

## MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on  
Monday 10 February 2020 at 19.30 at Marden Community Centre

A one minute silence was held at the start of the meeting  
in memory of Michael Parkes, retired Vice Chair and Councillor.

**Present:** Cllrs David Bennett (Chair), Kate Ryan, Richard Paske, Mike Blake, Patrick Meredith and Rod Lees.

**In Attendance:** Ward Cllr Kema Guthrie; Parish Clerk Alison Sutton; Tree Warden Andrew Kier; and 3 members of the public.

1. **Apologies for absence** – Cllrs Emma Garlick and Paula Barrett.
2. **Declarations of interest and written applications for dispensation** – Cllr Paske DECLARED an interest in item 7.1 and left the meeting during the item.
3. **Update on vacancy process and consider co-option** – NOTED: election not requested, can co-opt. Clerk INSTRUCTED to put item in News & Views asking anyone interested to attend March meeting and speak for 2 minutes.
4. **Public Forum** –
  - 4.1. West Mercia Police – Contact details in Clerk's Information Sheet NOTED.
  - 4.2. Ward Councillor – Report NOTED: draft Council Tax going to full council meeting 14.2.20, 3.9% increase, 80% of budget for care of looked-after children, draft budget online; review of options for transport projects, funding withdrawn by Marches Enterprise Partnership; highways – various flooded areas reported to Land Drainage team, by Small Ashes, by Moreton turn, sewage on road by Laystone bridge, please report issues by phone on 01432 261800 or online at [https://www.herefordshire.gov.uk/info/200196/roads/190/report\\_problems\\_on\\_the\\_road](https://www.herefordshire.gov.uk/info/200196/roads/190/report_problems_on_the_road); Laystone Bridge repair due in spring when able to put scaffolding into river; Hereford & Worcester Fire Authority, 2 new machines, smaller and more suitable for rural areas.
  - 4.3. Local Residents – Various uploading document issues, Clerk to rectify; Clerk's expenses not in Publication Scheme; PA system at item 8.6 NOTED as suggestion not decision; Clerk INSTRUCTED to add email addresses to Cllrs' details on website. New tenant re 7.1, working to renovate site so able to re-open, aim to stay for 3-5 yrs.
5. **Minutes of the last meetings** – 13 and 27 January 2020 ADOPTED and SIGNED.
6. **Financial Procedures** – The balance of the current account of £60,055.34 as at 3 February 2020 was NOTED. Balance includes: committed reserves of donations for Community Facilities (CF) of £5,908.05; committed reserves of £27,000 held for loan repayments/CF work. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
  - 6.1. Marden Chapel, Room hire for CF mtg, £15, C/N 1517.
  - 6.2. Supplymeprint.com Ltd, February News & Views print, £203, C/N 1518.
  - 6.3. Roundabout Stationery, Stationery and ink for Clerk's use and FR posters, £30.57 (inc. £5.09 VAT), C/N 1519.
  - 6.4. Income from NatWest Bank, Compensation and refund for Clerk's salary and mileage, £200.
7. **Planning Applications** –
  - 7.1. P194399/F, Volunteer Inn, Marden, HR1 3ET – Refurbishment and re-ordering of the existing pub with the removal of the existing WC block to the South Elevation – RESOLVED to support, in conformity with NDP policy M7.



- 7.2. NOTED P192806/F, Oakridge, Marden, HR1 3EZ – Proposed new access and change of use of paddock from agriculture to residential – Approved with conditions.
- 7.3. NOTED P192298/F, Paradise Meadows, Marden – Proposed bungalow and garage – Refused.
- 7.4. NOTED P174269/F, Brook Farm, Marden, HR1 3ET – Proposed modification to existing agricultural building to accommodate a biomass boiler, including flue – Appeal against refusal of planning permission – Appeal upheld, permission granted. Costs application refused.

## 8. Parish Reports and Issues –

- 8.1. Lengthsman Scheme, general maintenance and grass cutting – consider items for Lengthsman or other Contractors; consider response from Locality Steward re flooding and pothole repairs – Report in Clerk's Information Sheet NOTED: Flooding at C1120 near Old School House and C1125 at Small Ashes passed to Land Drainage team; Balfour Beatty responsible for cutting grips throughout parish; Steward unable to supply list of potholes reported for repair; further email sent to contact point requesting weekly data. Clerk INSTRUCTED to email contact Knowledge Centre Manager, request attend March meeting with response to land drainage issues. Ward Cllr follow up re requested data.
- 8.2. Footpath Officer – Report in Clerk's Information Sheet NOTED: Waiting for response from landowner re gates on MR24 and MR45; locked gate on MR21 passed to Locality Steward; trying to find owners for fields on MR32 and MR18A, Balfour Beatty unable to provide details due to GDPR but need to know issue; meeting S&A re way marking and ploughing issues on MR22 and MR5.
- 8.3. Community Facilities Group – receive report and consider submitting planning application. Report in Clerk's Information Sheet NOTED and purchase of banners: RESOLVED to overprint for Race Night banner x1; purchase new banners x2 for fete & Clerk INSTRUCTED to confirm church will fund one. Presentation made on work of Community Facilities Group (CFG) and recommendations from Group. Main points NOTED: summary of meeting with Marden Village Trust (MVT); issues of leases on current centre summarised, PC/CFG not in position to give up leases as constitutional issue for MVT or successor CIO and risk to Academy considered by PC as not worth taking as Academy major parish asset; summary of CFG discussions; Archetype study, options considered; funding analysis; CFG proposals – 1. Approval of addition of easterly extension to base build (option 2b) providing total internal footprint of 324 m<sup>2</sup> at estimated cost of £406k base + £50k extension + £60k Eco, to be confirmed, 2. Approval of submission of planning application before 29 March deadline for NHF Reserved Matters, 3. Approval to instigate partial RIBA 3 at cost of £7,850 to include submission of planning application, finalisation of business plan requirements and development and implementation of design and procurement strategy, 4. Approval of funding proposal that would require PWL of up to £500k over 30 years which, based on £500K and current tax base, would require further precept increase of 40p/week for Band D, 5. Approval of CFG plan for information event as part of Community Summer Fete followed by detailed letter to each household asking to endorse precept increase to cover loan required. RESOLVED to adopt recommendations 1-5 from CFG. Clerk INSTRUCTED to put full presentation on website and send to Cllrs and CFG members.
- 8.4. Volunteer maintenance for notice boards – Report in Clerk's Information Sheet NOTED: 6 boards need work – varnishing of frame, some new pinboard, new post x1, vegetation cutting back. Clerk INSTRUCTED to arrange meeting with Cllrs Lees and Meredith to consider work required.
- 8.5. Tree Warden – Issues about mistletoe and elm trees – NOTED: elms get to certain age and then likely to come down as not yet have new resistance, landowners' responsibility to assess trees and action if required; mistletoe encouraged in county, not a problem on larger trees but can dry out and damage smaller tree, landowners' responsibility to assess trees and action if required.
- 8.6. Request from WI for mobile PA unit – Report in Clerk's Information Sheet NOTED: WI request for small system just for WI; suggestion for bigger multi-purpose unit for indoor and outdoor events, owned by PC for use by all parish groups, cost approx. £215. Clerk INSTRUCTED to: contact Hereford Music Shop for advice on suitable unit; add to next agenda.
- 8.7. Feedback re Small Ashes – Report in Clerk's Information Sheet NOTED: Complaint under investigation by Community Protection team. Clerk INSTRUCTED to follow up and add to next agenda.
- 8.8. Tree pruning round flagpoles – No report. Clerk INSTRUCTED to add to next agenda.





- 8.9. Update on BT box – Report in Clerk's Information Sheet NOTED: Now set up as Public Rights of Way Information Point.
- 8.10. Request from Courtyard Theatre for donation – Report in Clerk's Information Sheet NOTED: Various levels of sponsorship requested for capital development at theatre. RESOLVED to give donation of £50 as sponsorship.
- 8.11. Referral of Extinguishment Order for MR45A (part) to Secretary of State for confirmation NOTED.
- 8.12. Request for support from Bartestree with Lugwardine PC – Report in Clerk's Information Sheet NOTED: Bartestree with Lugwardine (BWL) PC submitted 2 complaints, 1. about advice given by Planning Officer to Planning Committee which PC considers misleading and 2. non-existent efforts to review Core Strategy; asking for support from other parishes; BWL NDP different from Marden NDP as contains policy supporting development of infill and windfall sites outside settlement boundaries. RESOLVED that whilst have sympathy, Marden NDP and position of NDP in relation to applications different, so unable to support request but interested in update on outcome.

As 21.30, RESOLVED to finish agenda items.

9. **Paying HALC subscription for 2020-21** – RESOLVED to pay this year. Clerk INSTRUCTED to inform HALC that concerned at cost and will review benefit for future renewals.
10. **Deferment of re-enrolment of Clerk in pensions scheme** – Report in Clerk's Information Sheet NOTED: 3-yr automatic re-enrolment date deferred for 3 months following advice from Pensions Regulator, to allow next salary to be under threshold requiring automatic enrolment, as Clerk does not wish to be entered in pension scheme.
11. **Correspondence** – Correspondence in Clerk's Information Sheet NOTED: Great British Spring Clean 20.3.20-13.4.20, as Litter Pick and freighter on 25 April, Clerk INSTRUCTED to add item to News & Views asking interested parishioners to contact Vice Chair if able to help with extra litter pick during Spring Clean weeks.

**12. Matters for next agenda or for Clerk's action under delegated authority**

Next agenda:

- Reserves Strategy for 2020-2021
- NDP Settlement Hierarchy document
- As above.

Clerk's action:

- Use Urgent Planning Matters Policy for P200118/PA7
- As above.

**13. Date of next meeting** – Monday 9 March 2020 at 19.30

This meeting was declared closed at 21.48.

SIGNED:



Marden Chair

DATE:

9/3/20

**Marden Parish Council Receipts and payments  
against Budget 2019-20**

APPENDIX FOR 10.2.20

		2018-2019 Actual receipts & payments	2019-20 Budget 1/4/19	2019-20 Budget 13/1/2020	2019-20 Actual receipts & payments	Variance 2019-20 budget to actual	% Variance 2019-20 budget to actual	Notes for 2019-20	Estimated actual 2019- 20	2020-21 Draft Budget	% change from 2019- 20	Notes for 2020-21 budget
<b>Payments</b>												
<b>STAFF AND CLLRs</b>												
Clerks salary	Basic hrs	£7,871.00	£7,683.72	£8,671.00	£8,671.00	£8,470.52				£8,840.00	2%	2% national increase
	CF	£1,074.00	£842.07	£974.00	£974.00	£719.76				£1,000.00	3%	Extra project hrs
	FR			£0.00		£794.23				£255.00	100%	FR hrs split from main CF hrs
	GDPR/Legal/Other		£1,653.26	£0.00		£141.58				£0.00		
	NDP			£0.00						£615.00	100%	Extra NDP hrs
Clerks total salary		£8,945.00	£10,179.05	£9,645.00	£10,400.00	£10,256.97	£143.03	98.6% 4 of 4 paid	£10,000.00	£10,710.00	11%	As above
Clerks expenses		£1,400.00	£1,249.64	£1,400.00	£1,400.00	£1,399.68	£0.32	100.0% 4 of 4 paid	£1,400.00	£1,700.00	21%	Increased for NDP mtgs
Cllrs training		£450.00	£100.00	£450.00	£450.00	£355.40	£94.60	79.0% To be arranged	£450.00	£250.00	-44%	All Cllrs trained in 2019, 2020 only 1x new Cllr training+evening sessions
<b>ADMINISTRATION AND MANAGEMENT</b>												
Insurance		£614.50	£543.38	£615.00	£615.00	£552.04	£62.96	89.8% No further payments due	£552.00	£600.00	-2%	
Subscriptions		£750.00	£772.40	£750.00	£750.00	£40.00	£710.00	5.3% Due later in yr	£750.00	£800.00	7%	Increase expected
Room hire - PC, NDP, CF, FR		£250.00	£212.50	£200.00	£745.00	£558.75	£186.25	75.0%	£500.00	£500.00	150%	Extra NDP mtgs
Website and communication		£400.00	£150.00	£1,700.00	£1,700.00	£952.77	£747.23	56.0% No website redo	£1,400.00	£1,000.00	-41%	
Stationery & postage		£240.00	£316.70	£240.00	£340.00	£268.05	£71.95	78.8%	£300.00	£300.00	25%	
Elections		£1,500.00	£0.00	£5,000.00	£5,000.00	£0.00	£5,000.00	0.0% Not yet invoiced	£3,500.00			
Audit fees		£250.00	£550.00	£700.00	£700.00	£500.00	£200.00	71.4% 2 of 3 paid	£700.00	£700.00	0%	
<b>MAINTENANCE AND PROW</b>												
Lengthsman		£5,140.00	£3,856.00	£6,710.00	£6,710.00	£3,744.00	£2,966.00	55.8% 10 of 12 mths paid	£6,710.00	£4,450.00	-34%	No kerb clearing or pothole filling
PROW		£1,852.50	£2,429.50	£1,800.00	£1,800.00	£240.00	£1,560.00	13.3% 10 of 12 mths paid	£1,800.00	£3,660.00	103%	Strim circular footpath + 3 gates
Parish enhancement		£200.00	£163.00	£200.00	£200.00	£130.38	£69.62	65.2% Ongoing	£200.00	£1,000.00	400%	Planters, xmas tree etc
<b>PARISH SERVICES</b>												
Parish Freighter		£1,300.00	£1,616.00	£1,500.00	£1,500.00	£0.00	£1,500.00	0.0% Next yr not yet arranged	£1,650.00	£1,700.00	13%	2 freighters
News & Views support		£250.00	£117.00	£250.00	£250.00	£116.00	£134.00	46.4% Ongoing	£200.00	£2,500.00	900%	£2,500 for external print of N&V
<b>GRANTS AND RESERVES</b>												
Small grants		£1,500.00	£1,598.50	£1,500.00	£1,500.00	£506.99	£993.01	33.8% Main donations not made	£600.00	£600.00	-60%	Split from large grants for Trusts
Support - MVT/MRGT										£3,500.00	100%	£1k MRGT reserves, £500 MRGT support, £2k MVT support
<b>PROJECTS AND WORKING GROUPS</b>												
Traffic mgmt/SID room & exps		£373.00	£285.11	£250.00	£250.00	£0.00	£250.00	0.0% No work/mtgs yet	£50.00	£100.00	-60%	
Fundraising Group (2018-19 CF & FR)		£1,600.00	£1,079.28	£1,000.00	£900.00	£475.30	£424.70	52.8% 9 of 12 mths paid	£1,000.00	£1,300.00	30%	Extra events for community
Facilities project		£13,500.00	£0.00	£13,500.00	£13,200.00	£11,462.85	£1,737.15	86.8%	£14,000.00	£14,000.00	4%	CF group work split from FR for 2020-21
NDP										£1,500.00	100%	Review needed
<b>VAT AND CONTINGENCY</b>												
VAT			£2,574.75			£3,355.27	-£3,355.27		£4,500.00			
Contingency		£7,000.00	£1,309.64	£7,000.00	£6,000.00	£866.00	£5,134.00	14.4% 9 of 12 mths paid	£700.00	£4,540.00	-35%	
<b>LEGAL FEES</b>												
Judicial Review costs					£26,250.00	£26,250.00	100.0%					
<b>PREVIOUS EXPENSES</b>												
Old Churchyard		£1,150.00	£1,150.00	£0.00	£0.00							
Village clock storage		£170.00	£78.00									
Green sacks			£760.00									
GDPR expenses			£1,663.07									
Marden Recreation Ground Trust			£36,228.88									
		£48,835.00	£68,982.40	£54,410.00	£80,660.00	£62,030.45	£18,629.55	76.9%	£50,962.00	£55,410.00	2%	
<b>Receipts</b>												
Lengthsman + P3 from HC		£1,425.00	£0.00	£0.00	£0.00	£465.00	£465.00	Paid in arrears from 2018-19	£465.00			
Precept		£46,000.00	£46,000.00	£51,500.00	£51,500.00	£51,500.00	£0.00	100.0% Received in full	£51,500.00	£51,500.00	0%	
VAT reclaim			£2,490.81			£2,574.75	£2,574.75	Reclaim from 2018-19	£2,575.00			
Green sacks			£1,293.62							£1,000.00	100%	New income, advertising in N&V
Sundry			£568.27			£250.00						2019-20 £100 compensation from bank for mismanagement
S106 reserves + donations			£0.00									
Donations for CF			£2,023.16			£1,574.96	£1,574.96	As donated, no budget	£1,500.00			
Solar farm		£2,910.00	£3,637.50	£2,910.00	£2,910.00	£2,182.50	£727.50	-75.0% Due as quarterly payments	£2,182.00	£2,910.00	0%	
Sutton St Nicholas PC for SID			£185.98									
Interest on deposit account			£41.38									
From deposit a/c for MRGT			£36,220.94									
From reserves for Judicial Review costs					£26,250.00	£26,250.00						
		£50,335.00	£92,461.66	£54,410.00	£80,660.00	£84,797.21	£4,137.21	-2.7%	£58,222.00	£55,410.00	2%	

NB: Receipts & payments made at current meeting included

**Marden Parish Council Receipts and payments  
against Budget 2019-20**

**BANK RECONCILIATION**

Balance per bank statement at 3 February 2020

Current account £60,055.34

Includes committed reserves:

£27,000 for loan repayment & CF project

£5,908.05 for CF

£5,134 contingency (includes cover for VAT)

Less: unpresented cheques at 3 February 2020

C/N 1283 -£200.00

C/N 1515 -£28.63

C/N 3 February -£228.63

Net balances as at 6 January 2020 £59,826.71

**Cash Book**

Opening balance at 1 April 2019 £63,062.48

Add: receipts in the year £58,547.21

Less: payments in the year 3 February -£61,782.98

Closing balance per cash book at 6 January 2020 £59,826.71

**Uncommitted reserves at 3 February approx. £13,900**

**ANALYSIS OF CLERK'S SALARY**

	Budget	Current mth	Running total
<u>Basic hrs Salary</u>	£8,671.00		
April @ 1.967/qr			
July, Oct, Dec @ 2, 167.62/qr		£2,167.62	£8,470.52
<u>CF hrs (main)</u>	£974.00		
April @ 11.643/hr			
July, Oct, Dec @ 11.91/hr		£440.67	£719.75 Extra event hrs
<u>Fundraising Group hrs</u>			
April @ 11.643/hr			
July, Oct, Dec @ 11.91/hr		£95.28	£794.23 Extra hrs due to unavailability of FR Chair for June event
<u>Legal hrs</u>			
April @ 11.643/hr			
July, Oct, Dec @ 11.91/hr			£141.58 Not allowed for in budget
<u>Employers' NI</u>			£130.89
TOTAL	£9,645.00		£10,256.97 Refund of £150 from bank for salary & expenses related to mismanagement by bank

**ANALYSIS OF EXPENDITURE BY COMMUNITY FACILITIES WORKING GROUP**

	2016-17 actual	2017-18 actual	2018-19 budget	2018-19 actual	2019-20 budget	2019-20 actual
			£1,600.00		£1,000.00	
<b>FUNDRAISING GROUP</b>						
Voucher for FR event		£25.00				
Printing		£67.06		£14.99		£5.50
Room hire		£211.50		£172.50		£52.50
Office supplies		£23.95		£9.99		£5.50
Refreshments mtgs/events		£22.19		£96.59		£32.57
Event banners		£200.00		£598.00		
Marquee hire/purchase				£25.00		£25.00
First Aid cover				£115.00		£120.00
Raffle/event prizes & items				£47.21		£286.73
<b>MAIN CF GROUP</b>						
Room hire						£180.00
Event stands						£167.00
Refreshments event						£14.60
Total non-salary expenses	£598.15	£549.70		£1,079.28		£889.40
			<b>Salary budget</b>			
	£1,845.00	£1,335.00	£1,582.90	£842.07	£974.00	
Clerk's salary - Fundraising Group						£794.23
Clerk's mileage - Fundraising Group						£141.08
Clerk's salary - Main CF Group						£719.76
Clerk's mileage - Main CF Group		£290.25		£200.70		£115.65
TOTAL BUDGET FOR YEAR			£3,182.90		£1,974.00	
TOTAL PAYMENTS FOR YEAR	£2,443.15	£2,174.95		£2,122.05		£2,660.12