

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of meeting of Caldicot Town Council held at 6.30 pm on Wednesday, 30th April 2008
at Caldicot Day Luncheon Centre

PRESENT:

Cllrs D Ashwin, Mayor	J Haskey
D Jones, Deputy Mayor	R J Higginson
J Daniels	J Marshall
A Easson [6.45pm]	K Thomas
D Evans	

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

Cllr D Jones, Deputy Mayor, thanked the Mayor and Mayoress, fellow Members and office staff for their “patience and support” during her recent period of ill health.

Cllr R J Higginson advised Members in relation to former Cllr W Edwards’ recent operation. It was agreed to send a letter to Mr Edwards wishing him a speedy recovery.

8035 Apologies

Apologies were received from Cllrs C Babb, R Stewart

8036 Open Forum for Public Participation [30 Minutes]

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

- Members’ manifestoes for forthcoming elections

8037 Declarations of Interest – to be identified under the relevant item

Cllr D Ashwin declared an interest in Mon CC

8038 To Approve the Minutes of Full Town Council Meeting 26.3.08

[Circ]

The Minutes were approved as a true record, subject to:

Min 8025 (4) **Delete** “[Vote – For the Amendment: Cllrs A Easson/D Evans/J Marshall/K Thomas (4) - Against: Cllrs A Easson/D Evans/J Marshall/K Thomas (4) + DA Casting Vote]” **insert** “[Vote - For the Amendment: Cllrs A Easson/D Evans/J Marshall/K Thomas (4) – Against: Cllrs D Ashwin/J Daniels/J Haskey/R Stewart (4) + Mayor’s Casting Vote]”

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

8039 To Approve the Minutes of Planning Committee 8.4.08

[Circ]

The Minutes were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

8040 Correspondence [Circ unless marked*]

**Cllrs D Ashwin, R J Higginson declared an interest in the following item and left the room.
Cllr K Thomas declared an interest in this matter.**

In the absence of the Mayor, Cllr D Jones, Deputy Mayor chaired the meeting during consideration of the following item:

(1) Sudbrook Cricket Club Mini Football Section Request for Donation

Town Council considered a request for donation from Sudbrook Cricket Club Mini Football Section towards hiring of pitches for a mini football tournament on Saturday 6.9.08.

It was resolved to donate £100 to Sudbrook Cricket Club Mini Football Section

The Mayor resumed the chair

**(1a) Gwent Healthcare NHS Trust - Request for Donation
Lower Mon Community Mental Health Team**

Town Council considered a request for donation from Lower Mon Community Mental Health Team towards transport costs for its local football team to represent Wales in the Positive Mental Attitude Tournament for the 4 Isles Tournament in Carlisle on 30.5.08.

It was resolved:

- i) to donate £500 to Lower Mon Community Mental Health Team**
- ii) to suggest the Lower Mon Community Mental Health Team contact Abergavenny, Chepstow and Usk Town Councils for further contributions**

Cllr R J Higginson and K Thomas declared an interest in this matter

(1b) PFTA Green Lane Junior School Request for Donation

Town Council considered a request for donation from Green Lane PFTA towards its "Fun Day" on Friday 13.6.08.

It was resolved to donate £50 to PFTA Green Lane Junior School

Cllrs J Haskey and J Marshall declared an interest in this matter

**(1c) Caldicot & District CAB Appreciation for Additional Donation/Request
For Release of £8000 Funding 08/09 [Audited
Accounts Received TC 8.4.08]**

Town Council noted appreciation for additional donation of £1,500 from Caldicot & District CAB and considered a request for release of £8,000 as set aside in Estimates for 2008/09.

It was resolved to release £8,000 to Caldicot & District CAB as set aside in Estimates for 2008/09

8040 (1d) Caldicot Youth Group [The Zone]

Request for Funding £4000/Accounts 07/08

Town Council considered further information in support of Caldicot Youth Group [The Zone] funding application.

A discussion ensued regarding Town Council's requirement of audited accounts in respect of large donations.

It was suggested that The Zone approach Mon CC in conjunction with local County Councillors, following the forthcoming elections, to investigate savings in relation to rental and rates at The Zone.

It was resolved to advise The Zone that audited accounts for 2007/08 would be required before release of £4,000 in Estimates.

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

**(2) Caldicot & District Chamber of
Commerce & Trade**

Festival Account Records

Town Council noted correspondence from Caldicot & District Chamber of Commerce & Trade apologising for the misunderstanding that had occurred in relation to receipt of its accounts.

Cllr A Easson declared an interest in this matter

(2a) Town Council Internal Auditor

Re: (2)

Town Council noted correspondence from Principal Auditor, Mon CC in relation to (2) above.

(2b) Town Council Solicitor

Re: (2)

Town Council noted correspondence from its Solicitor in relation to (2) above.

*** (3) Bethany Baptist Fellowship**

Appreciation for Donation

Town Council noted the appreciation for donation from Bethany Baptist Fellowship.

*** (3a) Caldicot Community Carnival**

Appreciation for Donation

Town Council noted the appreciation for donation from Caldicot Community Carnival Cttee.

(4) Cllr R Stewart

**Green Lane Junior School Questionnaire
Re: Safe Routes to Schools**

In the absence of Cllr R Stewart this item was withdrawn from the agenda.

*** (5) Public Services Ombudsman for Wales**

**Code of Conduct complaints against
Cllrs D Ashwin, J Daniels, A Easson,
J Haskey, J Marshall assessed – decision not
to investigate**

Town Council noted correspondence from the Public Services Ombudsman for Wales advising of its decision not to investigate complaints against the above Members.

8040 (6) Welsh Local Govt Association

To Approve NJC Circular 1/08 - NJC Car Allowances 2008/09

Town Council approved NJC Circular 1/08 in relation to car allowances from 1.4.08.

*** (7) Allotment Plot Holder Request for Shed/Chest Plot 36 S/L Allotments**

Town Council resolved to accept a request for shed at Plot 36 S/L allotments.

*** (7a) Allotment Plot Holder Request for Shed Plot 21 S/L Allotments**

Town Council resolved to accept a request for shed at Plot 21 S/L allotments.

(8) Severn Tunnel Action Group [STAG] Invitation to STAG AGM – Tuesday 6.5.08, 7pm at The Tippling Philosopher To Note STAG Address TC 28.5.08

Town Council noted the date and venue for STAG AGM. Cllr J Daniels offered prior apologies.

It was resolved to request STAG postpone its address to Town Council to Planning Committee 10.6.08.

(9) Cllr J Marshall Re: Copy letter on Footpaths 43 & 45, off Sandy Lane alongside Allotments, Caldicot

Town Council considered copy correspondence from Mon CC to Cllr J Marshall in relation to litter on Footpaths 43 and 45 stating it is looking into forming/using volunteer groups to help contend with the issue of litter.

A discussion ensued and the following items were discussed:

- litter/fly tipping issues in the town
- areas of the town of particular concern:
 - Estuary View
 - Denny View
 - Lane adjacent to Sandy Lane allotments
 - Caldicot Halt
- ‘Hope for Caldicot’ project in conjunction with local Churches

It was resolved to request Mon CC inspect the town for litter/fly tipping and coordinate with local Churches, U3A and Community Service personnel in this matter

8041 Publications, Minutes, Etc [Displayed]

[A] NALC

[B] Plus Publishing Services

[C] Caldicot Medical Centre

[D] Welsh Assembly Govt

[E] Mon CC

Direct Information Service issues 678–681 (inc Local Council’s Update Issue No 102 Agenda/Mins Patient Focus Group 11.3.08 Local Vision - Strategy Guidance on Developing and Delivery community Strategies Monmouthshire Local Development Plan (LDP) Draft Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) for Consultation Comments by 30.5.08

[F] One Voice Wales	Agenda/Mins Mon/Newport Area Cttee 17.4.08
[G] Welsh Assembly Govt	Draft Fire and Rescue Service National Framework for Wales 2008-2011 Comments by 20.6.08
[H] Fields in Trust	Newsletter – Spring 2008/AGM 18.6.08/Rpts Accts Yr End 31.12.07 Spring 2008
[I] Play for Wales	Monmouthshire Network – Spring 2008
[J] GAVO	Agenda/Mins Severnside Area Forum 15.4.08
[K] Mon CC	Bulletin – April 2008
[L] STRI	April 2008
[M] “Ville de Morières”	

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

It was agreed that any comments to [E] and [G] be made via the Clerk.

8042 Planning [Displayed]

A) Planning Applications Received

DC/2008/00334: Erection of one single storey shop unit that may be sub-dividable into two units – 18 Newport Road, Caldicot **TC Observation***

***Close proximity to neighbouring properties**

DC/2008/00445: Removal of demountables, space to be used for new additional parking and altered pedestrian access – Sandy Lane Infants School, Sandy Lane, Caldicot **TC Refused***

***Concerns re: parking access via Ash Grove**

***Car parking issues need to be addressed**

Town Council agreed to the removal of demountables

Cllrs A Eason D Evans declared an interest in Plan DC/2008/00445

Cllrs J Haskey and J Marshall abstained from voting in this matter

DC/2008/00446: Erection of attached dwelling house and garage – 2 Monks Close, Caldicot

TC Observation*

***Clarification required re: attached/detached dwelling**

B) Mon CC Planning Information

i) Approval of Planning Permission

DC/2008/00175: Proposed conversion of vacant first floor offices to 6 one-bedroom flats – 34 – 42 Newport Road, Caldicot **TC App 26.3.08**

ii) New Enforcement Cases 1.3.08 – 31.3.08

iii) Mon CC Planning Agenda 15.4.08 – For Information

Town Council noted Planning information (i) to (iii) above, available in Town Council office

8043 Finance [Circ]

a) Cheque List Schedule

- Update

Town Council approved the updated Cheque List Schedule as circulated

8043 b) Donations and Contributions Schedule - Update

Town Council approved the updated Donations and Contributions Schedule as circulated

c) Financial Comparison 1.4.07 – 31.3.08

Town Council approved Financial Comparison 1.4.07 – 31.3.08

8044 CCTV [b/f TC 26.3.08]

The Mayor advised Members that the extension arm had now been fitted to the lamppost near to the Methodist Church and that CCTV signs had been installed.

A discussion ensued and the following items were discussed:

- recent meeting with Mr Chris Norman, CCTV Development Officer
- proposed future purchase of 2 wireless cameras for the town
- cameras to cover beneath shop canopies
- decommissioning of camera on service road at rear of shops [Somerfield car park]
- proposed visit to CCTV monitoring centre for new Members and representatives of Chamber of Commerce
- extension arm to lamppost at no cost to Town Council

It was resolved:

- i) to thank Mr Chris Norman, CCTV Development Officer for arranging the installation of extension arm at no cost to Town Council**
- ii) to support in principle the moving of the CCTV camera from the service road at the rear of the shops [Somerfield car park] and the commissioning of two wireless cameras in the town centre.**
- iii) to request an update in relation to proposed costs of wireless cameras.**

8045 To Note Town Council Annual Meeting, 6.30pm Tuesday, 13th May 2008 - Planning Committee to follow Annual Meeting

Town Council noted the date and time for its Annual Meeting.

8046 Reports

a) Town Council Representatives on Outside Bodies

None

b) Governors

The Mayor advised Members that a Head Teacher had been appointed to the new primary school at St Mary's and a Deputy Head Teacher would shortly be appointed.

Cllr R J Higginson updated Members on progress of the new nursery building at Durand School.

c) Other

The Mayor advised Members of an offer via Chepstow Town Council for new councillors' training course to be held at The Drill Hall, Chepstow on 17.5.08 at a maximum total cost of £125.00

It was resolved to provisionally book 8 spaces for the new councillors' training course 17.5.08.

8047 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

- i) To consider quotation for computer maintenance/support [b/f TC 26.3.08] [Circ]**

Town Council resolved to accept quotation from Apex Computers for 1 year’s computer maintenance/support at a cost of £240.00 + VAT plus 2 years’ anti-virus at £68.00 + VAT

- ii) To consider works to allotment areas NB: Dumping of Rubbish SL**

- a) Quotation for allotment signs/installation costs [b/f TC 26.3.08] [Circ]**

Town Council accepted quotation from Smart Signs for supply of allotment signs at a cost of £237.00 plus posts/installation costs from John Reece at £200.00 + VAT

- b) Quotation for hedging at Sandy Lane allotments**

Town Council accepted quotation from John Reece to supply and plant Bourbon alongside chain-link fence plus 25 conifers to front of Sandy Lane allotments at a cost of £700.00 + VAT

- c) Quotation for allotment gate – Sandy Lane allotments [b/f TC 26.3.08] [Circ]**

Town Council accepted quotation from KRL Services for supply and installation of a fabricated wrought iron double gate to Sandy Lane allotments at a cost of £620.00 + VAT

Cllr D Jones declared an interest in this matter

- d) To consider works to Sandy Lane allotment area car park – uneven surface**

It was resolved to refer this item to Tendering Committee

- iii) To consider quotation for urgent repairs to Bowls Club Changing Room Roof [Circ]**

Town Council resolved to accept quotation for urgent repairs to Bowls Club roof at a cost of £310.00 + VAT

- iv) Cllr J Daniels - To consider citizen’s award**

Town Council considered a nomination from Cllr J Daniels for Citizens Award.

It was resolved to present Sgt Jason Layton of the Royal Marines with a Citizens Award following his presentation of a Gallantry Medal by the Queen for his outstanding service and leadership whilst serving in Afghanistan and to agenda further nominations for Citizens Awards in June/July.

Cllr K Thomas declared an interest in this matter

Cllr J Daniels declared an interest in Royal British Legion

The meeting closed at 8pm

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Mayor/Deputy