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| **MARSHFIELD COMMUNITY COUNCIL**Minutes of the monthly Council Meeting held on 10th May 2022 at Marshfield Village Hall and via a Zoom video/audio conference call commencing at 7:45 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present: Mrs Cath Davis (Acting Chairperson) Mrs Chris Roberts Mrs Susan Davies Mrs Linda Southworth-Stevens  Mrs Sally Simpson  Apologies: None.In attendance: 2 members of public, PCO Caroline Doidge (Gwent Police), Mrs Jayne Constance (Marshfield Village Hall Management Committee), G C Thomas (Clerk)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_The minutes of the monthly Council meeting held on 12th April 2022 were agreed to be a true record and were signed by the Chairman.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**1. DECLARATION OF INTERESTS**No interests were declared. **2. POLICE MATTERS**PCSO Caroline Doidge referred to the monthly police update for the area.Councillor Davis referred to the police surgery which took place from the mobile van on Marshfield Road, Castleton. Councillor Davis also brought up car racing which had started again in Coedkernew and quad bikes and off-road bikes in Ty Mawr Lane.**3. PUBLIC PARTICIPATON**A member of public thanked the Council for its work and asked about its priorities for the remainder of the year. Community engagement was seen as a top priority.**MATTERS ARISING FROM THE LAST MEEING**4. Bus shelter Marshfield Road (Min 305)Members were pleased to report that the damaged bus shelter was in the process of being removed and the surrounding hedges cut back and tidied.5. Dumping off St Mellons Road (Min 306)Councillor Davis reported that the land owner had been contacted and that Natural Resources Wales are issuing a summons in connection with the matter.6. Bus Service (Min 308)Morgan Stevens, Newport Transport, replied to the Council’s query to say that the Passenger Transport Unit of NCC had been contacted and as the current contract is due to expire later this summer, they would prefer to have this discussion around this time where we can provide proposals and costs for DRT only service, a combination of fixed line and DRT and a full fixed line service. Councillor Davis told the Council that a focus group to look into the local bus service had been organised and she will support and help the group.7. Village Hall Dug-outs (Min 309)The Clerk reported that Mark Harrod Ltd had refused a credit arrangement but would be willing to take 50% payment before delivery.***The Council agreed to accept this offer and authorised payment of £2914.92 before delivery. The remaining 50% to be paid after delivery.***8. Play Area Safety Checks (Min 310)The Clerk reported that there had been no reply from to the email to Mark Redwood concerning his position with the village hall play areas.9. Marshfield Road Sign (Min 328)The Council agreed to write to Newport City Council to request a road direction sign on the east bound carriageway of the A48 to direct traffic to ‘Marshfield’ via Marshfield Road, Castleton.**10. CHAIRPERSON’S BUSINESS REPORT**The outgoing Chairman, Councillor Cath Davis, outlined some of the achievements during her year as Chairman:* MCC email addresses.
* Set up WhatsApp group for councillors for better communication.
* Attended all police surgeries.
* Efficient meetings/ earlier start time.
* Facebook
* Attended One Voice Wales and Newport Liaison Meetings - notes taken and circulated
* Set up quarterly partnership forum with all community councils in the ward - Wentloog/ Coedkernew/ Michaelston y Vedw.
* Worked closely and promoted community litter and fly tipping group.
* Took part in multi-agency groups for Road to Nowhere and Litter A48.
* Instrumental in getting Marshfield Village Hall boiler fixed.
* Raised £500 for Marshfield Village Hall mural.
* Arranged barn owl sculptures and information panels from LLLP money,
* Stored picnic tables and arranged their assembly at MVH by organising residents.
* Promoted council and tried very hard to recruit new councillors by community engagement.
* Supported community events (Santa's visit) to give MCC a presence.
* Allotments - liaised with keepers and visited both sites.
* Training Policy.

**11. MARSHFIELD VILLAGE HALL CHAIRPERSON’S REPORT**Mrs Jayne Constance reported the following matters:* The end of year accounts are to be issued shortly.
* The hall has been upgrades with improved fire safety work and a coffee shop.
* The issue with the heating is improved since the work carried out by D Squared Ltd to the PCB controls but raised the need for a new boiler.
* Since relaxation of Covid restrictions, use of the hall by user groups in improving and it is well used for parties.
* The whole current Village Hall management Committee is standing down at the Annual Meeting but 5 or 6 new people have come forward to take on the senior roles.
* The Royal British Legion will attend the Picnic in the Park for the Queen’s Platinum Jubilee.
* 100 more poppies have been ordered for November Remembrance.

**12. COMMUNITY ENGAGEMENT**Councillor Davis and Councillor Roberts told the Council that information on printing and distribution of a newsletter is being obtained and asked for the matter to be placed on the agenda for the next meeting.**13. TRIM TRAIL/ASSAULT COURSE**Councillor Southworth-Stevens is contacting contractors for information.**FINANCIAL MATTERS**14. Village Hall Heating ImprovementsCouncillor Southworth-Stevens provided details of the quotes received from contractors to replace the current central heating boiler in the Village Hall.***Councillor Southworth-Stevens proposed that the Council accepts the quote from D Squared Ltd to*** ***Supply and fit new 60kw Ideal Evomax commercial boiler at a cost of £6980+VAT. If a recommendation for a filter system was agreed the company would provide separate quote.******The proposal was seconded by Councillor Roberts and unanimously agreed by the Council.***Mrs Constance advised the Council that the most convenient time to change the boiler would be in school holidays.15. Play Area Safety Inspections - Service Level AgreementThe Clerk provided details of a service level agreement with Newport City Council’s parks team to provide a comprehensive playground inspection and cleansing service on behalf of Marshfield Community Council at the two children’s play areas and the multi-use games area at Marshfield Village Hall. This will include weekly visits and an annual safety inspection of the facilities at an annual charge of £2730.***The Council agreed to the SLA contract which was signed by the Chairman t be returned to Newport City Council***.16. Insurance PolicyZurich Municipal Insurance provided details of the policy renewal from June 2022 at a cost of £1705.70. The Council had agreed a long-term agreement until June 2024 and was satisfied with the cover offered in the renewal. ***Members agreed payment of the premium requested.***17. Invoices and PaymentsThe Council agreed payment of the following charges:G Thomas – Reimbursement of Zoom subscription for May 2022 - £14.39G Thomas – Mileage costs incurred for Council business between 12/4 -22/4/2022 - £14.8018. Audio Visual Equipment Audio Visual Direct provided two quotes for the installation of equipment to allow audio/visual streaming of council meetings from the small meeting room or the main hall at Marshfield Village Hall.***Members noted the quote and agreed to seek further prices before any decision is made.***19. Cheques 102133 G Thomas – Salary April 2022 (net) 813.86  102134 HMRC - PAYE April 2022 203.60  102135 G Thomas Internet reimb. April 18.00 102136 G Thomas – Milage claim 14.80 102137 G Thomas – Reimb. Zoom subscription May 2022 14.39  102138 Zurich Municipal – Insurance policy 1705.70  102139 Mark Harrod Ltd – Village Hall team shelters - 50% payment 2914.92 **PLANNING MATTERS**20. Strategic PlanThe Council agreed to add this matter to the agenda for the next meeting.21. Wentloog Renewable Energy Hub DNSCouncillors Southworth-Stevens and Davis are to attend a meeting with Lighthouse Consultants concerning this proposed development.***The Council agreed write to Lighthouse Consultants to point out that they have recently contacted Wentloog Community Council and ask that Marshfield Community residents have the same opportunity as residents of Wentloog to comment at all stages of the matter.***22. Planning Application ObservationsThere were no planning applications requiring a response from the Council.**23. CLERK’S APRAISAL*****The Council agreed to investigate a method of undertaking an annual appraisal of the Clerk’s performance and asked the Clerk to make enquiries to find examples of existing methods of undertaking this task.*****24. CORRESPONDENCE**There was no correspondence to bring to the Council.**25. COMMUNICATION**The Council agreed that Councillor Davis should write the newsletter for the Marshfield Mail and social media. Items to be included:* Installation of picnic benches at Marshfield Village Hall
* Election results
* Council vacancies
* Bus service meeting
* Solar hub meeting
* Removal of damaged bus shelter.

**26. ANY OTHER BUSINESS**There was no other business.**Meeting closed 21:45** | GTGTAgendaGTGTGTGT |