

## CALDICOT TOWN COUNCIL

Sandy Lane  
Caldicot

### Minutes of meeting of Caldicot Town Council held at 6.30pm on Wednesday 27th September 2006 at Caldicot Day Luncheon Centre

#### PRESENT:

Cllrs J Daniels, Mayor	R J Higginson [7.30pm]
D Ashwin [left 8.15pm]	J Marshall
D Evans	J Roberts [left 7.30pm]
K Thomas	R Stewart
J Haskey [7.15pm]	P Tidmarsh

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

#### 7734 Apologies

Apologies were received from Cllrs C Babb, E Davies, D Jones, J Harris, J Haskey [late] and R J Higginson [late]

#### 7735 Suspended Proceedings: Mr Mike Moran, Mon CC to address Town Council re: Playscheme 2006

Mr Mike Moran circulated and outlined a report on “Playscheme/Summer Holiday Activity Scheme” 2006.

Mr Moran advised a more detailed report would be provided at a later date in relation to Town Council subsidy payment.

#### 7736 Open Forum for Public Participation [15 Minutes]

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

- Lighting and toilet facilities at Caldicot Castle Countryside Park
- Proposed reduction in Caldicot Castle opening hours
- Consideration be given to an extension of 15 minutes to Public Open Forum or Two Town Council meetings per month
- Clarification sought of Town Council’s legal advisor re: Local Government Law
- Issue of wall at Bus Stop on Longfellow Road

#### 7737 Declarations of Interest

Cllr J Marshall declared an interest in Mins 7740 (11), (16), (17), (33), (34), 7751(a) and 7752

#### 7738 To Approve the Minutes of Full Town Council Meeting 26<sup>th</sup> July 2006 [Circ]

The Minutes were approved as a true record.

#### a) Mayor to Sign the Minutes

The Mayor signed the Minutes

**7739 To Approve the Minutes of Planning Committee 12<sup>th</sup> September 2006 [Circ]**

The Minutes were approved as a true record

**a) Mayor to Sign the Minutes**

The Mayor signed the Minutes

**b) To Note Response from Mon CC Re: Matters arising (6) [Circ]**

Town Council noted response from Mon CC.

**c) Report Cllr D Evans Re: Plan M/11976 – MCC Planning Committee 19.9.06**

Cllr D Evans advised Members that Mon CC Planning Committee 19.9.06 had recommended refusal of Plan M/11976

**7740 CORRESPONDENCE [Circ unless marked\*]**

**(1) Shelter Cymru Request for Donation**

Town Council considered a request for donation from Shelter Cymru.

**It was resolved to donate £50 [PT/JM].**

**(2) Urdd Gobaith Cymru Request for Donation**

Town Council considered a request for donation from Urdd Gobaith Cymru

**It was resolved to donate £50 [PT/DA].**

**(3) Monmouthshire Youth Service Request for Donation [Report TC Office]**

Town Council considered a request for donation from Monmouthshire Youth Service and referred to a recent donation of £500.

**It was resolved not to donate to Monmouthshire Youth Service.**

**(4) Caldicot Youth Group Request for Donation/Address**

**It was resolved to defer a request for donation from Caldicot Youth Group to Town Council Meeting 29.11.06 pending a presentation by Caldicot Youth Group to Town Council.**

**Cllrs D Ashwin, J Daniels, D Evans and P Tidmarsh declared an interest in this matter.**

**(5) Mon Scout District 100 years of Scouting Request for Donation**

Town Council considered a request for donation from Monmouthshire Scout District.

It was stated that any request for donation for the Scouts should be made by the local Scout group.

**It was resolved not to donate to Monmouthshire Scout District.**

**7740\* (6) M R King Request to Place Bench at Cemetery**

Town Council approved a request to place a bench at Caldicot Cemetery

**\* (7) First Great Western To Note Andrew Griffiths, Regional Manager to address Members 25.10.06**

Town Council noted First Great Western to address Members 25.10.06.

**\* (7a) Welsh Assembly Government To Note Presentation of M4 Relief Road to Members 10.10.06**

Town Council noted presentation of M4 Relief Road to Members 10.10.06.

**(8) Nigel Williamson Apology for Non Attendance 26.7.06**

Town Council noted apology from Nigel Williamson for his non attendance 26.7.06.

**(8a) South Wales Fire and Rescue Service Draft Risk Reduction Plan**

Members noted South Wales Fire and Rescue Service response to Town Council's objection to the Draft Risk Reduction Plan.

**(9) Second Caldicot Scout Group Re-organisation**

Town Council noted correspondence in relation to the re-organisation of Second Caldicot Scout Group.

**It was resolved to consider Mr Brian Adams for a merit award.**

**(10) Mon CC Monmouthshire Road Safety Strategy: 3 Yr Road Safety & Traffic Management Forward Programme 2006/07 – 2008/09**

Town Council considered correspondence from Mon CC stating it had formally adopted the Road Safety Strategy as a policy document under the Council's adopted Local Transport Plan and enclosing a copy of the report to Cabinet approved 26.7.06 that includes the three year forward programme for road safety and traffic management schemes for 2006/07 to 2008/09.

Members were unhappy that previous requests and priorities were omitted from the Road Safety Strategy.

**It was resolved to request Mr David Harris, Head of Highways address Town Council at a Special Meeting of Town Council during October in relation to the Monmouthshire Road Safety Strategy, together with Mr Giles Ballisat, Area Manager, Severnside.**

**(11) Inspector J Smith Copy Letter to Chamber of Commerce Re: Youth Behaviour in the Castle Grounds**

Town Council noted copy correspondence from Inspector J Smith to the Chamber of Commerce in relation to recent incidents at Caldicot Castle.

*Cllr J Roberts left the meeting at this point [7.30pm]*

**Town Council resolved to bring forward consideration of the following items [PT/JM]**

*Cllr R J Higginson entered the meeting at this time.*

**7741 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**

**1. Flowers On Mitel Roundabout – To Consider Planting Licence for Signing [CIRC]**

**Town Council resolved to accept the Planting Licence for signing [PT/JM].**

**a) To Consider Additional Centre Planter**

A discussion ensued and Members were dissatisfied with the planters temporarily placed on the Mitel roundabout. The Mayor advised Members that plants, including planters, could not exceed 1 metre in height and that Mon CC had recommended an additional centre planter to enlarge the display. Members were also advised that the petal shaped planters required spreading out to enlarge the display.

**It was resolved to move the planters from Mitel roundabout to Town Council compound pending a large centrepiece being considered at Estimates Committee and viewed as part of the display.**

**b) Response from Rotary Equipment Services Ltd Re: Sponsorship/Vandalism**

**Town Council resolved to acknowledge Rotary Equipment Services Ltd advising this matter is currently on hold.**

**c) Response from Thompson & Thompson Re: Sponsorship/Directional Sign**

**Town Council resolved to acknowledge Thomson & Thomson advising this matter is currently on hold.**

**2. Dog Fouling Bins – To Consider Frequency of Emptying**

**[To Note TC 26.7.06 Min 7733a – Emptying on Fortnightly Basis to be reviewed after 6 months]**

**Town Council resolved to empty dog fouling bins on a weekly basis for a trial period of three months at a cost of £2.20 per bin per week**

**3. Flagpoles – Quotation obtained for 3m Flagpole with angled wall bracket  
MCC response re: Planning Permission [CIRC]**

Town Council were advised that a 3m flagpole with angled wall bracket would cost approximately £300 and a 6m freestanding flagpole would cost £1,000 maximum with flags.

A discussion ensued and it was proposed by Cllr R Stewart, seconded by Cllr P Tidmarsh that Town Council purchase a 6m freestanding flagpole plus one Welsh Flag and one Union Flag [Vote – 7 For: 2 Against]

**It was resolved to purchase one 6m Fibreglass flagpole complete with hinged base plate and internal halyard at a cost of £386 plus one Welsh Dragon Flag @ £44.14 and one Union Flag @ £48.31 [+ VAT]**

**7741 4. To Consider Bowling Green Contract - Tenders by 27.9.06**

Town Council considered three tenders, opened at the meeting, for a one year bowling green contract.

**It was resolved:**

- i) to accept the tender from Peter Villars Landscapes at a cost of £9,395.00 plus £3,300 for the purchase of a new bowls green mower [Total £12,695.00 + VAT] [PT/RS]**
- ii) to send a letter of appreciation to Willow Landscapes for his services/support to Town Council**
- iii) that the Health & Safety Committee review this matter periodically to ensure Town Council specification is adhered to**
- iv) to instruct Town Council groundsman that Town Council equipment is to remain in Town Council compound and not accessible to the new bowling green contractor**

*Cllr D Ashwin left the meeting at this point [8.15pm]*

**5. To Consider Christmas Lighting Contract – Tenders by 27.9.06**

Town Council considered three tenders, opened at the meeting, for erection, dismantling and overseeing Christmas Lighting 2006.

**It was resolved to accept the tender from SWALEC Contracting for Christmas Lighting 2006 at a cost of £4,048.00 + VAT [PT/DE]**

**6. Damage to Pillar by vehicle – KGVPF 14.8.06 – Police Trace  
- To Consider: Quotations for Rebuild/Insurance/Grant/Brass Plaques/Widening of Entrance**

**Town Council resolved to acknowledge quotations received for rebuilding damaged pillar at KGVPF and to pursue this matter via its Insurance Company.**

**It was further resolved to accept the offer of replacement bi-lingual brass plaques, free of charge, from National Playing Fields Association.**

**7. To Consider Quotation for Fence Oakley Way Allotments [CIRC]**

The Clerk advised Members this matter referred to Sandy Lane not Oakley Way allotments.

**Town Council resolved to refer this matter to the Health and Safety Committee**

**7740 (12) Mon CC**

**Vacancy on Mon CC Admission Forum**

**Town Council resolved to nominate Cllrs J Daniels and D Jones to Mon CC Admission Forum.**

7740 (13) Mr G Lloyd

**Copy Letter to Mon CC Re: Car Parking - Budden Crescent**

**Town Council resolved to write to Mon CC in support of Mr G Lloyd's correspondence re: car parking at Budden Crescent, Caldicot.**

**(14) Mon CC**

**Additional Goalpost, Longfellow Road**

Town Council considered correspondence from Mon CC acknowledging petition for additional goalpost at Longfellow Road and advising that funding is available to install a second goalpost at the end of September if concerns from local residents can be addressed.

**It was resolved to request that West End Ward Members be invited to the proposed site meeting in consideration of this matter**

**(15) Sports Council Wales**

**Welsh Assembly Govt Active Lifestyles  
Community Capital Programme [Response  
13.10.06]**

Town Council considered correspondence in relation to the Welsh Assembly Govt Active Lifestyles Community Capital Programme from Sports Council Wales.

**It was resolved to forward the correspondence to local sports groups.**

**Cllr J Daniels, D Evans and R J Higginson declared an interest in this matter**

**(16) Mon CC**

**Primary and Early Years Education in Caldicot**

Town Council noted copy correspondence and copy Statutory Consultation Document sent to all parents of primary schools in the Caldicot area in relation to primary and early years education in Caldicot.

**Cllrs J Daniels, D Evans, J Haskey, R J Higginson, J Marshall, R Stewart, K Thomas and P Tidmarsh declared an interest in this matter**

**(17) Caldicot & District Chamber of  
Commerce**

**Festival Balance and Town Council Donation**

Town Council considered the Festival balance sheet and request for donation towards Fireworks 2006 from Caldicot & District Chamber of Commerce.

Members were dissatisfied that no "brought forward" figure from Fireworks 2005 was included in the Festival balance sheet. Further breakdowns/clarification in relation to car parking, surplus beer stock, number of bar staff/stewards and "3663 burgers/hotdogs 'etc'" was requested prior to consideration of donation for Fireworks 2006.

**It was resolved:**

- i) to request further breakdown/clarification of the Festival balance Sheet**
- ii) to defer consideration of donation for Fireworks 2006 to Planning Committee 9.10.06**

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

Town Council considered correspondence from One Voice Wales in relation to National Training Strategy for Community and Town Councils in Wales.

**It was resolved that Members forward their individual comments to the Clerk by Planning Committee 10.10.06 for collation and response to One Voice Wales.**

**(19) Caldicot Medical Group**

**Response Re: Dates to Meet**

Town Council considered correspondence from Caldicot Medical Group stating it has invited Local Health Board [LHB] representatives and Assembly Members to meet to discuss concerns raised prior to meeting with Town Council.

A discussion ensued and Members were dissatisfied that one year following Town Council's complaint the issue of Gray Hill Surgery had not been resolved. It was questioned if the LHB were properly representing Town Council's views as Dr Andrew Gray of Gray Hill Surgery was Vice Chairman of the LHB.

It was stated that Caldicot Medical Group was following correct procedures by meeting with the Local Health Board before meeting with Town Council. It was also stated that this did not excuse the length of time the issue was taking to resolve.

It was questioned if John Griffiths AM was aware that Caldicot Medical Group was meeting with LHB.

Cllr J Marshall read out a letter he had drafted and proposed that the letter be sent to the Chief Executive, LHB with a copy to Ian Jones [General Medical Services] and John Griffith AM. Cllr P Tidmarsh seconded the proposal.

Cllr J Haskey proposed an amendment that Town Council contact John Griffiths to ascertain if he had received an invitation to meet with Gray Hill Surgery and LHB prior to sending Cllr J Marshall's proposed letter.

A vote ensued: 3 for the Amedment – 4 for the Proposal

**It was resolved:**

- i) to send a letter to the Chief Executive of LHB as per Cllr J Marshall's draft letter [handed to the Clerk and signed by the Mayor] with copies to Ian Jones [General Medical Services] and John Griffith AM**
- ii) to send a copy of Caldicot Medical Group letter to John Griffiths AM**

**(20) Gwent Police Authority**

**Delivering Citizen Focused Policing in Gwent  
Consultation on the 2007 Local Policing Plan  
[To Cllr Haskey 12.9.06 Representative]**

Town Council noted the above information as per agenda.

**7740 (21) Cllr J Marshall**

**Second Health Centre in Caldicot**

This item was not considered

*Cllr D Evans temporarily chaired the meeting during this matter in the brief absence of the Mayor.*

**(22) Cllr J Marshall**

**Re: Proposed Stock Transfer of Council Property/DCH Campaign**

Cllr J Marshall requested Town Council consider calling a public meeting, as a matter of urgency, with representatives being invited from Mon CC and Defend Council Housing to debate the “proposed stock transfer of Council property”.

It was stated that there was no role in this issue for Town Council as it was not a Housing Authority.

It was also stated that Mon CC was not making any proposals, had presented the facts to tenants to allow them to make their own decisions in this matter and had appointed Independent Tenant Advisors to advise the tenants. Meetings had also been arranged for tenants and a “freephone” number issued to tenants.

A lengthy discussion ensued. Reference was made to Mon CC area office failing to chase up repairs to Council properties and to no control over future rent increases if the transfer of council property was privatised. It was stated that elderly tenants did not understand the information given so would benefit from a public meeting.

It was also stated that in order to prevent a biased debate to allow tenants to understand the issues all parties required to be present at the proposed public meeting.

The venue and short timescale for a public meeting was referred to and it was requested who would chair the meeting. The Mayor stated she would chair the meeting to be held at Caldicot Choir Hall between 9.10.06 and 13.10.06 and make all necessary arrangements to advertise the meeting in the notice board and the press in the absence of the Clerk.

*Cllr R J Higginson expressed opposition to the proposal and left the meeting at this point.*

The Mayor apologised to Cllr K Thomas for not allowing him to continue his statement.

Cllr J Marshall requested a recorded vote – **For:** Cllrs J Daniels, J Haskey, J Marshall, R Stewart and K Thomas - **Abstentions:** Cllrs D Evans and P Tidmarsh

**It was resolved to hold a public meeting at Caldicot Choir Hall between 9.10.06 and 13.10.06 with representatives being invited from Mon CC and Defend Council Housing to debate the “proposed stock transfer of Council property”**

**Cllr D Evans declared an interest in this matter and took no part in the discussion or vote**

**(23) Cllr J Marshall**

**(24)(24a) Cllr R Stewart**

**(25) Cllr D Ashwin**

**(26) Cllr D Ashwin**

**Re: Dog Foul Bins/Responsibility Mon CC?**

**Copy Letters to Inspector Smith Re:Late**

**Night Vandals**

**Town Flooding**

**Wydean Wholefoods Shop Window Broken**

- |                                     |   |
|-------------------------------------|---|
| (27) Cllr J Harris [b/f TC 26.7.06] | Caldicot Town Council Web Site                              |
| (28) Cllr J Harris [b/f]            | Caldicot Town Council Funding Policy                        |
| (29) Cllr J Harris [b/f]            | Community Questionnaire for Caldicot                        |
| (30) Cllr J Harris                  | Nominations for Citizen's Awards                            |
| (31) Cllr R Stewart                 | Vandalism Town Centre/MCC/<br>Open Day Tribute              |
| (32) Cllr R Stewart                 | Copy Letter CCTV Dev. Officer, MCC                          |
| (33) Cllr R Stewart                 | Copy Letter Area General Manager, MCC<br>Re: Various Issues |
| (34) Cllr R Stewart                 | Copy Letter MCC Re: Caldicot Castle and<br>Country Park     |

Due to insufficient time items (23) to (34) above were not considered

#### 7741 PUBLICATIONS, MINUTES, ETC [DISPLAYED]

- |                                  |   |
|----------------------------------|---|
| [A] Mon CC, Cabinet              | Agenda 26.7.06, 16.8..06, 6.9.06, 20.9.06                 |
| [B] Plus Publishing Services     | Local Council's Update Issues No 82, 83                   |
| [C] Clerks & Councils Direct     | September 2006 Issue 47                                   |
| [D] Mon Area CHC Committee       | Agenda/Mins 22.8.06                                       |
| [E] Mon Local Health Board       | Annual Report   |
| [F] Mon CC                       | Single Education Plan 2006-2008                           |
| [G] Welsh Assembly Government    | Commission for Older People in Wales<br>Draft Regulations |
| [H] NALC                         | Local Council Review – July 2006/Sept 06                  |
| [I] Allotment & Leisure Gardener | Issue 3 2006  |
| [J] Adjudication Panel For Wales | Annual Report 2005 - 2006-09-13[K]                        |
| [K] Borough Theatre, Abergavenny | September - December 2006                                 |
| [L] Welsh Assembly Government    | Local Govnt Partnership Scheme Annual<br>Report 2005-2006 |
| [M] European Union               | Inforegio News no 143                                     |
| [N] Severnside Area Forum        | Agenda AGM 6.9.06, Mins 5.7.06                            |
| [O] Mon CC                       | Agenda Severnside Area Cttee 27.9.06,<br>Mins 19.7.06     |

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

#### 7742 PLANNING [DISPLAYED]

##### 1. Planning Applications Received

- |   |                    |
|---|--------------------|
| DC/2006/00601 – Proposed Detached Garage to Side of Existing Dwelling – 29 Durand Road,<br>Caldicot   | <b>TC Approved</b> |
| DC/2006/00759 – A Single Storey Extension comprising a New Bedroom with En-Suite<br>Disabled Bathroom and Enlarged Utility Room – 61 Longcroft Road, Caldicot | <b>TC Approved</b> |
| DC/2006/00810 – Single Storey Rear Extension – 5 Wentwood View, Caldicot  | <b>TC Approved</b> |
| DC/2006/00890 – Conservatory – 1 Cobb Crescent, Caldicot  | <b>TC Approved</b> |
| DC/2006/00927 – Erection of Conservatory – 53 Denny View, Caldicot  | <b>TC Approved</b> |

## **2. Mon CC Planning Information**

a) **DC/2006/00583** – Bay to Front Façade – 9 Castle Gardens, Caldicot – **Permitted Development**

### **b) Planning Permissions [DISPLAYED]**

**MM12572** – Erection of an Outbuilding – 6 Kestrel Close, Caldicot **TC App 14.3.06**

**MM12710** – Conv Garage to Habitable Room – 8 Heol Towy, Caldicot **TC App 14.3.06**

**MM12713** – Conservatory – 18 Plover Crescent, Caldicot **TC App 14.3.06**

**MM12751** – Two Storey Extension of Rectory to Provide Larger Study/Office on Ground Floor & Additional Bedroom Over – The Rectory, Church Road, Caldicot  
**TC App 14.3.06**

**DC/2006/00051** – Single Storey Domestic Extension – 5 Ebley Gardens, Caldicot **TC App 13.6.06**

**DC/2006/00077** – Rear Single Storey Extension – 41 Blackbird Road, Caldicot **TC App 9.5.06**

**DC/2006/00192** – To Erect Palisade Fencing to Dwarf Wall at the Rear in Car Park Area – Barclays Bank, 62-64 Newport Road, Caldicot

**DC/2006/00325** – Two Storey Extension to Rear and Single Storey Extension to Side of Existing Dwelling – 20 Cae Mawr Road, Caldicot **TC App 27.7.06**

**DC/2006/00363** – Ground floor Extension to Front Porch and Ground Floor Extension to Existing Bedroom to Provide En-Suite – 16 The Pill, Caldicot **TC App 11.7.06**

**DC/2006/00446** – Two Storey Side Extension to Provide New Lounge, Bathroom, Bedroom and Extend Existing Bedroom – 1 Woodstock Way, Caldicot

**DC/2006/00623** – Alterations to Approved 4 Bed Detached Dwelling and Double Garage Rear of 21 Sandy Lane, Caldicot **TC Observations – Request Further Information 8.8.06**

**DC/2006/00674** – New Porch and Roof Replacement to Garage – 7 Birbeck Road, Caldicot  
**TC App 8.8.06**

c) **List of Registered Planning Applications 26.3.06 – 30.6.06 [DISPLAYED]**

d) **Planning Committee Agenda 19.9.06 – For Information Only**

Town Council noted Planning Information (a) to (d) above from Mon CC

**Due to insufficient time the following items were not discussed:**

## **10 FINANCE [CIRC]**

a) **Cheque List Schedule – Update**

b) **Donations and Contributions Schedule - Update**

c) **Internal Audit Report 2005 – 2006 – To Consider Recommendations**

d) **To Note Date for External Audit 23.10.06 [Statutory Notification Placed 24.8.06]**

## **11 CCTV – To Consider Draft Service Level Agreement from Mon CC [CIRC]**

- a) Notes of User Group Meeting 16.8.06 [Circ] Cllrs D Evans, J Marshall
  - b) To Note Next Meeting User Group 10 am 4.10.06 Abergavenny Cllrs DE, JM
  - c) To Consider two representatives to Visit Coleford [following meeting with Chepstow TC 6.9.06] Cllrs DE, JM 3/4/5/6.10.06
  - d) To Note Visit to Control Centre 7.00 pm 28.9.06 – [6 places - Cllrs D Evans, J Marshall, D Ashwin, K Thomas [TC12.9.06] R Stewart, J Haskey]
  - e) Final Reminder Re: Annual Maintenance Cost 05/06 Received £11,500
- 14 TO ARRANGE DATE FOR HEALTH AND SAFETY COMMITTEE**
- 15 TO ARRANGE DATE FOR DEVELOPMENT COMMITTEE [Pre Estimates]**
- 16 STREET TRADING – CALDICOT [CIRC]**
- a) Response from Mon CC
  - b) Response from One Voice Wales
- 17 SIGNAGE – CALDICOT [CIRC]**
- a) Brown Signage - Caldicot – Cllr P Tidmarsh/M Jones, MCC
  - b) Directional Signs to Caldicot Cemetery
  - c) Signposting to Caldicot Castle at Junction 23A of M4 [Design Manual for Roads and Bridges TC Office]
- 19 MON CC MATTERS [From Update Sheet 26.7.06] [CIRC]**
- a) Neddern Brook
  - b) Bungalow West End
  - c) Double Yellow Lines – Woodstock Way
  - d) Birbeck Road Traffic Calming
  - e) Traffic Lights on By-pass
  - f) Town Centre Benches – L shaped supports
  - g) Solar Powered Speed Matrix By-pass Shopmobility
- 20 FRIENDS OF CALDICOT CASTLE**
- a) Barriers Caldicot Castle Countryside Park – [b/f TC 26.7.06]
- 21 KGVPF**
- a) Land at KGVPF – Awaiting Mon CC
  - b) Cllr J Harris re: Grants [b/f TC 26.7.06] [Circ]
- 22 REPORTS**
- a) Governors
  - b) Town Council Representatives on Outside Bodies
  - c) Other

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Mayor/Deputy Mayor