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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Council meeting held on 9th June 2015 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:00 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present:  Mr Alan Chase (Chairman)  Mr Cenydd Edwards  Mr Anthony Quilter  Mrs Linda Southworth-Stevens  Mr Mike Woods  Mrs Catherine Grady  Mr James Rowlands  Mr Geoff Stockham  Mr Adam Rowbotham  Mr David Collingbourne  Apologies: Mr Joel Williams (holiday), Newport City Councillors Richard White and Tom Suller (meeting)  In attendance : 5 members of public, Lois Park & Andrew Griffiths (Network Rail) , Gareth Speed (Newport City Council) , G C Thomas (Clerk)  The minutes of the Annual General Meeting and the monthly Council meeting held on 12th May 2015 were agreed to be a true record and signed by the Chairman.  **20. DECLARATION OF INTERESTS**  No interests were declared.  **21. Presentation By Network Rail About The Forthcoming Project To Electrify The South Wales Mainline**  The Council welcomed Mr Andrew Griffiths and Mrs Lois Park of Network Rail who gave a presentation outlining the details of the mainline electrification project. Details of the project can be seen at the following link: <http://www.networkrail.co.uk/newport/> and contact can be made at Customer Helpline 03457 114141 or e-mail cr@networkrail.co.uk  *(Councillor Edwards joined the meeting)*  *Points included:*   * The effects to bridges along the line including closure of bridges to traffic at Bridge Street, Newport and Somerton, Liswerry for up to six months. * Some bridges will need work to install higher parapets. This includes the bridge at Broadway. * Electrification masts will be installed along the main line every 50-60 metres and will take about 20 minutes each to install by a pilling machine. This work will only be done at night when trains are less frequent * The Grange public footpath at Marshfield, which crosses the main line, will be diverted over Blacktown bridge eliminating the need for trains to sound their horn when approaching the footpath.   **22. Bus Service 31**  The Council welcomed Gareth Speed, Principal Passenger Transport Officer for Newport City Council who gave details about the retendering of bus service 31.  The costs had risen significantly requiring other options to be considered and it had been decided to operate the bus on a ‘run on demand’ basis and not a scheduled service from Monday 28th June 2015. To book the bus call 01633 211202 between 0900 and 1700 Monday to Friday  The bus will operate like a taxi and will stop as close to the booker’s address as possible. It will have fixed drop-off points at Asda, Duffryn, Tesco, Cardiff Road Retail Park, the Royal Gwent Hospital and Newport Bus Station (Market Square). Users will need to book 24 hours in advance but can get on the same day if the bus is already booked to come to the village. The X16 service is not affected by these changes.  Members asked if a freephone number could be used to make bookings and if a Twitter feed could show current bookings. These suggestions will be put to Newport Transport. Mr Speed said all bus stops will be reviewed. A member of public asked for the shelter opposite the post office on Marshfield Road to be removed due to anti-social behaviour, Mr Speed will feed back comments to Newport CC Streetscene. A time table was requested to be displayed at the A48 bus stops at Castleton, Mr Speed will look into this.  **23. Bench and Bus Stop Marshfield Road**  The Council had received correspondence from members of public living opposite the bench seat and bus shelter located on Marshfield Road near the post office. The residents complained about anti-social behaviour by youths who regularly congregate at the bench and bus shelter which is making their life a misery. The Chairman allowed the residents to address the Council when they reiterated the details and asked the Council to support their request for the bench and bus shelter to be removed.  The Council agreed to ask Newport City Council to assist in removing the bench from its present location and for it to be re-sited to a location to be decided.  **24. Leisure Facilities**  **a) Multi-Use Games Area** – Councillors Woods and Rowlands reported that they had met with Marshfield Primary School and were encouraged with the feedback. However, there is a major concern about out of hours access to the public but the school is willing to work with the Community Council to consider the issues that arise.  Councillor Woods told the Council that a meeting with the Chairperson of the Village Hall Management Committee had seen agreement for the proposed Working Party to look into a MUGA and the Village Hall extension, beginning with impartial views on all sides.  The Council further discussed the proposed project including the need for a mandate from the public after a public meeting.  **b) Village Hall Extension** – There was no further comment on this proposal.  **25. Defibrillator at Marshfield Village Hall**  Councillor Linda Southworth-Stevens updated the Council on progress:   * A defibrillator has been ordered. * The Village Hall has been booked for a training course in its use. * Publicity for the project and training will include the Marshfield Mail, the Council’s website and Councillor Grady is looking into an advert on Facebook. Uncertain about using the South Wales Argus as suggested by Welsh Hearts. * Welsh Hearts may attend the Village Fete to promote this and their work generally. * There is a need to decide on an electrician who can be involved in the installation of the defibrillator at the Village Hall. Councillor Quilter agreed to speak to Mr Mark Redwood about this.   The Council saw the benefits of providing a further defibrillator at another location in the area and agreed to give further consideration to other possible sites. The Clerk was asked to enquire whether the Coach and Horses, Castleton is able to reply to the request for assistance.  **26. PLANNING MATTERS**  a) Planning Committee Minutes  The Council approved and adopted the minutes of the Planning Committee held on 2nd June 2015.  b) Planning Application Observations  MCC 780 – Conex 15/0558  Proposal: Demolition of single storey conservatory and erection of replacement single storey side extension.  Site: 15 St Mellons Road, Marshfield, CF3 2TX  The Council had no comments to make on this application.  c) Goitre Farm, Newport Road, Old St Mellons, Cardiff  Cardiff City Council wrote on 1st June giving details of the arrangements for the appeal against the planning decision. The Council wished to ask to be notified of the decision of the appeal.  d) Keep Us Rural  Keep Us Rural had arranged a meeting involving Michaelston y Feddw Community Council and Newport CC when the LDP was to be discussed and had invited Members of Marshfield Community Council to attend. Councillors Grady and Edwards had attended and reported that questions were raised about the changes to the M4 motorway with the current M4 being downgraded to a trunk road for use by non-motorised users and about the proposed barrage in the Bristol Channel to provide hydro power as little information had been received by Michaelston CC.  Councillor Chase raised the consultation by Welsh Government via Arup, referred to in minute 16 of the May Council meeting, where Councillor Chase was asked to develop a response to Arup.  Members recommended that the response should include a request to promote doing something to the existing A48 to make it more multi-use friendly and safer. Councillor Southworth-Stevens noted the arrangements for cyclists in the Llanrumney area.  **27. ALLOTMENT COMMITTEE REPORT**  a) The Allotment Committee is proposing to tidy up the site with spraying, rotavating and clearance and has obtained a quote from CC Walford to carry out this work at a cost of £1518. The Council agreed to accept this quote.  b) It was noted that the Council’s website states that there is a waiting list for allotments but the current position is that there are a number of vacancies. Councillor Quilter agreed to make arrangements for an update and check on advertising the vacancies in the Marshfield Mail.  *(Councillor Collingbourne left the meeting)*  c) Due to the vacant plots that currently exist it was suggested that some of the land at Church Lane may be used to site a multi-use games area. Councillor Chase agreed to look into the possibility of this change of use with the Clerk.  **28. Safe Walking to School**  a) Councillor Woods reported that the school is to come back with details of a poster competition to help with this. The Council agreed to spend £100 on prizes for competition winners.  b) Councillor Woods reported that Newport City Council had stated that engineering work to create improvements would not be done within the current resources. Councillor Chase asked the Council to consider if it could arrange to provide a safe walking route to school using existing footpaths and, possibly, private land on the other side of the hedge along Marshfield Road.  The Council agreed that Councillor Chase should carry out a scoping project aimed at providing this facility.  The Council asked Councillor Rowlands to obtain information about pedestrian fencing suitable for installation along the zig-zag lines outside the school and the Clerk was asked to contact Newport City Council about the necessary permission and funding options for this work.  **REVIEW OF ACTION FROM PREVIOUS MEETING**  29. New Residents Information Pack (Min 8)  Councillor Chase is continuing to work on this matter.  30. Castleton Brownies and Rainbows (Min 15b)  The Brown Owl of Castleton 1st Brownies, Kath MacSorley wrote to thank the Council for its donation which will mean that the Rainbows and Brownies will be able to benefit from exiting activities they are now able to provide.  31. M4 Corridor Around Newport (Min 16a)  Councillor Chase is to follow up with a response to Arup and noted the points made earlier, in minute 26d.  32.Gwent Wildlife Trust - Living Levels Partnership Project (Min 17b)  Councillor Chase had contacted Gwent Wildlife Trust to find out more about the Project but had not yet received the required information.  33. Website Review (Min 18b)  Councillor Grady had made contact with Mrs Kirstie Evans and has taken on the administration of the Council’s Facebook page. | **Action**  **GT**  **AQ**  **GT**  **GT**  **AC**  **£**  **AQ**  **AC/**  **GT**  **£**  **JR**  **GT**  **AC**  **AC**  **AC** |
| **34. FINANCIAL MATTERS**  a) Audit 2014/15  The Clerk reported that the internal audit had been completed and the auditor had concluded the statement presents fairly the activities of Marshfield Community Council.  The Chairman and Vice-Chairman had met with the Clerk on Monday 8th June to review the internal controls and examined the internal audit and Section 2 - Annual Governance Statement of the Annual Return to be sent to the external auditor.  The Chairman recommended that the Council is able to agree with the points included in the Annual Governance Statement but the meeting had identified a need for improved recording of spending against budget headings.  The Council agreed to the recommendation and the Annual Return was signed by the Chairman and the Clerk for sending to Mazars, the external auditor.  The Clerk told Members that the Notice of Audit had been posted in the notice boards and details of the internal audit and Annual Return will be added to the Council’s website.  b) Planning Aid Wales Training Workshop  The Council agreed to fund the cost of Councillor Southworth-Stevens and Councillor Geoff Stockham to attend the training course on Monday, 29th June at Bedwellty House & Park, Tredegar. The cost is £30 per delegate and travelling expenses can be claimed if required.  c) Invoices   * Kathryn Richards-Moore MAAT -2nd June 2015 – Internal audit fee - £110 * 123-reg – 5th June 2015 - Website domain renewal for three years - £43.16 inc VAT (Reimbursement to G Thomas)   d) Income  Newport City Council wrote on 29th May stating that the Concurrent Allocation to Marshfield Community Council for 2015/16 will be £7244. The Precept payment will be £22530 to be sent in three installments in April, August and December 2015.  e) Cheques  101470 G Thomas – Salary May (net) £ 273.73  101471 HMRC – PAYE May £ 68.40  101472 G Thomas – Internet connection reimbursement - May £ 18.00  101473 K Richards-Moore – Internal audit fee (Min 34c) £ 110.00  101474 G Thomas Reimb. 123-reg -MCC website domain renewal for 3 years (Min 34c) £ 43.16  101475 Planning Aid Wales – Training course fee (Min 34b) £ 30.00  **35. CORRESPONDENCE**  a) Welsh Government Consultation – Protecting Community Assets  Members had examined the documents relating to this consultation and agreed that Councillor Edwards should prepare a recommended response to be circulated to Members before sending. The consultation closes on 11th September 2015.  b) Newport In Bloom 2015  The organisers of Newport in Bloom wrote with details of the competition categories that residents and organisations can enter. The details were noted by the Council.  **36. COMMUNICATION**  a) Council Logo  Councillor Chase provided 24 different options for a Council logo that had been created by a graphic artist and asked Members to give their choice via e-mail to find out which is most popular.  b) Communication for Marshfield Mail or Council Website  The Council agreed to publicise the following matters:   * Allotment vacancies. * Newport Transport bus service 31changes. * Defibrillator training. * Network Rail mainline electrification work.   **37. ANY OTHER BUSINESS**  a) Councillor Joel Williams  Councillor Rowlands told members that he had been asked what the Council is doing about the activities of Councillor Williams whilst appearing on television in ‘Big Brother’.  The Clerk advised that any person wishing to complain should initially write to him with the details.  b) Cardiff Conservation Volunteers  Councillor Southworth-Stevens told the Council that the Volunteers are now coming to work in the area on 28th June.  c) Litter Pick and Village Fete  Councillor Quilter reminded Members of the details and asked them to support the events by volunteering to help. The litter pick is taking place on Saturday 13th June and the Village Fete on **Saturday 27th June 1pm- 5.30 pm**  **d) Caravan on St Mellons Road**  **Councillor Quilter told the Council about a caravan sited at St Mellons Road, Marshfield.**  **Meeting ended 23:00** | **GT**  **CE** |
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