

## **MARDEN PARISH COUNCIL**

Minutes of the ordinary meeting of the Parish Council held on  
Monday 9 March 2020 at 19.30 at Marden Community Centre

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

**In Attendance:** Parish Clerk Alison Sutton; and 7 members of the public.

- 1. Apologies for absence** – Ward Cllr Kema Guthrie; Cllr Kate Ryan.
- 2. Co-option of up to 3 Cllrs and resignation of Cllr Garlick** – Parishioner stood for co-option, RESOLVED to co-opt Lesley Hayward. Resignation NOTED, Clerk INSTRUCTED to inform Elections Department and start vacancy process.
- 3. Declarations of interest and written applications for dispensation** – None.
- 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: Recent flooding, various grants available for affected properties and businesses; recent road closures, Haywood Lane, Moreton Road and Small Ashes, drainage problems being followed up with Balfour Beatty.
  - 4.3. Local Residents – Thank you to PC for flooding information on website. Cllrs' email addresses on website, NOTED will be completed when permission given. Clerk's expenses in Publication Scheme, NOTED to be considered by Financial Advisory Working Group. Request for parishioner's comments in Public Forum to be minuted in full, NOTED that Minutes give actions by Council and main topics in Forum not verbatim comments. Possible precept increase for new build loan repayment and Pre-school paying peppercorn rent, NOTED latter issue is matter for Marden Village Trust not Council. Clerk has too many extra hours and costs too much, why pay SLCC? NOTED for Council to consider and agree or not.
- 5. Minutes of the last meeting** – 10 February 2020 ADOPTED and SIGNED.
- 6. Financial Procedures** – The balance of the current account of £60,544.24 as at 3 March 2020 was NOTED. Balance includes: committed reserves of donations for Community Facilities (CF) of £6,659.15; 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; RESOLVED to undertake virement of £55 to Subscriptions and £95 to Clerk's expenses from Elections; RESOLVED to write-off cheque no. 1283 for £200 as not cashed; RESOLVED to appoint Paul Russell as Internal Auditor for 2019-20 accounts:
  - 6.1. DC Gardening, Lengthsman, £108.00 (inc. £18.00 VAT), C/N 1520.
  - 6.2. Supplymeprint.com Ltd, February News & Views print, £217.00, C/N 1521.
  - 6.3. Herefordshire Association of Local Councils, Subscription for 2020-21, £917.64 (inc. £152.94 VAT), C/N 1522.
  - 6.4. The Courtyard, Grant towards development project, £50, C/N 1523.
  - 6.5. Herefordshire Council, Parish freighters x2 for 2020-21, £828, C/N 1524.
  - 6.6. SLCC, Clerk's pro-rata membership 14/24ths, £93.92, C/N 1525.
  - 6.7. Income from Fundraising Group donation for Community Facilities, £751.10.
- 7. Planning Applications –**
  - 7.1. P200332/FH, Kitten Gate, Marden, HR1 3EX – Proposed demolition of existing detached garage/store and replacement with garage and annexe – RESOLVED to object and comment: different bigger footprint than current building; outside settlement boundaries, so non-conformity with NDP policy M2; must be determined against Core Strategy and NPPF policies on development in countryside.



- 7.2. P200559/FH, Fairview, Sutton St Nicholas, HR1 3BU – Proposed two storey extension – RESOLVED to support and comment; outside settlement boundaries but extension not new dwelling; in conformity with NDP policy M3.
- 7.3. NOTED 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 – Approved with conditions.

## 8. Parish Reports and Issues –

- 8.1. Lengthsman Scheme, general maintenance and grass cutting – items for Lengthsman or other Contractors; to consider response from Knowledge Centre Manager re flooding and pothole repairs; to consider Expression of Interest for Lengthsman and P3 scheme 2020-21 and confirm contractor – Report in Clerk's Information Sheet NOTED: grit bin check, damaged bins reported online, drain tops checked and cleared; Knowledge Centre Manager unable to arrange visit to PC meeting due to demands of work for Assets Team staff; Expression of Interest form for Lengthsman/P3 for 2020-21 indicates few thousand pounds may be available for ditching/drainage following recent floods; costs for current Lengthsman for 2020-21 – hrly rate £20/man hr, as current year; digger work £420/day to include hire of digger/diesel and labour x2 men, as current; mowing/trimming of designated areas £75/visit, as current; spraying of designated areas £320/application, increase from £190 current year. RESOLVED to: submit Expression of Interest; confirm DC Gardening as contractor for 2020-21, without spraying currently. Clerk INSTRUCTED to: ask why spray costs increased; add to next agenda for decision; resend link to Scrutiny Committee document to Cllrs.
- 8.2. Footpath Officer – Report in Clerk's Information Sheet and resignation of PFO NOTED: unable to identify landowners for MR32 & MR18A and Marden Court Farm declined request for gates instead of stiles on upper part of MR24 and MR45 to church; given lack of time to do good job, communication issues and lack of interest/response from questionnaire, PFO feels time to step down, can remain in post until end of April if required until replacement found. Clerk INSTRUCTED to: advertise in News and Views for new PFO.
- 8.3. Community Facilities Group – Report in Clerk's Information Sheet NOTED: Donation of £261 from Quiz Night and £490.10 from Italian Night from Fundraising Group. Management model for new build and position regarding invoking of lease(s) by Marden Village Trust (MVT) and statement to MVT NOTED. Plans for planning submission NOTED. RESOLVED to: use updated plan for planning application; amend draft statement and meet with Academy Governors and Pre-school Trustees to explain position before submitting statement to MVT; thanks to Fundraising Group for 2 excellent events in February.
- 8.4. Proposals for link with Environmental Group and Herefordshire Green Network meeting, policy on climate change response and actions – Defer to next agenda.
- 8.5. PA unit for use by parish organisations – Report in Clerk's Information Sheet NOTED: 2 different size units same make as previously considered; 12inch has 1x hand-held and 1x head microphone; 10inch only 1x hand-held. RESOLVED to: purchase 12inch unit.
- 8.6. Environmental health issue at Small Ashes – Report in Clerk's Information Sheet NOTED: landowner served with Environmental Improvement Notice to remove some items from site; will be monitored by Community Protection team of Environmental Health; landowner has U1 Exemption from Environment Agency that allows him to take hard core etc to site. Clerk INSTRUCTED to: ask what U1 exemption allows; ask Locality Steward's views on barricade on roadside blocking flow of water and causing prolonged flooding on the road; request Ward Cllr to follow up with Locality Steward, Community Protection Officer and Environment Agency.
- 8.7. Tree pruning round flagpoles and flagpole repair – Report in Clerk's Information Sheet NOTED: lower branches of tree snagging flagpole used by school pruned, higher branches have not; 6ft clearance above and around in every direction needed; flagpole used by PC, halliard stuck at top of flagpole; last repair of flagpoles in December 2017, both poles serviced and one lock repaired, with labour and mileage, cost was £390; both flagpoles needed for VE75 in early May. RESOLVED to: undertake work with volunteers, Cllrs Meredith and Lees consider risks and inform Clerk to write Risk Assessment (RA). Clerk INSTRUCTED to: contact Academy for agreement for further tree work; arrange quote for tree work for April meeting; write RA.
- 8.8. NDP Settlement Hierarchy Review document – Draft document NOTED. RESOLVED to: submit completed document.



- 8.9. Review giving grant to Marden Church and other religious buildings in the parish – Documents from NALC NOTED. RESOLVED to agree in principle to giving grant. Clerk INSTRUCTED to: request details of actual annual cost of maintaining closed churchyard; add to next agenda for further consideration.

As 21.30, RESOLVED to finish agenda items.

9. **Reserves Strategy for 2020-2021** – RESOLVED to amend figures and consider on next agenda.

10. **Purchase of a second smaller hard drive for Clerk's use** – Report in Clerk's Information Sheet NOTED: second smaller hard drive for day-to-day working required, separate from back up storage hard drive; 1TB Western Digital drive from Argos, cost £39.99 on 1.3.20. RESOLVED to purchase.

11. **Correspondence** – Correspondence in Clerk's Information Sheet NOTED. Email from S&A apologising re problems with Spanish drivers opening flood gates, ignoring signage and damaging parishioner's car – Clerk INSTRUCTED to respond apology and sincerity of action by S&A accepted but believe more should be done to address issue with S&A staff directing foreign HGVs in and out of village in such situations. Parish Council Summit, 2 April – Clerk INSTRUCTED to book places for Cllr Bennett and 2 others to be arranged once agenda known. Letter from Herefordshire Local Access Forum – Clerk INSTRUCTED to respond that Council tries to incorporate accessibility but difficulty in obtaining landowner agreement, exacerbated by Balfour Beatty's priorities regarding giving details of landowners and data protection. Email re 5G network health advice and updated position statement on phosphate issue – Clerk INSTRUCTED to upload to website.

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

Next agenda:

- Representation on and item for next S&A Liaison Meeting
- As above.

Clerk's action:

- NOTED Cllr Lees to spray dog mess again
- Pay invoice, Architype Ltd, Extension study and part RIBA stage 3, £3,720 (inc. £620 VAT)
- As above.

13. **Date of next meetings** – Next ordinary meeting Monday 6 April 2020 at 19.30. Extra meeting Tuesday 24 March at 18.00 to sign off planning application documents.

This meeting was declared closed at 21.58.

SIGNED:



Marden Chair

DATE: 26/5/20

**APPENDIX FOR 9.3.20 Marden Parish Council Receipts and payments against Budget 2019-20**

Payments	2018-19 Budget 1/4/18	2018-2019 Actual receipts & payments	2019-20 Budget 1/4/19	2019-20 Budget 9/3/2020	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>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	£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	£1,495.00	£1,493.60	£1.40	99.9%	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	£805.00	£804.70	£0.30	100.0%	Paid	£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	£1,169.77	£530.23	68.8%	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	£4,850.00	£0.00	£4,850.00	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	£3,834.00	£2,876.00	57.1%	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	£828.00	£672.00	55.2%	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	£556.99	£943.01	37.1%	Main donations not made	£600.00	£600.00	-60% Split from large grants for Trusts	
Support - MVT/MRG										£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			£3,526.21	-£3,526.21			£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	£64,245.01	£16,414.99	79.6%		£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	
£106 reserves + donations		£0.00										
Donations for CF		£2,023.16			£1,835.96	£1,835.96		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	£85,058.21	£4,398.21	-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 March 2020	£60,544.24
Current account	
Includes committed reserves:	
£27,000 for loan repayment & CF project	
£6,659.15 for CF	
£5,134 contingency (includes cover for VAT)	£60,544.24
Less: unpresented cheques at 3 March 2020	
C/N 1283	-£200.00
C/N 1517	-£15.00
C/N	-£215.00
Net balances as at 3 March 2020	£60,329.24
<b>Cash Book</b>	
Opening balance at 1 April 2019	£63,062.48
Add: receipts in the year	£59,298.51
Less: payments in the year	-£62,031.55
Closing balance per cash book at 3 March 2020	£60,329.44

**Uncommitted reserves at 3 March approx. £17,400**

**ANALYSIS OF CLERK'S SALARY**

	Budget	Current mth	Running total
<u>Basic hrs Salary</u>	£8,671.00		
April @ 1.967/qtr			
July, Oct, Dec @ 2,167.62/qtr			£8,470.52
<u>CF hrs (main)</u>	£974.00		
April @ 11.643/hr			
July, Oct, Dec @ 11.91/hr			£719.75 Extra event hrs
<u>Fundraising Group hrs</u>			
April @ 11.643/hr			
July, Oct, Dec @ 11.91/hr			£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**

**Payments budget**

	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
	£1,845.00	£1,335.00	£1,582.90	£842.07	£974.00	
						£794.23
Clerk's salary - Fundraising Group						£141.08
Clerk's mileage - Fundraising Group						£719.76
Clerk's salary - Main CF Group		£290.25		£200.70		£115.65
Clerk's mileage - Main CF Group						
<b>TOTAL BUDGET FOR YEAR</b>			£3,182.90		£1,974.00	
<b>TOTAL PAYMENTS FOR YEAR</b>	£2,443.15	£2,174.95		£2,122.05		£2,660.12