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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Council Meeting held on 8th June 2021 via a Zoom video/audio conference call commencing at 7:15 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present: Mrs Cath Davis (Chairman)  Mr Mark Dawkes  Mrs Linda Southworth-Stevens  Mr Geoffrey Stockham  Mrs Cathy Holland  Mr John Holland    Apologies: Mrs Sue Davies (family matters), Mrs Catherine Grady (family matters).  In attendance: one member of public, Sgt Mervyn Priest (Gwent Police), Mrs Jayne Constance (Marshfield Village Hall Management Committee), Ms Caroline Antoniou (Magpies), G C Thomas (Clerk.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The minutes of the Annual meeting and the Council meetings held on 11th May 2021 were agreed to be a true record and should be signed by the Chairman.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **29. DECLARATION OF INTERESTS**  No interests were declared.  **30. POLICE MATTERS**  The Council welcomed Sgt Mervyn Priest of Gwent Police who introduced himself and gave a brief outline of his earlier work for Gwent Police. The Chairman asked for questions to be put to Sgt Priest.  Points made included:   * Working together with South Wales Police on problem solving, * Working with local speed watch, ASU Traffic Officers and Newport City Council regarding local traffic problems. Will work with schools for dangers from traffic on Marshfield Road around school times, particularly business vehicles. * Cruisers on LG road Coedkernew being monitored with intelligence work. Further information from residents will assist. * Response times are as soon as possible depending on the locations of the officer at the start. * Sgt Priest will meet with the Council’s Transport & Road Safety Working Group. * Problems caused by scrambler bikes had been dealt with at the recent police surgery and police operations are on-going. Caroline Antoniou was happy with the police response to Shirenewton and the scrambler bikes issues.   **31. RESIGNATION**  The Council received the resignation from the Council of Councillor Rachel Johnson-Poulsen and Councillor Carwyn Griffiths and declared two vacancies.  The Chairman wished to thank Councillors Johnson-Poulsen and Griffiths for their contribution during their time as councillors.  **32. COUNCIL REPRESENTATIVE ON MARSHFIELD VILLAGE HALL MANAGEMENT COMMITTEE**  ***Councillor Stockham proposed that Councillor Cathy Holland should take the Council’s seat on the Marshfield Village Hall management Committee. This was seconded by Councillor Davis and unanimously agreed.***  Councillor Davis asked Jayne Constance to liaise with Councillor Holland to provide the necessary information to carry out this role.  **33. BANK SIGNATORIES**  The two remaining signatories for Barclays bank accounts are Councillor Linda Southworth-Stevens and Councillor Catherine Grady. The Council agreed that Councillor John Holland and Councillor Geoff Stockham should be added to the mandate and asked the Clerk to make the necessary arrangements.  **PUBLIC PARTICIPATION**  *(Councillor Southworth-Stevens joined the meeting)*  34. Memorial Donation – Football Academy  Jayne Constance told the Council that, after consultation with the family, it had been decided to set up a football academy in memory of Sam Peard to reflect his involvement with the football club. The Council was asked to make a donation to assist in setting up the academy.  ***Councillor Stockham proposed that the Council donates £1000 towards the academy which would replace the £200 donation agreed in minute 14. Councillor Southworth-Stevens seconded the motion which was unanimously agreed by the Council.***  35. Magpies  Caroline Antoniou updated the Council on matters involving Marshfield Action Group (Magpies).   * A £1000 grant had been achieved from Living levels to be used to create a pollinator behind the shop on Marshfield Road and apple and pear tree wooded area at Mallards Reach in the Autumn. * Magpies are part of a group working with Newport CC to attempt to achieve a grant of up to £2 million from the Welsh Government to create a wildlife area around the LG ‘road to nowhere’ to alleviate the serious tipping problems that exist. * Ms Antoniou explained that there are a lot of grants available via Magpies. Councillor Holland offered help with this, if necessary.   **MATERS ARISING FROM THE LAST MEETING**  36. Email Addresses (Min 9)  The Clerk told the Council that the Finance & General Purposes Committee will meet soon to consider this matter.  37. Installation of New Benches on Marshfield Road (Min 17)  The Clerk reported that Amberol Ltd had been contacted about ordering the bench seats and picnic benches which appeared to be available in black. Also, the seven NCC approved contractors had been asked to quote for installing concrete bases and fitting the two bench seats on Marshfield Road.  ***The Council agreed that the final decision on installation should be made by the Finance & General Purposes Committee.***  38. Cardiff Conservation Volunteers. (Min 18)  Councillor Southworth-Stevens told the Council that CCV will notify available dates later but these are likely to be in September or October.  39. Proposals from Councillor Stockham – Renewable Energy Marshfield Village Hall ((Min 21)  Councillor Stockham told the Council that collection of information on this matter was progressing.  40.. Communication – Marshfield Mail (Min 26)  The Chairman told the Council that an article had been submitted to the Marshfield Mail but did not appear in the last publication.  **41. COUNCIL FACEBOOK**  The Council received advice from One Voice Wales about the operation of a Council Facebook page.  ***With regard to this advice the Council agreed that only the Clerk and Chairman should post and the pages should be set up to allow posts but no comments back. Any correspondence should be directed to the Clerk using the formal contact channels.***  The Clerk was asked to contact Councillor Grady to make arrangements for the administrator details of Facebook to be changed to the Clerk and the Chairman.  **42. ASSAULT COURSE/TRIM TRAIL PROJECT**  Some questions were raised about the location of the proposed facility, the need for further community consultation and whether planning permission would be required. Councillor Holland suggested arranging a risk assessment of any sites put forward.  ***The Council agreed to create a four person working group comprising two representatives of Marshfield Village Hall Management Committee and Councillor Catherine Grady and Councillor John Holland to represent the Community Council. The working group should examine the proposal and report back to the Council.***  **43. COUNCIL PLANTERS**  Councillor Davis had liaised with the Peard family and proposed that they should take responsibility for planting and maintenance of two Council planters located on Marshfield Road, near Mallards Reach and at Groes Corner. This would be done in memory of Sam Peard.  ***The Council unanimously agreed with this proposal.***  Maintenance of the other five planters was discussed with suggestions ranging from arranging paid, professional maintenance to finding local volunteers.  ***Members agreed that Councillor Davis should check with contractors who would plant and maintain the planters and she should come back to the Council with details.***  **FINANCIAL MATTERS**  44. Annual Audit  The Clerk had circulated a copy of the Annual Return for 2021/21 which had been completed apart from the internal audit. Councillor Dawkes proposed that the Council accepts the Accounting Statement and agrees with all statements in the Annual Governance Statement. This was seconded by Councillor Southworth-Stevens and agreed by the Council.  The Council will be required to certify the Return when the internal audit has been completed before the Clerk returns it, with accompanying documents, to Audit Wales.  45. Invoices and Payments  The Council agreed to make the following payments:   * One Voice Wales – Training Course 25.5.21 – Chairing Skills - £30.00 * M Dawkes Reimbursement – Zoom Subscription June 2021 – £14.39 * Stephen Thornton Reimbursement – Church Lane Allotments - 5 IBC water tanks £185, Screwfix plumbing fittings £14.21, B&Q Postcrete to repair allotment gate £9.64 - Total £208.85 * 123-Reg – Domain Renewal for marshfieldcommunitycouncil.org for three years - £57.56 * Information Commissioners Office – Data Protection Registration Fee - £40.00 * ADC Fire Systems – Village Hall Fire Doors - £6739.20 * G Thomas Reimbursement – Stationery etc Dec 20 – Jun 21 – (Stamps, paper, envelopes, printer ink, Google email storage Jan-Jun) - £151.36   46. Marshfield Village Hall Coffee Shop  Following the positive feedback on the proposal at the May Council meeting Mrs Jayne Constance asked the Council when it could decide on financial assistance to the project.  ***Councillor Stockham proposed that the Council gives the ‘green light’ to the project and agrees to support the financial costs of creating the coffee shop.***  ***This was seconded by Councillor Davis and unanimously agreed by the Council. Mrs Constance was asked to present the costings for the whole plan to the Finance & General Purposes Committee for final approval.***  **PLANNING MATTERS**  47. Planning Application Observations  The Council agreed observations to be sent to Newport City Council for the following planning application:  MCC 956 – Conex 21/0512 – Non-Material Amendment  Proposal: NMA application for amendments to approved materials and roof details in respect of planning permission 19/0388 for single storey extension to front of house. Tarmac driveway reinstated to front.  Site: 9 Wentloog Rise, Castleton, CF3 2SD  ***Marshfield Community Council does not wish to make any comments in respect of the above application.***  48. Mor Hafren Bio Power, Energy Recovery from Waste Facility at Newlands Road, Cardiff.  The Planning Inspectorate issued details of further information received concerning the application and asked for any comments on this information by 24th June.  The council approved the comments that had been prepared for the DNS Mor Hafren hearing on 29th June 2021 which have been published on the Council’s website.  **49. COMMUNICATION**  The Council agreed to publicise details of the following matters:   * Council vacancies * Village Hall coffee shop * Village Hall support for fire protection work * Village planters sponsorship * Football Academy donation.   **ANY OTHER BUSINESS**  50. Damaged Bus Shelter Marshfield Road  Councillor Dawkes asked the Clerk if any further information had been received regarding the damaged bus shelter at the bottom of Marshfield Road.  The Clerk told the meeting that at the end of April, Newport City Council had explained that a complete overhaul of the councils shelter stock was being undertaken and lockdown and supply issues had caused delays but they are expecting a batch of shelters to be delivered shortly and will undertake a site survey of the Marshfield Road shelter. Nothing further had been heard since then.  ***The Council asked the Clerk to make further enquiries with Newport CC.***  51. Procedures at Annual Meeting  Councillor Dawkes referred to an email from Councillor Grady date 8th June to all members and One Voice Wales which complained about standing order violations relating to procedure.  The Clerk told the Council that he had given advice on the arrangements for the Annual Meeting and felt all procedures had been properly followed. He would await the outcome of the advice requested from One Voice Wales.  52. Standing Orders  Councillor Stockham asked the Council to finalise the details of the Standing Orders where there is some discretion for the Council and proposed that the matter is added to the agenda for the July Council meeting.  ***The Council agreed with this proposal and asked the Clerk to circulate to all members the suggestions made by Councillor Stockham as a starting point, and to request any other suggestions by email to assist a consensus to be reached before the meeting.***  ***MEETING ENDED 21:28*** | **ACTION**  **JC/**  **CH**  **GT**  **F&G**  **P Ctt=**  **GT**  **CG**  **JC**  **JH**  **CG**  **CG**  **F&G**  **P Ctt**  **CD**  **GT**  **GT**  **CD** |  |