

MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on
Monday 8 June 2020 at 19.00 by Zoom

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

In Attendance: Ward Cllr Kema Guthrie; Parish Clerk Alison Sutton; and 2 members of the public.

- 1. Apologies for absence** – Cllrs Patrick Meredith and Paula Barrett.
- 2. Declarations of interest and written applications for dispensation** – None.
- 3. Public Forum –**
 - 3.1. West Mercia Police – Contact details in Clerk's Information Sheet NOTED.
 - 3.2. Ward Councillor – Report in Clerk's Information Sheet NOTED: Application 201300, amended plans, further consultation soon; plan for integrated wetlands to address phosphate issue of River Lugg currently with Natural England; motorcyclists on MR19, police alerted and advise 101 should be called at the time of any further incident. Update NOTED: putting in conditional redirection request for 201300; low frequency noise day and night, described as blowing noise, spoken to S&A and Environmental Health Team; report of raw sewage in River Lugg, Welsh Water found problem with connection in Walkers Green and concern re run-off from new houses in sewage system, working with Herefordshire Environmental Protection team to resolve.
 - 3.3. Local Residents – Parishioner attending meeting as wanted to for some months, offered equipment (eg. diggers) for work in parish. Question re adding 2 applications to response to 201300 (item 8.7, 26 May), NOTED Clerk instructed to add these to response and therefore in minutes.
- 4. Minutes of the last meeting** – 26 May 2020 ADOPTED and will be signed when circumstances permit.
- 5. Code of Conduct dated 8 June 2020** – ADOPTED and will be signed when circumstances permit.
- 6. Financial Procedures** – The balance of the current account of £74,081.20 as at 2 June 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:
 - 6.1. DC Gardening, May Lengthsman and P3, £390 (inc. £65 VAT) – Paid by BACS on 9/6/20.
 - 6.2. SupplyMePrint.com Ltd (ABC Signrite), June News & Views print, £58 – Paid by BACS on 9/6/20.
 - 6.3. SupplyMePrint.com Ltd (ABC Signrite), Covid distancing A-board, £198 (inc. £33 VAT) – Paid by BACS on 9/6/20.
- 7. Planning Applications** – None.
- 8. Parish Reports and Issues –**
 - 8.1. Lengthsman Scheme, general maintenance and grass cutting – consider items for Lengthsman or other Contractors – Report in Clerk's Information Sheet NOTED: work in May – mowing x1, strim/cut Laystone Bridge, safety cut and clean up of splays and signs. RESOLVED: mowing of all areas once a month for rest of season, apart from Small Ashes now mown only by Balfour Beatty; review mowing for next year before agreeing schedule. NOTED: Lengthsman may not be able to schedule mowing in June.

- 8.2. Environmental and Sustainability Policy – Draft policy NOTED. RESOLVED to split into policy and plan. Clerk INSTRUCTED to send Cllr Bennett's amended draft to Cllrs for further review and additional ideas for plan.
- 8.3. Community Facilities Group – Report in Clerk's Information Sheet NOTED: recent Zoom meeting with Architype re plan to address ecology and landscape responses to planning application, condition for drainage, update on phosphate issue and reserved matters applications. RESOLVED that Architype formally submit plan and request drainage condition. NOTED further invoice to previously agreed figure will be due.
- 8.4. Neighbourhood Development Plan – NOTED: review of use of NDP in application determinations; only 1 parishioner volunteered for NDP Group so far. Clerk INSTRUCTED to: ask for interested parishioners in News & Views, website and minutes; arrange Zoom meeting to discuss proposed plan to review/amend policies and call for sites.
- 8.5. Face coverings – Report in Clerk's Information Sheet NOTED: costs of cloth face coverings; need for proper wearing and use. RESOLVED to buy disposable masks so do not need washing.
- 8.6. Modification Order to Definitive Map – Bridleway from Fromington to north of Franklands Corner.
9. **Correspondence** – Correspondence in Clerk's Information Sheet NOTED: stile reported on MR24 by C1120 but no legal requirement for landowner to put dog gate in stile and landowner previously refused offer of kissing gate.

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

Next agenda:

- Environmental and Sustainability Policy and Plan
- Review of mowing
- Marden Flag Day
- As above.

Clerk's action:

- Pay invoice for £510 +VAT from Architype when received
- NOTED unable to do flagpole repair at present due to Covid19 social distancing restrictions
- NOTED HALC training by Zoom, Cllrs to contact Clerk if interested
- Email MP re Electricity Bill, copy to Cllrs for individual emails
- Contact landowner re stile on MR24
- Notice on website re use of Covid19 distancing A-board by parish groups and offer to MVT
- As above.

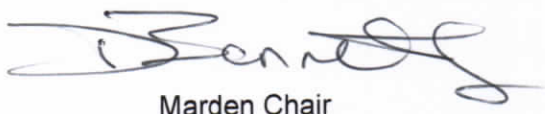
11. **Date of next meeting** – Monday 13 July 2020 at 19.00 by Zoom.

12. **Proposal to exclude public from item 13** – RESOLVED to exclude public.

13. **Personnel matter** – Confidential minutes.

This meeting was declared closed at 20.44.

SIGNED:



Marden Chair

DATE: 13/7/20

MARDEN PARISH COUNCIL ACCOUNTS 2020-21

2020/22

APPENDIX for 8.6.20							
Payments	2019-20 Actual receipts & payments	2020-21 Budget at 1.4.20	Virements	2020-21 Budget at 26.5.20	2020-21 Actual receipts & payments	% Variance 2020-21 budget to actual	Notes for 2020-21
STAFF AND CLERS							
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
Clers training	£355.40	£250.00		£250.00	£0.00	0.0%	To be arranged
ADMINISTRATION AND MANAGEMENT							
Insurance	£552.04	£600.00		£600.00	£546.01	91.0%	Complete
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	£690.00	15.5%	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 Freighter	£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	£58.00	2.3%	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
Old Churchyard			£1,150.00	£1,150.00	£1,150.00	100.0%	
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	16.5%	Ongoing
VAT AND CONTINGENCY							
VAT	£4,147.31				£1,269.39		
Contingency	£0.00	£4,540.00	£1,260.00	£3,280.00	£0.00	0.0%	2 of 12 mths paid
PREVIOUS EXPENSES							
Judicial Review costs	£26,250.00						
	£71,225.11	£55,410.00		£55,981.94	£12,623.29	22.8%	
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	132.6%	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 2 June 2020	£74,081.20						
Current account		£74,081.20					
Less: unrepresented cheques at 2 June 2020							
C/N 1524	-£828.00						
C/N		-£828.00					
C/N							
Net balances as at 2 June 2020		£73,253.20					
Cash Book							
Opening balance at 1 April 2020	£52,063.18						
Add: receipts in the year	£33,365.31						
Less: payments in the year	-£12,175.29						
Closing balance per cash book at 12 June 2020		£73,253.20					
RESERVES ANALYSIS							
	2019-20	Inc/(dec) at year end	2020-21				
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	£6,659.15						
Notice board replacement	£2,000.00						
Marden Recreation Ground Trust							
Uncommitted reserves							
General reserve	£11,404.03						
	£52,063.18		£0.00				

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			
July,Oct,Dec @ xx/qtr						
CF hrs (main)	£1,000.00					
April @ 11.91/hr			£214.38			
July,Oct,Dec @ xx/hr						
Fundraising Group hrs	£255.00					
April @ 11.91/hr			£125.05			
July,Oct,Dec @ xx/hr						
NDP hrs						
April @ 11.91/hr	£615.00					
July,Oct,Dec @ xx/hr						
Employers' NI			£118.08			
TOTAL	£10,710.00		£2,625.13			
Basic hrs mileage - at 45p/mile	Current mth mileage	Cost				
			£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			
			£615.00			
Clerk's salary - NDP Group						
Clerk's mileage - NDP Group						
TOTAL BUDGET FOR YEAR			£2,115.00			
TOTAL PAYMENTS FOR YEAR				£0.00		