

CALDICOT TOWN COUNCIL

Sandy Lane
Caldicot

Minutes of meeting of Full Town Council held at 6.30pm on Wednesday 30th November 2005 at Caldicot Day Luncheon Centre.

PRESENT:

Cllrs P Tidmarsh, Mayor	J Harris
J Daniels, Deputy Mayor	R J Higginson
D Ashwin	G Jenkins
C Babb	J Marshall
E Davies	J Roberts [6.50pm]
D Evans	R Stewart
J Haskey	K Thomas

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

The Mayor commended the fireworks display 6.11.05. It was agreed to send a letter of appreciation to the organisers of the fireworks display.

7584 Apologies

Apologies were received from Cllr W Edwards and Cllr J Roberts [late]

7585 Open Forum for Public Participation

No questions were posed in the Open Forum for Public Participation

7586 Declarations of Interest

Cllr J Daniels declared an interest in Min 7591 (1b)

Cllr G Jenkins declared an interest in Min 7591 (6) and Plan M/12248

Cllr J Marshall declared an interest in Min 7591 (8) and (11)

Cllr R J Higginson declared an interest in Min 7591 (9) and Min 7592 [C]

Cllr R Stewart declared an interest in Planning Matters

7587 To Approve the Minutes of Full Town Council Meeting 26th October 2005 [Circ]

The Minutes were approved as a true record.

a) To Approve Min 7537 –Appendix A – For Accuracy Only [Circ] [b/f TC 26.10.05]

Min 7537 was approved as a true record.

b) Matters Arising Update Sheet [Circ]

Town Council noted the Matters Arising Updated Sheet and further Update, circulated at the meeting.

It was agreed to write to Mr Dave Harris, Head of Highways, Mon CC to request a copy of the apparent covenant in relation to Jubilee Way Car Park.

c) Mayor to Sign the Minutes

The Mayor signed the Minutes.

7588 To Approve the Minutes of KGVPF Charity Trust Committee 3rd November 2005 [Circ]

The Minutes were approved as a true record.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes.

7589 To Approve the Minutes of Planning Committee Meeting 8th November 2005 [Circ]

The Minutes were approved subject to “*Cllr K Thomas*” being inserted under ‘Present’ and deleted from ‘Apologies’.

It was stated that only two Members [plus Clerk and Admin Assistant] attended the Trustee Training Course held at Caldicot Rugby Club 24.11.05.

a) Mayor to Sign the Minutes

The Mayor signed the Minutes.

7590 To Approve the Minutes of Special Meeting 14th November 2005 [Circ]

The Minutes were approved as a true record.

a) Mayor to Sign the Minutes

7591 Correspondence [Circ unless marked*]

(1) Girlguiding

Request for Donation

Town Council resolved to donate £25 to Girlguiding [RJH/JD].

(1a) Girlguiding Gwent

Request for Grant Assistance

Town Council resolved to write a letter of support to assist in obtaining grants in respect of a planned international Guide Camp to be based at David Broome Centre.

(1b) Caldicot & District Royal British Legion

Request for £260 re: Remembrance Sunday Parade

It was proposed by Cllr R J Higginson and seconded by Cllr D Evans to donate £250 to Caldicot & District Royal British Legion as per budget 2005/06. An Amendment was proposed by Cllr R Stewart, seconded by Cllr J Marshall to donate £260 as requested by Caldicot & District Royal British Legion. A vote ensued - 4 For the Amendment: 9 For the Proposal.

It was resolved to donate £250 to Caldicot & District Royal British Legion.

Cllr J Daniels declared an interest in this matter and withdrew from the meeting

(1c) Eisteddfod Genedlaethol Cymru

Request for Donation

Town Council resolved to donate £25 to Eisteddfod Genedlaethol Cymru [RJH/JD].

7591* (1d) Eisteddfod yr Urdd

Appreciation for Donation

Town Council noted appreciation for donation from Eisteddfod yr Urdd.

*** (1e) Homemakers Community Recycling**

Appreciation for Donation

Town Council noted appreciation for donation from Homemakers Community Recycling.

(1f) Crossroads

Request for Donation

Town Council resolved to donate £25 to Monmouthshire Crossroads [RJH/JD].

(1g) Caldicot and District Chamber of Commerce

**Appreciation for Donation - Refer to Corresp.
LG Act S137 – donations can be made to “a
body which provides any public service
otherwise than for the purposes of gain”**

Town Council noted the appreciation for donation of £2,000 for the fireworks event held 6.11.05.

Town Council considered Profit and Loss Statement for Festival 2005 [circulated at the meeting] in conjunction with the Profit and Loss Statement for Festival 2004 and Fireworks 2004. Reference was made to a profit of £2997 shown on the Festival 2004 account, which did not appear to be carried forward to the Fireworks 2005. The Clerk clarified the council’s authority in relation to donations, ie *“a body which provides any public service otherwise than for the purposes of gain”*. Members also requested clarification of £413.22 for ‘hospitality’.

It was resolved to request clarification from Caldicot and District Chamber of Commerce and re-submitted accounts in relation to the Festival 2004/2005 and Fireworks 2004/2005.

(2) County Cllr J Harris

To Promote Caldicot

(2a) County Cllr J Harris

Re: Heritage Trail

(2b) County Cllr J Harris

Council Fireworks Display 2006

(2c) County Cllr J Harris

Re: Dog Fouling Bins

(2d) County Cllr J Harris

Citizens Awards

(2e) County Cllr J Harris

Re: ‘Bogus Caller’ issue

(2f) County Cllr J Harris

Re: Road Show by Chief Executive

It was resolved to defer items (2) to (2f) above to Town Council meeting 25.1.06.

(3) Mon CC

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

Town Council considered correspondence from Mon CC advising of the allocation of funds from Commuted Sum Payments Arising from Local Housing Development at Church Road, Caldicot.

A discussion ensued with regard to the changing room upgrade at Caldicot Comprehensive School being funded from Mon CC Education budget. It was stated that numerous organisations use the changing room facilities outside of school hours.

It was resolved to request clarification from Mon CC as to why the Scout Group qualifies as adult recreation.

Cllrs R J Higginson and J Harris declared an interest in this matter

7591 (4) Mr G Powell

Re: Request for Meeting with Town Council

It was resolved to acknowledge correspondence from Mr G Powell requesting any specific concerns about Town Council be put in writing.

(5) Cllr R J Higginson

Honouring Local People

Town Council considered nominations from Cllr R J Higginson for suggested Town Council plaque and Certificate for achievements/services to the community.

Further nominations were offered – Matthew Damsell and Lisa Buffin

It was resolved to defer this matter to Town Council meeting 25.1.06

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

(6) Caldicot Regeneration Group

Re: Disappointment

Town Council resolved to acknowledge a letter from Caldicot Regeneration Group for its comments in relation to car parking charges in Caldicot.

Cllr G Jenkins and D Evans declared an interest in this matter

(7) Mon CC

Re: Town Council Benches

Town Council considered correspondence from Mon CC in relation to costs to repair the benches in the town centre.

A discussion ensued and it was stated that Mon CC should repair the benches if they were deemed unsafe under health and safety.

Proceedings were suspended to allow Mr G Ballisat, Mon CC Area Manager, to clarify the situation. Mr Ballisat stated that if funds were not available to repair the benches they would be removed if considered unsafe.

Town Council resolved to contribute a maximum of £900 towards replacement slats to benches in the town centre.

Cllr J Harris declared an interest in this matter

(8) Mon CC

Re: Gray Hill Surgery

See Item (11)

Cllr J Marshall declared an interest in this matter

(9) Mon CC

Consultation on the Council's Budget for 06/07

(9a) Magor with Undy CC

Meeting with G Down

Town Council considered correspondence from the Mon CC Cabinet Member for Finance requesting if Town and Community Councils would be interested in a meeting to discuss and debate Mon CC budget for 2006/07.

Town Council also considered correspondence from Magor and Undy CC requesting a joint meeting in this matter.

It was resolved to hold a joint meeting with Magor and Undy CC and request local Community Councils also be invited to attend

Cllr R J Higginson declared an interest in this matter

7591 (10) Welsh Assembly Government

Review of Local Service Delivery in Wales – Opportunity to Contribute [Comments]

Town Council noted correspondence from Welsh Assembly Government in relation to the examination of arrangements for local service delivery in Wales.

(11) Community Health Council

Re: Response to Meet with Gray Hill Surgery

Town Council noted correspondence from Community Health Council in relation to dates for representatives of Town Council to meet with Gray Hill Surgery.

It was resolved that the Clerk liaise with Cllrs J Daniels and J Haskey when dates were made available.

Cllr J Marshall declared an interest in this matter

(11a) Board of Community Health Councils in Wales

Review of Community Health Councils to Consider Whether Present Arrangements are Satisfactory or Whether Alternative Configurations Would Be Better [Comments]

Town Council noted correspondence from Board of Community Health Councils in Wales requesting informal comments in this matter.

(12) Mon CC

Installation of Real Time Passenger Information Displays in Bus Shelters

Town Council noted correspondence from Mon CC stating work to install the display units for the Real Time Passenger Information project had been scheduled to start early December 2005.

*** (13) Mon CC**

Brown Signage on Entering Caldicot [b/f TC26.10.05] MCC to Fund – TC to Nominate Representative to Work on Developing Signs with Mon CC Area Services Officer

Town Council resolved to nominate Cllr P Tidmarsh to work on developing signs with Mon CC Area Services Officer.

7592 Publications, Minutes, Etc [DISPLAYED]

[A] Mon CC, Cabinet	Agenda/Mins 2.11.05, 17.11.05
[B] Mon CC Severnside Area Forum	Agenda/Mins 2.11.05
[C] Mon CC Severnside Area Committee	Agenda/Mins 23.11.05
[D] NALC Direct Information Service	Issue No 618, 619
[E] NALC	Local Council Review – November 2005
[F] Plus Publishing Services	Local Council's Update Issues N 73
[G] Mon Area CHC Committee	Agenda/Mins 22.11.05
[H] Sewta	Business Plan 2005/06
[I] Allotments and Leisure Gardener	Issue 4
[J] Public Services Ombudsman for Wales	Annual Report 2004/05

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

Cllr R J Higginson declared an interest in publication [C] above.

7593 Planning [Displayed]

A) Planning Applications

Plan M/11512: Garages Converted and Extended to Form Ground Floor Flat with New Access off Newport Road, Providing Vehicular Access onto Drive – No 1 Norman Court, Off Newport Road, Caldicot
TC Approved

Plan M/12237: Single Storey Extension & Alterations – 3 Priory Close, Caldicot
TC Approved

Plan M/12242: Parking of Mini-Bus Within Curtilage of Dwelling – 5 Budden Crescent, Caldicot
TC Approved

It was resolved to acknowledge copy objection to Mon CC in relation to Plan M/12242 from a local resident [circulated at the meeting].

Cllr K Thomas declared an interest in this matter

Plan M/12248: Rear Single Storey Lean To Extension – 30 Heol Glaslyn, Caldicot
TC Approved

Cllr G Jenkins declared an interest in Plan M/12248

Plan M/12276: 2 Storey Extension to Side of Dwelling to Include Hall, Kitchen, Bedroom and Bathroom – 7 Elan Way, Caldicot
TC Approved

B) Mon CC Planning Information

i) Planning Permission

Plan M/12087: Two Storey Extension to Side of Existing Dwelling, Plus Porch to Front – 42 Green Lane, Caldicot
TC Approved 28.9.05

Plan M/12104: 2nd Storey Extension on Top of Existing Flat Roof Extension – 6 Sycamore Avenue, Caldicot
TC Approved 11.10.05

Plan M/ 12110: Single Storey Extension to Side of Existing Dwelling – 41 Fernleigh Road, Caldicot
TC Approved 11.10.05

(ii) List of Planning Applications Received/Delegated Decision Lists/New Enforcement Cases and Resolved Cases [Displayed]

31.10.05 - 04.11.05

07.11.05 - 11.11.05

(iii) Mon CC Planning Agenda 15.11.05 – For Information

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

7594 Cheque List Schedule Update [Circ]

Town Council approved the updated Cheque List Schedule.

7595 Donations and Contributions Schedule Update [Circ]

Town Council approved the updated Donations and Contributions Schedule

7596 To Arrange Date for Estimates Committee [Planning Cttee 13.12.05]

It was resolved that a meeting of Finance Committee [Estimates Committee] be convened at 7pm following Planning Committee on 13.12.05 at DLC

Proceedings were suspended to consider the following issues relating to KGVPF.

7597 KGVPF

a) Cllr R J Higginson – [b/f TC 26.10.05, TC 3.11.05] [Circ]

b) Response Caldicot AFC re: Locking of Gates [Circ]

Cllr R J Higginson referred to the AFC gates being locked on occasions during the day.

It was resolved:

- i) to insist that Caldicot AFC place two key holders on the gates for health and safety reasons if the gates are locked at any time during matches/training
- ii) to remind Caldicot AFC of its commitment in relation to the gates, ie "consultation between Groundsman and Football Club to lock gates (gates to be opened during daylight hours)".

c) To Note Questions Submitted to Charity Commissioners 22.11.05

Noted – It was agreed that the submitted questions be provided at Planning Committee 10.1.05

d) NPFA to meet with Members 10.1.06 [Following Planning Cttee]

Noted

e) To Note Dangerous Spikes Removed from KGVPF Entrance

Noted

f) Shrubs at Front KGVPF – Cllr P Tidmarsh

Cllr Tidmarsh referred to unsightly shrubs along the front of KGVPF.

It was resolved to defer this matter pending inspection of the shrubs.

g) To Extend Double Yellow Lines at Entrance to KGVPF – Cllr P Tidmarsh

Cllr Tidmarsh requested an extension to double yellow lines at the entrance to KGVPF. A discussion ensued and Members' opinions were expressed in relation to parking at the entrance to KGVPF.

Reference was made to the obstruction of emergency services to the KGVPF if the entrance became "blocked".

It was resolved to request clarification from Mon CC on ownership of the splay at the entrance to KGVPF Town Council to further consider the possibility of double-yellow lines in this area.

**7598 Cllr K Thomas – To Implement Tendering Sub Committee [b/f TC 29.9.05, TC 26.10.05]
[To Note Financial Regulations Adopted by Town Council, Approved by Audit in Place]**

Town Council considered the implementation of a Tendering Sub Committee to consider financial contracts for specific projects.

It was resolved that a Tendering Sub Committee be implemented and Cllrs P Tidmarsh, J Roberts, K Thomas, C Babb, D Evans and R Stewart be nominated representative on the Sub Committee.

**7599 Extremely Urgent Committee [Mayor, Deputy + 1 Cllr]
Internal Audit Recommendation 9.3 *"The Council should review the need for an Extremely Urgent Committee. If the decision is taken to retain this Committee, then the Council should review its Standing Orders to set out the purpose, functions and powers of the Committee"*.**

It was resolved to defer this matter to Town Council meeting 25.1.06 to consider terms of reference of the Extremely Urgent Committee for ratification at the Annual meeting.

7600 Caldicot Cemetery

a) Headstones - Unightly [b/f 8.11.05]

Reference was made to "unightly" headstones in the Cemetery. It was stated that leaning headstones was a common problem in all cemeteries, however all headstones in Caldicot cemetery had been deemed safe. It was stated that this matter had been raised as a result of adverse criticism in the local press by one local resident and Cllr R King. Members disagreed with the criticism and expressed their pride in the condition of Caldicot Cemetery

Cllr J Marshall requested Town Council consider an offer made by Town Council Groundsman to re-position leaning headstones at a recent site meeting at the cemetery. It was clarified that headstones were the responsibility of the family and that Town Council or its Groundsman had no authority to do anything with them other than ensure they were safe.

It was resolved that Health and Safety Committee undertake a visual inspection of the cemetery with a possible view to contacting families in connection with leaning headstones.

Cllr C Babb wished it recorded that he objected to the pre-conceived decision to hand over Caldicot Cemetery to Mon CC.

- b) **Mon CC Inspected Cemetery Tuesday 22.11.05 Re: Transfer:**
- **To Note: Further Two Diseased Trees Require Removal**
 - **Japanese Knotweed [Notifiable Weed] in Hedge Requires Removal**

Members considered the report of Mon CC Inspection 22.11.05.

It was resolved to remove two further diseased trees and the Japanese Knotweed from the Cemetery.

7601 CCTV

- a) **Notes CCTV Working Party 11.11.05 [Circ]**
- b) **CCTV Development Officer, Mon CC – Briefing Report [Circ]**

Town Council noted (a) and (b) above.

- c) **To Note Visit Arranged To Control Centre - 11.30pm Friday 9.12.05 [CCTV Working Party]**

A discussion ensued regarding justification of CCTV in relation to value for money and crime reduction. The proposed visit to the Control Centre on 9.12.05 and outstanding payment of £23,000 to Mon CC in relation to CCTV were also discussed.

It was resolved:

- i) that Cllrs P Tidmarsh, J Daniels, D Evans, J Haskey, J Marshall and R Stewart visit the Control Centre at 6.30pm on Friday 9.12.05 [own transport to be arranged].
- ii) to defer this matter to Planning Committee 13.12.05 pending a report following (i) above.

Cllr J Harris declared an interest in this matter

7602 Twinning – No Response From Morières to Date

Town Council noted no response from Morières to date in relation to the proposed visit 30.4.06.

7603 To Note Grant Application Date for Projects 15.4.06 - 31.8.06 Expired 17.10.05 [TC 26.10.05 Agreed to Invite Morières 30.4.06] – To Clarify Grant Situation

The Clerk advised Members of difficulty in obtaining a twinning grant application form for the proposed visit 30.4.05. The Mayor provided the Clerk with a sheet containing web site information in relation to grant application.

7604 Bi-Lingual Headed Paper – Cllr R Stewart

It was resolved to defer this item to Town Council meeting 25.1.06.

7605 Town Council Sign [Min 7538 (16a) (iii) *It was resolved to replace Caldicot Town Council ‘No Parking’ sign*] – To Consider Bi-Lingual – Cllr P Tidmarsh [Circ]

Town Council resolved to provide a bi-lingual sign for Town Council building.

7606 Dog Fouling – Awaiting Mon CC and Ward Members’ Response

Town Council considered an update from Mon CC in relation to Mon CC policy on dog fouling, circulated at the meeting.

A lengthy discussion ensued regarding Town Council’s decision in principle to install additional litterbins to accommodate dog fouling and proposed changes to Mon CC collection of refuse and recyclable materials.

It was resolved to await information from Mon CC in relation to costs for installing and emptying additional litterbins in Caldicot.

7607 Cllr P Tidmarsh – Request for Bus Shelters at Green Lane and Near to Durand Road

It was resolved to consider a request for additional bus shelters in Estimates Committee 13.12.05

7608 To Note TC Meeting Date for December [28.12.05] Falls Within Office Closure for Christmas Holidays [26.12.05 – 2.1.06 inclusive] – To Consider Urgent Items at Planning Committee 13.12.05

Town Council noted office closure for Christmas holidays and resolved to consider urgent items at Planning Committee 13.12.05.

7609 Reports

a) Governors

Cllrs C Babb and R Stewart referred to favourable results for the recent school inspection at Green Lane, particularly in relation to Special Needs and also referred to the threat of closing hanging over the School.

Cllr R Stewart congratulated Cllr J Roberts on her appointment to Sandy Lane Governing Body.

b) Other

Cllrs J Daniels and R J Higginson reported on the recent Police Liaison Committee conference held in relation to the proposed reform for Policing in Wales.

7610 Proceedings were suspended to introduce Inspector Jeff Smith, who replaced Inspector Marc Budden at Caldicot Police Station.

Insp Smith introduced himself and outlined his 23 years service within the Police Force and his objectives for policing in Caldicot, ie working closely with Members and the local press.

Insp Smith was requested to comment on CCTV in Caldicot, to which he stated CCTV was “a very effective tool, which helped prevent and detect crime in Caldicot”.

The Mayor thanked Insp Smith for attending the meeting.

7611 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

- 1. To Approve Minutes of Personnel Committee Meeting 13.9.05 [b/f TC 28.9.05, TC 26.10.05] [Circ]**

The Minutes of Personnel Committee meeting 13.9.05 were approved.

- 2. Mon CC Invoices Re: KGVPF/Cemetery [b/f TC 28.9.05, TC 26.10.05, TC 3.11.05]**
 - a) Inspection of Works – To Confirm**
 - b) Issue of Gates – To Resolve**
 - d) Payment of Invoice – To Approve**

Further discussions ensued regarding authorisation given to Mon CC to replace gateposts at Town Council compound.

It was confirmed that an offer for reduction of 50% the invoice total for the gateposts had been received in writing from Mon CC.

Cllr J Roberts wished it recorded that she was opposed to Town Council making any payment towards the gateposts and if payment was made, she would seriously have to reconsider her position on Town Council. Cllr Roberts further stated the individual who authorised the work should pay for it personally.

It was resolved to defer this matter to Planning Committee 13.12.05 pending further consideration of correspondence received in relation to this matter.

Cllr J Harris declared an interest in this matter