

***Serving the Communities of Castleton and Marshfield***

*Chairperson:* Ms Cath Davis

*Clerk:* Mr G C Thomas 4 Kenilworth Road Newport South Wales NP19 8JQ

*Tel:* 01633 375812

e-mail:[marshfieldcommunitycouncil@gmail.com](mailto:marshfieldcommunitycouncil@gmail.com)

Dear Councillor

The Annual Meeting of Marshfield Community Council will be held **on TUESDAY 13th May 2025** commencing at **7:15 p.m.**  The meeting will be held in the main hall of Marshfield Village Hall, Wellfield Road, and can also be joined remotely via Zoom using the joining details below.

The monthly Council meeting will follow immediately after the Annual Meeting.

If attending in person the Council will adhere to the Covid-19 safety measures which are in force at the time. Please do not attend the Hall if you feel unwell or are displaying any symptoms of Covid-19.

**Members of public and press are welcome to join the meetings in person or by following the Zoom joining instructions below. If required, written representations can be emailed to the Clerk by Monday 12th May to be brought up under item 3 of the monthly meeting agenda.**

## Yours sincerely

G C Thomas

Clerk

Join Zoom Meeting

<https://us02web.zoom.us/j/89473123291?pwd=8wEwDGAxfMWiR0C6YW8ubdWeeYaslW.1>  
  
Meeting ID: 894 7312 3291  
Passcode: 349436

One tap mobile  
+442034815237,,89473123291#,,,,\*349436# United Kingdom  
+442034815240,,89473123291#,,,,\*349436# United Kingdom  
  
Dial by your location  
• +44 203 481 5237 United Kingdom• +44 203 481 5240 United Kingdom• +44 203 901 7895 United Kingdom  
  
Find your local number:<https://us02web.zoom.us/u/kc5vpzI3Lt>

|  |  |
| --- | --- |
|  | **AGENDA - ANNUAL MEETING** |
| **1** | **Apologies.** |
| **2** | **Declarations of Interests** |
| **3** | **Election of Officers:**   * 1. **Chairperson.**   2. **Vice-Chairperson.**   3. **Representative to fill the Council’s seat on the Village Hall Management Committee.**   4. **Representatives to One Voice Wales Newport/Monmouthshire Area Committee.** |
| **4** | 1. **To review membership, chairperson & terms of reference for standing committees:**   **i) Planning Committee**  **ii) Finance & General Purposes Committee** |
| **5** | **To confirm the governance documents:**   1. ***Standing Orders*** 2. ***Financial Regulations***   ***3) Council Policies:***  a) Independent Remuneration Panel for Wales Policy.  b) Social Media Policy.  c) Allotment Waiting List Policy.  d) The Biodiversity and Resilience of Ecosystems Duty Plan.  e) Training Policy.  f) Data Protection  g) Health and Safety Policy  ***4) Code of Conduct for Marshfield Community Council*** |
| **6** | **To receive and approve the Statement of Accounts for 2024/25 (see attached report).** |

**MONTHLY COUNCIL MEETING**

|  |  |  |
| --- | --- | --- |
| **1** | **Declaration of interests.** | **1** |
| **2** | **Police Matters.** | **10** |
| **3** | **Time allowed for members of public to speak (In line with Standing Order on Public Participation in Meetings). Please email the Clerk with any matters to be put to the Council by Monday 12th May 2025.**   1. **To receive a complaint about vehicles parked in Ty Mawr Lane near Marshfield Motors.** 2. **Other matters.** | **15** |
| **4** | **To confirm the minutes of the monthly Council meeting held on 8th April 2025** | **5** |
| **5** | **Review of matters arising from the Council meeting held on 8th April 2025** | **15** |
| **6** | **Update on missing litter bins.** |  |
| **7** | **Newport City Councillor’s Report.** | **10** |
| **8** | **Eden Project.** | **5** |
| **9** | **To consider an offer of sponsorship for a community project from Central Roofing & Building.** | **10** |
| **10** | ***Financial Matters:***   1. **To consider the purchase of new notice boards.** 2. **Appointment of Internal Auditor** 3. **Invoices and payments.** 4. **Other financial matters.** | **20** |
| **11** | **Planning Matters**   1. **To approve observations to be sent to Newport City Council on the following planning applications:**   **MCC 1031 – Conex 25/0256**  PROPOSAL: APPLICATION RELATING TO ACCESS, APPEARANCE, LAYOUT, SCALE AND LANDSCAPING PURSUANT TO OUTLINE PLANNING PERMISSION 23/1058 FOR A RURAL ENTERPRISE WORKERS DWELLING AND PARTIAL DISCHARGE OF CONDITIONS 3 (PARKING), 4 (ELEVATIONS), 6 (CEMP), 7 (DRAINAGE), 8 (BOUNDARY TREATMENTS), 9 (LEVELS), 10 (ARCHAEOLOGY) AND 11 (LANDSCAPING).  SITE: LLANFAIR FARM, CHURCH LANE, MARSHFIELD, CARDIFF CF3 2UF CHURCH  APPLICATION TYPE: LANE MARSHFIELD RESERVED MATTERS  **MCC 1032 – Conex 25/0260**  PROPOSAL: SINGLE STOREY, REAR/CORNER EXTENSION UNDER EXISTING FIRST FLOOR EXTERNAL BALCONY  SITE: COLINDA 112 MARSHFIELD ROAD CARDIFF CF3 2TU  APPLICATION TYPE: FULL  **MCC 1033 – Conex 25/0298**  PROPOSAL: SINGLE STOREY EXTENSION WITH NEW DORMER TO ROOF AND NEW RENDER TO EXISTING DWELLING.  SITE: WILLOW MWAD, WELLFIELD ROAD, MARSHFIELD, CARDIFF, CF3 2UB  APPLICATION TYPE: FULL | **5** |
| **12** | **Allotments.** | **5** |
| **13** | **Correspondence.** | **5** |
| **14** | ***Communication:***  **a) To agree communications to residents.** | **5** |
| **15** | **Any other business.** | **5** |
|  | **The next Monthly Council meeting is scheduled for Tuesday 10th June 2025** |  |