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| **MARSHFIELD COMMUNITY COUNCIL**Minutes of the Council Meeting held on 13th July 2021 via a Zoom video/audio conference call commencing at 7:15 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present: Mrs Cath Davis (Chairman) Mr Geoffrey Stockham Mrs Cathy Holland Mr John Holland Mrs Sue Davies Mrs Catherine Grady Apologies: Mr Mark Dawkes (family matters), Mrs Linda Southworth-Stevens (holiday).In attendance: Two members of public, Sgt Mervyn Priest (Gwent Police), Mrs Jayne Constance (Marshfield Village Hall Management Committee), Ms Caroline Antoniou (Magpies), Mr Brian Miles (Chairman, Wentloog C C), G C Thomas (Clerk)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The minutes of the monthly Council meeting held on 8th June 2021 were agreed to be a true record and should be signed by the Chairman.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**53. DECLARATION OF INTERESTS**No interests were declared.*(Councillor Grady joined the meeting)***54. POLICE MATTERS**The Council welcomed Sgt Mervyn Priest of Gwent Police who provided information on the following matters:* There will be a focus on road related issues such as speed and the use of the road on all roads around the Marshfield and Wentloog CC areas.
* Statistics on police operations in the area that focused on the condition of vehicles, licence, insurance and the manner of driving.
* Councillor Davis asked for thanks to Michelle Pearson for providing general statistics to Marshfield CC.
* The police are working in partnership with other councils to solve issues with the travelling community.
* Questions were asked about cruisers and bikers causing an issue on A48 at Castleton. The police have been successful in monitoring these issues which involve persons coming from far and wide, but if the vehicles get moved on, they need to travel away. Residents should email the police with any information for evidence and can use operation SNAP.

**55. CO-OPTION TO FILL VACANT COUNCIL SEATS**There were no persons present ready to be considered for co-option.**PUBLIC PARTICIPATION**56. Police OperationsCouncillor Miles provided statistics on the success of police operations in the area.57. MagpiesCaroline Antoniou gave information on the development of a pollinating garden. Litter picks will be carrying on.**58. COMMUNITY ENGAGEMENT**Councillor Davis had been studying One Voice Wales advice on community engagement and wanted Marshfield Community Council to improve on this. Councillor Stockham suggested using channels that are available such as community surveys. It was thought that those interested in community surveys should come together to thrash out the details.Councillor Miles told the meeting that Wentloog CC has put together a four-person working group tasked with coming up with new ideas on engagement and was asked to give Marshfield CC notice for a face-to-face meeting with the group.***The Council agreed to add Community Engagement to the agenda for the next meeting***.**MATTERS ARISING FROM THE LAST MEETING**59. Council Representative on Marshfield Village Hall Management Committee (Min 32)Councillor Cathy Holland had attended the last MVHMC meeting.60. Bank Signatories (Min 33)The Clerk reported that the mandate change forma had been completed and sent to Barclays61. Memorial Donation – Football Academy (Min 34)Jayne Constance had asked for the donation cheque to be made payable to Marshfield Junior and Youth Football Club to be held in the second account until the football academy sets up its own bank account.***The Council agreed with this request.***62. Email Addresses (Min36)The Clerk told the Council that the Finance & General Purposes Committee had agreed to appoint Cloud Next to provide business email hosting and to arrange a .gov.wales domain. Arrangements will begin once payment has been received from The Council.63. Installation of New Benches on Marshfield Road (Min 37)The Clerk reported that The Finance & General Purposes Committee had agreed to appoint Newport City Council to install the concrete bases and bench seats on Marshfield Road.64. Council Facebook (Min 41)The Clerk told Members that he had recently been installed as an administrator for the MCC Facebook pages.65. Council Planters (Min 43)Councillor Davis reported that she had arranged for Greenmoor Nurseries to sponsor and plant-up five planters. Assurances had also been received from neighbours who will keep an eye on them and water if needed.***The Council agreed to write to Mr Phil Thomas of Greenmoor Nurseries to thank him for the sponsorship.***66. Damaged Bus Shelter, Marshfield Road (Min 50)The Clerk reported that Newport CC had been contacted to find out when the shelter may be replaced but there had been no reply, as yet.**67. FINANCE & GENERAL PURPOSES COMMITTEE*****Councillor Geoff Stockham offered to become a member of the F&GP Committee. The nomination was seconded by Councillor Davies and unanimously agreed. Councillor Grady abstained***.The committee now comprises Councillor Southworth-Stevens (Chairman), Councillor Dawkes and Councillor Stockham.**MARSHFIELD VILLGE HALL**68.Management Committee UpdateMrs Jayne Constance told the Council that the Hall opened up at the end of May for limited use by user groups. It’s not available for private hire at the moment. There are three new user groups running through the day mostly for mothers and babies.The MVHMC appreciates the investment being made by the Council into the building and hopes to have interest from more user groups because of this.69. Coffee Shop Project UpdateThe MVHMC has acknowledged the financial support given by Marshfield CC to create this facility. Currently, contracts have been appointed to open up the room and provide changes to the security systems.70. Request for a Donation towards MuralThe VHMC had emailed to ask for a donation towards the creation of a mural on the end wall of the Village Hall facing the car park. An artist had provided an estimate of £2000+VAT to create this.Members asked Jayne Constance about the plan, including risk of possible damage and other sources of funding.***Councillor Stockham proposed that the Council donates £600 towards this project. This was seconded by Councillor Cathy Holland and unanimously agreed.***71. Request for Funding to Maintain the Structure of Marshfield Village HallThe Council acknowledged its position as Custodian Trustee of the Village Hall and received a request for funding from the MVHMC for roof repairs, exterior painting and the replacement of facias, gutters and soffits. Jayne Constance had received a number of estimates from local businesses which were provided for Council members to view.***Councillor Grady proposed that the estimates should be passed to the Finance & General Purposes Committee for a decision on the appointment of contractors. It was agreed that the roof repairs were a priority and should be arranged as soon as possible.*** ***The proposal was seconded by Councillor Cathy Holland and unanimously agreed by the Council***.**72. COMMUNITY PROJECT 1 – ASSAULT COURSE/TRIM TRAIL**Councillor John Holland had received the information collected by Councillor Grady over the last few months and had visited the Hall grounds with Jayne Constance to familiarise himself with the details of the proposal. Councillor Holland noted that the proposed location could be a problem at busy times and suggested an independent risk assessment. Councillor Grady pointed out that plans are underway to install outdoor table tennis tables near the MUGA and there could be issues affecting tees if the location is moved further into the grounds. Queries about planning permission and further consultation with local residents were added to the considerations.Jayne Constance told the Council that the availability of two MVHMC representatives for the Working Group depends on the amount of work involved and the type of meetings proposed.***Councillor Davis asked the Working Group to meet to take the matter forward. Councillor John Holland offered to make some arrangements.*** **73. COMMUNITY PROJECT 3 – CEATION OF CIRCUIT FOR PARK RUN OR WALK**Councillor Southworth-Stevens had been in touch with Newport City Council regarding the funding of this project with S106 funds and had found out that the costings showed a shortfall of £1707 from the amount of S106 funds that would be allocated by Newport CC.***Councillor Grady proposed that the Community Council contributes £1707 towards the cost of this project which would be managed by Newport City Council. This was seconded by Councillor Stockham and unanimously agreed by the Council.***It was pointed out that access to the playing field from the gate may affect the path and should borne in mind when the surface is chosen for that area.**FINANCIAL MATTERS**74. Finance & General Purposes Committee***Councillor Stockham proposed that the minutes of the Finance & General Purposes Committee held on 21st June be approved and adopted by the Council. This was seconded by Councillor Grady and agreed by the Council.***75. Audit 2020/21The Clerk/RFO had circulated the report received from the internal auditor which concluded that the information in the accounts represents a true and fair picture of the financial position of the Council as at 31st March 2021.The Clerk/RFO had circulated the Annual Return. The Council agreed to answer ‘yes’ to questions 1-8 of the Annual Governance Statement (Part1) to confirm systems of internal control. The Annual Return was certified by the Clerk/RFO and approved by the Council and should be signed by the Chairman and returned to Wales Audit.76. Water Supply to PlantersThe Council confirmed earlier arrangements for Newport City Council to supply 200 litres of water each to five planters at a cost of £110+VAT.77. Circus of PositivityThe Council received a request for funding from Circus of Positivity, a brand-new not-for-profit group in Newport, South Wales, which aims to promote physical and mental wellbeing in our local community through the provision of juggling and ground-based circus activities.Councillor Miles told the meeting that Wentloog CC is also considering this request and suggested postponing a decision until after the group stage an event, possibly on Marshfield Village Hall playing field. The Council agreed with this suggestion.78. Invoices & PaymentsThe Council agreed to make the following payments:* Royal British Legion – Poppy Appeal – Lamp post poppies to Jayne Constance - £300
* Cloud Next – Premium Email Hosting – marshfieldcommunitycouncil.gov.wales - £95.98 (Annual)
* Cloud Next - .gov.wales domain - £132 (Biennial)
* Kathryn Cone – Internal audit fee - £110.00
* M Dawkes – Reimbursement for Zoom subscription, July 2021 - £14.39
* Newport City Council – Delivery of 200 litres of water per planter for 5 X planters - £132.00
* G Thomas – Reimbursement for 123-Reg domain renewal of marshfieldcommunitycouncil.org for 3 years - £57.56
* Planning Aid Wales – Training 12.7.21 -The Value of Engagement in Planning – Cllrs Holland and Stockham - £60.00
* Newport City Council – Village Hall grounds maintenance 1/4/21-30/6/21 - £1402.72
* S Bateman – Reimbursement 50% cost of battery charger -Church Lane allotment site - £29.16

79. Cheques 102033 G Thomas – Salary May (net) 566.62 102034 HMRC - PAYE May 2021 141.60 102035 G Thomas - Internet reimbursement April/May 36.00  102036 ADC Fire Systems – V Hall fire works (Min 45) 6739.20 102037 R Thornton- Reimb. Church Lane Allotments - Water storage (Min 45) 208.85 102038 One Voice Wales – Chairing Skills training course (Min 45) 30.00 102039 M Dawkes – Zoom reimbursement June (Min 45) 14.39 102040 Cancelled  102041 Information Commissioner – Data Protection Registration Fee (Min 45) 40.00  102042 G Thomas – Reimb. Stamps, stationery, etc – Nov-June (Min) 151.36  102043 Marshfield JYFC – Football Academy donation (Min 34) 1000.00  102044 G Thomas – Salary June (net) 566.62 102045 HMRC - PAYE June 141.60 102046 G Thomas – Internet connection reimb. 18.00 102047 Royal British Legion – Donation -poppies for lamp posts (Min 78) 300.00 102048 Cloud Next – Email hosting + gov.wales domain (Min 78) 227.98 102049 K Cone – Internal audit fee (Min 78) 110.00 102050 M Dawkes – Zoom reimbursement July (Min 78) 14.39  102051 Newport CC – Water for planters (Min 76) 132.00  102052 G Thomas – Reimb. 123-Reg Domain renewal (Min) 57.56  102053 S Bateman – Contribution to battery charger – Church Lane allot. (Min 78) 29.16  102054 Newport CC – Marshfield V Hall grounds maintenance (Min 78 ) 1402.70  102055 Planning Aid Wales – Value of Engagement Training x 2 (Min 78) 60.00 **80. STANDING ORDERS** The Council received suggestions for additions and amendments to the NALC model standing orders which were adopted in full at the annual meeting in May. The Clerk was asked to insert the points agreed and to circulate the final document.**81. TRAINING** Councillor Davis understood that there will be a requirement for all councillors to undertake core training and proposed a training plan outlining the Council’s requirements for the following year. This could include a mix of subjects across the Council. Councillor Miles said that a Council specific plan can make courses such as Code of Conduct and Law mandatory.***The Council agreed to add the matter to the agenda for the next meeting***. **PLANNING MATTERS**82. Planning Application Observations***The Council confirmed the following observations sent to Newport CC:*****MCC 957 – Conex 21/0595 - Full****Proposal:** Two storey side extension and conversion of existing garage to habitable room.**Site:** 19 Mallards Reach, Marshfield, CF3 2NN***Marshfield Community Council has no objection to the build, provided that there is sufficient parking for the minimum three spaces required on a four-bedroom house.*****MCC 958– Conex 21/0449 - Full****Proposal:** Retrospective application for a change of use of existing redundant stable block to B1, B2 and B8 unit site.**Site:** Land south of Heol Las Stables, Green Lane, Peterstone, Wentloog. **Marshfield Community Council has concerns regarding the suitability of this planning application and object on the following grounds:-**1. ***The property is situated outside the settlement area, it is in the Green Belt. It is part of the open countryside on the Gwent Levels.***
2. ***It lies within the SSSI area on the Gwent Levels. The area being known for its important range of Aquatic Plants and Invertebrates that are associated with the interconnecting Reen system.***
3. ***The property lies within an Archeologically sensitive area, it is a Cadw registered landscape of historic interest.***
4. ***It lies within approx. 1mile of the Wales Coastal Path, an Internationally important RAMSAR site on the Severn Estuary for migrating birds.***
5. ***It is situated on a C1 flood plain. The property is below the road and Reen levels. The Reen running alongside Heol Las flooded in Xmas 2020 closing access to the lane.***
6. ***Heol Las is a single width traffic lane, it is not built to take heavy traffic. The soft green verges between the road surface and Reen are already suffering from damage and erosion resulting from heavy vehicles. Additional traffic will aggravate this situation***
7. ***The angle and visibility to and from the access is restricted when turning either to or from the South. Particularly dangerous with large commercial vehicles.***
8. ***A Commercial business will cause an increase in vehicles movements. This will create noise pollution disturbing wildlife, and contamination in the soil that will then leach into the sensitive reens system.***
9. ***Contamination from vehicles will pollute surface water that will then run off and pollute the reens thus damaging the biodiversity and ecological balance of the reens..***
10. ***From the drawings there does not appear to be any provisions for toilets, wash basins. Hygiene facilities being important at all times, and particularly important in COVID times***

 ***11. This site has a history of non-compliance with planning regulations.*** ***MCC 959 – Conex 21/0622* – Full****Proposal:** Retrospective application for the retention of two detached replacement stable blocks and muck heap.**Site:** Land south of Heol Las Stables, Green Lane, Peterstone, Wentloog. **Marshfield Community Council has concerns regarding the suitability of this planning application and object on the following grounds:-**1. ***The property is situated outside the settlement area, it is in the Green Belt. It is part of the open countryside on the Gwent Levels.***
2. ***The property lies within an Archeologically sensitive area, it is a Cadw registered landscape of historic interest.***
3. ***It lies within approx. 1mile of the Wales Coastal Path, an Internationally important RAMSAR site on the Severn Estuary for migrating birds***
4. ***It lies within the SSSI area on the Gwent Levels. The area being known for its important range of Aquatic Plants and Invertebrates that are associated with the interconnecting Reen system.***
5. ***Run Off from the Muck Heap will contaminate the reens in the area if not built and maintained to the correct British standards.***
6. ***Also contamination from vehicles will pollute surface water that will then run off and pollute the reens thus damaging the biodiversity and ecological balance of the reens.***
7. ***The “stables” are situated on a C1 flood plain. There is a high water table and the stables are in danger of flooding due to the property being below the road and Reen levels. The Reen running alongside Heol Las flooded in Xmas 2020 closing access to the lane.***
8. ***Heol Las is a single width traffic lane, it is not built to take heavy traffic. The soft green verges between the road surface and Reen are already suffering from damage and erosion resulting from heavy vehicles. Additional traffic will aggravate this situation***
9. ***The angle and visibility to and from the access is restricted when turning either to or from the South. Particularly dangerous with large animal moving vehicles.***
10. ***From the drawings there does not appear to be any provisions for toilets, wash basins. Hygiene facilities being important at all times, and particularly important in COVID times***
11. ***This site has a history of non-compliance with planning regulations.***
12. ***During the development a lot of vegetation on this land has been removed. As the property is below road level, this may have compromised the stability of the bankings.***
13. ***The stables appear to be very small and appear inadequate in size for the welfare of the horses.***
14. ***There appears to be insufficient grazing for the number of stables.***

**MCC 960 – Conex 21/0450 - Full** **Proposal:** retrospective application for the replacement of an agricultural building following fire damage.**Site:** Land east of Church Lodge, Church Lane, Marshfield. ***Marshfield Community Council has no objection to the retrospective build provided it can only be used for agricultural purposes*****MCC 961 – Conex 21/0631 – Full****Proposal:** Erection of first floor single storey side extension.**Site:** 90 Mallards Reach, Marshfield, CF3 2PR. ***Marshfield Community Council has concerns regarding this application and would make the following observations:-******1. The rear of the property is North East facing, the proposed extension is on the West side of the property and may affect the light on neighbouring properties.******2. This is a fairly dense development, and this property is in close proximity to the neighbours on either side. As a result, the extension may cause a feeling of overbearing.*** ***3. This application proposes to make a three bedroom property in to 4 bedrooms. The single garage has already been converted in to living space; consequently, there is no*** ***available garage parking. The existing drive cannot provide the required increase in parking spaces; it can only accommodate one parked car.******4. The property is sited on a slight bend and near several cul-de-sac junctions. The increase in parking requirements may cause traffic difficulties with on road parking*** ***5. The property is situated on a C1 Flood plain, any further hard standing will affect the surface run off which may in turn cause drainage difficulties.*****MCC 962 – Conex 21/0531 – TPO****Proposal:** Works to 2No. Acacia and 1 No. Holly Tree protected by TPO 6/87.**Site:** Brechland House, 21 Vicarage Gardens, Marshfield. ***Marshfield Community Council does not wish to make any comments in respect of the above application.*****The Council was required to send observations on the following planning application by 23rd July and agreed to send any points to Councillor Southworth-Stevens to compose a response:****MCC 963 – Conex 21/0691 - Full****Proposal:** Demolition of existing attached garage, part two storey, part single storey front and side roof, dormers and roof lights and new flat roof to rear porch.**Site:** Castlemain, Newport Road, Cardiff, CF3 2WHCouncillor Stockham referred to the green belted area and the amount of extension that can be permitted.83. Newport Replacement Local Development PlanCouncillor Miles told the Council that Wentloog CC had attended a meeting with planning officers about the LDP which they found very useful.***Councillor Stockham proposed that Marshfield CC asks for a similar single purpose meeting with Newport CC. This was agreed by the Council.***Councillor Miles will send details of the planning officers to the Clerk to request the meeting. 84. Planning EnforcementA meeting with Newport City Council’s planning enforcement officers had been suggested. ***The Council agreed to follow this up and asked the Clerk to contact Newport CC about the arrangements.***85. Other Planning MattersCouncillor Stockham pointed out that Councillor Southworth-Stevens shouldered the burden of planning matters and suggested that other members give some thought about their level of involvement and to be more proactive.**CORRESPONDENCE**86. HighwaysCouncillor Davis had received complaints from residents about the condition of the road surface at the southern end of Church Lane and about lettering worn off the Wellfield Road name sign.Councillor Grady asked if the Council could also request attention to name signs on Tyla Lane and Channel View. ***The Council agreed to write to Newport CC asking for attention to these issues, noting that work recently carried out to the surface of Heol Las was a similar situation to the road surface issue on Church Lane.*** Councillor Miles referred to a number of instances where speed signs have been turned around on their posts, including ones at Broadway and on the A48.87. NSPCCThe NSPCC wrote to thank the Council for its donation towards their work and outlined the benefits it will bring.**88. COMMUNICATION**The Council agreed to publicise details of the following matters:* Council vacancies.
* Greenmoor Nurseries involvement with planters.

**89. ANY OTHER BUSINESS**There was no other business.**Meeting ended 21:30**  | **ACTION****Agenda****GT****GT****F&GP****Cttee****CG/JH****LS-S****GT****GT****Agenda****LS-S****GT****GT****GT** |  |