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| **MARSHFIELD COMMUNITY COUNCIL**Minutes of the Council meeting held on 9th February 2016 at Marshfield Village Hall, Wellfield Road, Marshfield, commencing at 7:30 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present: Mr Alan Chase (Chairman) Mrs Linda Southworth-Stevens Mr Cenydd Edwards Mr Mathew Taylor Mr Joel Williams  Mrs Catherine Grady Mr Geoff Stockham Apologies: Mr James Rowlands (family), Mr Adam Rowbotham (work), Newport City Councillors Tom Suller & Richard White (meeting).In attendance: 1 member of public, Helen Burgess (Newport Bus) PCSO 212, Lauren Howell & PCSO 42, Andy Norman (Gwent Police), G C Thomas (Clerk)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-The minutes of the Council meeting held on 12th January 2016 were agreed to be a true record and signed by the Chairman.**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **151. DECLARATION OF INTERESTS**No interests were declared.**152. PASSENGER TRANSPORT SERVICE MARSHFIELD & CASTLETON**The Chairman welcomed Helen Burgess, Operations Manager for Newport Bus. Ms Burgess explained the history of changes to service 31 and the way the demand responsive transport system should now operate. The Chairman gave details of complaints that had been made since the start of the new system. Ms Burgess told the meeting that there had been no issues reported by residents for months and the usage numbers are now higher than when the former arrangement was in place. They were now using the same driver for this route and the bus is not shared with another area.Members asked questions which clarified the following points:* Peak usage statistics show that the service would not be commercially viable as a regular service.
* Ms Burgess will take back a request for bus stops to be clearly identifiable but there is no time table for the demand responsive service and telephone numbers would not be shown on a bus stop. Information about the service is shown on the Newport Bus website and in leaflets.

*(Councillor Williams joined the meeting)** Newport Bus staff will arrange with customers the times the bus is available for coming and going*.*
* There are no penalties if customers fail to show up after booking but if this happens twice the matter is referred to the manager for investigation.
* It is not possible to create a new bus stop on Kingsway, Newport, near Wilkinsons. The nearest stops are Royal Gwent Hospital or Friars Walk.

**152. RESIGNATION**The Council received the resignation of Councillor David Collingbourne and declared a vacancy.The Clerk was asked to arrange notices to advertise the vacancy.**153. CO-OPTION TO COUNCIL**The Clerk reported that the Council is now in a position to co-opt to fill the vacancy created by the resignation of Councillor Mike Woods. The Clerk had received a response to the vacancy notice from Mr Mike Rigby who was present and discussed the role with Members.***Councillor Williams proposed that Mr Rigby be co-opted to the Council. The Council unanimously resolved to agree to this proposal.***Mr Rigby signed a Declaration of Acceptance and participated in the following meeting.**154. PUBLIC PARTICIPATION**No matters were raised by members of public.**155. HIGHWAYS DRAINAGE**Members referred to issues on St Mellons Road, on the A48 at Castleton and water running onto Marshfield Road between Church Lane and the Post Office, which appeared to be running from a private driveway.**156. POLICE MATTERS**The Chairman welcomed Community Officers Lauren Howell and Andy Norman who updated the Council on the latest issues concerning the local area.Members asked about parking outside Marshfield Primary School and were told that Community Officers are able to issue tickets for illegal parking but used common sense when dealing with such matters. They favoured educating motorists and can give a warning which could lead to a requirement to attend a parking awareness course. The Council had some discussion on the involvement of children in educating motorists.Members asked about speed checks on Marshfield Road and were told that speed check records are kept by the Traffic Division.Community Officers were asked if the police could liaise with the Community Council about issues involving Gypsy and Travellers.**157. ALLOTMENT COMMITTEE UPDATE**Councillor Taylor told the Council that the Allotment Committee will be meeting as soon as possible.**158. YOUTH CONSULTATION**Councillor Taylor circulated a report to the meeting which provided conclusions from the 54 questionnaires returned to him and reviewed the main points of the findings.The report provided the following recommendations to the Council:1. To press ahead with the plan for a multi-use games area.
2. To explore external funding for a young person’s meeting place/shelter.
3. Reactivate Marshfield Youth Club with an employed youth worker.
4. Discuss with Marshfield Village Hall Management Committee how we attract activities to the village.
5. Regular meetings with young people to discuss community needs and decision making.
6. Regularly review the public transport options for the village and lobby Newport City Council to improve if and where is needed.

(*Councillor Rigby declared an interest, being related to the Chairperson of the MVHMC).*The Council discussed the recommendations at length when Councillor Williams made the following proposal:***The Council should agree to recommendations 2-6 and set up a working party to study their feasibility.******Recommendation 1 can be accepted if it is reworded to state “The Council should plan to move forward with the multi-use games area”.******The Council unanimously resolved to agree with this proposal and confirmed the working party should comprise Councillor Taylor (lead), Councillor Edwards and Councillor Rigby.***The Council discussed the principles of the next steps in moving forward the multi-use games area, including a public meeting. Councillor Taylor asked for all Council Members to receive feedback from the Leisure Facility Working Party. Councillor Williams recommended that the Working Party organises a public consultation meeting sometime in the last two weeks of March.**159. PLANNING MATTERS**a) Planning CommitteeThe minutes of the Planning Committee held on 3rd February 2016 were approved and adopted by the Council.b) Community Infrastructure Levy Draft Charging ScheduleNewport City Council offered an opportunity for the Council to comment on the draft schedule.***Councillor Stockham proposed that the Council’s Planning Committee or Finance Committee should consider whether a response is necessary. The Council agreed to this proposal*****REVIEW OF ACTIONS FROM THE LAST MEETING**160. Castleton Village Hall (min 139)The Secretary of Castleton & District Village Hall wrote to inform the Council that kitchen improvements had been completed and invited the Council to attend the Hall with the possibility of The Argus attending so that both the Council and the Hall can be publicised.***The Chairman proposed that Councillor Southworth-Stevens should contact the Secretary to organise the event. The Council agreed.***161. Children’s Play Areas (Min 145)The Clerk reported that Councillor Chase and Councillor Rowlands had investigated the possibility of a local person carrying out moss removal from the play area safety surfaces and had decided that the job should be undertaken by a professional contractor. Chairman and Vice- Chairmen had given permission for additional work that had been identified to be added to the order given to W M Garden Services. The additional work agreed changing eight bushes on swings & clean off algae and treat surface £120.00. ***The Council confirmed agreement to the Chairman and Vice-Chairmen decision.***The Clerk reported that the contractor had locked the gates to the play areas for safety reasons whilst they undertook essential maintenance.162. Ramblers (147c)The Clerk notified Members of the Council’s membership to the Ramblers and the opportunities, advice and assistance now available. 163. Litter & Dog Fouling (min 148)The Council heard details of the responses from requests seeking increased level of service from Newport City Council and Wastesavers and proposed the add this matter to the agenda for the next meeting. ***Agreed*****164. FINANCIAL MATTERS**a) Donation Request from Marshfield Village Hall Events TeamThe Marshfield Village Hall Events Team wrote regarding their work in organising local events and the need for some certainty in funding. The Council was asked to consider making an annual donation of £3,000 to be used to sponsor Hall events only.***Members discussed the details of the request, following which, Councillor Williams proposed that whilst the Council fully supports the marvellous work of the Village Hall Events Team, it has not budgeted for these costs, but will continue to consider applications from the Team on a case by case basis.*** ***Councillor Stockham was in favour of an annual donation but the Council agreed to Councillor Williams’ proposal by majority.***b) Finance CommitteeThe Council discussed the benefits of creating a Finance Committee and considered the information contained in the Council’s Financial Regulations and the Wales Audit Office – Community Councils Good Governance.***Councillor Grady proposed that the Council creates a Finance Committee. The Council unanimously agreed to the proposal and stated the membership of the Committee to be Councillor Williams (Chairman), Councillor Stockham and Councillor Rigby.*** ***The Council asked the Committee to examine the Financial Regulations and to report back with recommend terms of reference to apply to the Committee.******(****Councillors Williams and Grady left the meeting)*c) Request for Donation Towards Litter Pick EventThe Leader of Marshfield Scouts wrote to ask if the Council wishes to become involved in the event and for a donation to help with the cost of advertising with posters and/or flyers and providing some refreshments for the participants. They expect to see more than 50 Scouts, Cubs and Girl Guides along with adult volunteers participating on Thursday 5th May. It is hoped that the community event will attract in excess of 100 participants.***The Council agreed to ask for more details of the amount of donation required and clarification of to whom it is to be made before deciding on the request.***d) Keep Wales Tidy InsuranceMarshfield Action Group requested that the Council renews its insurance with Keep Wales Tidy to provide cover for litter pick events at a cost of £70.***The Council agreed to pay the Keep Wales Tidy charge as a donation to Magpies.***e) One Voice Wales Subscription***The Council agreed to pay £334 to renew its subscription to One Voice Wales for 2016/17***f) InvoicesThe Council agreed to pay the following invoices:* Federation of City Farms and Community Gardens annual subscription for Allotment Committee - £30
* R Electrical, Marshfield – Installation of defibrillator box at Village Hall - £180

g) Cheques101532 G Thomas – Salary January (net) £ 273.73101533 HMRC – PAYE January £ 68.40101534 G Thomas – Internet connection £ 18.00101535 Keep Wales Tidy litter pick insurance -Donation to Magpies (Min 164d) £ 70.00101536 Cancelled101537 One Voice Wales - Annual membership subscription (Min 164e) £ 334.00101538 Federation of City Farms and Community Gardens - Annual subscription £ 30.00101539 R Electrical – Defibrillator external box fitting (Min 164f) £ 180.00**165. CORRESPONDENCE**a) HM The Queen’s 90th BirthdayThe Council had received information from One Voice Wales and the Lord Lieutenant for Gwent concerning events related to the Queen’s birthday celebrations. Beacons to be lit on 21st April, street party style lunches on 12th June and litter picking and clean-up projects to be arranged as a Clean for the Queen event.***Councillor Chase proposed that the Council seeks a co-ordinated approach with the Village Hall Events Team, possibly for a bonfire and fireworks event.******A majority agreed to with the proposal and asked Councillor Chase to look into the matter.******Councillor Stockham wished to record that he voted against any public funding of any such events"***b) Welsh Hearts Tea PartyThe Council received notice of a Welsh Hearts event during March where people are encouraged to hold a tea party or coffee morning to raise funds for the Welsh Hearts charity.**166. COMMUNICATION**Councillor Chase agreed to prepare information for the Marshfield Mail including details of the progress with the new leisure facility.**167. ANY OTHER BUSINESS**a) Keep Us RuralCouncillor Stockham updated the Council on the planning application for solar panels at Fairwater Farm. Keep Us Rural community action group had been involved with a judicial review against the Newport City Council planning application decision which had ruled that they had acted unlawfully because the applicant had not been asked to carry out an environmental assessment. Councillor Stockham felt community councils should take Newport CC to task for spending public money in this way.b) Social MediaCouncillor Taylor felt that the Community Council needs to adopt a social media protocol.c) Wellbeing of Future Generations Act 2015 / SustainabilityCouncillor Chase informed the Council that he is due to attend a One Voice Wales course on this subject on 18th February at Usk.**Meeting Ended 23:50** | **Action**GTLS-SJW/GS/MRGTACAC |
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