**MARSHFIELD COMMUNITY COUNCIL**

Minutes of the monthly Council Meeting held on 8th April 2025 at Marshfield Village Hall and via a Zoom video/audio conference call commencing at 7:15 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present: Ms Cath Davis (Chairperson)

Mrs Chris Roberts

Mrs Linda Southworth-Stevens

Mr Lee Colvin

Mr Gary Doubler

Rev Ross Maidment

Mrs Sue Davies

Mr Nathan Howells

Apologies: Councillor Seema Sindhakar (family)

In attendance: Three members of public, Councillor Allan Screen (Newport City Council), Mr Steve Bateman (Church Lane Allotments), G C Thomas (Clerk)

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| **313. DECLARATION OF INTERESTS**  There were no interests declared.  **314. POLICE MATTERS**  The Council noted the following matters:   * Police surgery on Sunday. Cars on Church Lane. Car transporter parked near Mallards Reach/Marshfield Road junction. Parking in the Cambrian estate. * Sheep killed by dogs on Broadway. The Rural Crime Team are to be informed. * More police presence has been welcomed in the general area, together with speed checks. * Police attendance at the Warm Hub is appreciated. * Dead dog dumped on road near Peterstone Common.   **315. PUBLIC PARTICIPATION**  Members of public passed on their concerns about the planning application MCC 1029/Conex 25-0136 affecting Serempore, Newport Road, Castleton.  *(Councillor Southworth-Stevens joined the meeting)*  Councillor Davis said that the Council will take account of the concerns when making a response to Newport City Council.  *(Councillor Screen joined the meeting)*  **316. MINUTES OF LAST MEETING**  The minutes of the Council meeting held on 11th March were confirmed as a true record and adopted by the Council.  **MATTERS ARISING FROM THE LAST MEEETING**  317. PCSO Funding (Min 275)  Councillor Screen told the meeting that fifteen new PCSO’s are proposed for the Newport area but the city centre area will be prioritised. It was suggested that the chairpersons for the local community council areas could jointly ask for more police in their area.  318. Skip Hire (Min 305)  Councillor Southworth-Stevens reported that another skip has been ordered for the Marshfield Road allotment site.  319. Castleton Bus Stop (Min 312)  The Clerk reported there had been no reply to the query about the damaged bus shelter at the Castleton bus stop. Councillor Screen will look into this.  **320. COUNCILLOR’S REPORT**  Councillor Screen reported the following matters:   * Money provided by Welsh Government will be used to repair pot holes and road resurfacing. Members discussed the need for road resurfacing in the area and the safety concerns around this issue.   ***Road safety for St Mellons Road bridge was highlighted. The Council agreed to write to Newport City Council to ask for attention to the problem.***   * A Warm Hub event will take place at Duffryn Community Centre. * There was a motion at Newport City Council concerning devolving Crown assets.   **321. MISSING LITTER BINS**  Councillor Davis has arranged a meeting with Councillor Gonzalez-Lopez (Head of Environment and Public Protection).  **322. BIODIVERSITY ACTION PLANS**  The Clerk referred to the current biodiversity action plan and section 6 reports. Councillor Davis confirmed that this should be updated by the end of 2025.  ***The Council agreed that Members should email the Clerk with any matters relevant to this for the update.***  **323. BIRD BOXES**  Councillor Roberts provided an update to the Council. The project is proving to be very popular with boxes installed in various parts of the area. It has received engagement from all ages from Beavers to the residents of Pentwyn House Residential Home.  **324. RELEASE OF HELIUM BALLOONS**  The Community Council received notice of a motion by Newport City Council to stop the release of helium balloons from land it owns. This was in addition to the policies regarding sky lanterns.  ***The Community Council agreed to support the motion outlined below and to notify the Village Hall Management Committee to assist with its implementation***.  *The release of sky lanterns on Council owned land is not permitted and alternatives should be sought, with the use of sky lanterns being discouraged;*  *Regardless of the purpose, the release of helium balloons should not be permitted from any Council land;*  *The Council should publicise and encourage the use of alternative, environmentally friendly methods of celebration or remembrance; and*  *Officers should take appropriate steps to implement the above, for example through appropriate clauses in leases and licences granted by the Council and the development of communication strategies to increase public awareness of the issues caused by helium balloons.*  **325. MARSHFIELD FOOTBALL CLUB**  The Council had been notified about communications between the senior football club and Marshfield Village Hall Management Committee relating to the main pitch behind the village hall.  ***The Community Council agreed to contact the football club to outline its concerns about the communications***.  **FINANCIAL MATTERS**  326. Village Hall Grounds Maintenance Contract  Newport City Council wrote on 20th March with a quote for continuing the village hall ground maintenance contact for 2025/26. The new cost will be £7297.61 with optional extra for car park kerb cleaning.  ***The Council agreed to enter a service level agreement with Newport City Council for this service and to donate it to the Village Hall Management Committee.***  327. Purchase of Picnic Benches  Following a request from the MVH Management Committee to increase the number of picnic benches at the hall, the Council received quotes from three companies.  ***The Council agreed to accept the quote from Amberol and purchase four black picnic bench seats at a cost of £1945.60 + VAT and the £147.50 delivery charge and donate them to the village hall.***  328.Notice Boards  This matter was carried forward to the next meeting.  329. Payments and Invoices  ***The Council agreed to pay the following invoices and reimbursements:***  **G Thomas – Reimbursement - Printer Ink Stationery, Stamps - £95.23**  **G Thomas – Reimbursement - Zoom subscription April - £15.59**  **Cardiff Lock & Safe – 2 x Allotment Gate keys inc. carriage - £44.64**  **C Antoniou – Reimbursement – Magpies Litter Pick Insurance - £100.80**  **ALLOTMENTS**  330. Plot Letting  The Clerk reported that all plots are currently let apart from plot 45 on Marshfield Road. Arrangements are being made for this plot to be divided into two half size plots for someone on the waiting list interested in taking a smaller plot. The other half is proposed to be let to the current tenant of plot 53MR.  331. Untidy Plots  Reports were received about plots 18CL and 20CL being overgrown. Councillor Southworth-Stevens agreed to inspect the plots to decide whether a letter should be sent to the tenants.  332. Church Lane Site Gate  A complaint was received about the entrance gate to the Church Lane allotment site being left open when there was no one on site.  ***The Council asked the Clerk to contact all tenants of the site to remind them that the gate should be closed and locked when the last person leaves the site.***  333. Boundary Fencing Church Lane Site  Mr Bateman asked the Council to agree to purchase posts and wire fencing at a cost of £188.60, to be used to secure a part of the boundary of the Church Lane allotment site. Councillor Southworth-Stevens said this would be in addition to any planting arranged with Newport City Council who has looked at ways to improve boundary security.  ***The Council agreed pay the cost of the materials and to donate them to the tenants of Church Lane on the understanding that it does not accept any liability for the volunteers who will erect the fencing.***  334. Erection of a Greenhouse  The tenant of plot 60 on the Marshfield Road site had applied for permission to erect a greenhouse size 6 feet x 8 feet on his plot.  ***The Council agreed to permit the erection of the greenhouse.***  **335. PLANNING MATTERS**   1. **MCC 1027 – Conex 25/0140**   PROPOSAL: CONSTRUCTION OF AN ENTRANCE PORCH TO THE FRONT ELEVATION AND NEW BOUNDARY WALL, PILLARS, VEHICLE AND PEDESTRIAN GATES  SITE; FAIRHOLME 15 ST MELLONS ROAD MARSHFIELD CARDIFF CF3 2TX  APPLICATION TYPE: FULL  *No observations to send to Newport City Council.*   1. **MCC 1028 – Conex 25/0150**   PROPOSAL: S73 APPLICATION TO VARY CONDITION 2 (APPROVED PLANS) OF 23/1058 OUTLINE APPLICATION FOR A RURAL ENTERPRISE WORKER'S DWELLING (ALL MATTERS RESERVED). AMENDMENTS INCLUDE UPDATED FCA AND LEVELS  SITE: LLANFAIR FARM CARDIFF CHURCH LANE MARSHFIELD, CF3 2UF  APPLICATION TYPE: RENEWALS AND VARIATION OF CONDITION  *No observations to send to Newport City Council.*   1. **MCC 1029 – Conex 25/0136**   PROPOSAL: CONVERSION OF EXISTING DWELLING INTO TWO SEPARATE DWELLINGS WITH INTERNAL ALTERATIONS ONLY  SITE: SEREMPORE NEWPORT ROAD CARDIFF CF3 2UR  APPLICATION TYPE: FULL  *Marshfield Community Council wishes to formally object this planning application on the following grounds:*   1. *Parking Concerns The proposed development does not provide adequate or safe parking provisions. Existing parking arrangements are already under strain in the area, and further conversions will exacerbate this issue, potentially leading to unsafe or obstructive parking practices.* 2. *Unsafe Access and Egress The access to the property is not fit for an increased number of vehicles. The narrowness of the lane and limited visibility present serious safety concerns for both vehicles and pedestrians. Furthermore, the restricted access will likely impede emergency vehicles, including fire and ambulance services. This poses a significant risk to personal safety and could delay critical emergency response times, compromising both resident wellbeing and fire safety.* 3. *Increase in Traffic An additional dwelling will increase traffic on what is already a heavily used lane. This is a concern not only for residents but also for the safety of children and vulnerable road users.* 4. *Obstruction of Lane The lane in question is narrow and currently prone to obstruction. Further residential intensification will only heighten this problem, potentially restricting emergency service access and causing disruption to neighbouring residents.* 5. *Unauthorised Use Several residents have reported that the property in question is being used as short-term holiday accommodation (Airbnb) and/or student housing—uses which are not in line with the existing planning permission. This raises serious concerns about the intentions for the property and the appropriateness of any further conversions.* 6. *Commercial Association – SWPC It has come to the Council’s attention that a consultancy firm, SWPC, is registered at the address in question. This raises significant concern that the property is being used or intended to be used for investment purposes as a House in Multiple Occupation (HMO), rather thanas a genuine family dwelling. This contradicts the residential character of the area and further suggests that the planning application may not reflect the true intended use of the property.* 7. *Anti-Social Behaviour There have been multiple reports from neighbours regarding anti-social behaviour associated with the property. Adding an additional dwelling is likely to intensify this problem and further disrupt the quiet enjoyment of neighbouring homes.* 8. *Water and Sewerage Infrastructure Local residents have raised concerns about insufficient water pressure and the strain on existing sewerage infrastructure. Any intensification of use will likely worsen these issues, particularly if services were not originally designed to accommodate increased occupancy.* 9. **MCC 1030 – Conex 25/0158**   PROPOSAL: SINGLE STOREY REAR EXTENSION  SITE: 1 THE SHIRES MARSHFIELD CARDIFF CF3 2AW  APPLICATION TYPE: FULL  *No observations to send to Newport City Council.*  **336. VE DAY 8th MAY 2025**  Councillor Davis outlined plans to decorate the area for VE Day and the events to be run by the Royal British Legion. A local event will take place on Sunday 4th May put together by the Women’s Institute, the Royal British Legion and the Council.  Councillor Maidment informed the meeting about a Proms in the Park event at St Mary’s Churchyard on Saturday 10th May and a national VE Day service put together by the UL government.  **337. DATA PROTECTION POLICY**  The Clerk referred to the current policy, approved at the last Annual Meeting.  ***The Council agreed to review this policy to consider whether any updates are necessary.***  **338. CORRESPONDENCE**  There was no correspondence to bring to the Council.  **339. COMMUNITY ENGAGEMENT**  Councillor Davis referred to the Village News which had been circulated with a two-page article submitted by the Community Council. The article had also been added to Facebook by the magazine.  **ANY OTHER BUSINESS**  340. Warm Wales Organisation  Councillor Roberts had attended a One Voice Wales meeting including speakers from Warm Wales. Councillor Roberts suggested their work should be publicised.  341. Fly Tipping Meeting  Councillor Davis is due to meet with Jayne Bryant MS through the Living Levels organisation, concerning issues about fly tipping. Newport City Council tip arrangements will not change. Councillor Davis referred to a recent television programme that highlighted the issue of fly tipping.  **Meeting Closed 22:14** | **Actions**  **AS**  **GT**  **GT**  **GT**  **GT**  **GT**  **GT**  **LS-S**  **/GT**  **GT**  **GT**  **GT**  **GT**  **GT** |