

MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on
Tuesday 26 May 2020 at 19.00 by Zoom

Present: Cllrs David Bennett (Chair), Kate Ryan, Richard Paske, Mike Blake, Lesley Hayward, Paula Barrett (part) and Rod Lees.

In Attendance: Ward Cllr Kema Guthrie; Parish Clerk Alison Sutton; and 1 member of the public.

- 1. Apologies for absence** – Cllr Patrick Meredith.
- 2. Declarations of interest and written applications for dispensation** – None.
- 3. Standing Orders and Financial Regulations dated 26 May 2020** – ADOPTED, will be signed when circumstances permit.
- 4. Public Forum** –
 - 4.1. West Mercia Police – Contact details in Clerk's Information Sheet NOTED.
 - 4.2. Ward Councillor – Report in Clerk's Information Sheet NOTED: Herefordshire Council virtual meetings now taking place, public can watch, go to [Herefordshire.gov.uk/virtualcommittees](https://herefordshire.gov.uk/virtualcommittees) for details; Hereford and Leominster recycling centres re-opened for essential use only, 8.00 am to 6.00 pm every day, limited number of cars on site at any time, long queues and delays likely, anyone with Covid 19 symptoms must not visit a recycling centre, bulky item collection service continues, ring 01432 260051; Accessing dental services – Covid 19 – dental practices closed for routine appointments but people seeking help should contact normal practice for telephone/video consultation, painkillers, antibiotics or referral for urgent treatment to service that is seeing patients; Life under lockdown joint project Herefordshire Council and Hereford Times, submit photos to <https://herefordshirehistory.org.uk/contribute> or tag photo #lifeunderlockdownHT on social media, collection of photos for posterity on herefordshire.history.org.uk; heartfelt thanks to all NHS staff and keyworkers and all dedicated volunteers and community groups looking after vulnerable and shielded. Update NOTED: received update on shielding from Chief Executive; report of raw sewage in River Lugg, referred to Environmental Protection team at Herefordshire.
 - 4.3. Local Residents – Why 2 Architype RIBA stage 3 bills, NOTED sent and paid monthly; what architect costs agreed for future stages, NOTED PC discusses what included and what required for each stage and how to keep costs to minimum, Architype fully aware of issues and works to keep budget down as much as possible.
- 5. Minutes of the last meetings** – 9 and 19 March 2020 ADOPTED and will be signed when circumstances permit.
- 6. Recommendations from Financial Advisory Working Group meetings** –
 - 6.1. New format for monthly accounts reports – NOTED: addition of virement column and further details of Clerk's expenses; information given on Clerk's pay and expenses for transparency but over and above legal requirement, issue to be addressed in future. Reserves Analysis for year end 2019-20 ADOPTED.
 - 6.2. Draft Reserves Strategy at year end 31 March 2020 for 2020-21 financial year – ADOPTED and will be signed when circumstances permit.
 - 6.3. Recommendation of FAWG 4.5.20 re insurance – NOTED 3.1 and RESOLVED to take out 3 yr agreement with Pen via Came and Company, for £546.01 per annum.
 - 6.4. Draft Risk Register and Asset Register – NOTED increase in insurance cover and changes required by Covid 19, ADOPTED Risk Register. NOTED 3.2 of FAWG 4.5.20 to dispose of Speed Indicator Device (SID), RESOLVED to dispose of SID, Clerk INSTRUCTED to ensure all data removed and undertake disposal, amended Asset Register ADOPTED. Both documents will be signed when circumstances permit.

- 6.5. Quote to upgrade accessibility on website, upgrade to latest Wordpress and upgrade security, signatures and put link to PC Facebook page – RESOLVED to pay quote of £60 + VAT.
- 7. Financial Procedures** – The balance of the current account of £75,777.21 as at 19 May 2020 was NOTED. Balance includes: committed reserves of 1. £6,659.15 for donations for Community Facilities (CF), 2. £27,000 for loan repayments/CF work, 3. £5,000 for village green, 4. £2,000 for replacement of notice boards. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted, NOTED items 7.4 to 7.17 paid by BACS under Clerk's delegated powers from PC meeting on 19/3/20, following approval from 2 signatories:
- 7.1. Virements for 2019-20 accounts to reflect budget lines at year end: £797 from Contingency to Parish Enhancement; £4,622 from Contingency to Facilities Project – AGREED.
 - 7.2. Virement for 2020-21: £110 from Contingency to Elections – AGREED.
 - 7.3. Architype Ltd, Architects fees for extension study and part RIBA stage 3, £3,720 (inc. £620 VAT), C/N 1526 – Paid 9/3/20 under Clerk's delegated powers.
 - 7.4. Herefordshire Council, Planning fee for community centre, £3,259 – Paid 26/3/20.
 - 7.5. Architype Ltd, Architects fees for extension study and part RIBA stage 3, £6,576 (inc. £1,096 VAT) – Paid 1/4/20.
 - 7.6. Supplymeprint.com Ltd, Overprint of banner for Fundraising Group event, £30.00 – Paid 6/4/20.
 - 7.7. DC Gardening, Lengthsman, £258 (inc. £43 VAT) – Paid 7/4/20.
 - 7.8. HM Revenue and Customs, Employers' NI for salary claims Oct 2019 and Jan 2020, £75.49 – Paid 15/4/20.
 - 7.9. Alison Sutton, Contracted salary, expenses, extra hours and refund of items purchased for PC, £2,331.07 – Paid 16/4/20.
 - 7.10. HM Revenue and Customs, PAYE/NIC paid on behalf of Clerk, £517.25 – Paid 16/4/20.
 - 7.11. Information Commissioner, Data protection fee, £40 – Paid 16/4/20.
 - 7.12. Chase Distillery Ltd, Hand sanitiser for Covid volunteer group, £86.40 (inc. £14.40 VAT) – Paid 23/4/20.
 - 7.13. eUKhost Ltd, Domain name renewal for 2 yrs, £125.96 (inc. £20.99 VAT) – Paid 6/5/20.
 - 7.14. DC Gardening, Lengthsman, £180 (inc. £30 VAT) – Paid 6/5/20.
 - 7.15. Herefordshire Council, Election fee from 2019-20, £109.52 – Paid 13/5/20.
 - 7.16. Herefordshire Locksmiths, New locks on notice board at school, £107 – Paid 18/5/20.
 - 7.17. HM Revenue and Customs, Employers NI, £42.59 – Paid 18/5/20
 - 7.18. Receipt from Herefordshire Council, Refund of half planning fee & administration fee, £1,642.
 - 7.19. Receipt from Herefordshire Council, Part precept, £25,750.
 - 7.20. Receipt from The Herefordshire Community Foundation, Grant for Covid volunteer work, £500.
 - 7.21. Receipt from Marden News and Views, Advertising monies, £1,326.
 - 7.22. Receipt from HMRC, Refund of VAT from 2019-20, £4,147.31.
- 8. Planning Applications –**
- 8.1. NOTED P200118/PA7, Small Ashes, Marden, HRI 3DA – Prior Approval Proposed agricultural storage building and hard standing – OBJECTED to on grounds of access, drainage, size and position and visibility within landscape under Urgent Planning Matters Policy – Note Prior Approval refused, development unsustainable and unjustified.
 - 8.2. NOTED P200332/FH, Kitten Gate, Marden, HR1 3EX – Proposed demolition of existing detached garage/store and replacement with garage and annexe – Approved with conditions.
 - 8.3. NOTED P193871/F, Sutton Lakes House, Sutton St Nicholas – Proposed replacement dwelling (amended description) – OBJECTED to under delegated powers on following grounds: not on same footprint, non-conformity with NDP policy M3; outside settlement boundaries, non-conformity to M1 and M2; open countryside; scale, size and proposed finish not in keeping with vernacular, non-conformity with M3; dangerous access onto Wyatt Lane, non-conformity with M3; soil heavy clay, soakaways fill up, water on surface; significant deconstruction/demolition work already taken place, no longer able to salvage original building; land heavily landscaped in readiness for presumed permission.
 - 8.4. NOTED P200559/FH, Fairview, Sutton St Nicholas, HR1 3BU – Proposed two storey extension – Refused.

- 8.5. NOTED P201008/RM, Land adjacent to New House Farm, Marden – Proposed Reserved Matters application following outline approval 150989 (Proposed residential development of up to 90 dwellings, with provision of a site for a community building and associated open public space) for the erection of the community building and associated works. (The remainder of the housing development is subject to a separate Reserved Matters application 190182) – SUPPORTED under delegated powers: appropriate and suitable for creation of much needed community facilities; meets requirements of Parish (following many consultations) and desire of family gifting land for new building to parish.
- 8.6. NOTED P193871/F, Sutton Lakes House, Sutton St Nicholas – Proposed replacement dwelling, re-alignment of access track and change of use of agricultural paddock to form part of residential curtilage (amended description) – OBJECTED to under delegated powers on following grounds: although information received regarding moving footprint to avoid well, consider footprint larger than original and will dominate; height, with Velux windows on first floor to provide light to internal spaces as applicant described, too great and impact area; garage large and out of scale; non-conformity with M1 and M2 as outside settlement boundaries, therefore should be determined against Core Strategy; information provided by applicant that hard standing installed with stone as no hard standing on site, significant landscaping to site incorporating adjacent agricultural land and appears some hedging removed.
- 8.7. P201300/F, Land to the West of Ashdown House, Marden – Proposed erection of 5 no. dwellings and associated works – OBJECTED to on the following grounds: outside the Litmarsh settlement boundary, so non-conformity with M1 and M2, in open countryside and should be determined against Core Strategy policy; agricultural land will be lost and the density is not in keeping with other properties in the area, non-conformity with M3 and M10; site is adjacent to MR3 footpath and access track to Berrington Water used regularly by walkers and HGVs, access is near a road junction and after a bend on a narrow country road, non-conformity with M3; concern about proximity of site to water course and lake and risk of detrimental effect on wildlife from sewage or run-off contamination, non-conformity with M11; 2 previous applications (151485 and 152314) for a single house and bungalow respectively refused as in open countryside and unsustainable, 5 dwellings with increased loss of agricultural land, greater proximity to MR3 and increased waste to be disposed of are certainly unsustainable, non-conformity to NDP, Core Strategy and NPPF.

9. Parish Reports and Issues –

- 9.1. Lengthsman Scheme, general maintenance and grass cutting – consider items for Lengthsman or other Contractors – Report in Clerk's Information Sheet NOTED: Change in mowing at Small Ashes following request from Herefordshire Wildlife Trust, Lengthsman no longer mowing area opposite junction, will be mown 2x year by Balfour Beatty; mowing schedule for other areas mown by Lengthsman, RESOLVED no further mowing until reviewed at next meeting. Clerk INSTRUCTED to inform Lengthsman: mowing suspended; strim/cut by Laystone Bridge in June and then at end of July when bridge repair complete; P3 strim/cut of MR24, gates on MR21 and MR45 to church. Recent issue of loose dogs killing livestock on private land by church that is crossed by footpath – Cllr Bennett to provide Clerk with contact details, Clerk INSTRUCTED to ring and acknowledge seriousness and offer support if required.
- 9.2. Footpath Officer – Recruitment agreed through June News & Views with reference to Balfour Beatty guideline document. Issue of Balfour Beatty unable to give landowner details to previous PFO due to GDPR, Ward Cllr Guthrie to contact Herefordshire officers when provided with details.
- 9.3. Community Facilities Group – NOTED: comments from Herefordshire internal consultees, particularly ecology and landscape comments about removal of hedge; Archtype preparing quote for planting and work suggested, so financing can be considered. Clerk INSTRUCTED to ask Archtype to check what further studies being undertaken by developer and whether can share data.
- 9.4. S&A Liaison Group – New representative when meetings commence – RESOLVED Cllr Lees second representative with Cllr Blake.

- 9.5. Neighbourhood Development Plan – Next actions: RESOLVED to consider interim review. NOTED can get grant and employ consultant to undertake Call for Sites, specific to small sites only. Clerk INSTRUCTED to: ask for interested parishioners in News & Views; contact Kirkwells for quote. Cllrs Bennett, Ryan, Blake, Paske, Lees, Barratt interested in being on Working Group, with parishioners.
- 9.6. Grant to Marden Parish Church – Report in Clerk's Information Sheet NOTED: average cost per annum for mowing and tree work £1,792. NOTED: NALC considers grants to maintain church property prohibited under 1894 Local Government Act, not overridden by 1972 Act; summarised that no consensus and council which pays must consider if prudent to do so. RESOLVED to: give £1,150, taking note of NALC advice but in best interests of parish and community; undertake virement of £1,150 from Contingency to Old Churchyard expenditure line.

10. Correspondence – Correspondence in Clerk's Information Sheet NOTED.

As 21.00, RESOLVED to finish agenda items.

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

Next agenda:

- Climate emergency and environmental issues
- Review of mowing
- As above.

Clerk's action:

- Issue of stile by church, email to be forwarded by Cllr Barrett, follow up with Locality Steward
- NOTED issue with motocross cyclists on MR19, Ward Cllr report to police contact
- Order A-frame for Covid 19 social distancing, £165 +VAT
- Obtain cost for cloth face coverings for next agenda, NOTED Cllr Hayward may be able to make
- As above.

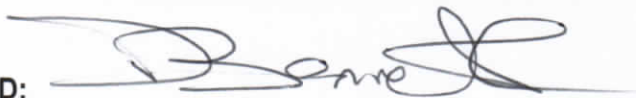
12. Date of next meeting – Monday 8 June 2020 at 19.00 by Zoom. Main items – Climate emergency and NDP.

13. Proposal to exclude public from item 14 – RESOLVED to exclude public.

14. Personnel matter – Confidential minutes.

This meeting was declared closed at 21.23.

SIGNED:



Marden Chair

DATE: 8/6/20

MARDEN PARISH COUNCIL ACCOUNTS 2020-21

2020/17

APPENDIX AS AT 19.5.20						
Payments	2019-20 Actual receipts & payments	2020-21 Budget at 1.4.20	Virements	2020-21 Budget at 20.4.20	2020-21 Actual receipts & payments	% Variance 2020-21 budget to actual
STAFF AND CLLRs						
Clerks total salary - incl. Employers' NI	£10,256.97	£10,710.00		£10,710.00	£2,625.13	24.5% 1 of 4 paid
Clerks expenses	£1,493.60	£1,700.00		£1,700.00	£249.09	14.7% 1 of 4 paid
CLRs training	£355.40	£250.00		£250.00	£0.00	0.0% To be arranged
ADMINISTRATION AND MANAGEMENT						
Insurance	£552.04	£600.00		£600.00	£0.00	0.0% Ongoing
Subscriptions	£804.70	£800.00		£800.00	£40.00	5.0% Ongoing
Room hire - PC, NDP, CF, FR	£558.75	£500.00		£500.00	£0.00	0.0% Ongoing
Website and communication	£1,169.77	£1,000.00		£1,071.94	£104.97	9.8% Ongoing
Stationery & postage	£268.05	£300.00		£300.00	£26.78	8.9% 2 of 12 paid
Elections	£0.00		£110.00	£110.00	£109.52	99.6% From 2019-20
Audit fees	£500.00	£700.00		£700.00	£0.00	0.0% Ongoing
MAINTENANCE AND PROW						
Lengthsman	£3,834.00	£4,450.00		£4,450.00	£365.00	8.2% 2 of 12 mths paid
PROW	£240.00	£3,660.00		£3,660.00	£0.00	0.0% 2 of 12 mths paid
Parish enhancement	£996.38	£1,000.00		£1,000.00	£107.00	10.7% Ongoing
PARISH SERVICES						
Parish Freightier	£828.00	£1,700.00		£1,700.00	£0.00	0.0% Next yr not yet arranged
News & Views support	£116.00	£2,500.00		£2,500.00	£0.00	0.0% Ongoing
GRANTS AND RESERVES						
Small grants	£556.99	£600.00		£600.00	£0.00	0.0% Ongoing
Support - MVT/MRGT		£3,500.00		£3,500.00		0.0% Ongoing
PROJECTS AND WORKING GROUPS						
Traffic mgmt/SID room & exps	£0.00	£100.00		£100.00	£0.00	0.0% Ongoing
Fundraising Group	£475.30	£1,300.00		£1,300.00	£85.02	6.5% 2 of 12 mths paid
Facilities project	£17,821.85	£14,000.00		£14,000.00	£5,480.00	39.1% 2 of 12 mths paid
NDP		£1,500.00		£1,500.00	£0.00	0.0% Ongoing
Covid Volunteer Group				£500.00	£82.38	Ongoing
VAT AND CONTINGENCY						
VAT	£4,147.31				£1,204.39	
Contingency	£0.00	£4,540.00	£110.00	£4,430.00	£0.00	0.0% 2 of 12 mths paid
PREVIOUS EXPENSES						
Judicial Review costs	£26,250.00					
Old Churchyard						
	£71,225.11	£55,410.00		£55,981.94	£10,479.28	18.9%
Receipts						
Lengthsman + P3 from HC	£465.00				£0.00	
Precept	£51,500.00	£51,500.00		£51,500.00	£25,750.00	50.0% Half received
VAT reclaim	£2,574.75				£4,147.31	Reclaim from 2019-20
Advertising in News & Views		£1,000.00		£1,000.00	£1,326.00	As received
Sundry	£450.00				£0.00	As received
Refund of planning fee					£1,642.00	As refunded
Donations for CF	£1,835.96				£0.00	As donated, no budget
Solar farm	£2,910.00	£2,910.00		£2,910.00	£0.00	0.0% Due as quarterly payments
Grants for Covid work				£500.00	£500.00	As donated
Keep Connected Grant				£71.94	£0.00	Paid in arrears when claimed
From reserves for Judicial Review costs	£26,250.00					
	£85,985.71	£55,410.00		£55,981.94	£33,365.31	60.2%
NB: Receipts & payments made at current meeting included						
BANK RECONCILIATION						
Balance per bank statement at 19 May 2020						
Current account	£75,777.21					
	£75,777.21					
Less: unrepresented cheques at 19 May 2020						
C/N 1524	-£828.00					
C/N						
C/N	-£828.00					
Net balances as at 19 May 2020	£74,949.21					
Cash Book						
Opening balance at 1 April 2020	£52,063.18					
Add: receipts in the year	£33,365.31					
Less: payments in the year	-£10,479.28					
Closing balance per cash book at 19 May 2020	£74,949.21					
DRAFT RESERVES ANALYSIS						
	2020-21	Inc/(dec) at year end	21-22			
Cash book balance at 31 March for new financial year 1 April	£52,063.18					
Committed reserves						
Community facilities - Building	£27,000.00					
Community facilities - Village green	£5,000.00					
Community facilities - Fundraising	£8,659.15					
Notice board replacement	£2,000.00					
Marden Recreation Ground Trust						
Uncommitted reserves						
General reserve	£11,404.03					
	£52,063.18		£0.00			

MARDEN PARISH COUNCIL ACCOUNTS 2020-21

2020/18

ANALYSIS OF CLERK'S SALARY						
	Budget	Current mth	Running total	Notes		
Basic hrs Salary	£8,840.00					
April @ 2,167.62/qtr		£2,167.62	£2,167.62			
July,Oct,Dec @ xx/qtr						
CF hrs (main)	£1,000.00					
April @ 11.91/hr		£214.38	£214.38			
July,Oct,Dec @ xx/hr						
Fundraising Group hrs	£255.00					
April @ 11.91/hr		£125.05	£125.05			
July,Oct,Dec @ xx/hr						
NDP hrs						
April @ 11.91/hr	£615.00					
July,Oct,Dec @ xx/hr						
Employers' NI		£118.08	£118.08			
TOTAL	£10,710.00		£2,625.13			
Basic hrs mileage - at 45p/mile	Current mth mileage	Cost				
	349.5	£157.27	£157.27			
TOTAL			£157.27			
ANALYSIS OF EXPENDITURE BY WORKING GROUPS						
	2019-20 budget	2019-20 actual	Payments budget		Within Room hire budget	
			2020-21 budget	2020-21 actual	19-20	20-21
FUNDRAISING GROUP	£900.00		£1,300.00			
Voucher for FR event						
Printing		£5.50				
Room hire					£52.50	
Office supplies		£5.50				
Refreshments mtgs/events		£32.57		£55.02		
Event banners						
Marquee hire/purchase		£25.00				
First Aid cover		£120.00				
Raffle/event prizes & items		£286.73				
Total non-salary expenses		£475.30				
MAIN CF GROUP	£17,822.00		£14,000.00			
Room hire					£180.00	
Event stands		£167.00				
Refreshments event		£14.60				
Stationery		£31.25				
Architects and planning fees		£17,609.00		£5,480.00		
Total non-salary expenses		£18,297.15		£5,535.02		
			Salary budget			
	£974.00					
Clerk's salary - Fundraising Group		£794.23	£255.00	£125.05		
Clerk's mileage - Fundraising Group		£141.08		£46.57		
Clerk's salary - Main CF Group		£719.76	£1,000.00	£214.38		
Clerk's mileage - Main CF Group		£115.65		£42.75		
TOTAL BUDGET FOR YEAR	£19,696.00		£16,555.00			
TOTAL PAYMENTS FOR YEAR		£38,840.32		£5,963.77		
			Payments budget		Within Room hire budget	
			2020-21 budget	2020-21 actual	20-21	
NEIGHBOURHOOD DEVELOPMENT PLAN GROUP			£1,500.00			
Room hire						
Refreshments mtgs/events						
Office supplies/printing						
Total non-salary expenses				£0.00		
			Salary budget			
Clerk's salary - NDP Group			£615.00			
Clerk's mileage - NDP Group						
TOTAL BUDGET FOR YEAR			£2,115.00			
TOTAL PAYMENTS FOR YEAR				£0.00		