|  |  |
| --- | --- |
| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Council meeting held on 10th November 2015 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:30 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present:  Mr Alan Chase (Chairman)  Mr David Collingbourne  Mr Mathew Taylor  Mr Joel Williams  Mr James Rowlands  Mrs Catherine Grady  Mr Geoff Stockham      Apologies: Mr Adam Rowbotham (work), Mr Mike Woods (work), Mrs Linda Southworth-Stevens (Meeting), Mr Cenydd Edwards (ill), Newport City Councillors Richard White & Tom Suller (meeting)  In attendance : 5 members of public, Mr Mike Rigby (Chairman Allotment Committee), Mrs Angie Sykes, Mrs Caroline Antoniou and Mrs Suzanne Evans (Marshfield Village Hall Events Team), Mrs Angelina Curtis (Chairperson, Village Hall Management Committee), G C Thomas (Clerk)  The minutes of the Council meeting held on 13th October 2015 were agreed to be a true record and signed by the Chairman after the following amendment:  Further amendment was required by the Council on 8th December to strike out more words, as shown below:  82b) Village Hall Extension and Landscaping – ~~Mrs Angelina Curtis, Chairperson of Village Hall Management Committee reported that football club and the proposed cricket club~~ *~~are additional grounds for the justification of~~* ~~usage could make this new facility justified, but the cricket club could pull out if a~~ ~~MUGA is developed in the Hall grounds.~~ *Councillor Grady made the observation that the new facility will assist with safeguarding children and provide more toilet facilities.*  The Council agreed await the outcome of the site inspection by PC Oakerbee and to invite Lisvane Cricket Club to a Council meeting to discuss their needs.  **95 Resignation**  The Council received Councillor Mike Woods resignation from the Council and declared a vacancy. The Clerk was asked to arrange the required notices to advertise the vacancy.  Members wished to thank Councillor Woods for his work for the community during his time as a Community Councillor.  Councillor Woods was the Vice-Chairperson for the Council so Members wished to include an item on the agenda for the next meeting to consider filling this position.  **96.Village Hall Grounds Maintenance**  The Chairman invited Mr Steve Duance of Marshfield Football Club to address the Council. Mr Duance explained the need for better maintenance of the main football pitch and that he had been in discussion with Newport City Council about the additional work required to keep the pitch in good condition.  A schedule had been produced by Newport City Council which showed the grounds maintenance work currently donated to the Hall by the Council and also included the additional works required on the football pitch. The next contract for 2016/17 with the additional work would raise the cost from £3035.52+VAT to £4028.10+VAT. The Council discussed the matter.  *Councillor Collingbourne proposed that the Council takes on the Village Hall grounds maintenance contract with Newport City Council including the additional works for 2016/17 and donates this service to the Village Hall. The Council would require quotes from other contractors for any contracts being considered beyond that date.*  ***The Council resolved, by majority, to agree to the proposal.***  **97. Village Hall Management Committee Events Team**  The Chairman welcomed Angie Sykes, Caroline Antoniou and Suzanne Evans of the VHMC Events Team.  The meeting was told of the history of the Events Team and how any profits from events go towards the Hall’s funds. The Team struggle to get volunteers from the community and the Council to assist with events and would like to work with the Council to raise interest among all residents with a view to finding more volunteers.  Councillor Grady encouraged the Events Team to inform her, well in advance, of forthcoming events and any need for volunteers so that she could publicise this on Facebook which she now administrates.  Councillor Stockham recognized the Team as a valuable community group which should be considered when the Council is budgeting.  **98. Public Participation**  Mr Mike Rigby told the Council that more control was needed during Council meetings.  **99. Provision of a Youth Club in Marshfield**  The Council discussed ways that a youth club can be developed. Councillor Taylor felt children and youths should be consulted to find out what they think about the needs for the area. Councillor Chase suggested contacting Mark Redwood who previously ran the youth club at Marshfield Village Hall.  *Councillor Williams proposed that Councillor Stockham asks the VHMC for volunteers to assist with research and consultation. Councillor Taylor proposed inviting children and youths to an event at the Village Hall to find out what interest there is in a youth club.*  ***The Council resolved to agree to these proposals.***  **100. Police Matters**  a) The Council noted the September police report for the Marshfield Ward.  b) Councillor Taylor referred to the recent incident of damage and graffiti at the allotment site and was disappointed that the police were unwilling to follow up the names of alleged culprits without witness statements.  c) Members considered the benefits of encouraging a neighbourhood watch to start up in the village.  Councillor Williams offered to ask a neighbourhood watch co-ordinator within the South Wales Police area to help with details of how to set up a neighbourhood watch.  d) Councillor Grady recalled that Gwent Police had offered to supply ‘No Cold Callers’ notices for use in residential property and asked the Clerk to find out if they can be supplied.  **101. Allotments**  a) Councillor Taylor explained the details of the graffiti and shed break-ins that had occurred at the allotment site. The Council discussed security within the allotment sites and wished to look at repairing gaps in the hedging.  b) The Clerk was asked to supply full details of allotment tenants for use by the Allotment Committee.  c) ***The Council resolved to review allotment rental charges at the next meeting.***  **102. Leisure Facilities**  Multi-Use Games Area  a) Councillor Chase told the Council that he had met PC Oakerbee on site to look at the Sport England guidance on siting a MUGA. The site was broadly acceptable but there were some issues requiring further consideration.  b) The Council noted an e-mail from Mrs Kirstie Evans, School Governor for Marshfield Primary School, which suggested S106 funds could be used for an extension to a school playground for 7-11 year old pupils and also asked if the Community Council would be open to discussing financial contributions to any measures that would improve the traffic and parking issues outside the school.  c) *Councillor Chase proposed that he should manage the project if a multi-use games area is to be built.*  ***The Council resolved to accept the proposal.***  *(Councillor Collingbourne left the meeting)*  Marshfield Village Hall Extension and Landscaping  a) Councillor Stockham had no further matters to bring to the meeting as he is awaiting progress within the VHMC.  **103. Planning Matters**  a) Planning Committee  ***The Council resolved to approve and adopt the minutes of the Planning Committee held on 29th October 2015.***  b) NEWPORT CITY COUNCIL: TOWN AND COUNTRY PLANNING ACT 1990: JOINT PLANNING AND ENFORCEMENT APPEALS  APPEAL SITE: Ton Y Pil Yard, Peterstone Wentlooge, Newport, CF3 2TN  APPEAL SUBJECT: Change of use of land for the siting of 4 No. caravans for use as a Gypsy and Traveller site  APPELLANT: Mr A Cassidy  APPEAL REFERENCE: Planning Appeal: APP/G6935/A/15/3134910  Planning Enforcement Appeal: APP/G6935/C/15/3134911  Councillor Williams proposed that the Council sends the following grounds for objection for the appeal to the Planning Inspector:  1. *The proposal constitutes an inappropriate form of development and adversely affects the openness of the Green Belt.  This is contrary to policy SP6 of the Newport Local Development Plan 2011-2026 (adopted January 2015), paragraphs 4.8.14 and 4.8.15 of Planning Policy Wales and paragraph 33 of Welsh Assembly Government Circular 30/2007 ‘Planning for Gypsy and Traveller Caravan Sites’ December 2007.*  2. *Insufficient documentary evidence has been provided to demonstrate that there are very exceptional circumstances that would justify the proposal within this countryside location. The proposal is contrary to policies SP5 and H17 of the Newport Local Development Plan 2011-2026 (adopted January 2015), and the Welsh Assembly Government Circular 30/2007 ‘Planning for Gypsy and Traveller Caravan Sites’ December 2007.*  3. *The provision of a 1.8m high fence around the perimeter of the site is an incongruous feature which has a detrimental impact on the character and appearance of this semi-rural landscape and prejudices the open nature of the Green Belt. The proposal is contrary to policies GP6, SP5 and SP6 of the Newport Local Development Plan 2011-2026 (adopted January 2015).*  4. *The tests outlined in Section of Technical Advice Note 15- Development and Flood Risk (2004) have not been complied with and the application has failed to demonstrate that the risks and consequences of flooding can be acceptably managed. The proposal is contrary to policy SP3 of the Newport Local Development Plan 2011-2026 (adopted January 2015), and Welsh Assembly Government Circular 30/2007 ‘Planning for Gypsy and Traveller Caravan Sites’ December 2007.*  5. *The proposal results in an intensification of the use of an access with inadequate visibility at the junction with the B4239 to the detriment of highway and pedestrian safety, contrary to policy GP4 of the Newport Local Development Plan 2011-2026 (adopted January 2015).*  6. *Insufficient information has been provided to demonstrate that the site cannot be connected to the public foul sewer and if no connection can be made there is sufficient capacity within the cesspit/septic tank. The proposal is contrary to policy GP3 of the Newport Local Development Plan 2011-2026 (adopted January 2015) and Welsh Office Circular 10/99 - Planning requirement in respect of the use of non-mains sewerage incorporating septic tanks in new development.*  ***The Council resolved to send the grounds for objection, as proposed.***  **104. Safe Walking to School**  a) The Clerk reported that nothing had been heard from Newport CC following the Council’s request to install guardrailings outside Marshfield Primary School.  ***The Council resolved to chase-up a response from Newport CC.***  b) Councillor Chase reported that he had met with the owner of land adjacent to Marshfield primary School who had proposed that land could be given for school car parking as part of a residential development he is considering.  c) Councillor Chase reported he had found out that land that could be incorporated into a safe route to school is owned by a local farmer.  ***The Council resolved to write to the landowner to explore the possibility of allowing some land for this use***.  d) The Council had received a request for financial assistance towards a scooter and bike rack at Marshfield Primary School and Councillors Williams and Southwoth -Stevens had met with the Headteacher.  *Councillor Williams gave further details to the Council and proposed that the Council part funds the project with a donation of up to £500.*  Discussion raised concerns about road safety issues if children are encouraged to scooter to school, particularly the existing route along Marshfield Road.  ***The Council resolved, by majority, that it did not wish to encourage children to use unsafe methods to travel to school and did not wish to fund a bike and scooter rack.***  **Matters Arising from Minutes of Last Meeting**  105. Bus Service 31a/b (Min 77)  The Clerk reported that there had been no reply from Mr Gareth Speed.  ***The Council resolved to chase-up a reply.***  106.Cycle Path Pentwyn Terrace (Min 85b)  Councillor Richard White had e-mailed to inform the Council that the cycle path in Pentwyn Terrace and the Hollies resulted as the path was to be kept to the quiet roads. The route was presented to the community in 2013 and discussed with Newport City Homes. Improvements to the road surface and the unsurfaced part of the route are being considered, which may improve things for cyclists and pedestrians.  Councillor Taylor felt that the cycle route through Pentwyn Terrace is not safe.  **107. Financial Matters**  a) Castleton & District Village Hall  The Secretary of Castleton & District Village Hall wrote on 20th October outlining the need for improvements to the hall kitchen and asked the Council to consider making a donation towards the cost.  *Councillor Williams proposed that the Council invites representatives to the Hall to the December Council meeting to discuss the details of the request.*  ***The Council resolved to accept the proposal.***  b) Royal British Legion Poppy Appeal  The Hon. Secretary of the Royal British Legion, Marshfield & District wrote to request a donation to this year’s Poppy Appeal.  ***The Council resolved to donate £100.***  C) Invoices  ***The Council resolved to pay the following invoices:***   * Wel Medical Ltd for the supply of an external defibrillator cabinet with heater, LED lighting and key pad lock - £648. * Welsh Water – Quotation fee for providing a new water supply to Marshfield allotment site -£68.40 (Reimbursement for ken Honey) * Marshfield Village Hall – Deposit for door key supplied to Linda Southworth-Stevens (Reimbursement for Linda Southworth-Stevens)   d) Computer  ***The Council resolved to purchase new laptop computer equipment for use by the Clerk for Council business. The Clerk was authorised to spend up to £500.***  e) Marshfield Village Hall Accounts  Following an enquiry about Marshfield Village Hall accounts Councillor Stockham agreed to check his papers which may include the published accounts.  g) Cheques  101511 G Thomas – Salary October (net) £ 273.73  101512 HMRC – PAYE October £ 68.40  101513 G Thomas – Internet Connection £ 18.00  101514 Wel Medical Ltd - Defibrillator cabinet (Min 107c) £ 648.00  101515 Ken Honey- Reimbursement for Welsh Water quote (Min107c) £ 68.40  101516 Linda Southworth – Stevens – Reimbursement Village Hall key deposit (Min 107c) £ 20.00  101517 Royal British Legion Poppy Appeal (Min 107b) £ 100.00  **108. Public Engagement and Public Participation at Meetings**  Councillor Stockham felt that a regular surgery offered by Councillors would aid public engagement.  Members reviewed model Standing Orders and the guidance produced by some other local councils for public participation at meetings and discussed the options.  ***The Council resolved to ask the Clerk to produce a Standing Order based on the model SO but to include a paragraph about the requirement for members of public to write in for matters to be included on the agenda. This should then be put to the Council for acceptance.***  Councillor Stockham suggested that the Council should also adopt a Standing Order to restrict the length of Council meetings with a maximum end time of 22:00.  **109. Correspondence**  a) Ramblers Cymru  The Member Support and Communications Officer for Ramblers Cymru wrote via One Voice Wales to inform local Council’s about a Ramblers Cymru guide “Paths for people: a guide to public paths for members of town and community councils” and the availability of Footpath Officers who check paths and work with local councils. There was also an invitation for town and community councils to affiliate to the Ramblers and information about this year’s Ramblers’ Big Pathwatch campaign which is asking people to walk every path in England and Wales to find the state of our paths.  ***The Council resolved to include this matter on the agenda for the December Council meeting.***  **110. Communication**  Councillor Chase agreed to prepare communications for the Marshfield Mail and Council’s website.  **111. Any Other Business**  a) Litter  Councillor Grady enquired about the progress of a previous request by residents for more bins and larger bins in areas particularly by the school and was assured that the 'Magpies' had recently helped the Council arrange for four more litter bins, but not doggy bins as it was a problem to get doggy bins emptied.  b) Village Hall Car Park Lighting  Councillor Grady pointed out that the lighting for the Village Hall car park was not working at the end of the last Council meeting.  c) Church Lane Road Surface  Councillor Grady was concerned about the poor condition of the surface of Church Lane.  ***The Council resolved to contact Newport City Council Highways section to ask for repairs to be carried out.***  **The meeting ended at 00:10** | **Action**  **GT**  **GT**  **MT**  **JW**  **GT**  **GT**  **GT**  **GT**  **AC/GT**  **GT**  **GT**  **GT**  **GS**  **GT**  **AC**  **GT** |
|  |  |