

***Serving the Communities of Castleton and Marshfield***

*Chairman:* Mrs Catherine Grady

*Clerk:* Mr G C Thomas 4 Kenilworth Road Newport South Wales NP19 8JQ

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Dear Councillor

The Annual Meeting of Marshfield Community Council will be held **on TUESDAY 11th May 2021** commencing at **7:30p.m.**  The Monthly Council meeting will follow immediately after the Annual Meeting.

**Due to the current situation with Coronavirus the Council is permitted to meet using video/audio conferencing and Members will conduct this meeting from their homes via Zoom. An invitation to link to this meeting has be emailed to you.**

**Members of public and press are welcome to join the meeting by following the joining instructions below. If required, written representations can be emailed to the Clerk by 10th May, to be brought up under item 3 of the monthly meeting agenda.**

## Yours sincerely

G C Thomas

Clerk

Join Zoom Meeting

[https://us02web.zoom.us/j/89590046348?pwd=ek5DZTB6ZzI5cFJEeWZnbE9Wckx4UT09](https://www.google.com/url?q=https%3A%2F%2Fus02web.zoom.us%2Fj%2F89590046348%3Fpwd%3Dek5DZTB6ZzI5cFJEeWZnbE9Wckx4UT09&sa=D&source=calendar&usd=2&usg=AOvVaw2XrPdWxA8NFoAnOEVgiSyw)

Meeting ID: 895 9004 6348  
Passcode: 235292

One tap mobile  
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Dial by your location  
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+44 203 901 7895 United Kingdom  
+44 208 080 6591 United Kingdom  
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+44 131 460 1196 United Kingdom  
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Meeting ID: 895 9004 6348  
Passcode: 235292  
Find your local number: [https://us02web.zoom.us/u/kbXZvLqNOd](https://www.google.com/url?q=https%3A%2F%2Fus02web.zoom.us%2Fu%2FkbXZvLqNOd&sa=D&source=calendar&usd=2&usg=AOvVaw1a53rcXdb_pZ4ZD6yi-pgf)

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|  | **AGENDA** |
| **1** | **Apologies.** |
| **2** | **Declaration of interests.** |
| **3** | **To meet candidates wishing to join the Council and to decide on co-option to fill vacancies.** |
|  | **ANNUAL MEETING** |
| **4** | **Election of Officers:**   * 1. **Chairperson.**   2. **Vice-Chairperson.**   3. **Representative to fill the Council’s seat on the Village Hall Management Committee.**   4. **Representatives to One Voice Wales Newport/Monmouthshire Area Committee.** |
| **5** | **a) To review membership, chairperson & terms of reference:**  **i) Planning Committee**  **ii) Finance & General Purposes Committee**  **iii) Allotments:**  **a) Allotment Committee.**  **b) Church Lane Site Sub-Committee.**  **c) Marshfield Road Site Sub-Committee.**  **iv) Transport & Road Safety Working Group.**  **b) To consider whether other Council committees or working groups are required to assist with the Council’s business.** |
| **6** | **To confirm the existing governance documents:**  ***1) Standing Orders:***  a) Entire NALC Model Standing Orders (*subject to further consideration to ensure the adopted Standing Orders are suitable for the Council’s needs and discretionary information is inserted where necessary****).***  ***Standing Orders previously confirmed:***  b) Financial Regulations updated January 2016, provided by One Voice Wales, using the stated EU procurement thresholds.  c) Public Participation in Meetings.  ***2) Council Policies:***  a) Independent Remuneration Panel for Wales Policy.  b) Social Media Policy.  c) Allotment Waiting List Policy.  ***3) Code of Conduct for Marshfield Community Council*** |
| **7** | **To receive and approve the Statement of Accounts for 2020/21 (see attached report).** |

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|  | **MONTHLY COUNCIL MEETING** |  |
| **No.** | **Item** | **Time (mins)** |
| **1** | **Apologies.** | **2** |
| **2** | **Declaration of interests.** | **1** |
| **3** | **Time allowed for members of public to speak (In line with Standing Order on Public Participation in Meetings). Please email the Clerk with any matters to be put to the Council by Monday 11th May** | **15** |
| **4** | **To confirm the minutes of the meeting held on 13th April 2021.** | **5** |
| **5** | **Review of actions arising from the meeting held on 13th April 2021.** | **10** |
| **6** | ***Financial Matters:***  **a) To approve and adopt the minutes of the Finance & General Purposes Committee held on 20th April 2021**  **b) To agree to the proposed contract with Newport City Council for ground maintenance of Marshfield Village Hall grounds.**  **c) To consider a motion to make a donation to the Urdd national Eisteddfod.**  **d) To receive a motion to make a donation to leukaemia research.**  **e) Payments and Invoices**  **f) Other financial matters** | **20** |
| **7** | **To receive agreement for locations from NCC and consider the contractors for installation of new benches on Marshfield Road.** | **10** |
| **8** | **To consider the appointment of Cardiff Conservation Volunteers.** | **10** |
| **9** | **To consider any actions necessary for planting and maintenance of Council planters during 2021.** | **10** |
| **10** | **To consider the estimates received for a community Assault Course/Trim Trail to be sited on the stretch of land at Marshfield Village Hall between the car park and the adult football pitch. (Relating to Community Project 1)** | **15** |
| **11** | **To receive a list of proposals from Councillor Stockham.** | **15** |
| **12** | ***Planning Matters:***  **a) To confirm the Council response made to Newport City Council on 4th March regarding Newport Replacement Local Development Plan – Consultations January 2021.**  **b) To approve observations sent to Newport City Council for the following planning applications:**  MCC 952 – Conex 21/0246  Proposal: Single storey extension to front elevation to form new entrance (Resubmission following refusal of 20/1127).  Site: Craigwood House, Newport Road, Castleton, CF3 2UR  **Not being able to view the property from the public highway Marshfield Community Council does not wish to offer any comments or observations in respect of the above planning application.**  MCC 953 – Conex 21/0280  Proposal: Increase in ridge height of dwelling by 1m to facilitate loft conversion, amendments to porch and other internal and external alterations.  Stie: 58 The Meadows, Marshfield, CF3 2AY  **Marshfield Community Council does not consider this extension and alterations to be**  **appropriate in its current form for the following reasons:-**  **1. The houses on this estate differ in size and design, however they still follow a common theme. This applications design would not fit in with the current street scene, particularly with the property being sited on the main access road.**  **2. The proposed roof extension causes the property to look more like a “Town House” and is out of keeping with the Character of the development.**  **3. The alterations adversely alter the symmetry of the property.**  **4. The Dormer Windows both to the front and rear of the property may compromise the**  **privacy of the neighbours.**  **c) To agree a response to Newport City Council for the following planning application:**  MCC 954 - Conex 21/0229  **Proposal:** Works to horse chestnut tree protected by TPO group 08/2002 (G1).  **Site:** 27 Blacktown Gardens, Marshfield CF3 2SF  MCC 955 – Conex 21/0366  **Proposal:** Erection of front porch, single storey side extension and rear extension, first floor side extension and loft conversion.  **Site:** 91 Mallards Reach, Marshfield, CF3 2NN  **d) Other planning matters.** | **15** |
| **13** | **Correspondence.** | **5** |
| **14** | ***Communication:***  **i) To agree items to be included in the monthly communication to residents in the Marshfield Mail and any posts required to the Community Council website.** | **5** |
| **15** | **Any other business** | **5** |
|  | **The next full Council meeting is scheduled to take place on Tuesday 8th June 2021** |  |