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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Monthly Council meeting held on 10th May 2016 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 8:000 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present: Mr Mathew Taylor (Chairman)  Mrs Linda Southworth-Stevens  Mr Cenydd Edwards  Mr Joel Williams  Mrs Catherine Grady  Mr Geoff Stockham  Mr James Rowlands  Mrs Susan Davies    Apologies: Mr Alan Chase (holiday), Mr Mike Rigby (personal), Newport City Councillors Tom Suller & Richard White (meeting).  In attendance: Five members of public, three representatives of the Marshfield Primary School Parents and Friends Association, G C Thomas (Clerk)  The minutes of the Council Meeting held on 12th April were agreed to be a true record and signed by the Chairman.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  -The  **1. RESIGNATION**  The Council received Mr Alan Chase’s resignation from the Council. Members wished to thank Mr Chase for his contributions to Council work since his co-option and his time as Chairman of the Council.  The Council declared a vacancy and asked the Clerk to arrange the necessary notices.  **2. DECLARATION OF INTERESTS**  No interests were declared.  **3. PUBLIC PARTICIPATION**  a) A member of public told the Council that she was unable to use the pathway at the back of her house in Pentwyn Terrace as it was blocked with dumped rubbish. She had asked Newport City Homes to remove it due to health and safety issues but nothing had been done.  ***The Council agreed to contact Newport City Homes to ask if they can help.***  **4. HGV’S MARSHFIELD ROAD**  A member of public was permitted to speak and outlined the progress in arranging a meeting with Newport City Council. Paul Flynn MP had also been contacted. The Chairman asked that the Council be kept informed about the meeting as someone may be able to join the meeting.  The Chairman reported that the Community Council had written to Newport CC in support of the requests made in the petition and had received a reply from Andrew Jenkins which offered little support due to financial constraints.  Newport City Ward Councillors had reported that the petition had been presented to the Head of Streetscene and will discuss the matter with the cabinet minister. It was noted that resurfacing of Wentloog Avenue was complete and it was hoped this would now not require HGV’s to travel through the Wentloog Levels and Marshfield.  The Chairman suggested that the Community Council could carry out surveys required by Newport CC and it was noted that Arup had conducted traffic surveys for Newport CC in connection with the new nursery at Marshfield Primary School.  ***Councillor Williams proposed that the Community Council writes to Newport CC to demand action on this issue and to copy the letter to the leader and Chief Executive of Newport City Council, Jayne Bryant AM, Paul Flynn MP and vehicle distribution centres in the vicinity.***  ***The Council resolved to agree to this proposal.***  **5. MARSHFIELD PFA DONATION REQUEST**  The Chairman brought forward agenda item 11d.  Councillor Williams told the Council that the Finance Committee did not decide on an amount to be granted to the PFA due to the Committee’s terms of reference not being in place at that time.  ***Councillor Stockham proposed that the Council donates £3000 to the PFA to purchase equipment for the new nursery. The proposal was seconded by Councillor Williams.***  ***Councillor Southworth-Stevens proposed an amendment to Councillor Stockham’s proposal, that the PFA should detail the items purchased from the Council’s donation and pass this information to the Council***.  ***The Council unanimously resolved to agree to the amended proposal.***  **6. MULTI-USE GAMES AREA**  Councillor Rowlands reported that the Working Party had met with Wicksteed, Produlic and HAGS-SMP but had had no reply from Sutcliffe Play. It was possible that sports equipment would be supplied as part of the MUGA contract and Councillor Rowlands proposed a storage facility to store this equipment. Councillor Williams and Councillor Edwards voiced their opposition to siting a storage facility to provide equipment for facility users.  ***The Council requested a meeting between the Working Party and Mr Mike McGow of Newport CC Leisure Section to assist with finalising arrangements to be put out to tender and to receive land owner’s permission. The Clerk was asked to complete the EPOS Access Agreement and the Working Party was delegated permission to apply for planning permission on behalf of the Council.***  **8. YOUTH ENGAGEMENT WORKING PARTY REPORT**  Councillor Taylor had not made much progress but had looked at funding that may be available to the Community Council and the Village Hall Management Committee.  **9. PLANNING MATTERS**  a) Planning Committee  ***The minutes of the Planning Committee held on 27th April were approved and adopted by the Council.***  **REVIEW OF ACTIONS FROM THE LAST MEETING**  10. Cycle Track Between The Hollies and Pentwyn Terrace (Min 189b)  City Councillor Richard White emailed. He has been told that a bollard is to be erected to prevent vehicles driving through but has no date for when this will happen.  11. Newport Bus Service 31 (Min 189c)  The Council agreed to invite Newport Bus to a public meeting, separate to the Council meeting, to discuss the issues raised by local residents about the operation of the service. The meeting could include Newport CC Ward Councillors and the Assembly Member.  12. Doctor’s Surgery (Min 194)  The Clerk reported receipt of a reply dated 21st April from Sian Miller, Divisional Director, Primary Care and Networks, Aneurin Bevan University Health Board. The letter offered assurances that the service contracted by the Health Board with St Brides Medical practice is not time limited and that there is no intention to make any service changes without patient engagement and any necessary public consultation should it become apparent that there are issues with the longer term sustainability of providing safe care to patients.  13. Newport City Councillors Report – Water on Church Lane (Min 195)  ***The Council resolved to ask Newport CC to clear the gullies in Church lane, near the allotments***  **14. FINANCIAL MATTERS**  a) Finance Committee 2016/17 budget report.  The Council noted the draft budget provided to Newport City Council for the concurrent functions request and asked the Finance Committee to monitor and review these figures, as necessary.  b) To receive details of the annual audit for year ending 31 March 2016.  The Clerk reported receipt of the Annual Return from the Auditor General of Wales who will use BDO LLP to carry out the annual audit. The Clerk outlined the process to be followed including the appointment of an internal auditor.  ***The Council resolved to appoint Mrs K Richards-Moore to carry out the internal audit. The terms of reference are to consider the points set out in appendix 3 on page 151 of the Governance and Accountability booklet and to report back with a summary of her findings, with any matters of concern. Also, to complete the relevant section of the Annual Return.***  c) To consider the Council’s insurance policy renewal from 1st June 2016  The Clerk reported details of quotes from Zurich, Aon and brokers Came & Company  ***The Council resolved to renew its policy with Zurich and opted for a three-year agreement with premium of £954.49 for the first year, until 1st June 2017.***  d) To consider a request for financial assistance from Marshfield School PFA.  See minute 5.  e) To consider allocation of concurrent money received from NCC for 2015/16 and 2016/17.  The Clerk reported that the Council had agreed to hold the concurrent functions funds received from Newport CC for 2015/16 until they are required by the functions detailed in the claim and provided details of all income and expenditure for the year up to 31st March 2016, including amounts carried forward. The request to Newport CC for concurrent functions money for 2016/17 had been made and  payment was pending.  (The Council agreed to the following amendment)  ~~The Council considered a request from Marshfield Village Hall Management Committee for an allocation of the concurrent funds to be used for the maintenance and upkeep of the Village Hall.~~  ***~~Members discussed the matter and a proposal was framed that the Council allocates £4700 to the Village Hall Management Committee from the concurrent allocation for 2015/16 for the maintenance and upkeep of the Village Hall on condition that the Hall accounts and receipts are provided to the Community Council for this and future years.~~***  ***~~The Council resolved, by majority, to agree to the proposal. Councillors Edwards and Williams were against the proposal~~.***  The Council considered a request from Marshfield Village Hall Management Committee for an allocation of funds to be used for the maintenance and upkeep of the Village Hall.  Members discussed the request and noted that in usual circumstances payments would not be considered for years past. Members agreed to look at the request on this occasion due to the difficulties experienced by the MVHMC during the previous year. Members agreed that this way of business was not setting a precedent and was unlikely that they would consider past years in the future. Members looked at the budget and decided that due to the carried forward amount a payment could potentially be made.  ***A proposal was framed that the remainder of the concurrent functions budget and monies left from the precept 2015/16 would be used to make the payment. Members agreed to make a payment of £4700 to the Village Hall Management Committee for the maintenance and upkeep of the Village Hall. The payment would be made on the condition that the Village Hall would need to provide accounts and receipts to the Community Council for 2015/16 and future years.***  ***The Council resolved by majority, to agree to the proposal. Councillors Edwards and Williams were against the proposal.***  ***The Council also agreed to consider the allocation of 2016/17 concurrent functions money at a later date.***  f) To consider donations to Marshfield Village Hall Events Team  Mrs Angie Sykes wrote to the Council on behalf of the Village Hall Events Team to request a general donation of £3000 to be used to fund village events during 2016/17, or as an alternative, to make a donation of £1000 towards the cost of hiring inflatables, a climbing wall and balloon artist for this year’s fete.  ***The Council resolved, by majority, to agree to a donation of £1000 towards the fete costs but also to request a meeting between the Chairperson and Treasurer of the VHMC and Councillors Taylor, Williams and Stockham to discuss the 2016/17 budget as a whole and the Committee’s expectations.***  g) To Consider a Donation towards the Upkeep of Castleton Baptist Church Graveyard  ***The Council resolved to donate £150 towards the upkeep of the graveyard.***  h) To Decide on the Provision of an Inclusive Swing for the Village Hall Play Area.  The Clerk reported details of costs and alternatives to replace one swing seat in the junior play area with a seat suitable for children with special needs. Costings were also provided for a new stand-alone structure for a basket type swing.  The basket swing was felt to be too costly and would require a large area from the current play area. The Mirage replacement swing seat was felt to be the most appropriate of those on offer.  ***The Council resolved to request WM Garden Services to carry out the supply and installation of a Mirage seat in place of one of the four junior swing seats. A quote of £440+VAT had been received in October 2015 when the seat was being offered at a reduced price but this could rise to £530+VAT if the offer has expired. The Clerk was asked to contact the company to discuss current prices and order the seat.***  i) Filing Cabinet  The Clerk reported that the Council’s four drawer filing cabinet held in the Village Hall has become jammed and forced opening had damaged it. The cabinet was no longer required and the Clerk asked for permission to dispose of it.  ***The Council resolved that the Clerk can arrange appropriate disposal of the cupboard.***  j) Invoices  The Council agreed to pay the following invoices:   * One Voice Wales- Introduction to Community Engagement training for Cllr Mat Taylor and Cllr Geoff Stockham at Barry on 23rd March - £70.00 * Alan Chase – Reimbursement of cost of backing boards, printing and spraymount for muga exhibition and wall clock for meeting room. * Gerald Thomas – Reimbursement of cost of perpetual subscription to Microsoft Office 365 for Marshfield CC laptop computer.   k) Income  Newport City Council – Concurrent functions allocation 2016/17 - £7244  Newport City Council – Precept 2016/17, 1st instalment - £9030  l) Cheques  101552 G Thomas – Salary April (net) £ 273.73  101553 HMRC – PAYE April £ 68.40  101554 G Thomas – Internet connection £ 18.00  101555 One Voice Wales – Community Engagement training course fee (Min 14j) £ 70.00  101556 Alan Chase – MUGA exhibition materials reimbursement (Min 14j) £ 81.38  101557 Anthony Quilter – Litter pick expenses reimbursement (Min 182b) £ 51.15  101558 Marshfield Primary School PFA donation (Min 5) £ 3000.00  101559 Zurich Municipal – Insurance policy (Min 14c) £ 954.49  101560 Marshfield Village Hall Mgt Ctte – Concurrent fund allocation (Min 14e) £ 4700.00  101561 Marshfield VHMC - Events Team Fete donation (Min 14f) £ 1000.00  101562 Castleton Baptist Church – Donation to graveyard maintenance (Min 14g) £ 150.00  101563 G Thomas – Reimbursement for purchase of Microsoft Office (Min 14j) £ 119.99  **15. Allotment Committee**  a) Allotment Committee Minutes  The minutes of the Allotment Committee held on 8th April were approved and adopted by the Council.  b) Applications for an Allotment from Persons Living |Outside the Council Area  The Council considered whether to accept applications for a tenancy of an allotment from persons living outside the Marshfield Community Council area.  ***The Council resolved that persons not living within the precepted area of Marshfield Community Council could be considered for an allotment if one is available at the time but they should be charged double the amount that would apply to persons living within the area.***  **16. Festive Lighting for Christmas 2016**  The Council noted some information from companies that specialised in festive lighting, including solar lighting and discussed possible locations.  ***The Council resolved that Councillor Williams should contact the Old Baptist Church about siting a Christmas tree and the Finance Committee should check on the 2016/17 budget to decide on the level of funding available for festive lighting.***  **17. CORRESPONDENCE**  a) Clinical Futures – Minor Injury Unit Information  Julian Hayman, the Engagement Development Manager for the Aneurin Bevan University Health Board emailed on 20th April to provide information on Minor Injury Units and offered to attend a Council meeting to introduce the work of his team and to receive feedback.  ***The Council agreed to invite Mr Hayman to the July 12th Council meeting.***  b) Proposed M4 Black Route  The Council received an email from a resident asking if the Council is objecting to the proposed black route for the M4 Relief Road.  The Council had not made a comment as Members had not heard that the Council should make this an issue.  c) Speed Ramps  The Council received an email dated 26th April from a resident who was concerned about tyre wear resulting from speed ramps on Marshfield Road. Members noted the email and that the matter would be best dealt with by Newport City Council who has installed the ramps.  **18. COMMUNICATION**  Members agreed that the Chairman and Vice Chairman should compose an appropriate communication for publication, including thanks to Alan Chase for his contribution to Council business.  **19. ANY OTHER BUSINESS**  a) Nuisance from Bonfires  Councillor Davies told the Council that a fire being burned on the farm behind the allotments was causing a nuisance to residents nearby.  ***Members advised that the persons affected should contact Newport City Council’s Environmental Health Officer.***  b) A48 Castleton  Councillor Grady raised concern about the accident rate and the lack of adequate signage for the A48 at Castleton and asked if the Council could request accident statistics from the police for this stretch of road.  ***Members agreed that the Clerk should ask for this information.***  **Meeting ended Wednesday 00:10** | GT  GT  GT  GT  GT  F/Cttee  MT/JW/GS  GT  GT  JW/  F/Cttee  GT  GT |
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