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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Monthly Council meeting held on 14th June 2016 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 8:000 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present: Mr Mathew Taylor (Chairman)  Mrs Linda Southworth-Stevens  Mr Mike Rigby  Mrs Sarah Lyons  Mrs Catherine Grady  Mr Geoff Stockham  Mrs Susan Davies  Mr Joel Williams    Apologies: Mr James Rowlands, Newport City Councillors Tom Suller (holiday) & Richard White (meeting),  In attendance: Four members of public, Gary Blythe, William Walkey (Allotment Committee), PCSOs Caroline Doidge and Huw Moses (Gwent Police), Andrew Griffiths and Cerys Canning (Network Rail), G C Thomas (Clerk)  The minutes of the Annual Meeting and monthly Council Meeting held on 12th April were agreed to be a true record and signed by the Chairman, subject to the following amendment to minute 14e of the monthly meeting:  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 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.”***  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  -T**20. DECLARATION OF INTERESTS**  No interests were declared.  **21. NETWORK RAIL**  The Council welcomed Mr Andrew Griffiths and Ms Cerys Canning of Network Rail who gave a presentation explaining the work required to raise the height of bridges at Hawse Lane and Green Lane in connection with the electrification project. Surveys had found that the approach embankments for both bridges were in failure and unexpected extensive piling work will be necessary to make them sound. The same contractor will be used to work on both bridges at the same time and will not carry out pilling at night. Measures will be in place to protect the reens from pollution. Access to the bridges will stop on 4th July and temporary foot bridges will be for workforce use only. The bridges will be removed between 17th and 19th September 2016 and they expect to complete the work by the end of 2017.  Members asked questions about the possibility of heavy vehicles travelling on Marshfield Road to access the bridge work. Mr Griffiths said Network Rail will take account of any concerns from the community, police and other emergency services. Each side of the bridges will be accessed from either the north or the south and delivery of the piles will take place in one phase.  The Chairman suggested that routes are available which will avoid travelling through Marshfield and PCSO Doidge confirmed the unsuitability of Marshfield Road for works traffic, particularly during school start and finish times. Mr Griffiths asked for details of the routes which avoided Marshfield Road which he will put to the contractors. The Chairman agreed to forward this information as soon as possible.  The Council agreed to invite Network Rail to the Council meeting due for 13th September to receive an update on progress.  **22. PUBLIC PARTICIPATION**  a) A member of public enquired why an offer to provide land near Sandy Lane for school parking had not been taken up. The Chairman gave details of earlier discussions with the landowner.  b) Two members of public told the Council that a meeting had been arranged with Jane Bryant AM about HGVs using Marshfield Road. They had taken the names of companies from vehicles using the road. The Chairman described the present situation following an e-mail from Andrew Jenkins of Newport CC. Councillor Lyons felt that local depots which must be accessed via Marshfield Road should be encouraged to travel outside school start and finish times.  **23. ALLOTMENT COMMITTEE**  The Council welcomed Mr Gary Blythe (Chairman) and Mr William Walkey of the Council’s Allotment Committee.  a) Mr Blythe gave a report on recent activities relating to the allotment sites and requested reimbursement of £180 spent on skip hire from Mike Aitken. The Council agreed to reimburse but required a copy of the invoice.  b) Mr Blythe gave reasons why the allotment rents should not rise for the second half of 2016.  ***Councillor Taylor proposed that this matter should be deferred until November 2016 when charges will be reviewed for the following year, beginning 1st January 2017.***  ***The Council resolved to agree with this proposal and asked that invoices for the second half of 2016 be issued at the current rate.***  **24. POLICE MATTERS**  The Council welcomed PCSO’s Huw Moses and Caroline Doidge.  The Council noted the monthly police report for the Marshfield Ward. The Chairman said that residents were concerned about break-ins and persons entering property. PCSO’s saw that most crimes were committed by persons living outside Marshfield. Questions were asked about legislation controlling CCTV on private property. PCSO’s understood that this is permitted provided it doesn’t invade privacy. Councillor Grady queried why no statistics of traffic offences were contained in the police report. Councillor Lyons asked if extra patrols could be made at times highlighted on Safety at Marshfield.  **25. RESIGNATION**  The Council received the resignation of Councillor Cenydd Edwards from the Council and declared a vacancy. Members were sorry to receive this information and wished to thank Councillor Edwards for the work he has done for the community since his election in 2012  The Clerk was asked to begin the process to advertise the vacancy.  *26 (Councillor Williams joined the meeting)*  **27. CO-OPTION TO FILL COUNCIL VACANCY**  The Clerk reported that Daniel Hutchinson had withdrawn his interest in joining the Council, at the moment, and there were no other persons interested, to date.  **28. LEISURE FACILITIES WORKING PARTY REPORT**  Members noted that Councillor Rowlands had offered his resignation from the Council and agreed that Councillor Stockham should act as the lead for the Working Party. Councillor Stockham said the Working Party would miss the expertise of Councillor Rowlands if he leaves the Council.  Councillor Stockham gave full details of the specifications of the leisure facility recommended by the Working Party:  A multi-use games area, 34m x 19m. The facility will be built from steel and finished in a forest green colour. The playing surface will be bitumen macadam and will be marked for at least 3 sports. The fence heights will be from 3m to 1m to allow protection to the road and goal areas. Access to the facility will be from 2 self-closing gates at either side. The facility will be lit by low level solar lighting.  ***The Council unanimously agreed to adopt the recommended specification and to arrange for the facility to be constructed within the Village Hall grounds. There was one abstention.***  ***Councillor Williams proposed that the Council applies for planning permission via the Clerk.***  ***The Council resolved to agree to this proposal and agreed to meet the planning application costs which are yet to be set by Newport City Council.***  **MATERS ARISING FROM THE LAST MEETING**  29. HGV’s Marshfield Road (Min 4)  The Clerk reported that a letter had been sent to Newport City Council and copied to elected representatives, as requested. Newport City Council had replied on 10th June stating that a meeting had been arranged with Councillor Suller and it was hoped some funding would be found to undertake a classified traffic count in the near future  30. To Consider a Donation towards the Upkeep of Castleton Baptist Church Graveyard (Min 14g)  The Secretary of Castleton Baptist Church wrote on 17th May to thank the Council for its support.  31. To Decide on the Provision of an Inclusive Swing for the Village Hall Play Area (Min 14h)  The Clerk reported that WM Garden Services were unable to offer the swing at the reduced price as the offer had now ended but they were able to offer a used seat in good condition at a cost of £400+VAT.  ***The Council resolved to purchase the used seat provided the guarantees were the same as those applicable to a new seat.***  32. A48 Castleton (Min 19b)  The Clerk reported that the Police had referred him to Newport City Council for the statistics and Newport CC had asked that we apply directly to Capita, an independent company which manages these statistics and has a SLA with Newport CC. The subsequent enquiry to Capita was accepted but would result in a charge of £180+VAT.  ***The Council resolved to ask Councillor White if he could request these statistics via Newport City Council.***  **33. FINANCIAL MATTERS**  a) Annual Audit 2015/16  The Council received the internal auditor’s report which concluded that the information in the accounts represented a true and fair picture of the financial position of the Council as at 31 March 2016 and made a number of recommendations including ordering, risk assessment and regular reviews.  The Chairman of the Finance Committee reported that a working group had met on 19th May to look at the Annual Governance Statement part of the Annual Return and made the following proposal: Marshfield Community Council should endorse both Parts 1 & 2 of the Annual Governance Statement save for Part 2 question 1 regarding the budget where some shortcomings were identified. Although we are satisfied that the procedure in setting the precept was properly followed, the budget for 2015/16 was based upon the previous year's payments and receipts and consequently did not follow the detail recommended in the Governance and Accountability Guide. The Council will inform the Auditor of this and that this weakness has been addressed by the creation of a Finance Committee providing a lead in the setting of budgets along with the practice of scrutiny and periodic review.  The Council resolved to agree to the proposals and accepted the details entered into the Annual Return. The Chairman and Responsible Financial Officer signed off the Annual Return to be returned to BDO LLP, Southampton who will carry out the external audit.  b) Clerk’s Pay  **Pay Award** - A circular from NALC/SLCC gave details of a 2016-17 pay award agreed with the National Joint Council for Local Government Services. This provided a recommendation that the Clerk’s hourly rate should rise to £10.632 from 1st April 2016 and to £10.739 from 1st April 2017.  ***The Council resolved to accept the recommended pay scales and increase the Clerk’s salary from 1st April 2016.***  **Additional Hours -**  The Council had been monitoring the Clerk’s hours since 2012 and had asked for details of the hours worked over the contractual hours. The Clerk reported that during 2015/16 he had worked 99.5 hours in excess of the contractual hours and asked the Council if it would agree to pay for the additional hours at the standard hourly rate.  ***The Council resolved to pay for the additional hours worked providing a total gross payment of £1047.44***  **Contractual Hours –** The Council noted that since 2012 the Clerk had regularly worked hours in excess of the contractual hours and noted arrangements in comparable councils.  ***The Chairman proposed that the contractual hours should increase to 12 hours per week to reflect the time required to carry out the duties which had increased partly due to increased population, email and website and financial regulations. The Council resolved to agree to this proposal.***  c) Bank Signatories  The Clerk reported that, currently, three Members were authorised as signatories to Barclays Bank and asked if a further member would agree to become a fourth signatory.  ***Councillor Geoff Stockham agreed to carry out this role and the Council resolved to add Councillor Stockham to the list of signatories. The Clerk was asked to make the arrangements.***  d) Invoices  The Council agreed to pay the following invoices:  Cardiff Conservation Volunteers – Work to clear footpath - £140.00  K Richards-Moore – Internal audit fee - £110.00  WM Garden Services – V Hall Children’s play area repairs - £1242.00  Castleton Turf & Topsoil – Stone for allotment site - £180.00  One Voice Wales – Chairing Skills Course - M Taylor  e) Cheques  101564 Cardiff Conservation Volunteers (Min 33d) £ 140.00  101565 A Quilter – Allotment gate key deposit refund £ 10.50  101566 G Thomas – Salary May + April arrears (net) £ 279.15  101567 HMRC – PAYE May + April arrears £ 69.80  101568 G Thomas – Internet connection £ 18.00  101569 One Voice Wales – Chairing Skills training course fee (Min 33d) £ 35.00  101570 K Richards-Moore – Internal audit fee (Min 33d) £ 110.00  101571 W M Garden Services – Play area repairs (Min 33d) £ 1242.00  101572 Castleton Turf & Topsoil (Min 33d) £ 180.00  101573 G Blythe – Skip hire reimbursement (Min 23a) £ 180.00  101574 G Thomas – Clerk’s additional hours worked (Min 33b) £ 1047.44  **34. PLANNING MATTERS**  Councillor Southworth-Stevens reminded Members that a Planning Committee had been arranged for 21st June and gave information about the two applications, currently outstanding, to be included on the agenda.  **35. CORRESPONDENCE**  a) WW1 Centenary Fields In Trust    The Centenary Fields in Trust organisation wrote in June to introduce the nationwide Centenary Fields programme which has the objective of securing recreational spaces, in perpetuity, in honour of the memory of the millions of people who lost their lives in the conflict. The Community Council was invited to nominate a recreational space to be dedicated as a Centenary Field. A deed of dedication will protect the green space in perpetuity and signage will be provided indicting its designated status  The Fields Trust will be working to raise charitable funds to provide occasional improvement grants to sites protected as part of the Centenary Fields programme.  ***The Council resolved to put forward the land it owns at Groes Corner as a recreational space to be dedicated under this programme.***  b) National Library of Wales -UK Web Archive  The National Library for Wales e-mailed on 8th June to request that the Council’s website is included in its archive arrangements to preserve content and increase awareness among researchers.  ***The Councils resolved to agree to its website being included in the UK Web Archive arrangements.***  c) Campaign Against Levels Motorway (CALM)  The Council had joined the CALM alliance some years ago and had now received an invitation to attend a meeting at the Civic Centre on 22nd June to discuss the Black Route for the M4 across the Gwent Levels.  ***The Council agreed that Councillor Geoff Stockham will attend the meeting in a personal capacity and the proposals for the M4 should be placed on the agenda for the July Council meeting for discussion by the Council.***  **36. COMMUNICATION**  Councillor Taylor agreed to write the communication update which should include details of the new M4 Black Route.  **37. ANY OTHER BUSINESS**  a) Village Hall Extension  Councillor Williams offered the opinion that the plans to extend the Village Hall are not worthwhile and any funds available should be spent to upgrade the current hall building.  Councillor Taylor felt that the Council should receive a report from the Village Hall Management Committee about their views on this. This can be included in the proposed meeting with the VHMC.  b) Hedges Overhanging Pavement  Councillor Rigby told the Council that pedestrians are experiencing difficulties outside 117 Marshfield Road, where an overhanging hedge has reduced the footpath to a dangerous width.  ***The Council resolved to inform Newport CC Streetscene of the issue and ask for arrangements to be made to cut back the hedge***.  c) Cardiff Conservation Volunteers  Councillor Southworth-Stevens told the Council that the Volunteers had worked on a footpath near Mallards Reach where fly tipping was identified as a problem. Councillor Southworth-Stevens suggested a notice to deter this could help. Also, the footpath between Gelli Ber and the Church had been blocked with barbed wire.  d) Promotion of Council Activities  Councillor Stockham felt that the Council should promote the actions of the Council and Councillors to create interest in the community for persons who may join the Council.  ***The Council resolved to add this topic to the agenda for the next meeting.***  **Meeting ended 00:05 12th June.** | GT  GT  GT  GT  GT  GT  GT  GS/GT  GT  GT  MT |
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