

## MARSHFIELD COMMUNITY COUNCIL

Minutes of the Council meeting held on 2<sup>nd</sup> April 2012 at Marshfield Village Hall, Wellfield Road, Marshfield commencing at 7:35 p.m.

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Present:

Mrs R Bashi (Chairperson)  
Mr G Kemp-Philp  
Mr K Bennett  
Mrs S Hood  
Mrs S Burke  
Mrs K Evans  
Mr G Ham  
Mr C Hemmings  
Mr M Sykes  
Mr W Smith

Apologies: None

In attendance: 1 member of public, City Councillors R White & T Suller, G C Thomas (Clerk)

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The minutes of the monthly Council meeting held on 12<sup>th</sup> March were agreed to be a true record and signed by the Chairperson subject to the following changes:

213(d) Councillor *Bennett* asked about....

218(b) The planning application observations were decided at Planning Committee not at the full Council.

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➤ = Letter to be Written

### 239. POLICE MATTERS

(a) The Council noted an e-mail from Inspector Muirhead in response to the concerns over police attendance in Marshfield & Castleton and response times.

Inspector Muirhead stated that the structure of the team responsible for covering the Marshfield and Tredegar Park wards has dramatically increased with two more Community Support Officers joining the team allowing two shifts instead of one. Other internal structure changes have led to CSO being allowed to drive marked police vehicles and the allocation of another vehicle to the team.

It is understood that Newport City Council still intends to establish a one stop shop serving both the Tredegar Park ward and Marshfield Ward but the completion date of this project is not known.

Parking outside Marshfield School is currently one of the Ward priorities and over four different CSO's have visited the area recently and have issued a number of fixed penalty tickets.

Officer's response times to calls are regularly monitored by Gwent Police. Depending on the nature of the call and competing demands within the area, it can take up to two hours to attend a call.

Reducing anti-social behaviour is a priority for Gwent Police. There has been a 29.3% reduction in anti-social behaviour in Marshfield this year; this exceeds the Force target of reducing anti-social behaviour by 7%.

(b) Councillor Sykes reported that CSO Doidge has said there was a spike in the 101 calls from incidents around the village. It was thought that youths from the St Mellons area could be involved in some of the incidents.

(c) Councillors Burke & Evans were concerned that the police surgery planned for 11am on Sunday 8<sup>th</sup> April will clash with the last service of Fr David at St Mary's Church. The Council agreed to let the police know that this may affect the attendance at the police surgery.

(d) Councillor Suller said that a police base in Marshfield would help with local policing and agreed to contact Inspector Muirhead about the rise in anti-social behaviour and the need for police presence.

(e) Councillor Ham was aware of break-ins in the Shires where car keys had been taken to steal cars.

(f) Members were advised to obtain a police log number of any crimes reported so that police statistics accurately represented the incidence of problems in the area.

#### **240. City Councillor's Report**

(a) Councillor White referred to the public consultation phase of the Local Development Plan that starts on 13<sup>th</sup> April. The Clerk reported receipt of an e-mail from Lucie Taylor the Planning Policy Liaison Officer of Newport CC that suggested use of the Village Hall for a presentation on the contents of the Deposit draft one evening at about 7pm and then for a manned exhibition the following day starting from 1.30pm to 6.30pm.

Members agreed that Councillor Burke should liaise with Councillor Sykes to find a suitable date for the proposed public meeting and exhibition and this is to be given to Lucie Taylor. The Council also agreed to ask if the meeting will cover the whole of the Marshfield Ward, how the meeting will be called and how it will be publicised. A mailshot to all residents was felt to be appropriate. The Community News issued by Marshfield Primary School was suggested as a way of advertising the meeting.

(b) The possible Gypsy and Traveller's site at Coedkernew is named in the Local Development Plan and can be a topic for the proposed public consultation meeting. The Council thanked Councillor White for his reply to a request for information and knowledge about the Gypsy and Traveller's site proposals and clarified that there were no undertones to asking for this information.

(c) The Litter bin that was located at The Shires has been moved to Mallards Reach.

(d) The water that had been collecting on the A48 at Castleton has dried up.

(e) Councillor White agreed to check on the drainage efficiency of reens in the Greenacre Farm area. The Council agreed to ask Wentloog Community Council if they had received planning application 11/0569 - Greenacre Farm, St Brides - Provision of land for rearing free range chickens including partial infilling of artificial ponds.

(f) The Council referred to the HGV operation in Marshfield and agreed to check with the Traffic Commissioner what conditions may have been applied to the Goods Vehicles Licence relating to The Goods Yard at Marshfield.

#### **MATTERS ARISING FROM THE LAST MEETING**

##### **241. Notice Board (Min 215)**

Councillor Hemmings said that the new notice board is expected to be delivered on 14th April.

#### 242. Painting Railings (Min 216)

The Council noted that a start date has not yet been given for this job.

#### 243. Marshfield Junior and Youth Football Club (Min 221)

Councillor Bennett questioned whether signatories to a petition can be counted if they are below a legal age or living outside the residential area affected.

Councillor Sykes said he had discussed the petition to improve football pitches at the Village Hall with the Village Hall Management Committee and there was no intention to present the petition to the Community Council.

#### 244. Request for Financial Assistance Towards Village Hall Grounds Maintenance (Min 225)

*(Councillor Sykes declared an interest in this matter and withdrew from any decision made)*

Since the decision at the last meeting, the Council had received details of difficulties in making a contract of less than 12 months with Newport City Council for grounds maintenance at the Village Hall. Members had also been informed that the 2012/13 concurrent functions payment by Newport City Council had been set at £7244 which appeared to take some account of the representations to increase this payment because of additional costs resulting from Newport CC's withdrawal of ground maintenance at no cost.

With this information now available, the Council agreed to rescind the earlier decision and instead make a contract with Newport City Council to provide ground **maintenance** at the Village Hall for the next 12 months at a cost of £2491.86+VAT and the service provided be donated to the Village Hall.

These proposals are on condition that the Village Hall Management Committee undertakes to liaise with the Council on the details of the proposed **ground maintenance** contract and agrees to supervise the contractors on behalf of the Council.

The Council had also asked for details of income received from the different Village Hall user groups along with the latest accounts statement. This information had been provided by the Chairman of the VHMC but the names of the user groups had been omitted.

Councillor Sykes was consulted on the present position and assured the Council that the Village Hall management Committee and the football club had met with Newport City Council and organised procedures for monitoring the grounds maintenance work. Councillor Sykes gave some details of the income from named user groups but the Council agreed to ask the VHMC for the missing information.

#### 245. Financial Assistance to Marshfield Football Club for White Lining (Min 227)

The Clerk asked about payment details for the first line marking donation. Councillor Sykes said that the cost of the first white line marking is to be specified in the grounds maintenance contract with Newport City Council.

#### 246. Insurance for Posts at Groes Corner (Min 232)

Members heard that cars are being offered for sale whilst parked on land at Gores Corner. Councillor Hemmings agreed to contact the contractor who will install the posts to make progress.

## **PLANNING MATTERS**

### 247. Planning Application Observations

CONEX 11/1338

Site: Meakins Timber Yard, Pen-Y Wain Farm, Ty Mawr Lane Marshfield Cardiff CF3 2YF

Proposal: Change of Use to Operation of a Motor Salvage Premises

Amended information had been submitted in connection with this application and an extension was given to the date for receiving further observations. The Council agreed in principle to a list of points to be made to Newport City Council and asked that the Planning Committee constructs the detailed written response.

(Councillor Hood left the meeting)

### 248. Updates

The Council asked that the agenda for the May Council meeting includes updates on planning applications affecting Ty Golau Farm and Church Farm.

### **249. Leisure Committee Report**

The next meeting has been arranged for Tuesday 3<sup>rd</sup> April at 7:30 p.m.

### **250. Village Hall Management Committee Representative's Report**

(a) Councillor Hemmings reported the following points:

- The AGM was held last Tuesday and minutes will be circulated.
- Mat Sykes has stepped down as Chairman of the VHMC and has been replaced by Simon Evans.
- The youth club at the Hall is going well.
- The Village Hall Fete will be held on 30<sup>th</sup> June 2012
- The VHMC has suggested that the Community Council makes a single payment from concurrent funding received from Newport CC after deducting fixed amounts for other concurrent facilities such as allotments, grass cutting and play areas.
- The VHMC has suggested that the cost of Village Hall ground maintenance should be taken from the Community Council's council tax precept rather than the concurrent functions allocation. The Council agreed to place this matter on the agenda for the next meeting.
- The next VHMC meeting will be on Tuesday 24<sup>th</sup> April 2012

(b) Councillor Kemp-Philp asked about progress in improving disability access at the Village Hall and outlined a number of points that require attention including his need for a hearing loop. Councillor Sykes said that a disability audit is progressing.

### **251 Village Hall Notice Board**

*(Councillor Sykes declared an interest and withdrew from any decision made)*

The Council discussed the matter in general terms that included one suggestion that a front window of the Hall could be used to post notices. The Council asked Councillor Hemmings to obtain prices of suitable notice boards and for the matter to be added to the agenda for the next Council meeting.

## **CORRESPONDENCE**

### 252. Fr David Matthews

Father David Matthews wrote on 22 March to say he is leaving the Marshfield & St Brides Parish to take up another post at the Parish of St Julians in Newport and wished to thank the community for the warmth of welcome in 2001 and, over the years, the encouragement and opportunity to participate in local events. Fr David invited the Chair and Members of the Community Council to the Community Farewell and his Final Eucharist and Liturgy in these Parishes at St Mary's Church on Easter Sunday.

The Council wished to thank Fr David for his service to the Parish community and agreed to provide a gift for Councillor Bashi to present to FR David at the final service. Members authorised Councillor Burke and Councillor Evans to act for the Council to choose and purchase a suitable gift up to the value of £250 and to compose a reply to Fr David's letter to the Council.

### 253. Marshfield Primary School Asbestos

The Health & Safety Manager of Newport City Council wrote on 28<sup>th</sup> February stating that Newport City Council would be happy to meet the Community Council to discuss asbestos management, but as the Council's request relates specifically to details of the asbestos management records within the school, contact should be made with the Head Teacher. Officers from Newport CC will be happy to attend a meeting when it is arranged.

The Community Council agreed to ask the Head Teacher to provide copies of the updated version of the Asbestos Management Plan, the Register and associated paperwork. If copies of these documents can be sent to the Council a meeting may not be necessary.

### 254. Footpath Diversion

Newport City Council provided details proposed diversion of Public Right of Way 399/38, 399/39(part) and 399/40 and asked for comments.

The Council agreed to circulate the details of the proposal for Members information and then to consider a response at a future meeting.

### 255. Chairperson's Statement

Councillor Bashi read a statement about the work achieved by the Community Council with a view to the forthcoming elections.

## **FINANCIAL MATTERS**

### 256. Castleton Baptist Church

The Secretary of Castleton Baptist Church wrote on 29<sup>th</sup> March requesting a grant towards the maintenance and upkeep of its graveyard.

The Council agreed to donate £150 to the Church for this purpose.

### 257. St Marys' Parish Church

*(Councillor Burke and Councillor Evans outlined circumstances that may be interpreted as an interest in the Church. The Clerk was unable to confirm whether these circumstances prevented the councillors from participating in any decision made and suggested deferring the matter until advice is sought on this point. However, Councillor Burke and Councillor Evans agreed to withdraw from the decision to allow the Council to continue with this matter).*

Fr David Matthews wrote on behalf of St Mary's Parish Church on 1<sup>st</sup> April requesting financial assistance towards the annual donation it is required to raise by Church Authorities that has been set at £42,000 for 2012.

The request referred to the ancient heritage of the mediaeval church which is a valued community space and facility where anyone, regardless of spirituality or faith-adherence or not is always welcome and where significant life events of the community are held regularly. The amount the Church must raise is considerable for an average Sunday congregation of 80 and further financial assistance is sought to ensure the continuation of the presence of the Parish Church in the community.

The Council discussed this request and by majority decided to donate £5,000 to the Church. The Council wished to point out that this is a one-off donation although it is willing to consider further requests for financial assistance.

### 258. One Voice Wales

One Voice Wales wrote on 19<sup>th</sup> March with details of the service it provides and invited the Council to renew its annual membership for 2012-13 for a fee of £292.

The Council agreed by majority to renew its membership.

### 259. Castleton Village Hall

*(Councillor Ham declared an interest as a member of the Castleton Village Hall Management Committee and withdrew from any decision made).*

*(Councillor Smith declared a personal interest as Chairman of the Castleton Air Rifle Club which uses the Hall. The Clerk referred to recent advice from the Head of Law and Standards specifically concerning councillors who are members of user groups that use a village hall. Given that the request to be considered was for assistance towards the general maintenance and repair to the fabric of the Castleton Village Hall the advice was that Councillor Smith would not have a personal or prejudicial interest in this matter and would be allowed to take part in the decision).*

The Secretary to the Hall Management Committee wrote on 16<sup>th</sup> March stating that the Castleton Village Hall was built in 1924 and is in desperate need of repair with structural and other work necessary to maintain the Hall to a satisfactory standard. The letter outlined how the Hall is currently used by members of the community and outlined plans for increased provision.

The Council invited Councillor Ham to provide further information about the costs involved to repair the building.

The Council agreed to provide £12,000 to assist with the provision of this facility for the community.

## 260. Savings Account

Following on from the decision to invest £85,000 with the NatWest (Min 228) the Council heard details of other banking group accounts that offered a better interest rate than the present Barclays Base Rate Tracker Account. Members also noted the working balances that are likely to be held in the Barclays current account and the Base Rate Tracker Account at any point in time.

The Council agreed to invest £50,000 in the latest Barclays Bank Business Fixed Rate Bond that provides the equivalent of 2.0% gross interest/AER during the period of the Bond. Maturity is after nine months on 1<sup>st</sup> February 2013.

## 261. Clerk's Hours

The Clerk told the Council that the council business workload had increased over the years and he had suspected that hours spent working on council business exceeded the contractual 7.5 hours per week. The Clerk had kept an accurate record of time spent working on council business since the beginning of this year and this had shown that, up to the middle of March, he had worked around 35 hours in excess of the contracted hours.

The Council asked the Clerk to submit up to date details of hours worked this year to the Chairperson or Vice-Chairperson for checking and agreed to allow them to authorise payment for the additional hours worked at the Clerk's standard hourly rate.

Members also wished to consider if any changes should be made to the Clerk's contractual hours.

## 262. Marshfield Village Hall CCTV

Councillor Sykes asked if the Council would consider the CCTV project that the VHMC has prioritised and referred to information that had been circulated by e-mail showing the Committees preferred quote for an 8 channel/5 camera system costing £1985+VAT.

Councillor Kemp-Philp felt that the disability access work needed at the Hall should be addressed before the Council gave further grants.

The Council asked for three written quotes for the preferred CCTV system to be provided for consideration at the next meeting.

## 263. Cheques

101198	Cancelled		
101199	Marshfield CC – NatWest Enhanced Fixed Rate Deposit (Min 228)	£85000.00	
101200	Pending		
101201	S Burke – Land Registry Search – Reimbursement (Min 230)	£	4.00
101202	Wales Air Ambulance – Donation (Min 229)	£	50.00
101203	G C Thomas – Internet Reimbursement, March	£	18.00
101204	G C Thomas – Clerk's Salary, March	£	265.24
101205	HM Revenue & Customs – PAYE	£	66.20
101206	S Smith - Allotment 32 - Key Deposit Refund	£	10.00
101207	Castleton Baptist Church – Donation (Min 256)	£	150.00
101208	St Mary's Church – Donation (Min 257)	£	5000.00
101209	One Voice Wales – Membership Subs 2012/13 (Min 258)	£	292.00
101210	Castleton & District YMFS, Castleton Village Hall (Min 259)	£	12000.00
101211	G Thomas - Clerk's add'tnal hours payment (gross)	£	489.50

### **264 New Residents Information Pack**

Discussion was deferred until the next meeting but Councillor Evans agreed to circulate ideas in the meantime.

### **265. Improvements to Land at Groes Corner**

Discussion was deferred until the next meeting.

### **ANY OTHER BUSINESS**

#### **266. Village Hall Junior Play Area Gates**

One yellow hydraulic gate to the junior play area had been reported as faulty and following inspection by Councillor Ham it was not felt that the fault was due to a manufacturing defect. Further, the second yellow gate had now been found to be tampered with causing problems. The Council asked the Clerk to contact Wicksteed to ask for a price to rectify the problems and possibly reinforce the gate.

**Meeting ended 1:00 am**