

MARSHFIELD COMMUNITY COUNCIL

Action

Minutes of the Council meeting held on 11th June 2012 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:35 p.m.

Present: Mr K D Evans, Chairman
Mrs K Evans,
Mr N Evans,
Mrs S Jefferson,
Mrs V Maud,
Mr A Quilter,
Mr A Rowbotham,
Mr M Sykes,
Mr M Woods,
Mr C Edwards

Apologies: Mr A Sims (ill)

In attendance: City Councillors R White and T Suller, Mrs L Goss (Headteacher Marshfield Primary School), G C Thomas (Clerk).

The minutes of the Annual General Meeting and monthly Council meeting held on 14th May were agreed to be a true record and signed by the Chairman subject to the following change: Min 9 (*Councillors* ~~Kirstie Evans & Maud~~ *declared....*)

30. Declaration of Interests

Councillor Kirstie Evans – Marshfield Primary School & Village Hall
Councillor Adam Rowbotham – Village Hall
Councillor Matthew Sykes – Village Hall
Councillor Victoria Maud – Marshfield Primary School PFA

REVIEW OF ACTIONS FROM LAST COUNCIL MEETING

31. Update on Planning Matters Relating to Ty Golau Farm and Church Lane (Min 2)

Councillor Rowbotham referred to planning application 11/0570 –MCC 660 - To Improve Access Trackways Across Farmland Raising Levels to Accommodate Modern Agricultural Equipment at Church Farm, Church Lane, Marshfield. He told Members that he had received correspondence from a resident alleging illegal tipping at the site. Councillor White provided further information about the development. The Council resolved to send the details of the resident’s letter to Newport City Council to request that they investigate the complaint.

AR

32. Water on A48 at Castleton (Min 3)

Councillor Kirstie Evans had reported the matter to Newport City Council’s call centre.

33. Notice Board (Min 4)

Councillor Maud has contacted Richard Lloyd of Newport City Council, Streetscene but asked for his direct line telephone number to make further progress.

VM/GT

34. Posts at Groes Corner (Min 6)

Councillor Nathan Evans had received details of the project and told the Council that he will be meeting the contractor on site in the near future.

NE

The Chairman moved to agenda item 9(a) following the arrival of Mrs L Goss:

35. Marshfield Primary School Parents and Friends Association Request and Make Funding Decisions for Marshfield Communities Week.

Councillor Woods had met with Mr Solosy of the PFA to discuss the request. Mr Solosy was unable to be present at the meeting but Mrs Goss provided details of the event and the costs involved, including a timetable of the planned activities from Sunday 1st July to Saturday 7th July.

The Council heard that the cost of the event is estimated at £4000. Other community councils in the area and have donated £800 and the PFA will provide £500. Charges will be made in some parts of the event to offset the costs.

Councillor Woods proposed that the Council supports the event by donating a maximum of £2200 but this could be less depending on the income received from charges during the event. The Council agreed by majority to accept this proposal.

Councillor Nathan Evans proposed that £1700 is paid to the Marshfield Primary School PFA immediately. The Council unanimously agreed to accept this proposal.
(Mrs Goss left the meeting)

GT

REVIEW OF ACTIONS FROM LAST COUNCIL MEETING

36. Village Hall Notice Board (Min 8)

Councillor Kirstie Evans told the Council a notice board 1.5 x 1.0 metre supplied by Grippit would cost £815+VAT. The Council agreed to wait until a wider discussion on Village Hall funding has taken place.

37. Marshfield Primary School Asbestos (Min 9)

Councillor Rowbotham had not yet met with the school.

AR

38. Footpath Diversion (Min 10)

The Clerk had contacted Newport City Council but had not received the papers. The Council asked that former Members should be contacted to find the last circulation package that included this matter.

GT

39. Castleton Village Hall (Min 13)

Councillor Woods told Members he had met with a member of Castleton Village Hall Management to learn that the Committee had declined the offer of a Marshfield Community Council representative on the Committee. Councillor Woods proposed that the Council requests a bi-monthly update on the spending of the £12000 Council funding.

The Council agreed to this proposal and asked the Clerk to write to request this information.

GT

40 Village Hall Junior Play Area Gates (Min 16)

The Council received a report from Councillor Sims stating that he had unsuccessfully tried to repair the problem and had contacted Wicksteed Ltd who require £130 to visit and either fix the issue or let us understand the extent of the damage.

The Council agreed to request Wicksteed to carry out this visit.

AS/GT

41. Council's Insurance Policy (Min 20)

The Clerk handed the Council's insurance policy to Councillor Nathan Evans for research into comparative quotes for the 2013 renewal.

KE/NE

42. Equality Act 2010 (Min 27)

The Clerk reported that advice had been received from One Voice Wales. The Council usually meets at Marshfield Village Hall which is receiving reasonable adjustments to address deficiencies. The Council will still have a duty to make further reasonable adjustments for its meetings if these are identified or requested. The Council agreed to continue to monitor the requirements of the Act to ensure reasonable needs are met.

43. Police Matters

There were no police matters.

44. Newport City Councillor's Report

Councillors White & Suller reported on the following matters:

(a) The Local Development Plan consultation period has been extended but the next time Marshfield CC will be invited to become involved is September 2012.

(b) Councillor White referred to agenda item 17(b) about creating a car park for Marshfield Primary School and said he had asked the Estates Department of Newport CC about the relevant piece of land but had not yet received a reply. He understood the land may be in private ownership.

(c) Councillor Sykes drew attention to S11 of the Play Opportunities of Children & Families (Wales) Measure 2010. Councillor White agreed to look into the implications of this part of the Measure.

RW

(d) The Welsh Church Act Fund is providing funding for disabled adaptations.

45. Marshfield CC Vision, Mission, Operating Principles

Councillor Karl Evans put forward a draft report outlining points relating to the vision, mission, guiding principles, goals that could be adopted by the Council.

Members agreed to further discuss this matter and recommended reading pages 8-11 of the Good Councillor's Guide.

All

As part of the principles outlined in the report, Councillor Kirstie Evans gave details of a proposal to have a Community Council stall at the Village Hall Fete for Councillors to meet local residents.

The Council agreed to support the stall and to reproduce the Marshfield Mail 'Meet Your Councillors' page with contact details, to be available on the stall to encourage local consultation. The Council agreed to spend up to £150 on the production of these leaflets.

KE/VM

46. Financial Review

Councillor Nathan Evans gave a brief financial review but proposed that a separate meeting should be held to go into the detail of current financial situation. The Council agreed to this proposal.

FINANCIAL MATTERS

47. Marshfield Village Hall Summer Fete

(Councillors Kirste Evans, Sykes, Rowbotham and Quilter declared a personal interest but, due to the request for funding being under £500, claimed exemption from the Code of Conduct restrictions).

An e-mail from Marshfield Village Hall Management Committee requested a donation to help with the cost of hiring an inflatable slide and castle for the Summer Fete, amounting to £345.

The Council agreed to donate £345 to the Village Hall Summer Fete.

48. Annual Return 2011/12

The Clerk presented the Annual Return for 2011/12 to be sent to Mazars Ltd for external audit.

The internal auditor had reported that the statement presented fairly the activities of the Council for the year ended March 2012. The Council was able to agree to the statements contained in the Annual Governance Statement section of the report. The Council confirmed the Return and it was signed by the Chairman and Clerk.

The Clerk reported that notices had been posted in the village notice boards to inform local residents of their rights regarding the audit process.

The Council agreed to pay an invoice from K Richards-Moore MAAT for £100 for carrying out the internal audit.

49. Big Society Capital Event

The Council decided not to send a delegate to the event to be held in London.

Members felt that a review of the sources of grants could be undertaken in later financial reviews.

50. Councillor Training

The Clerk reported that courses are available at a cost of £30 per delegate. Alternatively, a local bespoke course could be arranged at a cost of £350 plus trainers travelling costs.

The Council agreed to fund the cost of any Member wishing to attend the New Councillor Induction Course being organised by One Voice Wales. A number of sessions were available within a reasonable distance so Members agreed to contact One Voice Wales directly to book the most convenient course.

51 Cheques

101218	Society of Local Council Clerks Subs (Min 21)	£ 83.00
101219	G C Thomas – Clerk’s Salary, May (net)	£ 265.24
101220	HM Revenue & Customs – PAYE	£ 66.20
101221	K Richards-Moore Internal Audit (Min 48)	£ 100.00
101222	Marshfield Primary School PFA – Donation (Min 35)	£1700.00
101223	Kirstie Evans – Fr David Gift Reimbursement (Min 252)	£ 251.00

52. Marshfield CC Website

Councillor Kirstie Evans reported that the present Marshfield Community Council website domain name is owned by Gwyn Kemp-Philp and hosting is being handled by Chris Hemmings. It was recommended that the domain name should be owned and paid for by Marshfield Community Council and that hosting should be undertaken by the Community Council.

Councillor Nathan Evans had purchased a user domain name that could be transferred to Marshfield Community Council. Members agreed to first ask Gwyn Kemp-Philp about transferring the existing domain to be owned by Marshfield CC.

Following discussion about hosting the Council agreed to ask Councillor Kirstie Evans to deliver a

All

solution for the domain name, structure, and editorial rights up to a budget of £200 per annum

KE

53. Planning Committee

The minutes of the Planning Committee held on 31 May were approved and adopted by the Council.

54. Leisure Committee

The Clerk reported that Newport CC are not able to help with play area safety inspections for equipment it does not own but gave details of Registered Playground Inspectors who may be able to provide training for basic weekly inspections.

Members asked the Clerk to obtain more information about the training.

55. Allotment Committee

The minutes of the Allotment Committee held on 7th June were approved and adopted by the Council.

GT

56. Report of Village Hall Management Committee Representative

Councillor Jefferson referred Members to the minutes of the VHMC that had been circulated for information. Councillor Jefferson highlighted some of the points discussed at the meeting including improvements to the junior football pitch, disabled access facilities, changes to storage, a mural on the outside side wall, cladding for the front elevation and a risk assessment on fire and safety. The VHMC would wish to apply for funding from Marshfield Community Council as some costs may be incurred.

(Councillors Sykes, Kirstie Evans and Rowbotham declared an interest in this matter and withdrew from any decision made)

The Council discussed possible funding to Marshfield Village Hall and agreed that any decision should be made after the Council is clear on its budget and wished include the matter in the agenda for the next Council meeting.

Councillor Sykes asked for details of the Council's accounts for 2011/12

57. New Residents Information Pack

GT

Councillor Kirstie Evans outlined the basic details of this idea in which the Council provides local information to people moving into the area.

The Council agreed to this suggestion in principle and asked Councillors Kirstie Evans and Maud to take this matter forward when the Council's website issues are resolved.

58. Improvement to Council Land at Groes Corner

KE/VM

Councillor Sykes suggested that improvements could be made to Groes Corner to make it more of a community area including, for example, sculpture or a wishing well.

The Council asked for ideas to improve Gores Corner to be provided to Councillor Sykes and asked him to come back to the Council with further details.

CORRESPONDENCE

AI/MS

59. Castleton Village Hall

A letter dated 22 May from Casleton & District Village Hall sent to Councillor Maud asked for a letter of support from the local council regarding the benefit of the facility in connection with their application for a grant from the Communities Facilities and Activities Programme.
Councillor Maud said that as the letter of support was needed by 31 May she had provided a personal letter of support and no further action was necessary.

60. Marshfield Primary School - Suggested Car Park

A letter was received from a Castleton resident who highlighted parking problems associated with the school and suggested the creation of a short-term car park on land between the old school and houses further up Marshfield Road.

The Council noted that City Councillor White had made enquiries with Newport CC Estates Section and is awaiting more information. Members also agreed that Councillor Woods should speak to the school to obtain their views on the proposal.

The Council asked the Clerk to reply to the resident with this information.

MW

ANY OTHER BUSINESS

GT

61. Bassaleg School Olympics

The Assistant Headteacher of Bassaleg School wrote to introduce the Council to a community project the school is organising to be held in conjunction with Cardiff Metropolitan University on 19th July at the NIAC stadium. He asked if the Council could contact to discuss how it may be involved in the event or sponsoring elements of the day.

The Council agreed to ask for more information on the purpose of the event and what kind of financial and non-financial support is needed. The matter should be added to the agenda for the next meeting.

GT

62. Publicity of Events

The Council noted that a number of e-mail communications from various organisations gave details of forthcoming events and that this information could be of interest to local residents.

Members agreed that this information could be included in the Council's website.

63. Flood Risk Management

Councillor Kirstie Evans referred to the request from One Voice Wales to contribute to research on behalf of the Welsh Government which aims to map the provision of flood risk management at a community level across Wales. Councillor Evans proposed that the Council responds stating that the Council does not have a flood plan as flooding is currently considered to be an Environment Agency Wales issue and the responsibility of Newport Council. However, we would be willing to develop a plan in liaison with Newport CC, the EA and Caldicot and Wentloog Levels Drainage Board.

The Council asked Councillor Evans to provide the Clerk with this statement to be forwarded as its response.

KE/GT

Meeting ended 23:25

