

## MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on  
Thursday 19 March 2020 at 14.30 at Marden Chapel

**Present:** Cllrs David Bennett (Chair), Richard Paske, Kate Ryan, Mike Blake and Lesley Hayward.

**In Attendance:** Parish Clerk Alison Sutton; and 4 members of the public.

1. **Apologies for absence** – Ward Cllr Kema Guthrie; Cllrs Paula Barrett, Rod Lees and Patrick Meredith.
2. **Declarations of interest and written applications for dispensation** – None.
3. **Public Forum** –
  - 3.1. Local Residents – None.
4. **Final documents to be submitted to Herefordshire Council Planning department relating to the proposed new Community Centre** – Comments from parishioner considered and NOTED. NOTED that Design and Access Statement received today to be submitted with plans, Landscape Proposal to be submitted next week when prepared. RESOLVED to submit plans and Design and Access Statement. Clerk INSTRUCTED to pay planning fee of £3,234 + £25 administration charge, total £3,259.
5. **Strategy to support Marden parishioners should they need help during the current Coronavirus outbreak** – Various actions and documents NOTED and AGREED:
  - Mike Thomas and Kate Ryan offered to act as Co-ordinators for Volunteers and Parishioners needing help and support, gratefully accepted
  - Risk Assessment – Clerk INSTRUCTED to amend again, check with Chair and Vice Chair and then to be sent to Volunteers. Ongoing document, any new activity will need new assessment and adding to Risk Assessment
  - Nextdoor app not encrypted and expected to sell data in future, as noted in recent media reports – Editor add note in News & Views
  - Co-ordinators set up WhatsApp or Signal group for Volunteers as encrypted programmes not selling data. Clerk INSTRUCTED to thank parishioner for offer to set up a Group
  - Parishioners over 70 or self-isolating for other reasons able to make phone calls but not deliveries
  - Clerk INSTRUCTED to: set up and maintain new webpage dedicated to response, information and advice, prominent link from website home page; contact Co-ordinators for Bodenham, Sutton and Moreton and provide Marden response details and contacts; check with insurers data required re Volunteers' activities
  - Clerk INSTRUCTED to: check with Mace Shop and European Shop if able to take orders and payment over phone from parishioners, for Volunteers to collect and deliver; ask Golden Cross if doing take away/meals on wheels
  - RESOLVED to pay reasonable administration costs of Co-ordinators, without further prior approval
  - Clerk INSTRUCTED to cancel: all PC meetings and activities in April; litter pick – suggest litter picking if walking for exercise, equipment available from Vice Chair
  - Clerk INSTRUCTED to cancel: VE Day 75 event, NOTED may be rescheduled nationally with VJ Day in August; Marden Community Fete – when agreed with church and Fundraising Group Chair
  - Herefordshire's PC Summit and S&A Liaison Meeting cancelled
  - Community Centre closing for all meetings and groups, apart from Pre-school who providing key worker child care during partial closure

- If/when government legislates to allow videoconferencing for PC meetings, use Zoom or similar app that allows Cllrs and public to access.

#### 6. Matters for next agenda or for Clerk's action under delegated authority

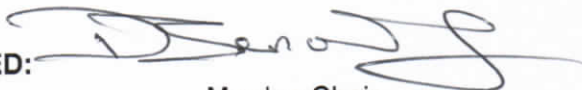
Clerk's action:

- Use Urgent Matters Planning Policy to respond to any planning applications until further notice – post draft response on website and ask for parishioners' comments before submitting, encourage parishioners to submit responses
- Pay invoices up to £1,500 under routine and emergency powers in Financial Regulations 4.1b and 4.1c until further notice
- Pay invoices for Salary and Expenses, following sign-off by Chair and Vice Chair and notification of Cllrs until further notice
- Pay invoices for Architype if over £1,500, as work and payment previously agreed
- Inform News & Views of names of people who can help with delivery
- As above.

#### 7. Date of next meeting – 6 April 2020 at 19.30 CANCELLED. No meeting until further notice.

This meeting was declared closed at 15.55.

SIGNED:



Marden Chair

DATE: 26/5/20