



Serving the Communities of Castleton and Marshfield

Chairperson: Ms Cath Davis

Clerk: Mrs. Pearce, 80Newport Road, Cwmcarn NP117LY

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(Draft) Minutes of the Meeting held on 8th September 2026 at Marshfield Village Hall and on Teams video conferencing. Meeting commenced at 7.15pm.

Present: Cllr Davis (Chair), Cllr Southworth -Stevens, Cllr Brown, Cllr Roberts, Cllr Hearn (newly co-opted)

Apologies: Cllr Howells, Cllr S Davies, Cllr Maidment, Cllr Sindhakar

In attendance: Cllr Screen (Newport CC), Liz Pearce Clerk. No members of the public were in attendance.

1001 DECLARATIONS OF INTEREST – None

1002 NEW CLERK APPOINTMENT - Liz Pearce was confirmed as the Locum Clerk from 18th August. Proposed by Cllr Davis, seconded Cllr Brown.

1003 POLICE MATTERS. The PCSO attended and the Council did not have any further matters other than those already imparted to the PCSO. The Emergency Services Event on 17th October was discussed. Cllr Roberts asked if another Big Scams talk she recently attended could be offered by the Council to residents. The Clerk will add to the agenda for the next meeting.

1004 PUBLIC PARTICIPATION No members of the public were present in person or online so there was no public participation.

1005 CO-OPTION OF COUNCILLORS Cllr Hearn was welcomed as a newly co-opted councillor. Proposed by the Chair and seconded by Cllr Brown. It was agreed that the Clerk would add Councillor recruitment on a regular basis to all upcoming agendas. Cllr Hearn will provide a link with the Youth Club that she runs, and has also offered to sort out the Scarecrow Festival.

1006 MINUTES OF MEETING 14th July 2026. These were confirmed as a true record. Proposed by Cllr Southworth-Stevens and seconded by the Chair.

1007 MATTERS ARISING from the meeting on 14th July 2026. Using numbers allocated on the previous minutes.

61. Although the football teams have been contacted about parking issues, this is not yet sorted.



63. If a CCTV pole is located between the dugouts on the football field, it can be powered by solar and operated using wifi. It was agreed that Cllr Howells would be asked to apply for the required planning permission.

70. Litter pick collection issues. It was noted that clear bags must be used for rubbish collection by Newport CC.

64. The allotment shed of plot 5 Church Lane is now fixed.

78. No response received from Marshfield Primary School yet.

80. Notices have been affixed to the Toddlers Play Area reminding users that toddler must be supervised at all times.

81. Allotment Issues. Cllr Southworth-Stevens met with Newport CC. Hedges on the outside cut but still too high. It was decided to look at pricing again given the requests for water availability. Cllr Brown hopes to report back on revision of Terms and Conditions at the next meeting.

1008 Cllr Screen gave the Newport CC report

a) Reiterated the Council departments who are supporting the Marshfield Emergency Services event.

b) He noted that the Welsh Government grant from the UK Government has been reduced. About 70% of community council funding comes from WG and 30% from council tax.

c) NCC has allocated £1.8m to the Marshfield area of the £12m allocated for road repairs.

d) He plans to hold a ward meeting in October/November to update residents on planned intentions. Stephen Jarratt (Infrastructure) will be present.

1008 REQUESTS TO NEWPORT CITY COUNCIL - The Chair asked Cllr Screen if a litter pick could be booked from the Golf Club to Hawse Lane. A letter received from a local resident about the old stone bridge on St. Mellons road will be passed to NCC via Cllr Screen. The What Three Words (W3W) location will be forwarded to Cllr Screen.

1009 The Chair has sent in a letter confirming support for the Living Levels Landscape Partnership's application for Heritage Lottery Funding.

1010 The matter concerning the graveyard Lych Gate could not be discussed as Cllr Howells was not present so the Clerk was requested to add this to the agenda for the next meeting.

1011 The Chair reported on her meeting with the CEO of Keep Wales Tidy. She agreed to forward the notes she created to all Councillors.

1012 The One Voice Wales Councillor Training schedule was discussed and the Clerk was asked to send the emails to all Councillors. The Chair encouraged all Councillors to participate in some of these courses, the cost will be covered by the Council.



1013 PLANNING MATTERS – as Cllr Howells was not present, planning matters were postponed for discussion at the next meeting. One planning application email will be forwarded to Cllr Howells and Cllr S. Davies.

1014 FINANCIAL MATTERS

a) It was agreed to postpone evaluation of Scribe accounting software until the new Locum Clerk has had time to evaluate the current processes.

b) It was agreed to adopt the 2026 Local Government Pay Settlement with effect from 1st April. Prop. Cllr Brown, seconded by Cllr Southworth-Stevens.

c) It was agreed that the Locum Clerk will complete an application for a Debit Card to facilitate online purchases. Proposed by Cllr Southworth-Stevens and seconded by Cllr Roberts.

d) The Clerk was asked to research the possibility of the Council switching from Barclays Bank to Unity Bank.

e) The authority delegated to Cllr Brown and Cllr Southworth-Stevens to spend up to £500 on allotment related purchases, subject to prior approval from the Chair or Vice Chair. Proposed by Cllr Brown and seconded by Cllr Southworth-Stevens.

f) It was agreed that the Council will donate a sum of £300 to Marshfield Magpies litter pick group on the condition that this sum is used for liability insurance and that the remainder is used for their essential expenses. The Clerk will write informing the group.

e) The Council considered the payment of the Gratuity claimed by the outgoing Clerk, Mr. G. Thomas. The Chair read out a statement giving actions carried out so far covering due diligence.

However the Councillors did not feel able to authorise the payment until they have received legal advice from an employment law expert. The Chair will proceed with this as soon as possible. The Clerk was asked to inform Mr. Thomas of this situation.

f) The Clerk was unable to present a monthly accounts report of payments and income as she does not yet have access to the Barclays account. This mandate application is in progress.

1015 ALLOTMENT MATTERS

a) One of the tenants has requested an onsite water supply. Cllr Brown pointed out this is not in the terms and conditions but is evaluating the possibility and its impact on increasing costs and charges.

b) Cllr Brown has been asked to do another inspection and arrange for the community shed to be removed, sold or donated.

c) The Clerk was asked to rewrite the warning letter sent to tenants about tidying their plots to make it sound more conciliatory.

d) One of the Clerk's task is to make a current and complete list of all allotment tenants. Hopefully this will be completed before the next meeting.



e) Cllr Brown has requested the Clerk to respond to some allotment issues which will be completed during the week beginning 14th September.

1016 OTHER CORRESPONDENCE

A complaint about the cancellation of the 31C bus and the complaint will be passed to Cllr Screen to respond.

1017 COMMUNITY ENGAGEMENT – The Chair updated the Councillors on the planned Emergency Services Event in October and asked for volunteers to set up the tables in the hall. Cllr Brown, Cllr Southworth-Stevens and Cllr Hearn agreed to volunteer.

1018 MARSHFIELD VILLAGE NEWS. This is now free to be included and the Chair agreed to write an article for submission.

There being no further business to discuss, the meeting closed at 9.30pm and Teams was closed at the same time.

The next meeting will be held on Tuesday 13th October 2026 at the Village Hall at 7.15pm.
Please inform the Clerk of any planned absences and apologies.