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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the Council Meeting held on 11th January 2022 via a Zoom video/audio conference call commencing at 7:15 p.m.  Present: Mrs Cath Davis (Chairman)  Mr John Holland  Mrs Chris Roberts  Mrs Cathy Holland  Mrs Susan Davies  Mrs Linda Southworth-Stevens  Apologies: Newport City Councillor Richard White  In attendance: PCO Michelle Pearson (Gwent Police), Councillor Tom Suller (Newport City Council), Mrs Jayne Constance (Marshfield Village Hall Management Committee), Councillor Brian Miles (Wentloog Community Council), Ms Caroline Antoniou (Marshfield Magpies), 2 members of public, G C Thomas (Clerk)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The minutes of the monthly Council meeting held on 14th December 2021 were agreed to be a true record and should be signed by the Chairman. All recommendations from the December meeting were adopted by the Council.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **211. DECLARATION OF INTERESTS**  No interests were declared.  **212. RESIGNATION FROM COUNCIL**  The Council received the resignation of Councillor Geoff Stockham and Councillor Jonathan Aver and declared two vacancies.  Members wished to pass on their thanks for their work the Councillors had done for the community during their time as community councillors.  **213. POLICE MATTERS**  The Chairman welcomed PSO Michelle Pearson.  The December 2021 police report was discussed and Councillor Davis asked for news on car break-ins brought to the Council’s attention at last month’s meeting. PCSO Pearson will speak to her sergeant and get back with this information.  Councillor Davis thanked the police for their assistance in escorting Santa’s sleigh during the Christmas event.  *(Councillors Davies and Southworth-Stevens joined the meeting)*  Future police surgery dates were available and will be published locally.  **PUBLIC PARTICIPATION**  214. Vending Machine at Village Hall  Two members of public who were interested in siting a fresh food vending machine at the Village Hall car park attended the meeting. They had met on site with Councillor John Holland Jayne Constance and Triona Lambert who gave positive feedback to the Council.  Questions were asked about the proposal. It was felt that the vending machine would be in addition to the village shop, selling locally sourced produce. Any agreement could be ended and the equipment could be moved after a trial period, if this was required.  215. Marshfield Magpies  Caroline Antoniou gave updates on Magpie’s activities:   * Litter pick dates will be advertised. * A letter will be sent to Newport City Council asking for a meeting with Magpies and the Celtic Horizon litter picking group about litter on the A48. Members of Marshfield Community Council will be invited to the meeting. * The Christmas tree decoration competition went well. * Councillor Suller thanked Magpies and Coedkernew litter pickers for their work. Fly tipping issues are being worked on.   216. Councillor Brian Miles  Councillor Miles told the meeting that Newport City Council planning section had identified a way to submit planning application observations without disclosing personal details.  An announcement from One Voice Wales about Councillors payments had clarified that £150 payment would be tax free if claimed by a councillor. HMRC would also consider £1 per week towards stationery as a tax-free payment.  **MATTERS ARISING FROM THE LAST MEETING**  217. Damaged Bus Shelter (Min 187)  Councillor Suller had reported the bus shelter to Newport City Council (Ref 12332272) and asked for the damaged shelter to be taken down and preferably replaced. He had also reported the broken nameplate for Cambrian Close (Ref: 12332361).  Councillor Miles referred to the last liaison meeting with Newport CC when it was asked for Newport CC responsible departments to post feedback on action taken on issues notified via the contact centre. Councillor Suller agreed to make enquires why this was not being done.  Councillor Suller referred to the dangers posed by overhanging trees on the A48 from Coedkernew to Castleton. Caroline Antoniou suggested that any correspondence should be copied to the cabinet member for Streetscene, Roger Jeavons.  218. MUGA Gate (Min 188)  Councillor John Holland had provided a photograph and members were in agreement that the welding should be done as soon as possible.  219. Play Area Safety Checks (Min 192)  The Clerk reported that he had contacted Zurich insurance who had stated it is an insurance requirement to have a ROSPA inspection (or similar professional body). As part of the risk assessment, they also ask that the equipment is checked regularly by the council, the results of which are logged onto a maintenance log or similar. The Council should follow the advice of any relevant authority as to how often this should take place. It was understood that a weekly basic check would be an adequate frequency.  The ending of the current arrangement with Mark Redwood required a new arrangement to carry out the recommended safety checks.  ***The Council agreed to ask Newport City Council if they could provide an arrangement to do this.***    220. Installation of New Picnic Benches (Min 193)  Councillor Davis will check with Jayne Constance and Councillor Southworth-Stevens about the precise location for the new benches.  221. Review of Bus Service for Marshfield and Castleton (Min 207)  Councillor Cathy Holland reported that people not booked on to the DRT service were not being picked up. Councillor Davies understood from Newport Transport that people should be picked up if there was room on the bus. Councillor Suller referred to the Wellbeing and Future Generations Act (Wales) 2105 which provided a need to look after the elderly.  **MARSHFIELD VILLAGE HALL MANAGEMENT COMMITTEE REPORT**  222. Village Hall Heating  Councillor John Holland had met on site with Jayne Constance. Councillor Holland recommended that improvements to the heating system should be investigated and the electrical distribution board should be brought up to date. The Council should prioritise the work required in the Village Hall. Councillor Holland will speak to contractors to obtain three quotes on the heating and electrical work required.  Councillor Miles referred to grants that may be available, including from the Welsh Government.  223. Bookings  Mrs Constance told the Council that due to Covid there are no bookings for children’s parties. Any enquires should be made to Triona Lambert as they are reviewing bookings weekly with a view to government guidance.  224. Dug-Outs  Mrs Constance advised that the earlier quote for providing dug-outs had been the cost for one dug-out, not for two as first thought. The Village Hall Management Committee are looking at cheaper options including flat pack dug-outs.  **225. COMMUNITY ENGAGEMENT**  Councillor Davis had investigated the cost of producing a newsletter on two sides of A4 paper to be sent to houses in Marshfield and Castleton. 3,000 leaflets would cost around £200 to produce. Delivery would be extra.  ***Members agreed to add this matter to the agenda for the next Council meeting.***  **226. TRAINING POLICY**  The draft training policy produced by the working group had been circulated and was put to Council for approval and adoption.  ***Councillor Roberts proposed that the Council adopts the training policy. This was seconded by Councillor Cathy Holland and unanimously agreed by the Council.***  **227. ASSAULT COURSE/TRIM TRAIL**  Councillor Southworth-Stevens had been informed that planning permission would not be needed for this facility and land owner’s permission was being sought from Newport CC Estates section.  ***The Council agreed to add this matter to the agenda for the next meeting.***  **228. LIVING LEVELS PROJECT**  Councillor Davis had contacted Chris Harris, Living Levels Project, to assist with the design and information to be put on the boards. The barn owl sculptures had been ordered by the LLP.  Councillor Miles advised that whoever owns the land the information boards are located will be responsible for insurance.  ***The Council agreed to add this matter to the agenda for the next meeting.***  **FINANCIAL MATTERS**  229. Finance & General Purposes Committee  The Council approved and adopted the minutes and recommendations of the Finance & General Purposes Committee held on 4th January, including the budget for 2022/23 and a precept per property requirement of £21. The Committee also recommended no donations towards of Marie Curie Charity, Latch, Welsh Children’s Cancer Charity, Urdd Eisteddfod Denbighshire and Wales Air Ambulance.  230. Payments & Receipts Update  The Clerk had circulated an updated schedule of receipts and payments for financial year 2021/22 including a bank reconciliation. There were no questions arising from this information.  231. Invoices & Payments  ***The Council approved the following payments:***   * G Thomas – Reimbursement for Zoom subscription for January 2022 - £14.39 * Newport City Council – Marshfield Village Hall grounds maintenance 1/10/21-31/12/21 - £1402.70 * Channing Electrical Ltd – Coffee shop electrical work - £3352.80 inc VAT   232. Additional Member of Finance & General Purposes Committee  ***It was agreed that Councillor Susan Davies should be a member of the Finance & General Purposes Committee***  233. Cheques  102100 Cllr Cath Davis -Reimb. Christmas tree decoration competition prizes 60.00  102101 G Thomas – Salary December 2021 (net) 800.01  102102 HMRC - PAYE December 2011 200.00  102103 G Thomas internet reimb. November 18.00  102104 Channing Electrical Ltd – Village Hall Coffee Shop 3352.80  102105 Newport City Council – Village Hall grounds maintenance Oct-Dec 1402.70  102106 G Thomas – Reimb. Zoom subscription January 2022 14.39  102107 One Voice Wales – Training fee 15.00  **PLANNING MATTERS**  234. Strategic Plan for the MCC Area  ***The Council agreed to add this matter to the agenda for the next meeting.***  Councillor Miles advised that Planning Aid Wales will help with a place plan.  235. Planning Application Observations  ***a) The Council confirmed the following observations already sent to Newport City Council:***  **MCC 974**  **Conex 21/1221**  **Proposal:** First floor rear extension and alterations to form ground floor entrance hall.  **Site:** Craig-Yr-Haul Cottage, Channel View, Castleton, CF3 2UP.  *The Community Council would make the following observations: -*  *1. To ensure that there is sufficient parking space available to accommodate the extra parking space requirements with the increase of the additional bedroom.*  *2. The extension with the Juliette Balcony may be overbearing for the neighbour and may also give rise to a privacy concern when the neighbours are in their back garden.*  ***b) The Council agreed to send the following observations to Newport City Council:***  **MCC 973**  **Conex 21/1055:**  **Proposal: Creation of Hardstanding Yard for Proposed Stable Block, Muck Heap**  **And Horse/Pony Exercise Menage (Partly in Retrospect)**  **Site: Land North of and Adjacent to St Mary's Church, Church Lane, Marshfield,**  **Cardiff, South Wales**  With reference to the above Planning Application and related Enforcement Notice E21/0170(1409). Marshfield Community Council considers that the application 21/1055 should be refused and would make the following comments /observations in support of this.  The 2.76 Acre site is situated on the historic Gwent Levels, a nationally and internationally recognised Special Landscape Area (SLA). It is outside the Marshfield settlement area, in the countryside, on a C1 flood plain where the area is surrounded and drained by historic reens. The land is sited within  the Green Wedge.  The Site is within an archeologically sensitive area bordering on a SSSI Designated Area. It is within a mile of both the Wales Coastal Path and the internationally important RAMSAR Severn Estuary. The site is in an old part of the village adjacent to the 11th Century St Mary’s CADW listed Church. The Church and grave yard provide a comforting tranquil area for reflection and is favoured by residents. Around the Church is a conservation area, the near-by farm and cottages have had to consider appropriate materials that harmonise with the Church and the surroundings when considering any alterations to their properties. The area is accessed by Church Lane, a single width country lane.  Work was commenced at the site prior to a planning application being submitted resulting in the issuing of an Enforcement Notice. The Enforcement Notice was disregarded by the applicant and further unauthorised work was carried out, none of the “make good” conditions in the Enforcement Notice were addressed by the applicant. A large hard standing has been laid close to the perimeter wall and trees of the Church. Owing to its close proximity to the Church wall, the hard standing covers the root system of the Church’s TPO trees. Consequently, the tree’s root growth will be hindered and damaged. An old natural indigenous hedge has been grubbed out and replaced with unsympathetic close board fencing that does nothing to blend with the countryside or assist in supporting and maintaining the ecologically sensitive biodiversity of the area. Lighting has been placed on the close board fencing together with a high pole bright security light that pollutes this dark sky area and is harmful and upsetting to wild life and farm animals in the locality.  The single width lane is well used by locals attending the Church and surrounding fields. There are four Public Right of Way Footpaths that adjoin this narrow lane making this a popular lane with cyclists, dog walkers, pedestrians and farm vehicles. The applicant has planted an unsuitable Laurel hedge outside the site perimeter, the hedge is taking up the curtilage between the close board fencing and the tarmac lane surface. Owing to the narrowness of the lane and the size and number of vehicles using this lane the curtilage is important as a safety refuge for cyclists and those on foot. The proposed development will increase the number of large vehicles using the lane and exacerbate this hazard.  Turning to the actual application, the excavation work involved and partially commenced without planning permission is within an archeologically sensitive area. The land has historically been grassed and lay undisturbed. It does not appear that advice and information has been sought from Glamorgan – Gwent Archaeological Trust (GGAT) regarding this site.  The applicant originally notified residents via Face Book that he had purchased the land with the intention of building a tack room, stable and grazing for his daughter’s pony. From the number of stables shown on the planning application it suggests far more horses. The agent’s statement says that the applicant like his father is a horse breeder. This together with the number of proposed stables seems to suggest a business operation – is this a change of use?  It is recommended that a horse needs approximately an acre of grazing. With animal welfare in mind, we would query that the available grazing remaining after the proposed menage, muck heap, stables and hard standing have been constructed would not be sufficient to support the proposed number of stables. The proposed menage appears to be less than the recommended minimum size of 40 – 20 metres and would be built on a sloping field.  It therefore raises concerns regarding its construction, the materials used and drainage capability as the land slopes down to Church Reen on a water table that is low lying. There may be implications to the land and water course being polluted and the delicate reen ecology compromised. Unless drainage is adequately and correctly addressed the water table may be adversely affected causing flooding and possibly the lifting of the graves in the adjoining Church grave yard.  236. Other Planning Matters  Councillor Roberts asked about development south of the railway line.  Councillor Southworth-Stevens advised that Newport City Council are to look into the matter.  **CORRESPONDENCE**  237. Allotments  The Clerk referred to a request from an existing tenant to take the tenancy of vacant allotments and asked the Council to consider a policy for the number of allotment plots that any tenant can take on, in future.  ***The Council resolved that future allotment lettings should not allow more than two allotment plots per tenant***.  **238. COMMUNICATION**  The Clerk was asked to add the dates of police surgeries to the Council’s website.  **ANY OTHER BUSINESS**  239. Coffee Shop Budget  Mrs Constance asked about the Council’s budget for the coffee shop project. The clerk referred to the amounts remaining in the 2021/22 budget and the amounts estimated for the 2022/23 budget.  240. Christmas Tree  Councillor Davis proposed that the Council sends a letter of thanks to TR33 for their help with the Christmas tree sited on Marshfield Road. Councillor Davis is holding the baubles and solar lights taken from the tree.  ***Members agreed with this proposal and asked the Clerk to send a letter to TR33.***  241. Village Planters  Councillor Davis asked Members if they could volunteer to help maintain the planters. Those able to assist would contact Councillor Davis.  242. Cardiff Conservation Volunteers  Councillor Southworth-Stevens said that details of work planned for the CCV team would be available for publication.  243. Village Hall Security Light  Councillor Davies told the meeting that the security light on the mural side of the Village Hall is facing upwards with the casing off. Mrs Constance was aware of the matter.  **Meeting Ended 21:25** | **ACTION**  GT  GT  JH  Agenda  Agenda  Agenda  Agenda  GT  GT |  |
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