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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Monthly Council meeting held on 12th September 2017 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:30 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present:  Mr Mat Taylor (Chairman)  Mr Mike Rigby  Mrs Linda Southworth-Stevens  Mrs Lisa Clark  Mr Geoff Stockham  Mrs Catherine Grady    Apologies: Mrs Susan Davies (ill), Dr Phil Coles (ill), Mrs Clare Johnson (ill)  In attendance: 6 members of public, City Councillors Richard White & Tom Suller, PCSO Rod Caddy, CO Mike Ashford and CO Bonny Grant (Gwent Police), G C Thomas (Clerk)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The minutes of the Council Meeting held on 11th July 2017 were agreed to be a true record and signed by the Chairman.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_  **65. RESIGNATION**  Members were sorry to receive the resignation of Councillor Carol-Anne Heaven from the Council.  The Council declared a vacancy and asked the Clerk to arrange the necessary notices.  **66. DECLARATION OF INTERESTS**  No interests were declared.  **67. PUBLIC PARTICIPATION**  a) Four residents of Mallards Reach raised issues concerning a bank of land between Mallards Reach and The Meadows in Marshfield. The residents were concerned about the lack of maintenance to trees and vegetation by Newport City Council and the alleged encroachment of private residences into what is seen as public land.  ***Following discussion, including some updates on action it was understood was being taken by Newport City Council, the Community Council agreed to write to Newport City Council in support of the resident’s concerns.***  b) A member of public told Members that the area around the multi-use games area had become a mess with old lawn mowers, tyres, cardboard and skateboard jumps laying around.  Councillor Taylor agreed to raise the matter with the Village Hall Management Committee.  c) A member of public produced a copy of a leaflet that had been delivered through the door of some houses in Marshfield. The leaflet asked residents to sell their house and offered to give 5% to Marshfield Primary School.  ***The Council agreed that the school should be informed of the leaflet.***  d) Councillor Taylor proposed that the Council writes to introduce itself to the new headteacher of Marshfield Primary school.  ***Members agreed with this proposal.***  **68. POLICE MATTERS**  a) PCSO Rod Caddy gave an update on staffing changes. He will be seen more in Marshfield as PCSO Caroline Doidge is to become more involved with the Maesglas area. He introduced two new PCSO recruits CO286 Mike Ashford and CO283 Bonny Grant.  b) The monthly police report had been circulated and was noted by Members.  c) PCSO Caddy said that speed checks had recently taken place in the area. Councillor Taylor said the Community Speed Watch Scheme is in the process of being taken up by the Community Council.  Councillor Suller had witnessed excessive speeds on the A48 in the evening and suggested that speed checks are done during that time of the day.  **69. CITY COUNCILLORS**  a) Councillor White reported that the Newport City Council had checked the lining and layout of the junction of Marshfield Road and the A48 following complaints that cars turning right from the Cardiff direction were blocking the view of divers turning right out of Marshfield Road. The checks had shown that all is in order and it was suggested that bad driving is the cause of the problem.  b) Councillor Grady asked for better general maintenance of roadside vegetation obscuring road signs and cleaning of signs.  Councillor Taylor told Members that he had used the Twitter method of contacting Newport City Council which could be useful to report future issues. He offered to explain if anyone was unsure how to use it.  **70. X16 BUS UPDATE**  Councillor Taylor told the meeting that discussions with Newport CC were ongoing. He had received 425 replies to the public survey concerning the bus service and these will be used in future discussions. At present, the direct response service is continuing and more stops have been added to its route. NAT has been added to the bus service providers and may be included in future plans for bus services in the area.  There is a public meeting on 15th September when the matter is expected to be discussed further.  **71. COUNCIL VACANCIES**  The Council had received a number of enquiries from persons interested in becoming a community councillor and three people had been invited to attend the meeting to be considered for co-option.  The Council had received apologies from Dr Phil Coles and Mrs Clare Johnson. Mr Mark Dawkes was present and addressed the Council to express his interest in becoming a Member of the Council.  ***Councillor Taylor proposed that Mr Dawkes should be co-opted to fill one of the vacant seats on the Council. The Council unanimously resolved to agree to this proposal.***  Mr Dawkes signed a Declaration of Acceptance and took part in the following meeting.  **72. MULTI-USE GAMES AREA UPDATE**  Councillor Stockham told Members that he and Councillor Taylor had met with a representative of HAGS-SMP in July about the outstanding issues relating to the account. An offer had been made to eliminate the poor access charge and for the reinstatement to either be worked on again or no further work and a 50% reduction of the charge leaving £687.50+VAT due.  ***Councillor Taylor proposed that the Council accepts the offer, opting for the 50% reduction in the reinstatement charge. The Council unanimously resolved to accept this proposal and asked for a letter to be sent to the company with the final payment asking for action on the promised gate repair and delivery of the free sports equipment which was part of the deal.***  *(Councillor Rigby left the meeting)*  **REVIEW OF ACTIONS FROM PREVIOUS MEETING**  73. Police Matters - Monthly Report (Min 43a)  The Council was pleased to see the report included comparisons with previous months, as suggested.  74. Police Matters - Parking in Bus Stop Min 43b)  Members noted that there had been an improvement but parked cars were beginning to creep back into the bus stop near Berryhill Cottage.  75. Planters (Min 56)  The Council wished to thank Greenmoor nurseries for their continued sponsorship of the planters. The planters looked fabulous again this year filling the village with colour for residents to enjoy.  Councillor Grady expressed her annoyance that one newly planted planter had been vandalised.  This had not been reported to the Council but a report was seen in the Marshfield Mail. The resignation of Councillor Heaven who was making enquiries about the planters and the August break had delayed further action.  76. Volunteer Awards (Min 64a)  The Council was pleased to learn that Anthony Quilter and Caroline Antoniou had been shortlisted for the Gwent Association of Voluntary Organisations Volunteer Achievement Awards 2017, on 12th October. An invitation to attend the award ceremony was sent directly to the candidates and a further invitation was received for representatives of the nominees to provide photographs, attend and possibly speak at the event.  ***Councillors Taylor and Grady agreed to look into the matter.***  **77. FINANCIAL MATTERS**  a) Minutes  The minutes of the Finance & General Purposes Committee held on 24th July 2017 were confirmed and adopted by the Council.  b) Payments & Receipts Update  The Clerk had circulated an update of the payments and receipts including a bank reconciliation. Members noted the information.  c) External Audit 2016/17  BDO LLP wrote on 25th July to state that it is their intention to issue an unqualified certificate and report and there are no matters which they wish to draw to the attention of the Council.  The Annual Return required a slight amendment and the return was re-approved by the Council.  d) Request for a Donation to Keep Us Rural  *(Councillor Stockham declared an interest in the matter as he is a member of Keep Us Rural and outlined details of the work done by Keep Us Rural for the local area and wider surrounding areas. Councillor Stockham left the room during the decision on the request).*  Members undertook a lengthy discussion on the matter.  ***Councillor Southworth-Stevens proposed that it would be inappropriate for the Council to make a financial contribution to Keep Us Rural on this occasion, but the Council should consider further requests if KUR approaches it, in advance of any future action which directly benefits the residents of Castleton and Marshfield.***  ***There was one abstention and Council resolved to agree to the proposal by majority.***  Councillor Grady wished to minute that she was against part of the proposal because she felt a contribution should be given to this organisation on this occasion.  *(Councillor Stockham returned to the meeting).*  e) Invoices  The Council agreed to pay the following invoices:  Playground Safety Ltd – Annual safety inspection of two children’s play areas - £105.00  Castleton Turf & Soil Supp Ltd – 25Kg weed killer for allotments - £168.00  Newport CC – Rent for allotment site 1/8/17-31/7/18 - £105.00  f) Income  Newport City Council – Precept, 2nd instalment - £9081.12  HMRC – VAT repayment - £19633.54  g) Cheques  101685 Playground Safety Ltd – Children’s play area inspection (Min 77e) 105.00  101686 Cancelled  101687 G Thomas – Salary August (net) 443.17  101688 HMRC – PAYE August 110.80  101689 G Thomas – Internet connection August 18.00  101690 Castleton Turf & Soil (Min 77e) 168.00  101691 Newport CC – Allotment site rent 105.00  101692 HAGS\_SMP - Muga final payment (Min 72) 825.00  *(Councillor Dawkes left the meeting)*  **78. PLANNING MATTERS**  a) The Council confirmed and adopted the following observations already sent: -  ***To Newport City Council***  **MCC 851**  **Conex 17/0666**  **PROPOSAL**: PROPOSED DOUBLE GARAGE CONVERSION TO FORM NEW KITCHEN / UTILITY AND STORE ROOM.  **SITE:** 1 WOODFIELD CLOSE MARSHFIELD CF3 2TA  This is the first house in small close consisting of 4 detached houses. The Close runs off the busy main road that runs through Marshfield. The loss of car parking spaces resulting from the conversion may have parking implications to other residents in this small close, particularly in relation to the turning and reversing of large delivery vans and lorries.  **MCC 852**  **Conex 17/0751**  **PROPOSAL**: CROWN LIFT 2NO. SCOTT PINT TREES PROTECTED BY TPO 77/MON  **SITE**: 3, Wellfield Court, Marshfield, Cardiff, CF3 2TJ  **APPLICATION TYPE**: Tree Preservation Orders  The Community Council does not wish to make any comments.  **MCC 853**  **Conex 17/0774**  **PROPOSAL**: NEW ENTRANCE PORCH TO PRINCIPLE ELEVATION AND SINGLE STOREY EXTENSION TO REAR (RESUBMISSION FOLLOWING REFUSAL OF 17/0430)  **SITE:** 4, CHANNEL VIEW, CASTLETON, CARDIFF, CF3 2UP  **APPLICATION TYPE:** Full  The Community Council does not wish to make any comments.  **MCC 854**  **Conex 17/0747**  **PROPOSAL**: CONVERSION OF GARAGE TO UTILITY ROOM AND STUDY, REPLACEMENT OF GARAGE DOOR WITH WINDOW TO FRONT ELEVATION  **SITE:** 7, CAMBRIAN CLOSE, MARSHFIELD, CARDIFF, CF3 2TB  **APPLICATION TYPE:** Full  The Community Council would make the following observations. Whilst there is no objection to the conversion in principle this is a small close with several detached houses. This house is situated at the end of the close and shares a private drive with another house. The conversion will result in the loss of parking spaces and put pressure on the limited parking area and potentially restrict the access for emergency and service vehicles.  **MCC 857**  **Conex 17/0757**  **PROPOSAL:** GARAGE CONVERSION TO STUDY  **SITE:** 4 CAMBRIAN GROVE MARSHFIELD CARDIFF CF3 2US  This is a small close, consisting of 5 detached houses with double garages. 4 of the houses overlook the main Marshfield Road. The houses in this close are served by a shared private access. The site map does not reflect the actual position of the houses in the close, and gives the appearance that there is greater land attached to this house. The map does not show the hedge, grass verge, shared access road and individual driveways that lie between the main Marshfield Road and the houses. A conversion of the garage space would restrict the available parking and may cause access and parking difficulties to neighbours and large delivery and emergency vehicles.  ***To Planning Inspectorate***  **Reference: APP/G8935/C/17/31772**  **Town and Country Planning Act 1990: Enforcement Appeal**  **Appeal Site: Land at Berryhill Cottage, Coedkernew, Newport, NP10 8UD**  **Appeal Subject: Change of Use**  *Marshfield Community Council requests that the following points be included in your deliberations of the above appeal.*   1. *Berryhill Cottage is situated in the countryside, it is a rural area with good agricultural farm land, that forms part of the Green Wedge. The current use of the land does not comply with Newport County Council policies and Local Development Plan 211-2016(adopted January 2015) as stated in Newport County Council’s planning decision and enforcement action.* 2. *Berryhill Cottage is situated alongside the very busy four lane section of the A48. Traffic is particularly busy at commuting times, and is further exacerbated by the regular traffic problems on the M4 and surrounding road works. This section of road experiences a high accident rate; even so it is a popular route for runners and cyclists despite the relatively narrow pavements. Outside the entrance to the business premises is a recessed bus stop for the regular number 30 bus service between Cardiff and Newport. This bus stop is usually blocked completely with parked vehicles connected to the business operation. The bus is not able to pull in and stop safely. Passengers alighting and dismounting from the bus and overtaking traffic is endangered by the continual blockage/obstruction of the bus stop. There are also large heavy goods vehicles having to slow down in front of fast moving traffic to enable them to turn and navigate the gradient leading into the yard to make their deliveries, and reversing back out - again endangering other road users.* 3. *The property Berryhill Cottage is situated above road level on the hillside. Most of the year this stretch of the A48 is wet from surface water draining off the hillside. During winter this section of the A48 is prone to ice on the road surface and can be particularly dangerous during the early morning heavy traffic commuting times and when vehicles suddenly slow down to turn into Berryhill Cottage*   *Marshfield Community Council would submit that this business, in this locality is not suitable nor is it compliant with Newport County Council’s planning policies.*  **APP/G6935/C/17/3178565**  **Town and Country Planning Act 1990: Enforcement Appeal**  **Appeal Site: Land at Heol Las Stables, Adjacent to and north of the railway line, Peterstone Wentloog, Cardiff CF3 2WF**  **Appeal Subject: Creation of a Gypsy/Traveller Site**  **Appellant: Mr. John Brian Janes**  *Marshfield Community Council considers that the Gypsy/Traveller site is inappropriate in this area. The Community Council strongly supports Newport City Council Planning Department’s Enforcement Notice that requires the appellant to cease the use of the land for a Gypsy/Traveller site and associated works. The Community Council requests that the following points be taken into consideration in your deliberations of the above appeal.*  *This is a rural area; Marshfield Community Council is highly conscious of the importance that it is set in the Green Belt. Consequently, the Council feels that any development in this area needs careful consideration to ensure that it is sympathetic to the Green Belt. It should blend with the rural setting, enhance the area and aid promotion of the nearby Wales Coastal Path. The Community Council does not consider that this development meets any of these considerations.*  *This site is in an area of special interest (SSSI) within the Gwent Levels. The Levels are an important area for some endangered species and some rare flowers. The Community Council is conscious of the importance of maintaining the ecological balance with any development. There is a need to protect the reens from pollution, and to encourage and support the areas ecology.*  *Under Newport’s Local Development Plan there is already adequate Council Gypsy/Traveller site provision in Newport. There are no exceptional circumstances that would justify this development remaining on this inappropriate site. Marshfield Community Council therefore supports Newport City Council’s Enforcement Notice and time frame for the appellant to comply with the order.*  *b) To decide on observations to be sent to Newport City Council for the following planning applications:*  **MCC 855**  **Conex 17/0714**  **PROPOSAL**: RETENTION OF SINGLE STOREY OUTBUILDING FOR USE AS A GARDEN ROOM WITH STOREROOM  **SITE:** 185, MALLARDS REACH, MARSHFIELD, CARDIFF, CF3 2NL  **APPLICATION TYPE:** Full  The Community Council does not wish to make any comments.  **MCC 856**  **Conex 17/0798**  **PROPOSAL**: ERECTION OF PART FIRST FLOOR, PART TWO STOREY SIDE EXTENSION (RESUBMISSION FOLLOWING REFUSAL OF 16/1299 AND DISMISSAL OF ASSOCIATED APPEAL)  **SITE:** 35, MALLARDS REACH, MARSHFIELD, CARDIFF, CF3 2NN  **APPLICATION TYPE:** Full  *The Community Council would make the following observation that the proposed extension would appear to affect the street scene as it appears close to the neighbouring property.*  **MCC 858**  **Conex 17/0599**  **PROPOSAL:** CONSTRUCT A PORCH TO SIDE OF HOUSE  **SITE**: LITTLE ORCHARD, 61 MARSHFIELD ROAD, CF3 2UW  **APPLICATION TYPE:** Full  The Community Council does not wish to make any comments.  **79. ALLOTMENT MATTERS**  Councillor Taylor gave details of the revised Tenant’s Handbook and the tenancy agreements for allotment plots and shed rentals.  Councillor Rigby had congratulated the Allotment Committee members who had been involved and One Voice Wales, who had inspected the draft copies, were very complimentary on the productions.  ***The Council approved the draft documents for use in Council allotment business.***  **80. MODEL LOCAL RESOLUTION PROTOCOL FOR COMMUNITY AND TOWN COUNCILS**  The Public Service Ombudsman had agreed to the principle of referring some complaints against Members back to Community and Town Councils for a local resolution. To assist a common process in dealing with such matters One Voice Wales has drawn up a model protocol which any Community and Town Council can use in dealing with such complaints. The model protocol had been circulated to Members.  ***Councillor Taylor proposed that the Council adopts the protocol drawn up by One Voice Wales, without any amendments. The Council unanimously resolved to agree the proposal.***  **81. CORRESPONDENCE**  a) Active Integrated Network Map (INM)  The INM is a 15-year plan for improving walking and cycling routes within Newport’s boundary and is a requirement of the Active Travel (Wales) Act 2013, which places duties upon local authorities to map, plan for, improve and promote opportunities for active travel. A consultation is being undertaken by Newport City Council on this plan including the Castleton and Marshfield area.  ***The Council resolved to create a working group consisting of Councillors Grady and Stockham who could consult Members if necessary to create a response to the consultation on behalf of the Council by the deadline of 23rd September.***  b) Bee Friendly  The Council had expressed an interest in joining the Bee Friendly scheme and had received an email from Welsh Government with more details on assistance and how to apply for registration. This included a requirement to state what actions are proposed under five possible themes.  ***The Council resolved to contact Tracy Sweet for help and guidance on the matter.***  **82. COMMUNICATION**  The Council agreed to include details on the following matters in the Marshfield Mail:   * Active Travel Integrated Network * Bee Friendly Scheme   **83. ANY OTHER BUSINESS**  a) Community Public Meeting  Councillor Taylor told Members that, as a result of a previous meeting with Jayne Bryant AM a community question and answer meeting had been arranged for 15th September. Jayne Bryant AM, community councillors, representatives of Newport CC including transport, Gwent Police and the Local Health Board will be in attendance to answer concerns.  b) One Voice Wales Area Meetings  Councillor Grady said that she had not been able to attend the meetings due to the time and location of the meetings and offered for someone else to take over the role of primary council representative for these meetings.  The chairman invited volunteers to take over the role and suggested that the Clerk continues to forward all One Voice Wales emails to all Councillors who could then attend if available.  c) Christmas Trees and Festive Lighting  Councillor Southworth-Stevens enquired about any interest in arranging festive decorations for the village including solar powered lights.  **Meeting closed 22:45** | **Action**  GT  MT  MT  GT  CG/MT  GT  CG/GS  MT |