of Cemetery) Order 1961 in relation to Town Council handing the Cemetery over to Mon CC.

**Cllr R J Higginson declared an interest in this matter**

**\*(9) Caldicot AFC**

**Note to advise gates to KGVPF are now open [18.7.05]**

Town Council noted the gates to KGVPF were now open.

**(10) Mon CC**

**Summer Playscheme 2005 – Invitation to Members to visit Caldicot Playscheme [Booklet Displayed]**

Town Council accepted an invitation from Mon CC to visit Caldicot Playscheme week commencing 1.8.05 or 8.8.05.

It was resolved to extend the invitation to Mr Haydn Davies.

**(11) Waltraud Seith**

**Request for Work Experience**

Town Council resolved to acknowledge a request for work experience from Waltraud Seith thanking her for her interest in Town Council and advising her that no position was available.

**(12) Mon CC**

**Re: CCTV**

Town Council considered correspondence from Mr John Palmer, Assistant Chief Executive (Corporate Strategy and Communications), Mon CC requesting a meeting with the Town Council to address issues relating to CCTV.

It was resolved:

- i) to pursue a meeting with Chepstow Town Council CCTV Working Group
- ii) that Town Council CCTV Working Group meet with Mr John Palmer
- iii) that Town Council CCTV Working Group report to Full Town Council meeting 28.9.05

**Cllr R J Higginson declared an interest in this matter**

**(13) Willow Landscapes**

**Re: Bowling Green Mower**

Town Council resolved to consider correspondence from Willow Landscapes in relation to the age and efficiency of the Bowling Green mower.

It was resolved to consider this item in Estimates Committee 2005.

**7512 (14) Mon CC**

**Dog Fouling**

Town Council considered further correspondence from Mon CC explaining the situation in relation to dog fouling.

The Mayor advised Members that John Hill, Cleansing and Waste Manager, Mon CC had offered to address Members in relation to Mon CC litter/dog fouling policy.

It was resolved:

- i) to accept the correspondence from Mon CC
- ii) to request John Hill, Cleansing and Waste Manager, Mon CC address Members under suspended proceedings at Planning Committee 13.9.05.

**(15) Torfaen CBC**  
**(15a) Torfaen CBC**

**Pension Fund – 2004 Actuarial Valuation**  
**Actuarial Valuation – Summary**

Town Council resolved to approve the Actuarial Valuation and increase in pension contributions up to 2008/09 from Torfaen CBC as follows:

- 2005/6 180%
- 2006/7 185%
- 2007/8 194%
- 2008/9 200%

**(16) Cllr R Stewart**

**Re: Response to Caldicot AFC**

Town Council resolved to acknowledge Caldicot AFC thanking them for their correspondence dated 27.5.05.

**7513 Publications, Minutes, Etc [DISPLAYED]**

<b>[A] Mon CC, Cabinet</b>	<b>Agenda 29.6.05</b>
<b>[B] Plus Publishing Services</b>	<b>Local Council's Update Issue No 69</b>
<b>[C] NALC Direct Information Service</b>	<b>Issue Nos 610</b>
<b>[D] NALC Local Council Review</b>	<b>July 2005</b>
<b>[E] Monmouthshire Area CHC Cttee</b>	<b>Agenda/Mins 19.7.05</b>
<b>[F] Mon CC Severnside Area Forum</b>	<b>Agenda/Mins 6.7.05</b>
<b>[G] Mon CC Severnside Area Cttee</b>	<b>Agenda/Mins 20.7.05</b>
<b>[H] European Union</b>	<b>Inforegio News – May 05</b>
<b>[I] Mon CC Equal Opportunities Working Group</b>	<b>Agenda/Mins 18.4.05</b>
<b>[J] Mon CC</b>	<b>Improvement Plan/Summary – 2005/06</b>
<b>[K] St David's Foundation</b>	<b>Newsletter/25<sup>th</sup> Anniversary Magazine</b>
<b>[L] Clerks &amp; Councils Direct</b>	<b>July 2005</b>
<b>[M] Caldicot AFC</b>	<b>Fixture List 2005-06</b>
<b>[N] BIIAB</b>	<b>Introduction to the Licensing Act 2003 for Local Authority Elected Members</b>

Town Council noted Publications [A] to [N] above, available in Town Council office.

**7514 Planning [Displayed]**

**A) Planning Applications**

**Plan M/11636:** 2 Storey Side Extension Forming Family, Utility & Master Bedroom & Sunroom to Rear – Ty Croeso, 31 Dewstow Road, Caldicot **TC Approved**

**Plan M/11792:** 5 New Cottages and 4 Cottages Created Via Conversion of Existing Bedroom Block. Conversion of Main Building to Single Dwelling – Brooklands Motel, Caldicot

**TC Refused**

- **Out of keeping with surrounding properties**
- **Building to Boundaries**
- **Dangerous Access**
- **Inadequate Car Parking Space**

**Plan M/11806:** Two Storey & Porch/Front Extension – 4 Westfield Avenue, Caldicot

**TC Approved**

**Plan M/11817:** Replacement of Existing Flat Roof With New Pitched Roof – Washbournes Home Hardware, Newport Road, Caldicot

**TC Approved**

**Plan M/11827:** New Porch – 47 Keats Road, Caldicot

**TC Approved**

**Plan M/11844:** Aluminium Letters and Logos to Elevations as Per Drawing Enclosed Aluminium Panel Signs – Timber Centre, Unit 15, Symondscliffe Way, Severnbridge Industrial Estate, Portskewett

**TC Approved**

## **B) Planning Information**

### **i) Planning Permission**

**Plan M/11399:** Second Storey Over Garage For Bedroom and Convert Garage to Lounge – 15 Willow Close, Caldicot

**TC Refused 12.4.05**

- **Out of keeping with surrounding properties**

**Plan M/11620:** Lean-To Extension To Side Elevation Forming Utility & Family Room – 20 Birbeck Road, Caldicot

**TC Approved 14.6.05**

**Plan M/11622:** First Floor Extension (Over Carport) To Side of Existing Dwelling – 70 Keats Road, Caldicot

**TC Approved 14.6.05**

### **ii) Refusal of Planning Permission**

**Plan M/11609:** Ground Floor Kitchen Extension – 52 Keats Road, Caldicot

**\*TC Refused 14.6.05**

**\*Outside Building Line**

### **iii) Application Withdrawn**

**Plan M/10533:** Erection of 4 No 2 Bedroom Houses – Land Adjacent Brooklands Motel, Caldicot

**iv) Section 14 – Road Traffic Regulation Act 1984 (The Pill Level Crossing, Caldicot) Emergency Road Closure 29.6.05 – 1.7.05, 23.00 – 0600hrs**

### **v) List of Planning Applications Received [Displayed]**

27.6.05 – 01.7.05

04.7.05 – 08.7.05

### **vi) Mon CC Planning Agenda 26.7.04 – For Information**

Town Council noted Planning Information (i) to (vi) above, available in Town Council office.

**7515 Cheque List Schedule****Update [Circ]**

Town Council approved the updated Cheque List Schedule as circulated at the meeting

**7516 Donations and Contributions Schedule****No Update**

Town Council noted no update to the Donations and Contributions Schedule.

**7517 Cllr D Ashwin - Police Issues [b/f Planning Cttee 12.7.05]**

Cllr D Ashwin withdrew this item.

**7518 Dog Fouling [b/f TC 29.6.05]**

See Min 7512 (4) above.

**7519 Tape Recording of Meetings [b/f TC 29.6.05] - awaiting response One-Voice-Wales**

Town Council resolved to defer this item to Full Town Council meeting 28.9.05.

**7520 To Consider purchase of blower [b/f Planning Cttee 12.7.05] - £225**

Town Council resolved to purchase a petrol blower for use at Caldicot Cemetery at a cost of £225 [PT/RJH].

Cllr R Stewart requested his opposition to the purchase of a blower be recorded.

**7521 Proposed Development – Caldicot Comprehensive School**

See Min 7508 above.

**Cllr R J Higginson declared an interest in this matter**

**7522 To Consider Installation of Flagpoles to Town Council Premises**

Town Council resolved to obtain quotations for the installation of one or two flagpoles at Caldicot DLC.

**7523 Casual Vacancy Dewstow – Notices posted in Ward 21.7.05 – Election [if contested] to take place 25.8.05 – To Consider Provision of Poll Cards**

Town Council noted casual vacancy for Dewstow Ward with provision of Poll Cards for the election

**7524 To Approve Minutes of Personnel Committee Meeting held 7.20pm, 12<sup>th</sup> July 2005 [Circ]**

It was resolved to consider this item in Committee.

**7525 To Consider Adoption of One-Voice-Wales Document ‘National Agreement on Salaries and conditions of Service of Local Council Clerks in England and Wales 2004’ [Circ]**

It was resolved to consider this item in Committee.

## **7526 Best Kept Front Garden, Etc Competition**

### **a) To Arrange Date**

Town Council resolved to hold the presentation of shields/certificates for Best Kept Front Garden etc Competition following Planning Committee on 13<sup>th</sup> September 2005.

### **b) To Set Payment for Judge [£30 – 2004]**

It was proposed by Cllr D Evans and seconded by Cllr E Davies that payment for the judging of the Best Kept Garden etc Competition remain at £30. Cllr R Steward proposed an Amendment, seconded by Cllr D Ashwin that payment for the judging of the Best Kept Garden etc Competition be increased to £40.

A vote ensued - 4 For the Amendment: 4 For the Proposal. The Mayor gave a casting vote and the Amendment was carried.

It was resolved that payment for the judging of the Best Kept Garden etc Competition be increased to £40

## **7527 To Note No Full Town Council Meeting End August 2005 – To Invoke Plenary Powers For Planning**

Town Council noted no Full Town Council Meeting at the end of August 2005 and resolved to invoke Plenary Powers for Planning matters.

## **7528 Reports**

### **a) Cllr R J Higginson – Re Complaint TC 29.6.05 [Circ]**

Cllr R J Higginson updated Members in relation to the complaint brought to Town Council's attention 29.6.05 in relation to public transport.

It was resolved that Cllr Higginson continue to pursue this matter.

### **b) Proposed Community Hall**

Town Council resolved to receive a Draft Report – “New Community Centre” [circulated at the meeting] for consideration at Planning Committee 9 August 2005.

### **c) Governors**

There were no Governors' Reports

### **d) Other**

- Cllr P Tidmarsh referred to a site meeting held with Mon CC 27.7.05 at Mitel Roundabout in relation to the digging up of tarmac on the roundabout and placing flower beds on the roundabout. Cllr Tidmarsh stated an estimate would be provided by Mon CC for the works.
- It was stated that Town Council representatives should be encouraged to report on meetings they have attended as Town Council representatives.

**7529 Committee – To consider exclusion of press and public 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) Mon CC – KGVPF – Surfacing and Kerbs [Circ]**

Town Council considered quotation from Mon CC for the resurfacing and kerbs to the footpath running from the Guide Hut alongside the children’s play area.

It was resolved to hold a site meeting at KGVPF [at Guide Hut] at 6pm prior to Planning Committee 9.8.05.

Cllr P Tidmarsh referred to an area of ground outside Town Council compound which had been dug up, earthed and re-seeded during the resurfacing works at KGVPF. Cllr Tidmarsh stated the Groundsman considered the works to be of an unacceptable standard and had priced to replace the area with turf [approx £167.00] the sum of which Mon CC would deduct from their invoice.

It was resolved that Town Council purchase turf and the Groundsman turf the seeded area outside Town Council compound.

**b) Mon CC, Roger Joy – Xmas Lights**

Town Council resolved to accept a quotation from Mon CC for £160 each for 16 lampposts in the town centre to be fitted with electrical sockets to accommodate Xmas Lights [£2,560 (RJH/DE)].

With reference to a possible hire of Xmas decorations, it was resolved to await quotation from City Illuminations.

**c) [Min 7524 above] To Approve Minutes of Personnel Committee Meeting held 7.20pm, 12<sup>th</sup> July 2005 [Circ]**

A discussion ensued regarding the recommendations of Personnel Committee meeting 12.7.05.

It was resolved to approve the Minutes of Personnel Committee 12.7.05 subject to any implementation of the recommendations being agreed with Town Council employees.

**(d) [Min 7525 above] To Consider Adoption of One-Voice-Wales Document ‘National Agreement on Salaries and conditions of Service of Local Council Clerks in England and Wales 2004’ [Circ]**

It was resolved to adopt the above document from One-Voice-Wales.

The meeting closed at 8.40pm

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Mayor/Deputy Mayor