

MARSHFIELD COMMUNITY COUNCIL

Action

Minutes of the Council meeting held on 9th September 2013 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:35 p.m.

Present: Mrs Kirstie Evans (Chairperson)

Mr Karl Evans
Mr Cenydd Edwards
Mr Anthony Quilter
Mrs Victoria Maud
Mr A Rowbotham
Mrs Sharon Jefferson
Mr Mike Woods
Mr Nathan Evans

Apologies: Mrs Jo Powell (Allotment Committee)

In attendance: Newport City Councillors Richard White and Tom Suller, Mr Darren Phillips, Mr Mark Hand and Mr Stephen Williams (Newport City Council Planning Section), G C Thomas (Clerk)

The minutes of the monthly Council meeting held on 8th July were agreed to be a true record and signed by the Chairperson .

83. Declaration of Interests

There were no declarations of interest.

84. Presentation on the Community Council's Role in the Planning Process

The Chairperson welcomed Mr Mark Hand, Development Services Manager and Mr Stephen Williams, West Area Development Manager for Newport City Council.

(Councillor Jefferson joined the meeting)

Mr Hand went through the details of the planning process and how the Community Council is involved. The presentation included details of:

- Factors affecting a planning application decision, including reasons that can be used and those that are not relevant.
- How Section 106 can benefit an area. Council needs to flag up local need when responding. This is being replaced by the Community Infrastructure Levy which will be more flexible.

(Councillor Nathan Evans joined the meeting)

- The different levels of consultation for major and minor development.
- Local Development Plan –Alternative Sites Register (Revised LDP Stage) Consultation –This has just begun and Mr Hand asked the Council to respond as all suggestions of sites to be deleted, amended or added to the LDP will be presented to the Welsh Government Inspector as part of the final decision on the LDP. He explained that local alternative sites were not Newport City

Proposals but those received after the last stage of the LDP.

- Training for Newport CC Planning Committee will be open to community council members and details of the event will be sent to Clerks.

Mr Hand was asked about progress in the Church Farm Trackways planning application. Newport City Council is awaiting a response from Natural Resources Wales but Mr Hand agreed to provide a review to Councillor White.

RW

85. Community Council Vacancies

The Clerk told Members that two people had expressed an interest in being co-opted to the Council. Mr Darren Phillips who was present and Mr Alun Chase who was unable to attend the September meeting. Members spoke to Mr Phillips and agreed to co-opt him to the Council. The Council agreed to leave the other vacancy to be considered at the October meeting.

Mr Phillips signed a Declaration of Acceptance and took part in the following meeting.

86. Council Meeting Dates

Councillor Kirstie Evans asked if the monthly meeting date could be moved from a Monday. Members agreed to look at dates that would be most convenient to hold the meeting and to get back to Councillor Evans who will then decide on any changes.

All

87. Newport City Ward Councillor's Report

City Councillors Richard White and Tom Suller concentrated on the LDP process and discussed the Alternative Sites Register (Revised LDP Stage) Consultation.

ALLOTMENT COMMITTEE

88. Allotment Committee Minutes

The minutes of the Allotment Committee held on 8th July 2013 were approved and adopted by the Council.

89. Grants Available for Allotment Improvements

This matter was deferred.

90. Allotment Committee Report

Councillor Quilter passed allotment rent payments and papers received from Mr Ken Honey to the Clerk.

There were no other matters to report.

LEISURE FACILITIES

91. Updates

a) Woodland Walk – Councillor Jefferson told the Council that the top part of the route had been cut back by Newport City Council but it may be until April next year until the work is completed.

b) The Meadows Playground – Councillor Phillips showed suggested plans that had been provided by two contractors, Wicksteed Ltd and Leon Wilson Play.

c) Marshfield Village Hall Landscaping – Councillor Kirstie Evans is to meet Mike McGow and Alun

Low of Newport City Council to discuss provision of £11,250 Section 106 money that is hoped to be available for this project. Councillor Kirstie Evans proposed that the Community Council applies to Newport City Council for the release of this money. This was agreed.
Councillor Kirstie Evans provided details of three quotes that had been obtained for the landscaping work and the Council agreed to appoint GSL (South Wales) Ltd, who's quote was £10,800+VAT
d) Multi-Use Games Area – Councillor Rowbotham had been in contact with suitable contractors and gave details of estimated costs for different levels of finish.

KE

92. Leisure Consultation

The Council agreed to arrange a consultation event at Marshfield Village Hall on Sunday 22nd September between 10:00 am and 1:00 pm and on Monday 23rd September between 6:00 pm and 8:00 pm. The details of three leisure projects – Multi-Use Games Area, Children's Playground and Village Hall Landscaping - will be on display and members of the public will be invited to complete a questionnaire that will show their order of preference for each project. The Council agreed to arrange a £20 prize draw for any children who complete a questionnaire and to publicise the event, including posters in pubs and the post office.

93. ACTION PLAN UPDATES

a) Community Bulb Plant

This will take place on Sunday 22nd September when 1000 bluebells and 10 sacks of daffodil bulbs will be available for planting. Heather Bovill has agreed to assist.

b) Children's Play Area Repairs

Councillor Phillips told Members that he had negotiated for WM Garden Services to undertake the works noted in the safety inspection for a cost of £1100.00+VAT. The Council agreed to pay this invoice.

GT

c) Village Green –Groes Corner

Councillor Quilter said sewing grass seed pending as it is dependent on the weather but bulbs will be planted during the community bulb plant.

AQ

d) Cardiff Conservation Volunteers

The volunteers have agreed to assist with bulb planting but the Council considered other suitable tasks if this work is completed before their arrival.

e) Planter Located at St Mellons Road

The Council agreed to relocate the planter near to Cae Brandi, Marshfield. Councillor Kirstie Evans will contact Newport City Council about the preferred new location.

KE

REVIEW OF ACTIONS FROM PREVIOUS MEETINGS

94. Marshfield Primary School Car Parking (Min 62g)

Councillor Karl Evans said Newport City Council Streetscene have asked for a list of suggestions that will improve road safety before any meeting is arranged. Councillor Evans agreed to compile a comprehensive list of actions that will improve matters.

KDE

95. Children's Play Area Repairs (Min 68)

Councillor Phillips had not been able to arrange for adjustments to the safety gate within the work carried out by WM Garden but agreed to look at the adjustments himself and report back.

DP

96. Request for Funding from Marshfield Football Club (Min 74)

Councillor Rowbotham had spoken to the person taking over from Mark Collins but nothing has been arranged, as yet.

Councillor Maud wished to go back to the football club about the request and Councillor Kirstie Evans agreed to provide Councillor Maud with details of the reasons the Council did not decide to provide a grant. It was suggested that a representative of the football club attends a future meeting.

VM

(Councillor Jefferson left the meeting)

FINANCIAL MATTERS

97. Budget Review

Councillor Woods presented a report to Members.

98. Annual Return Year Ended March 2013

The Clerk reported that the external auditor, Mazars, had written on 7th August stating that there were no issues or misstatements in respect of which they propose to qualify their audit opinion on the Annual Return. The Council approved the Annual Return and the Chairperson and Responsible Financial Officer signed section 3 before it is returned to Mazars for completion of the external Audit Certificate.

GT

99. 2013/14 National Salary Awards for Local Council Clerks

The NALC and SLCC wrote in July to inform the Council that the NJC for Local Government Services had reached agreement on pay scales for 2013-14 and recommended the new salary scales for full and part-time clerks to be applied from 1st April 2013.

The Council agreed to adopt the recommended pay scales and to pay the clerk the new rates from 1st April 2013.

£/GT

100. Invoice for Costs - Election May 2012

The Council considered the information provided by Newport City Council and agreed to pay the full amount requested, amounting to £3057.70.

GT

101. Invoices

The Council agreed to pay the following invoices:

Grippit UK Ltd – Medium size notice board for Castleton - £565+VAT

Castleton Turf & Soil Ltd – Stone delivered to Church Lane allotment site - £65+VAT

Newport City Council – Rent for Marshfield allotment site 4.21 acres £105

Cllr Kirstie Evans – Reimbursement of costs for laminate film, adhesive, etc for display - £27.94

GT

102. Income

The second installment of the 2013/14 precept £7275.00 was received from Newport City Council.

103. Cheques

101314	Grippit UK Ltd – Castleton notice board (Min 101)	£ 678.00
101315	Newport CC – Allotment site rent (Min 101)	£ 105.00
101316	G Thomas – Salary August, pay rise arrears and excess hours (net) (Min 99 & 78)	£ 532.56
101317	G Thomas – HMRC PAYE	£ 136.57
101318	D Miller - Allotment 46 - Gate key refund	£10.00
101319	G Harris – Allotment 11 - Refund	£ 13.00
101320	K Honey – Allotment refund reimbursement	£ 10.00
101321	G Thomas – Internet connection reimbursement	£18.00
101322	P Matthews – Allotment 49 – Shed refund	£ 48.00
101323	Castleton Soil & Turf Ltd – Stone, Church Lane allotment	£78.00
101324	WM Garden Services Ltd – Play Area Repairs (Min 93b)	£1320.00
101325	Kirstie Evans – Stationary refund (Min 101)	£27.94
101326	Newport City Council – Election costs (Min 100)	£3057.70

PLANNING MATTERS

104. Planning Committee

The minutes of the Planning Committees held on 18th July and 13th August were approved and adopted by the Council.

105. Planning Application Observations

The Community Council had no observations to make on the planning applications noted below:

MCC 734 –Conex 13/0823 - Full
Proposal: Single Storey Side Extension
Site: 2 Cambrian Grove, Marshfield, CF3 2US

MCC 735 – Conex 13/0803 –Full
Proposal: Erection of Front Porch
Site: 21 Marshfield Road, Castleton, CF3 2UU

MCC 736 – Conex 13/0826 – Full
Proposal: Single Storey Rear Extension and Rear Roof Dormer Extension
Site: 36 Marysfield Close, Marshfield, CF3 2TY

MCC 737 - Conex 13/0898 -TPO
Proposal: Works Including the Removal and Trimming of Branches to Protected Tree T17 of Tree Preservation Order 6/86

106. Local Development Plan

The Council received a letter from Newport City Council dated 6th September inviting comments on the Alternative Sites Register (Revised LDP Stage) Consultation. Members noted the information received from Newport CC Development Services Manager and the City Ward Councillors and agreed to compose a response.

The Council agreed that individual Members should concentrate on specific alternative sites and they should provide the Chairperson and Vice-Chairman with a suggested response by 27th September. The

All

Council agreed that the Chairperson and Vice-Chairman should then compile a full response on behalf of the Council by 1st October which will be published for local residents to view before the consultation deadline of Friday 18th October.

**KE/
KDE**

CORRESPONDENCE

107. Concerns from a Local Resident

A local resident e-mailed the Council on 6th September with concerns over litter, housing development and road safety.

The Council wished to reply explaining that it shares the concerns and wished to point out that the Council website will show details of representations to Newport CC in planning consultation and separate contacts about litter and road safety. Also, to refer to the actions of some Members involved in voluntary litter picks.

GT

Members also agreed to write to Bassaleg School to ask for help in educating pupils to use litter bins provided near bus stops in the village and to suggest that if the school is organizing a voluntary litter pick a session in Marshfield and Castleton could be included.

GT

108. Police Community Engagement Workshop

Gwent Police e-mailed on 4th September to invite a representative to the event to take place at the Christchurch Centre, Malpas Road on Monday 28th October starting at 5:00 pm.

Members noted the invitation and Cllr Cen Edwards agreed to attend if he is available.

CE

109. COMMUNICATION

Members agreed to publicise the following:

- Co-option of Darren Phillips
- LDP Alternative Sites Consultation

110. ANY OTHER BUSINESS

The Council agreed to place the Community Infrastructure Levy on the agenda for the next meeting.

GT

Meeting Ended 23:25

