**MARSHFIELD COMMUNITY COUNCIL**

Minutes of the Monthly Council Meeting held on 10th June 2025 at Marshfield Village Hall and via a Zoom video/audio conference call commencing at 7:15 p.m. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Present: Ms Cath Davis (Chairperson)

Ms Chris Roberts

Mr Lee Colvin

Mr Nathan Howells

Mr Gary Doubler

Ms Seema Sindhakar

Ms Sue Davies

Apologies: Councillor Linda Southworth-Stevens (ill), Councillor Ross Maidment (family matters).

In attendance: Newport City Councillor Allan Screen, PCSO’s 309 Sam Davies, 409 Lawrence,

G C Thomas (Clerk)

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| **31. DECLARATION OF INTERESTS**  There were no interests declared.  **32. POLICE MATTERS**  The Council discussed the following matters:   * The last police surgery at Marshfield Village Hall was well attended. * Police were thanked for taking action resulting in the removal of parked vehicles which had been causing concern. * The earlier request for time restricted parking near the shop on Marshfield Road had resulted in a reply from Councillor Rhian Howells but it appeared that Newport CC did not address the request made.   ***The Council agreed to clarify that the restricted parking is being requested on the southbound carriageway south of the shop.***   * The Council reported issues from vehicles parking near the former Castleton Baptist Church. * Councillor Davis updated on vehicles parking near the scrap yard on Ty Mawr Road. Newport City Council will patrol the area to monitor parking. * Councillor Screen reported that a meeting will be held between Wentloog Community Council and Newport City Council officers regarding Lighthouse Park. * Members were informed about break-ins and vehicle theft in the locality. Details of matters of concern were exchanged.   **PUBLIC PARTICIPATION**  33. Road Noise Marshfield Road  The Council received an email from a resident concerned about a dip in Marshfield Road causing an unacceptable level of noise, together with speed bumps and asked if the Council can request a repair.  ***Members asked for a precise location, possibly using What3Words. Councillor Screen agreed to take up the matter with NCC.***  **34. MINUTES OF LAST MEETING**  The minutes of the Annual Meeting and the monthly Council meeting held on 10th June were confirmed as a true record and adopted by the Council.  *(Police Officers left the meeting)*  **MATTERS ARISING**  35. Road Safety (Min 3)  The 20’s Plenty wheelie bin stickers had been received and will be distributed with the assistance of Mr Martin Allen.  36. Missing Litter Bins (Min 12)  Councillor Howells reported that a subject access request was not possible The Clerk had written to Newport City Council asking for the bins to be replaced or a refund of the donation towards the  ***Councillor Screen agreed to chase up a reply****.*  37. Eden Project (Min 14)  Councillor Davis had provided the details to the Marshfield Village Hall Management Committee.  38. Church Lane Gate Wording (Min 21)  The Clerk reported that Church Lane allotment tenants had been notified with the amended advice about gate security.  39. Bricks left on Site (Min 24)  Councillor Colvin and Councillor Southworth-Stevens are due to carry out a site inspection.  40. Planting Fig tree (Min 25)  Councillor Colvin and Councillor Southworth-Stevens are due to carry out a site inspection.  **41. NEWPORT CITY COUNCILLOR’S REPORT**  Councillor Screen addressed the Council.   * The Council’s budget had been agreed and included additional money from the Welsh Government. Additional spending included Lighthouse Road and Morgans Way. The Road improvement planned for the A48 has been cancelled. * The next planning enforcement meeting will take place on 26th June. * A Wentloog Stakeholders meeting had resulted in police Chief Superintendent Jason White suggesting waiting to review activities until after the next meeting. * Ward Councillor surgeries will take place between 6-8 p.m. on the third Friday each month and alternate between Duffryn Community Centre and St Marys Church, Marshfield vestry.   **42. DAMAGED BUS STOP MARSHFIELD ROAD, CASTLETON**  Councillor Screen reported that the bus shelter is in the schedule of works and the glass will be replaced with Perspex.  ***Councillor Screen asked for a list of all matters requiring action to be sent to the three ward councillors.***  **43. ST MELLONS ROAD BRIDGE**  There had been no reply to the earlier email to Newport CC. Councillor Screen asked for the details to be included in the list of matters requiring action.  **44. MARSHFIELD FOOTBALL CLUB – STAND AND FENCING**  The Council discussed the email received from the football club and will await the result of enquiries to be made by the football club.  **45. PLANNING MATTERS**   1. **The Council considered observations to be sent to Newport City Council on the following applications:**   MCC 1035 – CONEX 25/0385  **PROPOSAL**: CONVERSION OF GARAGE LOFT SPACE TO CREATE ANNEXE  **SITE**: 3 CASTLETON GARDENS NEWPORT CF3 2WD  **APPLICATION TYPE**: FULL  ***No comments***  MCC1036 – CONEX 25/0410  **PROPOSAL**: SINGLE STOREY SIDE AND REAR EXTENSIONS, LOFT CONVERSION WITH REAR DORMER INCLUDING EXTERNAL ALTERATIONS AND RELATED CAR PARKING  **SITE**: WILLOW VIEW 62 MARSHFIELD ROAD CARDIFF CF3 2UW  **APPLICATION TYPE**: FULL  ***Councillor Howells agreed to formulate a response and pass to the Clerk to be sent to Newport CC.***   1. ***The Council noted the Newport City Council consultation on Local Development Plan 2011 – 2026 supplementary planning guidance (SPG)***   **ALLOTMENT MATTERS**  46. Marshfield Road Gate Repair  ***The Council agreed that Chris Walford should be appointed to repair the gate post at a cost of £90.***  47. Complaint from Marshfield Road Allotment Tenant  The Clerk reported an email from a tenant of Marshfield Road allotments which mad a complaint about another tenant.  ***Councillors Colvin and Southworth-Stevens will investigate the matter.***  48. Water Butts – Church Lane Allotments  Councillor Colvin reported that Mr Steve Bateman will join himself and Councillor Southworth-Stevens for a site visit to examine the water butts on the site.  **FINANCIAL MATTERS**  49. External Audit - Annual Return 2024-25  The Clerk/RFO presented the Annual Return to the Council and went through the Annual Governance Statement. The Council was able to answer yes to all accounting statements and approved the Return which was signed by the Chairperson to be returned to Audit Wales.  50. External Audit -Annual Return 2023-24  Audit Wales wrote on 9th June 2025 to provide the completed the audit of the Annual Return for year ended 31 Mach 2024. No matters had come to their attention to give cause for concern but a qualification stated that the Council had not provided a complete explanation for significant variances within the year. Also, a recommendation to provide a copy of financial regulations on the website and to future audits.  51. Donation Request Towards Fireworks Display  Marshfield Village Hall Management Committee requested a donation of £700 being half the cost of staging a fireworks display in 2025.  ***The Council resolved to donate £700.***  52. Village Hall Media Upgrade Project  Marshfield Village Hall Management Committee requested financial assistance towards the cost of installing a dropdown screen, audio speakers and projector in the main hall.  ***Members agreed in principle to provide assistance towards these facilities but asked the VHMC to provide a business case on how it would benefit the hall. The Committee should also check what other sources of finance are available and should obtain three quotes for the purchase and installation of the equipment.***  53. Purchase of New Notice Boards  Councillor Davis had researched notice boards that may be suitable to replace the board located on the A48 at Castleton. Members favoured one design but this required further investigation. Councillor Davis will bring more information back to the Council next month.  54. Payments and Invoices  ***The Council approved the following payments:***  G. Thomas – Reimbursement Zoom Subscription June - £16.79  Information Commissioner – Data Protection Fee - £52.00  K. Cone – Internal Audit Fee - £160  Zurich Municipal – Insurance Policy - £1797.63  55. Mandate Change  Barclays Bank wrote on 21st May to confirm the recent mandate change. Councillor Maidment has now been added to the signatories for the account and will be able to apply for online banking authorisation.  **56. COMMUNITY OFFER**  Councillor Davis reported that the local branch of the Capital Group had said helping with the bells for the church would not be possible. Assistance with a litter pick project is a definite possibility. The company expressed an interest in assisting with the roof of the lych gate at Castleton Baptist Church graveyard.  **57. KEEP WALES TIDY**  Councillor Davis reported discussion concerning issues with litter pick groups and a breakdown in their relationships with Newport City Council. Councillor Davis proposed a working group partnership including Newport City Council, Keep Wales Tidy and local community councils.  **58. CORRESPONDENCE**  There was no correspondence to bring to the Council.  **59. COMMUNITY ENGAGEMENT**  Councillor Davis is due to send copy for the village newsletter. Members suggested details of the policy restricting use of helium ballons and lanterns on Council ground, the cars & coffee and coffee morning events for the Village Hall.  **ANY OTHER BUSINESS**  60. Marshfield Road Pavements  Councillor Davies reported the poor condition of the pavement from Pentwyn Nursing Home to St Mellons Road.  ***The Council agreed to write to Newport City Council to ask for repairs.***  61. Road Surface St Mellons Road  Councillor Sindhakar had reported the poor condition of St Mellons Road just before the bridge due to the number of pot holes.  ***The Council agreed to write to Newport City Council to ask for repairs.***  **Meeting Ended 21:55** | **Actions**  **GT**  **GT**  **AS**  **LSS/LC**  **GT**  **GT/LSS**  **LSS/LC**  **GT**  **GT**  **GT**  **GT**  **GT** |