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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Council meeting held on 13th October 2015 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:30 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present:  Mr Joel Williams (Chairman)  Mr Cenydd Edwards  Mrs Linda Southworth-Stevens  Mr James Rowlands  Mrs Catherine Grady  Mr Adam Rowbotham    Apologies: Mr Alan Chase (holiday), Mr Mike Woods (work), Mr Geoff Stockham, Mr David Collingbourne (work), Newport City Councillors Richard White & Tom Suller (meeting)  In attendance : 7 members of public, Mrs Angelina Curtis (Chairperson Marshfield VHMC), Mr Mike Rigby (Chairman Allotment Committee), PC Richard Oakerbee (Gwent Police), G C Thomas (Clerk)  The minutes of the Council meeting held on 8th September 2015 were agreed to be a true record and signed by the Chairman.  In the absence of the Chairman and Vice –Chairman those present were required to elect a chairman for this meeting. It was agreed that Councillor Joel Williams would chair the meeting.  **77. Bus Service 31a/b**  The Chairman permitted members of public present to speak on this matter. The Council was told that Rosemary Butler AM had received a response from Edwina Hart AM, Minister for Economy, Science and Transport in response to the recent petition from local residents.  The Council advised that bus users should make their views known to Newport City Council if they encounter problems with the service to provide a realistic picture of how the service is operating.  The Council agreed to request a meeting between representatives of the Council and Gareth Speed, Principal Passenger Transport Officer for Newport CC and Newport Bus.  **78. Bench Opposite Marshfield Road Post Office**  Councillor Williams told the meeting that he had surveyed the bench at random times and had seen it being used by older residents.  *(Councilor Edwards joined the meeting)*  Members noted a suggestion by Councillor Chase that the bench could be removed for a trial period.  The Chairman permitted members of the public to give their views and PC Oakerbee advised people to report any instances of concern to the police by telephoning 101 or Newport CC on 656656.  The Council agreed to monitor the use of the bench and review the situation at the January Council meeting and encouraged residents to report concerns to the police. PC Oakerbee said that the police will record the details on the neighbourhood data base and can give feedback in January.  **79 Council Vacancy**  The Chairman welcomed Mr Mike Rigby and Mr Mathew Taylor who had expressed an interest in joining the Council. The candidates were invited to address the Council and Members asked questions.  The Chairman asked for only Council Members to be present during the decision.  The Council agreed to co-opt Mr Mathew Taylor to fill the vacancy. Mr Taylor made a Declaration of Acceptance and took part in the following meeting.  **80. Police Matters**  Councillor Edwards reported on a meeting between representatives of Marshfield Community Council and Inspector Neil Muirhead at Pillgwenlly Police Station, Newport on 6th October. Members had raised concerns about anti-social behaviour and road safety issues such as parking and speeding.  Inspector Muirhead had accepted the issues raised and asked for residents to report any concerns to (reporting phone numbers). He suggested that a Neighbourhood Watch and Farm Watch could benefit the area. Inspector Muirhead explained the limitations due to the number of police officers available and the difference between Police Community Support Officers and Police Constables.  Inspector Muirhead had arranged for PC Richard Oakerbee to attend the meeting to further assist with these matters and to advise on the location of leisure facilities.  The Chairman welcomed PC Richard Oakerbee who noted that the Marshfield youth club had closed and told of the iZone bus that can tour to hot spots for anti-social behaviour. He gave police views and experience on multi-use games and agreed to visit Marshfield to watch for issues connected with the bench located opposite Marshfield Road Post Office.  PC Oakerbee concentrated on police views regarding a multi-use games area and provided a Sport England advice leaflet on the siting and management of a MUGA and felt that a village hall sports field would be an ideal place for a MUGA to be sited. Discussion took place about local consultation when PC Oakerbee suggested the police Online Watch Link (OWL) may be a good way to seek views and, also, visiting a similar council that had installed a MUGA to find out about how it operates in their area.  PC Oakerbee agreed to visit to inspect the proposed MUGA site to check how it compares to the Sport England advice.  The Chairman invited members of public to comment when the meeting heard questions about the leisure survey leaflet, the suitability of the Marshfield Village Hall grounds for siting a MUGA, the history of money spent to create two full size football pitches on Village Hall grounds and the responsibility of the Village Hall Management Committee for the grounds and how they are used.  The Council agreed to take the following steps:  1 To undertake a site inspection with PC Oakerbee to compare with Sport England advice.  2. To arrange a public meeting with a presentation.  3. To advertise the public meeting by distributing an individual flyer to Marshfield and Castleton residences.  **81. Allotment Committee**  a) Councillor Representative  The Council agreed that Councillor Mathew Taylor should take special responsibility for allotment matters and attend Allotment Committee meetings. As all Members are members of the Allotment Committee any can attend Committee meetings in addition to Councillor Taylor.  b) Allotment Committee Report  Mr Mike Rigby, Chairman of the Allotment Committee told the Council that some existing plots are being divided up to create smaller units which seem to be popular with new tenants.  There is a call from some tenants for a water supply to be provided to the allotment site which is currently being investigated.  Councillor Williams noted the level of rental charges currently made to tenants and asked whether they should be increased. Councillor Rowbotham felt that the Allotment Committee should operate with a set budget and any additional income that needed to be raised could be from increases in rent.  **82. Leisure Facilities**  a) Multi-use games area/spots pitch – This was dealt with under ‘Police Matters’.  *(The amendments to 82(b) in italics were agreed during the 10th November Council meeting but are still subject to approval at the next meeting)*  b) 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.  **83. Planning Matters**  There were no planning matters but Councillor Southworth-Stevens is arranging a Planning Committee for 26th October.  **84. Safe Walking to School**  a) Councillor Chase had e-mailed to inform the Council that he is making further enquiries with local people about land ownership before going to Land Registry as he suspects some land is not registered.  b) Councillor Rowlands presented the details of quotes for supply and fitting of pedestrian guardrailing along the ‘School Keep Clear’ road marking.  The Council agreed to select the quote from C C Walford to supply and install 10 No. 2 metre wide galvanised barriers to match existing barriers at a cost of £1870+VAT. The Clerk was asked to contact Newport CC Highways to request permission to install the railings and to ask Newport CC to adopt them on completion.  It was agreed to write to Marshfield Primary School to inform them about the progress in this project and ask for their support to be conveyed to Newport CC Highways.  *(Councillor Rowbotham declared an interest in the following item and did not take part in the decision)*  c) Marshfield School Parents and Friends Association wrote on 23rd September to ask for a donation of £1000 towards a scooter and bike which would encourage more people to leave their cars at home and walk, scoot or take their bikes to school.  Councillor Williams proposed a meeting with the school to find out more about the project before any decision is made. This was agreed and Councillors Williams and Southworth-Stevens were nominated to attend.  **85. Any Other Business**  The Chairman agreed to allow members of the public to address the Council at this point in the meeting.  a) Members of Marshfield Football Club explained that the playing surface of the main football pitch is dangerous because the maintenance carried out under the Newport CC contract is not adequate to keep it in a good condition.  The Council agreed that Councillor Stockham should speak to the Village Hall Management Committee about the problem and to include the matter on the agenda for the November Council meeting. The Clerk was asked to circulate details of the maintenance contract to Members and the Village Hall Management Committee in the meantime.  b) A resident of Pentwyn Terrace complained about the dangers resulting from the cycle track running through Pentwyn Terrace and the problems with the behaviour of children in the area.  The Chairman asked the Clerk to contact Councillor White who is looking into the cycle path route and referred to the earlier discussion on Police Matters when residents were encouraged to report problems to the police which would be monitored. The Council will also continue to monitor this matter.  **Matters Arising from Minutes of Last Meeting**  86. Old Vicarage, Church Lane (Min 61)  Councillor Chase had asked for the response from Newport CC Planning office before contacting CSSIW or Orbis management but no reply had been received to date.  Councillor Williams had spoken with a charity representing autistic persons and had been advised to write to the CSSIW to make representations on behalf of concerned residents.  87. Leisure Facilities - Children’s Play Area Safety Report (Min 63c)  The Clerk reported that contractors had been asked to provide estimates of the work required.  88. Safe Walking to School (Min 65)  Councillor Chase had met with the person who owned land adjacent to Marshfield Primary School to look at the possibility that some of the land could be used as a car park that could assist with the parking problems on Marshfield Road. No report of the meeting was available.  89. One Voice Wales Conference and AGM (Min 72b)  Councillor Williams had circulated an update on proceedings and gave a further report, including the proposal to increase subscriptions.  90. Any Other Business – Facebook (Min 76a)  Councillor Williams suggested updating the Council’s Facebook page with Community Council communications. Councillor Grady reported that administrators for the Council’s Facebook pages had been updated and communications had been posted.  **91. FINANCIAL MATTERS**  a) Concurrent Functions Money  The Council agreed to hold the funds received from Newport CC until they are required by the functions detailed in the claim.  b) Defibrillator Cabinet  Councillor Southworth-Stevens provided costings for cabinets suitable to house the defibrillator on the ousted wall of the Village Hall and explained that the higher costing was due to the quality of construction. The Council agreed to follow the recommendation of Welsh Hearts and purchase a cabinet at a cost of £540+VAT. Councillor Southworth-Stevens agreed to place the order and Members noted that fitting would be an additional cost.  c) Request for a Donation to Village Hall Fireworks Display Event  *(Councillor Williams declared an interest, having received hospitality from the fireworks firer, and did not participate in the decision)*  The Council received two requests from members of the Village Hall Events Committee; the first requested £900 being half the cost of fireworks and firers but the second informed of a change in the amount promised by a second sponsor which had dropped from £900 to £250.  Members discussed the details of the event and agreed to donate £800.  d) Logo Design  Councillor Chase had proposed that the Council provides Mr James Barry with a £40 meal voucher to be spent at Y Maerun as thanks for the work he had done in producing the Council logo.  Members wished to thank Mr Barry for his assistance and agreed to purchase the meal voucher as proposed.  e) Parish Online  Councillor Chase requested that the Council subscribes to Getmapping Ltd, Parish Online. The cost of an annual subscription is £91.20  The Council agreed to pay the subscription fee.  f) Invoices  The Council agreed to pay the following invoices:  Newport C C - Grounds maintenance Marshfield Village Hall playing fields 1/7/15 to 30/9/15 - £910.66  Tom Lavender Maintenance – Two days work on allotment site and tip run - £336.66  Mazars LLP – Fee for audit of business year ending 31 March 2015 - £54.00  D Wilde & Partners - Hedge cutting at Marshfield allotments -£90.00  g) Cheques  101500 G Thomas – Salary September (net) £ 273.73  101501 HMRC – PAYE September £ 68.40  101502 Newport City Council – V Hall grounds maintenance £ 910.66  101503 Joel Williams – Travelling expenses for attending OVW Conference £ 87.30  101504 Y Maerun – Meal voucher for James Barry, logo design £ 40.00  101505 Tom Lavender – Allotment site maintenance (Min) £ 336.66  101506 G Thomas – Internet Connection Reimbursement £ 18.00  101507 Mazars LLP – Annual audit fee £ 354.00  101508 Getmapping PLC – Annual subs for Parish Online £ 91.20  101509 D Wilde & Partners – Allotment hedge cutting £ 90.00  101510 Marshfield Village Hall – Events Committee Fireworks donation £ 800.00  **92. Public Engagement and Participation During meetings**  The Council discussed ways that members of public can participate during Council meetings and resolved to consider a Standing Order. The Clerk agreed to circulate the details of an example taken from model Standing Orders published by One Voice Wales for Members to consider and amend, where necessary, before being put to the Council for agreement at the next meeting.  **93. CORRESPONDENCE**  The Clerk drew the Council’s attention to the following correspondence:   * The independent Remuneration Panel for Wales – Changes affecting Community and Town Councils * Newport CC Active Travel Consultation – To map and plan suitable routes for active travel * Grow Wild Seed Kits – Details of registration to receive wild flower seed kits * Grow Wild Community Project Funding – To bring communities together to transform local spaces by sowing, growing and enjoying UK native wild flowers. * Groundwork Community Funding – New funding for community green spaces   **94. ANY OTHER BUSINESS**  a) Community  Councillor Rowbotham stated that Council Members are working in a voluntary capacity together with the community.  b) Mobile Homes  Councillor Rowbotham asked about mobile homes that had been sited in part of the village. Councillor Southworth-Stevens was aware of this and gave some details.  c) Notice Boards  Councillor Southworth-Stevens put forward a suggestion that a third Council notice board could be located outside the Village Hall.  d) Neighbourhood Watch  Councillor Williams said that the meeting with police had suggested using Neighbourhood Watch signs and ‘No Cold Caller’ signs.  **Meeting Ended 23:40** | **Action**  **GT**  **GT**  **GT**  **JW/**  **LS-S**  **GT**  **GT**  **LS-S**  **GT** |
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