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| **MARSHFIELD COMMUNITY COUNCIL**  Minutes of the monthly Council Meeting held on 14th June 2022 at Marshfield Village Hall and via a Zoom video/audio conference call commencing at 7:15 p.m.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Present: Ms Cath Davis (Chairman)  Mrs Chris Roberts  Mrs Linda Southworth-Stevens  Mrs Sally Simpson    Apologies: Councillor Susan Davies (ill), City Councillor Rhian Howells (ill)  In attendance: 7 members of public, Mrs Elizabeth Connolly (Marshfield Village Hall Management Committee), City Councillor Allan Screen, Councillor Brian Miles (Wentloog Community Council), G C Thomas (Clerk)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The minutes of the Annual Meeting and the monthly Council meeting held on 10th May 2022 were agreed to be a true record and were signed by the Chairman subject to the following change:  Annual Meeting minute 4 – Marshfield Village Hall Management Committee representative – ***Councillor Southworth-Stevens.***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **27. DECLARATION OF INTERESTS**  No interests were declared.  **28. ELECTION OF CHAIRPERSON**  Councillor Roberts proposed that **Councillor Cath Davis** should be elected as the permanent Chairman of the Council. This was seconded by Councillor Southworth-Stevens and unanimously agreed.  **29. CO-OPTION TO FILL COUNCIL VACANCIES**  The Council welcomed Mr Gary Doubler and Mr Patrick Legge who had expressed an interest in joining the Council. Members had read details regarding this received from both candidates and asked questions during the meeting.  ***Councillor Davis proposed that Gary Doubler should be co-opted to fill one of the vacant seats on the Council. This was seconded by Councillor Southworth-Stevens and unanimously agreed.***  ***Councillor Simpson proposed that Patrick Legge should be co-opted to fill one of the vacant seats on the Council. This was seconded by Councillor Southworth-Stevens and unanimously agreed.***  Mr Doubler and Mr Legge made a Declaration of Acceptance and participated in the following meeting***.***  **PUBLIC PARTICIPATION**  30. Road Safety  Councillor Brian Miles referred to the location of the GoSafe speed check vehicle on roads south of the A48, break-ins at the Six Bells public house and a cannabis farm on the coast road. A member of public asked about drivers flashing headlight warnings about speed checks. It was understood that the police will monitor for this and take action against anyone caught.  A member of public drew attention to the ineffectiveness of calming measures on Marshfield Road due to the ability of drivers to minimise their effects by positioning vehicles to cross at the low points of the pads or wider wheel base vehicles to totally miss them. The calming frequently fails to slow down vehicles and can cause some to make unsafe manoeuvres to avoid the high points of the pads. It was suggested that sleeping policemen across the whole width of the carriageway would be more effective.  ***The Council resolved to request to Newport City Council that the pads are replaced with speed calming humps across the whole width of the carriageway. City Councillor Screen asked to be copied-in to this request.***  Mrs Connolly drew attention to the issues on St Mellons Road including its stone bridge and the need for weight restrictions. Councillor Legge referred to recent traffic incidents in the Marshfield area.  ***Councillor Legge proposed that the Community Council asks the police for information on road traffic incidents to support the claim that more measures are needed to improve road safety. The Council agreed to this proposal.***  31. One Voice Wales  Councillor Miles had attended One Voice Wales meetings and provided some feedback:   * The liability borne by members for pension deficit was no longer a problem. * Training for councillors is in demand. Free places for key topics and bursaries available. * The income tax ruling for mandatory payments for councillors.   32. Village Hall Litter Bins  Mrs Connolly, Chair of the Marshfield Village Hall Management Committee, asked if the open top litter bins in the Hall grounds could be replaced with more enclosed bins.  ***The Council asked Mrs Connolly to email more details of this request.***  33. Queen’s Platinum Jubilee Event  Mrs Connolly thanked Councillors Davis, Roberts and Southworth-Stevens for their assistance with litter and the Jubilee event.  34. A48 Castleton Bus Shelter/Lych Gate  A resident of Marshfield Road, Castleton told the Council about an incident involving people urinating in the bus shelter/Lych Gate located at the cemetery bus stop on the A48. This was indicative of a long-standing problem causing smells in the structure. It was requested that new doors are fitted to the front of the structure, the existing doors at the rear leading to the cemetery should be repaired and the windows repaired. Newport City Council should be asked to provide a new transparent bus shelter.  Councillor Southworth-Stevens gave a summary of her understanding of legislation that prohibits community councils to fund improvements to church property. Councillor Miles suggested investigating funding from organisations such as the National Lottery.  ***Councillor Davis proposed that the Community Council should ask Newport City Council to provide a new transparent bus shelter to serve this bus stop. This was seconded by Councillor Simpson and unanimously agreed by the Council.***  The Council suggested that Castleton Baptist Church researches to find details of ownership of the  lych gate structure. The resident agreed to investigate lottery funding for improving the structure**.**  **MATTERS ARISING FROM THE LAST MEETING**  35. Bus shelter Marshfield Road (Min 4)  Members were pleased to report that a new bus shelter was being installed.  36. Village Hall Dug-outs (Min 7)  The Clerk reported that a cheque had been sent to Mark Harrod Ltd and the order is being processed.  37. Marshfield Road Sign (Min 9)  The Clerk had requested a road direction sign on the east bound carriageway of the A48 but there had been no reply, to date.  38. Chairperson’s Business Report – Owl Sculptures (Min 10)  Councillor Legge asked for an update and history of the barn owl sculptures. Councillor Davis provided this information.  39. Audio Visual Equipment (Min 18)  Councillor Davis had met at the Village Hall with a local resident with some expertise in this field who had given advice and offered to provide advice and install any equipment purchased free of charge.  **40. QUEEN’S PLATINUM JUBILEE**    Councillor Davis reported that this was an amazing event with an estimated 1500 people of all ages attending. Mrs Connolly thanked the volunteers who helped to support and organise the event. The theme was bands and simple games stalls, some free some 50p and a raffle. The event raised a small profit over the total spending. The Village Hall Management Committee are looking to arrange a similar event in the near future.  **41. BUS CAMPAIGN GROUP**  Councillors Davis and Roberts reported on the matter and were pleased that the local Women’s Institute were getting involved. Surveys of residents were being done, with 50 taken outside the Marshfield Road shop and more planned. Councillor Screen pointed out the regular service was removed as there was no demand. Councillor Davis said the survey statistics will be collated and are expected to show a demand for a number of regular timed services. Further discussion highlighted the shortcomings of the current DRT service. Mrs Connolly suggested contacting Cardiff Bus about providing a service and noted that Transport for Wales are involved in creating a driverless bus service in the near future.  **42. COMMUNITY ENGAGEMENT**  Councillor Davis had obtained quotes from printers and distributors and proposed that the Council appoints printers at a cost of £75 for approximately 1000 two sides of A4 and a distributor to deliver to all Marshfield and Castleton residences at a cost of £35. The newsletter was expected to be a twice-yearly production.  ***The proposal was seconded by Councillor Simpson and unanimously agreed by the Council.***  **43. ASSAULT COURSE/TRIM TRAIL**  There was nothing further to report at this time.  **FINANCIAL MATTERS**  44. Annual Return – Wales Audit Office  The Clerk/RFO had arranged for an internal audit to be carried out and had prepared the Annual Return and additional information for returning to Wales Audit Office.  ***Councillor Simpson proposed that the Council agrees the answers to the Annual Governance Statement and approves the Return to be signed by the Chairman. This was seconded by Councillor Southworth-Stevens and unanimously agreed by the Council.***  45. Cloud Next  Cloud Next provides premium hosting service for the Council’s business email addresses and the service is due for renewal. The company offered discounts for longer term arrangements.  ***The Council agreed to continue on a yearly basis which incurs a fee of £95.98 for the next year***  46. Coffee Shop Electrical Work  Mrs Constance explained that the coffee machine requires a special electrical connection to be installed. This was an unexpected cost of £468.00  Furthermore, the contractor will make a charge of £288.00 to connect the coffee shop to the newly installed consumer distribution board.  ***Councillor Davis proposed that the Council pays the invoice for connecting the coffee machine. This was seconded by Councillor Southworth-Stevens and unanimously agreed.***  ***Councillor Southworth-Stevens noted the general donation to Council business due from the football club and recommended that the Council should pay the invoice for the connection to the CDB.***  ***This was seconded by Councillor Davis and agreed by the Council***  47. Invoices and Payments  The Council agreed to make the following payments:   * S Thornton – Church Lane Allotments - Reimbursement for wood and guttering used in shed repair and water collection -Screwfix - £13.95 Sheds /South Wales £14.00 * S Thornton – Church Lane Allotments - Reimbursement storage boxes/water tanks – B&Q –   £29.00   * C Davis reimbursement - Hydron Protective Coatings Ltd – Nu-Flame clear impregnation - £35.70 * C Davis – Reimbursement for bunting - Queen’s Jubilee – Redstar Online Ltd - £13.92 * C Davis – Reimbursement for 100 pack lamp post signs – Queen’s Jubilee – Royal British Legion -£411.98 * Information Commissioner – Data Protection fee renewal - £40.00 * G Thomas – Reimbursement for Zoom subscription June 2022 - £14.39 * Paul Dutton – Allotment termination – Deposit refund - £15 gate key/£30 shed deposit, Total £45. * Newport City Council – Playground safety checks 2022/23 – 2736.00 * Kathryn Cone – Internal audit fee - £110.00 * C Davis – Reimbursement for 2 packs of printer paper - £7.00 * HMRC Employers NIC November 2021 – June 2022 - £515.87 * S Thornton – Church Lane allotments – Petrol for mower - £8.40 * G Thomas – Community Council business mileage - 10.5.22 – 13.6.22 - £14.40 * Planning Aid Wales – Introduction to Planning Course fee – S Simpson - £35.00   48. Cheques  102140 HMRC - PAYE March 2022 243.00  102141 G Thomas – Salary May2022 (net) 814.06  102142 HMRC - PAYE May 2022 203.40  102143 G Thomas Internet reimb. May 18.00  102144 R&M Electrical – Coffee Shop CDB 540.00  102145 S Thornton – Church Lane Allotments reimbursement 56.95  102146 C Davis – Reimb. Hydron Protective Coatings - 42.84  102147 C Davis – Reimb. Queen’s Jubilee posters, bunting - 425.90  102148 Information Commissioner – Data Protection Fee 40.00  102149 G Thomas – Reimbursement Zoom Subs June – 14.39  102150 P Dutton – Allotment deposit refund 45.00  102151 Newport City Council – Playground safety checks 2022/23 2736.00  102152 K Cone – Internal audit fee 110.00  102153 C Davis – Reimbursement for printer paper 7.00  102154 Cloud Next – Premium hosting- Email addresses – 1 year - 95.98  102155 HMRC – Employer’s NIC - 515.87  102156 R Thornton – Church Lane Allotments Mower petrol 8.40  102157 G Thomas – Business milage reimbursement 14.40  102158 Planning Aid Wales – Introduction to Planning course fee 35.00  102159 Channing Electrical – Coffee shop coffee machine connection 68.00  102160 Channing Electrical – Coffee shop CDB connection 288.00  **49. TOPICS FOR NATURAL RSOURCES WALES**  Members considered matters to be brought up at the forthcoming meeting with Natural Resources Wales:   * Fly Tipping. * An educational course for fly tipping offenders. * Fines should be increased for fly tipping. * Programme for keeping reens clear. * Increase in the height of the sea wall.   **PLANNING MATTERS**  50. Strategic Plan for the Marshfield CC Area  To be added to the agenda for the next meeting.  It was suggested that Councillors Southworth-Stevens, Davies, Simpson and Davis meet to discuss the matter; possibly to include Councillor Miles of Wentloog CC.  51. Planning Application Observations  **i) The Council approved and adopted the following observations already sent to Newport City Council:**  **MCC 978**  **Conex 22/0313**  **Proposal**: First Floor Side Extension Over Garage  **Site:** 8 Mallards Reach, Marshfield, Cardiff, CF3 2PR  **The Community Council does not wish to make a comment in respect of the above planning application.**  **MCC 979**  **Conex 22/04734**  **Proposal**: Single Storey Rear Extension  **Site:** 8 Marshfield Road, Cardiff CF3 2UU  **The Community Council does not wish to make a comment in respect of the above planning application**  **ii) The Council agreed the following observations to be sent to Newport City Council:**  **MCC 980**  **Conex 22/0484**  **Proposal:** Raising roof Height of Main Dwelling to Enable Loft Conversion and installation of Rear Dormer (Resubmission following refusal of application 21/0280)  **Site:** 58 The Meadows, Marshfield, CF3 2AY   1. ***The height of the roof extension still is out of character with the street scape, the proportions do not blend with the other properties*** 2. ***From the rear the problems with overlooking / privacy remain the same even though the style of windows has changed.*** 3. ***The new shape windows at the rear appear to give the building an over developed feel, and the tiering is again visually out of character for the area.***   **MCC 981**  **Conex 22/0485**  **Proposal:** Single Storey Side Extension with Drainage Works and Replacement of Front porch with Canopy**.**  **Site:** 1 Wellfield Court, Marshfield, CF3 2TJ  ***The Council is unable to comment on this application as there is no access to view the proposed development and the plans are unclear.***  **52. CLERK’S APPARAISAL**  The Clerk had provided examples of appraisals undertaken by other councils and an offer from One Voice Wales to provide a bespoke appraisal scheme for a fee of £25.  ***The Council agreed that Councillors Southworth-Stevens, Davis and Roberts should examine the information and present the method for the exercise.***  **CORRESPONDENCE**  53. Lych Gate/Bus Shelter  This matter was dealt with under minute 34.  54. Nitrous Oxide Canisters  A resident emailed with concerns about empty silver coloured gas containers thrown on the ground near Church Lodge, Church Lane. Members were aware of the widespread issues mentioned and will bring the matter up with the police next time they attend.  **55. COMMUNICATION**  **Members agreed to publicise the following matters:**   * Replacement of Marshfield Road bus shelter * Bus service campaign * Planters * Picnic in the park * Coffee shop * Picnic benches at Village Hall * Solar farm proposals * Disabled access in Pentwyn Terrace.   **56. ANY OTHER BUSINESS**  There was no other business.  **Meeting closed 22:13** | GT  GT  GT  GT  GT  Agenda  GT  LS-S,  CR, CD |