

MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on
Monday 13 July 2020 at 19.00 by Zoom

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

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

1. Apologies for absence – Cllrs Patrick Meredith and Rod Lees.

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 NOTED: Good news that lockdown easing, Covid 19 outbreak on farm near Malvern, Herefordshire working with Public Health England to contain outbreak, reminder that all need to adhere to social distancing, hand washing etc; many thanks to Co-ordinators of Marden Coronavirus Response Group for all their hard work; Noise issue again, Environmental health liaising with S&A and investigating; Conditional redirection request agreed for 201300; C1125 Small Ashes flooding again, needs drainage team to address, asking question at full council this week; Raised issue of joining Lengthsman scheme and getting drainage grant, even though out of time as Clerk did not receive paperwork; Laystone Bridge work due to finish on 15 July and scaffolding down on 17 July
- 3.3. Local Residents – Consider item 3.3 in minutes of 8 June wrong relating to adopted minutes of 26 May; grass cutting schedule not on Balfour Beatty (BB) website, area at The Volunteer being cut by Lengthsman and BB; parish should have paid PFO; New House Farm community land not on Land Registry – NOTED will not be until land given to parish council; NOTED corner on Laystone Bridge being repaired within current work; Small Ashes drain blocked off by landowner.

4. Minutes of the last meeting – 8 June 2020 ADOPTED and will be signed when circumstances permit.

5. To consider end-of-year accounts and Annual Return for 2020-21 financial year

- 5.1. Report of Financial Advisory Working Group (FAWG) meeting – Recommendations 1.1, 1.2 and 2.1 – RESOLVED to adopt recommendations.
- 5.2. End-of-year accounts, bank reconciliation and variances – RESOLVED to adopt documents.
- 5.3. Internal Audit Report and letter – Documents NOTED.
- 5.4. Annual Governance Statements – Recommendation 1.3 of FAWG report – RESOLVED to adopt draft Governance Statement.
- 5.5. Annual Accounting Statement – Recommendation 1.4 of FAWG report – RESOLVED to adopt Accounting Statement.
- 5.6. Notice of Public Rights – Dates for Public Rights to view accounts, 20/7-28/8/20 NOTED.

6. Financial Procedures – The balance of the current account of £74,196.05 as at 6 July 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. Viviplex Trading Ltd (Star Hygiene), Face masks, £38.39 – Paid online 18/6/20 following delegation on 8 June and agreement of 2 signatories.
- 6.2. DC Gardening, Lengthsman and P3, £318 (inc. £53 VAT) – Paid online on 14/7/20 following delegation on 13/7/20.
- 6.3. Marden Brownies, Replanting of Rudge Grove flower planter, £41 – Paid online 23/7/20 following delegation on 13/7/20.

- 6.4. SupplyMePrint.com Ltd (ABC printers), July/August News & Views x100, £58 – Paid online on 14/7/20 following delegation on 13/7/20.
- 6.5. Microshade Business Consultants Ltd, Internal audit of 2019-20 accounts, £118.80 (inc. £19.80 VAT) – Paid online on 14/7/20 following delegation on 13/7/20.
- 6.6. Architype Ltd, Final invoice for RIBA Stage 3, £612 (inc. £102 VAT) – Paid online on 14/7/20 following delegation on 13/7/20.
- 6.7. Alison Sutton, Salary, extra hours, refund of items for PC, expenses, £1,943.46 – Paid online on 14/7/20 following delegation on 13/7/20.
- 6.8. HM Revenue and Customs, PAYE paid on behalf of Clerk, £440.60 – Paid online on 14/7/20 following delegation on 13/7/20.
- 6.9. Income from Herefordshire Council, Keep Connected Grant, £71.74 – 20p discrepancy due to Herefordshire Council transcription error NOTED.
- 6.10. Income from New NRG Ltd, Solar farm monies, £727.50.

7. Planning Applications –

- 7.1. P201300/F, Land to the West of Ashdown House, Marden – Proposed erection of 5 no. dwellings and associated works – Amended plans – RESOLVED to object and comment: previous objections still apply, change in plan does not change objections.
- 7.2. 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) – Approved with conditions.
- 7.3. NOTED P201647/PA7, Sutton Lakes House, Sutton St Nicholas, HR1 3NS – Prior approval for construction of steel clad semi open front agricultural barn for farm machinery storage – responded to using Urgent Planning Matters Policy – Footprint of 144m² and height of 3.2m (3.1m to eaves) very large for small parcel of agricultural land (5.18 hectares); proposed size means very visible and could affect amenity of neighbours, non-conformity with NDP policy M3; if permitted, request condition for agricultural use only.

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 June – mowing x1, strim/cut Laystone Bridge, strim/cut MR24, round gates on MR21, MR45 Laystone Bridge to church. REVIEWED mowing for 2021-22 – Area 1, triangle of grass at Marden/Moreton road junction; Area 2, grass verge on C1120 from bridge over brook to brick wall leading up to church; Area 3, grass with bus stop in it opposite The Volunteer; Area 5, grass verge on C1125 on right at C1124 (Small Ashes) junction – Cut at end of February, in late May and monthly thereafter in growing season, only cut to 3 inches height not below; Area 4, verge under hedge from school to New House Farm entrance – Cut at end of February, in late May and monthly thereafter in growing season, only cut to 3 inches height not below; From farm entrance to shop on wide strip, leave metre under hedge and cut only annually. Clerk INSTRUCTED to: check mowing of area 3 by Balfour Beatty; add mowing to next agenda; inform Lengthsman of re-opening of Laystone Bridge.
- 8.2. Annual Maintenance Plan and contract with HC for Lengthsman work – RESOLVED to adopt Plan and adopt, sign and submit contract.
- 8.3. Application for drainage grant – Items in Clerk's Information Sheet NOTED: Clearing Grips throughout parish (currently on hold in schedule), cost allowed £900; Clearing kerbs, based on cost last year, allow £900 per time to include skip hire - £1,800 for 2 clearings/yr; Manual clearing of all drains and jetting, followed by CCTV to all drains to check for any problems, from Small Ashes to war memorial - £10,000 per visit. RESOLVED to apply for grant for these 3 items.
- 8.4. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: no volunteers yet; items notified to Clerk reported online to Balfour Beatty for action. NOTED may have volunteer for PFO. Clerk INSTRUCTED to check with S&A re MR19.
- 8.5. Community Facilities Group – Report in Clerk's Information Sheet NOTED: Group meeting end of June, update on changes to landscape plan during Covid 19 accepted by Group. NOTED:

parish council's proposal for management of current and new facilities received positive response from Academy and governors and Trustees of Pre-school; no response yet from MVT; email received re concerns about traffic and danger to schoolchildren. Clerk INSTRUCTED to: provide details of traffic improvement items put forward for S106 monies from New House Farm development on website; obtain quotes for village white gates and signage.

- 8.6. Environmental and Sustainability Policy and Plan – RESOLVED to adopt policy. Ideas for Plan REVIEWED. Clerk INSTRUCTED to: amend ideas sheet for Plan, recirculate with priority column for Cllrs to complete before next meeting; add to next agenda.

As 2 hr time limit reached, RESOLVED to continue with agenda.

- 8.7. Marden Flag Day – NOTED: ongoing issue with trees impeding flags flying; flagpoles now work, no repair needed; request to move flagpoles from parishioner. Clerk INSTRUCTED to request permission from Academy for further pruning now and on regular basis. RESOLVED that Cllrs Paske and Meredith undertake pruning when permission obtained, following advice on extent of work needed to resolve flag-flying issue.
- 8.8. Neighbourhood Development Plan – Report in Clerk's Information Sheet NOTED: Kirkwells planning consultants quoted fee for new work of £9,310 plus £4,500 for a Site Assessment for the Call for Sites; funding available now from government of £7,599 plus extra £8,000 if do a Call for Sites plus extra £10,000 if do affordable housing work (but no guidelines as to what entailed for this funding) – therefore shortfall of around £1,711 of which £1,500 currently in budget, plus Clerk's salary already in budget, funding must be spent by April 2021; if Kirkwells and/or PC unable to complete phases in Kirkwells' quote by deadline, may mean returning some grant and covering cost approx. £3,000 from reserves; Kirkwells suggesting revised timetable as follows: a. 1 August send out Call for Sites – allow 3 week response time and then Site Assessment by Kirkwells, b. Work up policy amendments and additions from now till end of August ready for draft, c. Mid-September to end of October (6 weeks) – undertake Regulation 14 consultation on allocations, amended and new policies – with parish and all usual consultees (Welsh Water, Natural England etc); Parish consultation will need to be information by mail drop to every house, as too much to go with N&V and needs to be separated as proper consultation, plus website, online response, Facebook etc; Risk if go straight to Regulation 14 and not do informal parish consultation first, if something significant comes up in Regulation 14 might have to do second short Regulation 14 (of 1-2 wks, rather than another 6 wks); by end of December should be in position to submit to Herefordshire Council for Regulation 16; funding may be available from government after current 2015-21 round but unable to confirm at this time. RESOLVED to: accept Kirkwells quote; action work by Review Group to meet accelerated timetable.
- 8.9. Talk Community questionnaire re Coronavirus Group volunteers – NOTED response submitted and no changes required. NOTED: Co-ordinators have done incredibly good job, with help from 40+ volunteers who rose to the challenge, in particular wife of Co-ordinator who has done majority of prescription collections; important service to 48+ parishioners; service now closing on 17 July, will be restarted if necessary if second wave and further lockdown; grateful thanks to Co-ordinators for superb work for the community.
- 8.10. Information from MRGT – Report in Clerk's Information Sheet NOTED: Marden Recreation Ground Trust recently approached by Shared Access, company that operates mobile phone mast at Playing Fields, to amend structure to enable it to transmit 5g signals; proposal involves fitting of larger head frame capable of supporting more transmitters; height of mast will remain same; Trustees have carefully considered proposal given their approval to progress project, conditional upon: 1. Shared Access submitting the appropriate Planning application, 2. receipt of appropriate level of remuneration to Trust to help with ongoing maintenance and improvement of Playing Field facilities; further updates as more information available.

9. Representation at Parish Council Summit by Zoom – 23 July 7.8.30 pm – RESOLVED Cllrs Bennett and Hayward attend.

10. Response to Herefordshire Affordable Housing Supplementary Planning Document (SPD) – RESOLVED to comment that supportive in principle.

11. Future parish council meetings – Report in Clerk's Information Sheet NOTED: NALC advise can continue with virtual meetings until May 2021; can have physical meeting but must allow any member of public who wants to attend to be at meeting, very difficult when social distancing required; hybrid meetings – Clerk and some Cllrs in physical meeting, others and public join virtually – but need internet access, microphone and internet camera and large screen; MVT undertaken risk assessment, not re-opening before September at earliest; once MVT re-open, Clerk undertake PC risk assessment based on MVT assessment and latest guidance from NALC and SLCC; would need hall not community lounge. Clerk INSTRUCTED to: inform MVT that hall not community lounge will be required if PC meetings held physically before all lockdown restrictions lifted; request copy of MVT Risk Assessment when decide to re-open, to base PC Risk Assessment on.

12. Correspondence – Correspondence in Clerk's Information Sheet NOTED: Letter from SLCC re Council Tax grant, Clerk INSTRUCTED to write to government; Herefordshire Green Network Zoom meeting, Cllr Bennett or Ryan to attend if Cllr Lees unable to; Marden Court Farm fencing and stile issues, Clerk INSTRUCTED to agree statement of Farm's decision on stiles and upload to website and News & Views, state PC's disappointment with decision.

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

Next agenda:

- As above.

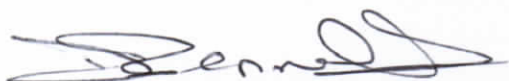
Clerk's action:

- Mowing at war memorial – parishioner mows weekly, will have to stop soon and PC take over – RESOLVED Cllr Paske take over from August.
- Upload back-up to Box monthly so Chair and Vice Chair can access in an emergency
- Speedwatch training – police trainer hopes to undertake session soon, so service can restart
- Clerk and Cllr Ryan arrange thank you present for Mr and Mrs Thomas, delegation up to £200
- As above.

14. Date of next meeting – Monday 10 August 2020 at 19.00 by Zoom – Apologies from Cllr Meredith NOTED.

This meeting was declared closed at 21.40.

SIGNED:



Marden Chair

DATE: 10/8/20

MARDEN PARISH COUNCIL ACCOUNTS 2020-21

2020/29

APPENDIX for 13.7.20						
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
STAFF AND CLLRs						
Clerks total salary - incl. Employers' NI	£10,256.97	£10,710.00		£10,710.00	£4,828.48	45.1% 2 of 4 paid
Clerks expenses	£1,493.60	£1,700.00		£1,700.00	£357.64	21.0% 2 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	£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	£55.77	18.6% 4 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	£99.00	14.1% Ongoing
MAINTENANCE AND PROW						
Lengthsman	£3,834.00	£4,450.00		£4,450.00	£755.00	17.0% 4 of 12 mths paid
PROW	£240.00	£3,660.00		£3,660.00	£200.00	5.5% 4 of 12 mths paid
Parish enhancement	£996.38	£1,000.00		£1,000.00	£148.00	14.8% 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	£116.00	4.6% 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	£595.02	45.8% 4 of 12 mths paid
Facilities project	£17,821.85	£14,000.00		£14,000.00	£5,480.00	39.1% 4 of 12 mths paid
NDP		£1,500.00		£1,500.00	£0.00	0.0% Ongoing
Covid Volunteer Group				£500.00	£321.74	64.3% Ongoing
VAT AND CONTINGENCY						
VAT	£4,147.31				£1,484.39	
Contingency	£0.00	£4,540.00	£1,260.00	£3,280.00	£0.00	0.0% 4 of 12 mths paid
PREVIOUS EXPENSES						
Judicial Review costs	£26,250.00					
	£71,225.11	£55,410.00		£55,981.94	£16,391.54	29.6%
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	£727.50	25.0% Due as quarterly payments
Grants for Covid work				£500.00	£500.00	As donated
Keep Connected Grant				£71.94	£71.74	Paid in arrears when claimed
From reserves for Judicial Review costs	£26,250.00					
	£85,985.71	£55,410.00		£55,981.94	£34,164.55	61.7%
NB: Receipts & payments made at current meeting included						
BANK RECONCILIATION						
Balance per bank statement at 6 July 2020	£74,196.05					
Current account		£74,196.05				
Less: unpresented cheques at 6 July 2020						
C/N 1524	-£828.00					
C/N		-£828.00				
C/N		£73,368.05				
Net balances as at 6 July 2020						
Cash Book						
Opening balance at 1 April 2020	£52,063.18					
Add: receipts in the year	£34,164.55					
Less: payments in the year	-£12,859.68					
Closing balance per cash book at 6 July 2020		£73,368.05				
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					
July,Oct,Dec @ xx/qtr		£2,167.62	£4,335.24		
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	£35.75	£35.75		
July,Oct,Dec @ xx/hr					
Employers' NI			£118.08		
TOTAL	£10,710.00		£4,828.50		
Basic hrs mileage - at 45p/mile	Current mth mileage	Cost			
	19	£8.55	£165.82		
TOTAL			£165.82		
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	£35.73	
Clerk's mileage - NDP Group					
TOTAL BUDGET FOR YEAR			£2,115.00		
TOTAL PAYMENTS FOR YEAR				£35.73	