

## CALDICOT TOWN COUNCIL

Sandy Lane  
Caldicot

### **Minutes of Caldicot Town Council held at 6.30pm on Wednesday 29<sup>th</sup> April 2009 at Caldicot Town Council**

**Present:** Cllrs: D Evans, Mayor  
P Watts, Deputy Mayor  
C Ashwin  
D Ashwin  
J Bond  
A Easson [7.10pm]  
K Harris  
R J Higginson [7.20pm]  
J Haskey  
J Marshall [left 7.30pm]  
M Stevens  
R Stewart  
S Webb

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

#### **8207 Apologies**

Apologies were received from Cllrs V Lloyd and A Perrett

The Mayor requested Cllr J Marshall join Members around the table

#### **8208 Suspended Proceedings – Inspector J Walker, Gwent Police**

Inspector Walker was not in attendance at the meeting

#### **8209 Open Forum for Public Participation – to include questions to Police**

The Mayor, on behalf of Town Council, accepted two volumes of “A History of Monmouthshire” from former councillor and Mayor, William Herbert Llewellyn. The Mayor thanked Mr Llewellyn for his presentation.

The following issues were discussed in the public open forum:

- Appreciation of Town Council staff re: recent twinning visit
- Request for outcome of auction held 18.4.09
- Shopmobility building at Jubilee Way car park
- Bus shelter at Deep Weir
- Tuesday/Saturday Markets

#### **8210 Declarations of Interest – Forms to be completed and identified under the relevant item**

Declarations of Interest to be identified under the relevant item.

#### **8211 To Approve the Minutes of Full Town Council Meeting 25<sup>th</sup> March 2009 [Circ]**

##### **a) Mayor to Sign the Minutes**

The Minutes were approved as a true record and duly signed by the Mayor.

#### **8212 To Approve the Minutes of Special Meeting held 7<sup>th</sup> April 2009 with Inspector J Walker, Gwent Police [Circ]**

##### **a) Mayor to Sign the Minutes**

The Minutes were approved as a true record and duly signed by the Mayor.

**8213 Correspondence [Circulated unless marked\*]**

- \* (1) **Kidney Wales Foundation** **Appreciation for £100 donation - Walk for Life 2009**

Town Council noted the appreciation for donation from Kidney Wales Foundation.

- (2) **Caldicot Chamber of Commerce** **Accounts/Re: Flagpole Erected in accordance with “Harrison External Display Systems” Protocol**

**It was resolved to consider item 8217 (2) with this item.**

Town Council considered response from Caldicot Chamber of Commerce stating a signed copy of accounts and copies of receipts totalling approximately £1000 would be forwarded to Town Council; also a copy of Flag Protocol according to “Harrison External Display Systems”.

A discussion ensued and the following items were discussed:

- flag protocol according to Department of Culture, Media and Sport - previously agreed by Town Council
- flag protocol according to Harrison External Display Systems
- Apparent recent changes to flag protocol

It was proposed and seconded that Town Council accept the information provided by Caldicot Chamber of Commerce in order to “move on” in this matter

An Amendment was proposed and seconded that the Chamber of Commerce be given 28 days to level the flagpoles as failure to do so would result in the Union Jack being taken down.

A vote ensued: Amendment: 5 [Cllrs CA/DA/JH/KH/RS] – Proposal: 0

**It was resolved that the Chamber of Commerce be given 28 days to level the flagpoles as failure to do so would result in the Union Jack being taken down**

- (3) **Resident** **Re: Sandy Lane Road Surface**

Town Council supported a request from a resident in relation to the state of the road surface at Sandy Lane.

**It was resolved to refer the correspondence to Mon CC Highways Department and arrange a site meeting with Mon CC in this matter.**

- (4) **Resident** **Re: Request to Plant Daffodils**

Town Council supported a request from a resident to plant daffodils in and around the town.

**It was resolved:**

- to defer this item to September 09**
- write to Portskewett CC to request it considers planting daffodils at the boundary of Portskewett and Caldicot.**

- (5) **First** **Advance Notification re: Changes to Bus Services between Bristol and Newport**

Town Council noted the above correspondence from First Somerset & Avon Ltd

**8213 (6) Resident**

**Re: Lane Rear Eagle Close and Plover Crescent**

Town Council supported the concerns of residents in relation to the lane at the rear of Eagle Close and Plover Crescent posing a security threat to properties abutting the lane.

**It was resolved to request Mon CC attend a site meeting at the area in order to consider this matter in conjunction with affected residents.**

**(7) Mon CC**

**Ryder Cup 2010 Update**

Town Council noted a summary of opportunities and details of main activities undertaken by Visit Wales and Monmouthshire Tourism Section.

**\* (8) Allotment Plot Holder**

**Request to Site Shed allotment plot 16 Oakley Way**

Town Council approved a request to site at shed at Oakley Way allotments.

**(9) WLGA**

**To Approve NJC Car Allowances 2009/10**

**Town Council resolved to approve NJC Car allowances and VAT & Petrol elements allowances 2009/10.**

**\* (10) Mon CC**

**Public Health Act 1925 – Street Naming and Numbering Change of Address The Old Stables, Clos Aled, Caldicot, NP26 4JB [Displayed]**

Town Council noted the above change of address.

**(11) Mon CC**

**Hoggin' The Bridge – 2009 Sunday, 18<sup>th</sup> Oct 2009**

Town Council noted and welcomed details for Hoggin' The Bridge 2009.

**(12) M Powell**

**Request to Place Bench at Town Council**

Town Council considered a request from the family of the late Cllr Elaine Davies to place a memorial bench at Town Council building at no cost to Town Council

The late Cllr Elaine Davies was commended on her services to the people of Caldicot.

**It was resolved to accept the request to place a memorial bench at Town Council building.**

**(12a) Jessica Morden, MP**

**Re: (12)**

See (12) above.

**8214 Publications, Minutes, Etc [Displayed] – To Note available Town Council Office**

**[A] NALC**

**Direct Info Service Issues 705, 706, 707**

**[B] Plus Publishing Service**

**Local Council's Update Issue 114**

**[C] Nat. Assoc. of Councillors**

**Agenda/Mins 4.4.09**

**[D] Gwent Community Health Council**

**Agenda 1.4.09**

**[E] Monmouthshire Health Alliance**

**Well-Being Activity Grant Scheme 2009-10**

**[Displayed TC Noticeboard 30.3.09]**

**[F] One Voice Wales**

**Agenda/Mins Mon/Npt Area Cttee 16.4.09, 29.4.09**

**8214 [G] One Voice Wales**

- i) **Employment Briefing**
  - ii) **Community Action for Climate Change Network – Cardiff 20.5.09**
  - iii) **Consultation on the Draft Wales Waste Strategy available [www.wales.gov.uk/consultations](http://www.wales.gov.uk/consultations) Bulletin – April 2009**
- [H] STRI**  
**[I] Gwent Levels Defence Alliance Cttee Agenda/Mins 28.4.09**  
**[J] Caldicot Castle & Country Park Events March – December 09**

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

**8215 Planning [Displayed]**

**A) Planning Applications Received**

**DC/2008/00849 [Amended]:** A rear extension, double garage and conversion of mid terraced cottage to 2 flats: a one bedroom flat and a two bedroom flat – 12 Pill Row, Caldicot **TC Refused\***

- **Interfere with privacy to neighbours re: thickness of walls**
- **Health & Safety issues**

**DC/2009/00302:** Front porch – 10 Shakespeare Close, Caldicot **TC Approved**

**DC/2009/00311:** Demolition of bungalow and construction of 2 storey house – Autumn Leaves, 62A Chepstow Road, Caldicot **TC Approved\***

- **\*Reservations of boundary issues re: size of building**

**DC/2009/00340:** Illuminated and non-illuminated fascia and projecting signs – Wesley House, 43 Newport Road, Caldicot **TC Approved**

**DC/2009/00343:** Retention of rear wall and fence – 19 Blackbird Road, Caldicot **TC Approved**

**DC/2009/00375:** Porch – 22 Castle Lodge Crescent, Caldicot **TC Approved**

**B) Mon CC Planning Information**

**i) Approval of Planning Permission**

**DC/2009/00123:** Demolition of garage and porch and construction of two storey side extension 1 Keats Road, Caldicot **TC App 25.2.09**

**DC/2009/00190:** Single storey front extension 30 Budden Crescent, Caldicot **TC App 10.3.09**

**DC/2009/00200:** Rear Conservatory – 34 Lapwing Avenue, Caldicot **TC App 25.3.09**

**DC/2009/00232:** Conservatory – 14 Lapwing Avenue, Caldicot **TC App 25.3.09**

**ii) Permitted Development**

**DC/2009/00250:** Convert garage to residential accommodation – 12 Budden Crescent, Caldicot **TC App 25.3.09**

**iii) Planning Committee Agendas – 31.3.09/21.4.09 – for Information**

Town Council noted the above Planning Information from Mon CC

**Cllrs D Evans, R J Higginson and R Stewart declared an interest in Planning Matters**

**8216 Finance [Circ]**

**A) To Approve Updated Cheque List Schedule April 2009**

**Town Council resolved to approve the updated Cheque List Schedule as circulated**

**B) Financial Comparison 1.4.08 – 31.3.09**

**Town Council resolved to approve Financial Comparison 1.4.08 – 31.3.09 as circulated**

**C) To Consider LGA 1972 Section 137 Applications for Grant [Circ]**

Town Council referred to the Section 137 Local Government Act 1972 Policy and agreed to incorporate the word “signed”.

The Clerk advised Members of donation requests received this month in the sum of £17,000 against Town Council budget of £21,000 for 2009/2010. The Clerk also advised of its Internal Auditor’s recommendation that Town Council considers the accounts of organisations prior to making decisions on awards and the confidentiality of the organisations’ accounts.

**i) Homemakers Community Recycling**

Town Council considered grant application for £2,548 from Homemakers Community Recycling.

**It was resolved not to donate to Homemakers Community Recycling**

**ii) St Mary’s Church Hall – Thursday Lunch Group**

Town Council considered grant application for £9,072 [over 3 years] from St Mary’s Church Hall – Thursday Lunch Group for community lunches.

**It was resolved to defer this item pending further information.**

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

**iii) Caldicot School - Duke of Edinburgh Award Scheme**

Town Council considered grant application from Caldicot School for £2,462.39 for the purchase of kit for the benefit of the Duke of Edinburgh Award Scheme.

It was proposed and seconded that £1,231 be donated to Caldicot School

An amendment was proposed that £500 be donated to Caldicot School.

A vote ensued: 5 for the amendment: 3 for the proposal.

**It was resolved to donate £500 to Caldicot School – Duke of Edinburgh Award Scheme**

**Cllrs D Evans and J Haskey declared an interest in this matter**

**Cllr R J Higginson declared an interest in this matter and left the room**

**iv) Caldicot Harlequins**

Town Council considered grant application for £3,000 from the newly formed Caldicot Harlequins Jazz Band for uniforms and instruments to enable the band to go on competitions and carnivals.

**It was resolved to defer this item pending a request to the Jazz Band for the amount of funds raised at their recent fundraising event 26.4.09**

## **8216 v) The Zone – Caldicot Youth Group**

Town Council considered grant application from The Zone for £4,000 towards annual running costs.

The Mayor advised Members that previous years' unaudited accounts had been received by the Clerk.

**It was resolved:**

- i) to request the Secretary, Chairperson and Treasurer of The Zone meet with Town Council prior to Planning Committee 12.5.09 in order to further consider this item at Planning Committee.**

**Cllrs D Ashwin, A Easson and R J Higginson declared an interest in this matter and left the room during consideration of this item.**

### **vi) 2<sup>nd</sup> Caldicot Scouts**

Town Council considered grant application from 2<sup>nd</sup> Caldicot Scouts for £800 for replacement camping equipment.

**It was resolved to donate £800 to 2<sup>nd</sup> Caldicot Scouts**

## **D) Caldicot & District Citizens Advice Bureau – Request for Funding 2009/10**

**[Estimate 2009/10 - £8000]**

- i) Annual Report 2008**
- ii) Financial Statements 31.3.08**

**Town Council accepted Annual Report 2008 and Financial Statements 31.3.08 from Caldicot & District Citizens Advice Bureau and resolved to contribute £8,000 as set aside in Estimates Committee for 2009/10.**

**Cllr R Stewart declared an interest in this matter**

## **8217 Items of Business Submitted by Members [Circ]**

### **(1) Cllr P Watts – Request for Support re: Barriers Footpath**

Town Council supported a request from Cllr P Watts to adapt the barrier at the bottom of the footpath adjacent to Town Council building to allow motorised disability scooters to use the footpath

**It was resolved to request Mon CC adapt the barrier at the bottom of the footpath adjacent to Town Council building to accommodate motorised scooters**

### **(2) Cllr R Stewart – Union Flag**

See Min 8213 (2) above

### **(3) Cllr R Stewart – Re: Severn Bridge Closures**

Town Council supported a request from Cllr R Stewart to install a warning sign at Park Wall to advise of Severn Bridge closures.

**It was resolved:**

- i) to request Welsh Assembly install a warning sign at Park Wall to advise of Severn Bridge closures.**
- ii) to advise Mathern CC of Town Council's intention to request the warning sign at Park Wall.**

#### **8218 CCTV**

**a) To Sign Up to CCTV Partnership Memorandum of Understanding [Circ]**

The Mayor updated members on CCTV. Reference was made to a temporary, mobile CCTV camera, having been installed at Brookside.

**Town Council resolved to sign the CCTV Partnership Memorandum of Understanding.**

**Cllr R J Higginson declared an interest in Monmouthshire Housing.**

**b) Statistical Information/Crime Figures [Circ]**

Town Council noted the above CCTV statistics from CCTV Development Officer, Mon CC.

#### **8219 Caldicot Castle – St David's Day**

Members referred to the successful event held at Caldicot Castle 1.3.09.

A discussion ensued and it was stated that arrangements for St David's Day 2010 should commence in the Autumn of 2009 to allow schools, scouts, guides etc to become involved.

**It was resolved to send congratulations to Caldicot Castle for the St David's Day event 2009 and defer this matter to Autumn 2009**

Cllr K Harris circulated leaflets to Members – Caldicot Castle & Country Park 2009

#### **8220 To Consider Resolution to Support Caldicot as Fairtrade Town and to Nominate Representative [b/f TC 25.3.09]**

Town Council supported Caldicot becoming a Fairtrade Town.

The Mayor advised Members that the first meeting of Fairtrade in Caldicot had been arranged for 7pm on Tuesday 26<sup>th</sup> May 2009 at Town Council building.

**It was resolved to nominate Cllr A Perrett as Town Council representative on Fairtrade.**

#### **8221 Town Twinning**

**a) Notes Twinning Committee Meeting – 23.3.09 [Circ]**

The notes were approved as a true record.

Cllr M Stevens updated Members on the recent twinning visit from Morières-Les-Avignon and the involvement and benefit to local organisations as a result of the visit. Reference was made to invitations to local schools to form links and visits for school children and the possibility of work experience for Caldicot School pupils in Morières.

Cllr R Stewart expressed disappointment at the lack of support by Councillors and to Caldicot Twinning Association not being included in the organisation of the visit.

The Clerk and her assistant, together with their families were commended for their support in relation to the visit.

The visit was considered a “great success”.

**8221 b) To Note No Grant Awarded for Visit**

It was noted that no grant had been awarded for the visit.

**c) To Consider Invitation from Walter Heiler, Burgermeister, Stadt Waghausel July 2009 [Circ]**

Town Council accepted an invitation to Stadt Waghausel in July 2009 at Members’ own expense.

**It was resolved that Members interested in the visit advise the Clerk.**

**8222 To Note Annual Meeting – 6.30 pm Tuesday, 19<sup>th</sup> May 2009**

Town Council noted the time and date for its Annual Meeting

**8223 To Note No Permission Granted to Accommodate Dog Bin in Sandy Lane [TC 25.2.09]**

Town Council noted no permission granted by Monmouthshire Housing Association to place a dog waste bin in Sandy Lane.

It was requested if a dog bin could be installed in the field near to Wentwood View at the boundary with Caerwent

**It was resolved to request permission to install a dog bin in the above area.**

**Cllr R J Higginson declared an interest in Monmouthshire Housing.**

**8224 King George V Playing Fields**

**a) To Consider Recommendations of Site Meeting with Mon CC Public Rights of Way Officer 16.4.09 [Circ] – See Committee**

The Notes of the above Site Meeting with Mon CC Public Rights of Way Officer were approved - See Min 8226 (d)

**b) Caldicot Town AFC [Circ]**

Town Council noted correspondence from Caldicot Town AFC commending the Grounds Maintenance Contractor on the upkeep of the pitch and surrounding areas of both fields at KGVPF.

**8225 Reports**

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

There were no reports

**b) Governors**

Cllr M Stevens conveyed Durand School’s enthusiasm in relation to twinning with Morières.

**c) Other**

Town Council were advised that Pastor Jim Davies had been elected as the new Chairperson for Shopmobility in the town

Cllr J Haskey requested further information in relation to the Police’s request for Ward Members to meet on a regular basis with the local Police/Sergeant to keep up to date on local Ward issues. The Mayor advised Cllr Haskey that he had been approached by the Sergeant in this matter and that he hoped these meeting would be “up and running” following Town Council Annual Meeting.

**8226 Committee – It was resolved to exclude the public and press 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) **Tymperley’s Nursery** **[Circ]**

Town Council considered a request for extension of nursery Lease

**It was resolved to offer a two-year extension to the Lease before accepting the original request of one year.**

- b) **To Consider Quotation for Computer Support Services – Required as a result of Change in Cemetery Module and Conversion to Online** **[Circ]**

Town Council resolved to accept quotation for £520 from Edge Designs for computer support services, conversion of Cemetery Module and online backup.

- c) **To Consider Quotation for Repair/Replacement Town Council Chairs** **[Circ]**

Town Council considered quotations from Fray Design for repair and replacement of Town Council chairs.

**It was resolved to obtain further quotation for repair and replacement of Town Council chairs.**

- d) **To Consider Quotation for Works to KGVPF** **[Circ]**

Town Council resolved to accept quotation from DCM Contracting for £2326.55 for resurfacing works to footpaths at KGVPF.

**It was resolved to request Mon CC consider the surface alongside Caldicot AFC.**

- e) **To Consider Quotation for Works at Bowling Green [Health & Safety] – To Follow**

Town Council considered quotation from Llanvair Landscapes, circulated at the meeting, for works at the bowling Green.

**It was resolved:**

- i) **to accept quotation for £285 for relaying of slabs in front of the changing rooms.**
- ii) **To arrange an urgent meeting of Town Council Health & Safety Committee to consider the slabs around the edge of the bowling green**

The meeting closed at 8.25pm

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Mayor/Deputy Mayor

