

CALDICOT TOWN COUNCIL

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

Present: Cllrs: D Evans, Mayor
P Watts, Deputy Mayor
C Ashwin
D Ashwin
J Bond
A Easson [left 7.40pm]
K Harris
J Haskey
R J Higginson
V Lloyd
A Perrett
M Stevens
R Stewart
S Webb

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

8086 Apologies

Apologies were received from Cllrs J S Daniels, J Marshall, K Thomas

8087 Open Forum for Public Participation [30 minutes]

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

- Shopmobility building/reserved parking area in Jubilee Way car park
- Traffic Calming at Longfellow Road
- Expenditure re: King George V Playing Fields
- Bus Stop at Longfellow Road – Mr P Coles commended Cllr J Marshall
- Flooding at Chepstow Road/Castle Lea – Cllr R J Higginson to pursue via Mon CC
- Youths fishing at Caldicot Castle – Mayor to investigate via Mon CC
- By-laws

8088 Declarations of Interest – to be identified under the relevant item

Cllr D Ashwin declared an interest in Min 8091 (9)

8089 To Approve the Minutes of Full Town Council Meeting 25.6.08

[Circ]

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

- Min 8081 (c) **delete** 'parking' **insert** 'party'
- Min 8081 (c) **delete** '24.9.08' **insert** '30.7.08'

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

8090 To Approve the Minutes of Planning Committee 8.07.08

[Circ]

The Minutes were approved as a true record

a) Mayor to Sign the Minutes

The Mayor signed the Minutes

8091 Correspondence [Circ unless marked*]

(1) The Shire Hall Stewards Request for donation

Town Council considered a request for donation and resolved not to donate to The Shire Hall Stewards.

*** (2) Shelter Cymru Appreciation for £100 donation**

Town Council noted the appreciation for £100 donation from Shelter Cymru.

*** (2a) Magor VAP School Appreciation for £100 donation**

Town Council noted the appreciation for £100 donation from Magor VAP School.

(3) One Voice Wales National Training Programme for Community And Town Councils in Wales

Town Council considered an invitation from One Voice Wales to participate in the new National Training Programmes.

It was resolved that Members notify the Clerk of any requirements in order to collate and send to One Voice Wales

(4) Welsh Assembly Govt Reviews of Electoral Arrangements Response by 19.9.08

Town Council deferred this item to Planning Committee 12.8.08 for further consideration.

(5) Mon CC 'Ash Path' Caldicot – Rogiet

Town Council resolved to request Mon CC liaise with Network Rail to upgrade the 'Ash Path' to an appropriate footpath

(6) Rural Community Action [RCA] Re: Request for Trustee Training

Town Council noted correspondence from RCA in relation to Trustee Training.

(7) Caldicot & District Chamber of Commerce Proposed Flagpole(s) at DLC, Caldicot & Trade

Town Council was advised that Caldicot & District Chamber of Commerce had withdrawn this item.

(8) Mon CC Service Questionnaire

Town Council noted Mon CC Service Questionnaire with responses to be sent direct to Mon CC in the envelope provided.

Cllr P Watts took the chair during consideration of the following item.

8091 (9) Torfaen CBC

**To Approve Statutory Increase from 12% - 17%
in Employer's Superannuation Contribution
from 1.4.09**

Town Council accepted notification of the Statutory Increase to be included in Estimates Committee.
Cllrs D Ashwin and D Evans declared an interest in this matter and left the room.

The Mayor resumed the chair

(10) Sports Turf Research Institute [STRI] To Consider Renewal of Subscription £309

Town Council resolved to renew subscription to STRI for 2008/09 at a cost of £309.

(11) Chief Executive, Mon CC Acknowledgment re: Support for RCA

Town Council noted an acknowledgement in this matter from the Chief Executive, Mon CC.

(12) Highways Engineer, Mon CC Re: Planters

Town Council considered correspondence from Mon CC advising that installation of a planter would be permitted at the 'Welcome to Caldicot' sign [Rogiet end] where the total height does not exceed 1 metre, as long as the pot accounted for less than half of that height, however, non essential street furniture within the Highway limit was unadvisable.

It was resolved to request that the ground at the 'Welcome to Caldicot' sign be levelled off and planters similar to those in Chepstow be installed beneath the sign.

(13) Area General Manager, Mon CC Connections Agreement Meetings – Request for Nomination

Town Council resolved to nominate Cllr P Watts to the Connections Agreement meetings, with Cllr J Bond as a reserve Member.

(14) Caldicot & District Chamber of Commerce & Trade Re: August Festival

Town Council considered a request from Caldicot & District Chamber of Commerce & Trade for use of Town Council stage trailer and steps for August Festival.

It was stated that Town Council stage trailer was obsolete.

It was resolved

- i) to permit Caldicot & District Chamber of Commerce & Trade use of the steps subject to its own transport arrangements**
- ii) to scrap the trailer**

(15) Morières-les-Avignon Official Invitation to Morières – September 08

Town Council noted the official invitation from Morières.

It was confirmed that 8 representatives from Town Council were visiting Morières in September.

It was resolved to request if Caldicot Bowls Club, Caldicot AFC or Caldicot RFC were interested in filling the 2 available spaces.

A Member advised they had been approached by Caldicot Twinning Association in relation to the visit.

8091 (16) Crossroads South East Wales

**Re: Changes within Crossroads Organisation
[Newsletter Displayed]**

Town Council noted correspondence from Crossroads advising that local schemes have merged and become one organisation.

(17) Monmouth Town Council

Re: CCTV

It was resolved that Cllrs D Evans and J Marshall represent Town Council, as an approved duty, at a working party meeting with Monmouth Town Council to discuss CCTV.

8092 Publications, Minutes, Etc [Displayed]

[A] NALC	Direct Information Service issues 686–688 (inc)
[B] Plus Publishing Services	Local Council's Update Issue No 105
[C] NALC	Local Council Review, July 08
[D] Clerks & Councils Direct	July 08, Issue 58
[E] STRI	Bulletin, July 08
[F] Môr Hafren Area Cttee	Agenda/Minutes 23.7.08
[G] Severnside Area Forum	Minutes 17.6.08
[H] Caldicot Medical Group	Agenda 8.7.08
[I] Mon CC	Countryside Volunteer Newsletter
[J] International Tree Foundation	Trees are News
[K] Association of Burial Authorities	abainfo, Spring 2008
[L] Welsh Assembly Govt	Local Govt Partnership Scheme/Report 2006-7
[M] Local Works	Guide to the Sustainable Communities Act
[N] Mon CC	Summer Activities 2008
[O] Play for Wales	Summer 2008
[P] European Union	Inforegio news, June 08, July 08

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

8093 Planning [Displayed]

A) Planning Applications Received

DC/2007/01137: [Amended] Erection of dormer bungalow – 15 Dewstow Road, Caldicot
TC Approved

DC/2008/00781: Outline planning permission – building plot, 63 Longcroft Road, Caldicot
TC Approved

DC/2008/00782: Rear single storey extension and rear conservatory – 63 Longcroft Road, Caldicot
TC Approved

DC/2008/00836: Single storey side extension – 18 Keats Road, Caldicot
TC Approved

DC/2008/00849: Conversion of mid terraced two bedroom cottage to 2 no. two bedroom flats – 12 Pill Row, Caldicot **TC Refused***

***Not appropriate to be converted on the grounds of Health & Safety**

- **increased number of vehicles**
- **access issues**
- **kitchens adjacent to bedrooms**
- **noise issues**

B) Mon CC Planning Information

i) Approval of Planning Permission

DC/2008/00445 [Amended]: Removal of demountables, space to be used for new additional parking and altered pedestrian access – Sandy Lane Infants School **TC App 28.5.08**

ii) Notice of Appeal Against a Refusal

DC/2007/01326: Retention of children’s play area, built in the form of a castle/fort (revised scheme) – The Castle Inn, 64 Church Road, Caldicot **TC App 31.10.07**

DC/2008/00054: Building plot in garden – 63 Sandy Lane, Caldicot **TC App 12.2.08**

DC/2008/00064: Outline application for 3 no. detached dwellings – 80 Church Road, Caldicot **TC App 12.2.08**

iii) Planning Committee Agenda – 15.7.08, 29.7.08

Town Council noted Planning Information (i) to (iii) above from Mon CC.

8094 Finance [Circ]

a) To Approve Updated Cheque List Schedule

It was resolved to approve the updated Cheque List Schedule as circulated.

b) To Approve Financial Comparison 1.4.08-30.6.08

It was resolved to approve Financial Comparison 1.4.08 – 30.6.08

c) To Approve Updated Donations and Contributions Schedule

It was resolved to approve the updated Donations and Contributions Schedule as circulated.

**8095 To Approve Minutes of Personnel Committee 15.7.08 [Page 1] [Circ]
[See Committee for Page 2]**

The Minutes of Personnel Committee 15.7.08 were approved.

a) To Consider/Approve Recommendations

It was resolved to approve the recommendations of Personnel Committee 15.7.08 subject to items 5a) and 5b) being considered at Planning Committee 12.8.08

8096 Items of Business Submitted by Members [Circ]

(1) Cllr R Stewart - Re: Wreath Morières-les-Avignon [b/f TC 25.6.08]

Town Council considered correspondence from Cllr R Stewart in relation to the laying of a wreath in Morières-les-Avignon on the occasion of the annual commemoration of France's wars.

It was resolved that Town Council arrange for a Wreath to be sent to Morières each May.

(2) Cllr D Ashwin - Re: Town Council Meeting 25.6.08

i) Town Council Meeting 25.6.08

Cllr Ashwin expressed his discontent in relation to Cllr R J Higginson's 'point of order' at Town Council meeting 25.6.08. Cllr Higginson responded with his reasons for raising the 'point of order'.

ii) Bus Shelters – Green Lane/Severn View

In response to a request regarding the installation of bus shelters at Green Lane and Station Road the Mayor updated Cllr Ashwin on progress in this matter.

The Mayor referred Cllr Ashwin to approval of Town Council Minutes 25.6.08 where it was resolved to accept a maximum of two items of business per Member on to an agenda and did not accept discussion on items (iii) to (v) below.

iii) August Pop Festival

This item was not discussed

iv) Pelican Crossing White Hart

This item was not discussed

v) CCTV

This item was not discussed

(3) Cllr J Marshall - Re: Cllr J Daniel's Letter on Flooding Forum

In the absence of Cllr Marshall this item was withdrawn from the agenda

(4) Cllr P Watts - Re: Support for Rural Community Action [RCA]

This item was withdrawn from the agenda

(5) Cllr D Ashwin - Re: Reserved Parking – Jubilee Way Car Park

This item was not discussed – See Min 8096 (2) above

(6) Cllr J Marshall - Re: Bus Stop in Longfellow Road

In the absence of Cllr Marshall this item was withdrawn from the agenda

8096 (7) Cllr A Perrett - Re: Request to set up Transition Committee

Cllr A Perrett gave a short presentation on the setting up of a Transition Committee.

Town Council supported Cllr Perrett in his efforts in setting up a Transition Committee and requested interested Members liaise with Cllr Perrett.

(8) Cllr J Daniels - Re: Grant to Chamber of Commerce/Registering gifts/hospitality

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

**8097 To Note Best Kept Garden Competition/Citizen's Awards – 9.9.08
[See Committee]**

Town Council noted the date for presentation of Best Kept Garden Competition/Citizen's Awards [following Planning Committee].

8098 CCTV

a) To note Mon CC CCTV Working Group Meeting 17.7.08

Town Council noted the date for Mon CC CCTV Working Group meeting.

b) Performance Statistics for Caldicot - June 08 received

Town Council noted receipt of performance statistics for Caldicot, available in Town Council office.

c) To approve payment for CCTV April to June 08 - £2,946.75 – Reminder Received 17.7.08

Town Council approved quarterly payment of £2,946.75 [including 2.5% cost of living increase] for CCTV April to June 08

Proceedings were suspended to allow Trustees to consider the following item:

8099 King George V Playing Fields [KGVPF]

i) To Approve Notes of Meeting 9.7.08 [Circ]

The Notes of meeting 9.7.08 were approved

a) To Consider Signs at KGVPF

It was resolved to obtain costs for signs at KGVPF

b) To Consider Installation of Dog Bins

It was resolved to install an additional dog bin at KGVPF

c) CC28 – Charities Commission - Disposal of Land [Circ]

Town Council noted the above Publication CC28

It was resolved to send a letter of appreciation to Mr Rhodri Edwards for the meeting with Town Council 9.7.08.

Normal proceedings resumed

8100 Reports

a) Town Council Representatives on Outside Bodies

Cllr R J Higginson reported on the Planning Appeal held at County Hall 23.7.08 re: 7 Deep Weir, Caldicot

b) Governors

There were no Governors' reports

c) Working Party Meeting 24.6.08 – Town Council Survey – Cllr J Bond

Cllr J Bond reported on the recent Working Party meeting [Cllrs JB/KH/VL/AP/MS/PW/SW]

Town Council approved the Town Council Survey for distribution, subject to the addition of Cllr J Haskey's contact details and changes to collection points being undertaken by Cllr Bond.

d) Footpath Survey – Cllr A Perrett

Cllr A Perrett requested Footpath Surveys be returned to him within the next 2 weeks in order to compile a draft report to Mon CC

e) Site Meeting 11.7.08 Cllrs D Evans, K Harris with Highways Manager, Mon CC

Cllrs D Evans and K Harris reported on the recent site meeting at West End.

A discussion ensued and the following items were discussed:

- current resurfacing works
- bus stop - Longfellow Road
- Safe Routes to Schools
- speed humps/traffic calming
- Road Safety Strategy

f) Other

There were no other reports.

8101 Committee – the public and press 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

Town Council resolved to nominate Cllrs K Harris, R J Higginson and A Perrett to an Appeals Panel prior to consideration of the following item.

i) To Approve Minutes of Personnel Committee [Page 2] [To Follow] [Ref: Item 10 above]

The Minutes of Personnel Committee 15.7.08 were approved

a) To Consider/Approve Recommendations

It was resolved to approve the recommendations of Personnel Committee 15.7.08 subject to (a) delete 'health and safety' add 'due to health and safety legislation'

ii) To Consider Nominations for Citizen's Awards

It was resolved to accept nominations for Mrs M Heron and Mrs S Ford to be presented with Citizen's Awards 9.9.08

iii) To Consider quotation re: tree survey [b/f TC 25.6.08] [Circ]

It was resolved to accept quotation from Treecare Contracting for tree works at Caldicot Cemetery at a cost of £640 + VAT and KGVPF at a cost of £480 + VAT

iv) To Consider quotation for spraying cemetery weeds [Circ]

It was resolved to accept quotation from Complete Weed Control for spraying weeds at Caldicot Cemetery at a cost of £320 + VAT

The Clerk advised that the hedge near to the childrens' area of the cemetery required trimming.

It was resolved to accept quotation from Willow Landscapes to trim hedge near to the childrens' area of the cemetery at a cost of £90

v) To Consider quotations re: S/L Allotments car park [Circ]

It was resolved to accept quotation from John Reece to level with scalplings and compact car park area at Sandy Lane allotments at a cost of £900 + VAT and to request quotation for edging to the car park area

vi) To Consider Tenders for Memorial Headstone Inspection

Town Council considered tenders for memorial headstone inspection at Caldicot Cemetery.

It was resolved to accept quotation from John Ball to hand test each headstone at a cost of £1.50 per headstone and £65 per headstone to reinstate any headstone deemed unsafe.

vii) To Consider Tenders for Bowls Green Contract

Town Council considered tenders for bowls Green Contract.

It was resolved to accept quotation from Peter Villars Landscapes for 1 year bowling green contract from 1.10.08 – 30.9.09 at a cost of £11,387.25 + VAT

viii) To Consider Tenders for Xmas Lighting 2008

Town Council considered tenders for erection/dismantling of Xmas lights 2008.

It was resolved to accept quotation from Southern Electricity Company at a cost of £4,095.00 + VAT

The meeting closed at 9.10pm

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Mayor/Deputy Mayor