

MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on
Monday 10 August 2020 at 19.00 by Zoom

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

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

1. Apologies for absence – Cllrs Patrick Meredith and Paula Barrett. RESOLVED to allow Cllr Meredith's continuing absence until able to join virtual meetings in September.

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: Council Chief Exec update – Mathon outbreak 3 wks ago, 134 now tested positive for Coronavirus, most identified through mass swabbing, Herefordshire 875 positive in total, no new cases in care homes since June, death rate in county similar to average for time of year; Noise issue at S&A – Environmental Health visited, no source identified yet, contacting residents to ask to keep records, further update later; Planning – put in 4 redirection to Planning Committee requests, 201300 (5 houses in Litmarsh) agreed, 193227 (2 houses Litmarsh) 194089 (1 bungalow Burmarsh) and 190182 (New House Farm development) not yet agreed, putting in redirection requests as routine now as reduction in weight of NDP as Herefordshire does not have 5 yr housing land supply; PROW – welcome to new PFO, offer to meet with Balfour Beatty Locality Steward and Knowledge Centre Manager if wishes, will be virtual meeting at moment; Drainage – issue at Small Ashes raised at full Council, followed by virtual meeting with Herefordshire officers today attended by Chair and Vice Chair, officers will contact Drainage team for details of what is being done and involvement with adjacent landowner and plan to investigate and address urgently. NOTED thanks from PC for arranging drainage meeting.

3.3. Local Residents – Marden Gardeners' Association would like to work with PC on planting, planting beds rather than planters as need much less watering. AGREED that some areas mown by Lengthsman could be possible areas for planting, Moreton turn, round war memorial, under hedge by New House Farm, opposite The Volunteer; Gardeners' Association to come back to PC with ideas, need to discuss with Cllr Paske re war memorial mowing and Clerk INSTRUCTED to send CIS with information to Association and seek agreement from Locality Steward when plans known. NOTED high pitch whine from irrigation pump on River Lugg, S&A waiting for replacement part from France, hopefully will then improve.

4. Minutes of the last meeting – 13 July 2020 ADOPTED and will be signed when circumstances permit.

5. Financial Procedures – The balance of the current account of £70,464.19 as at 4 August 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:

5.1. English Salvage Ltd, Vouchers for Wellington Home and Gardens, £200 – Paid by BACS 3/8/20 following delegation on 13/7/20 and confirmation of 2 signatories.

5.2. DC Gardening, Lengthsman and P3, £474 (inc. £79 VAT) – Paid by BACS following delegation on 10/8/20.

5.3. Orphans Press Ltd, Updates and accessibility plugin, £72 (inc. £12 VAT) – Paid by BACS following delegation on 10/8/20.



- 5.4. Orphans Press Ltd, Annual website hosting, £180 (inc. £30 VAT) – Paid by BACS following delegation on 10/8/20.
- 5.5. SupplyMePrint.com Ltd, ABC Print for extra July/August News & Views, £44 – Paid by BACS following delegation on 10/8/20.

6. Planning Applications –

- 6.1. P202010/F, Amberley Court, Sutton St Nicholas, HR1 3BX – Change of use and proposed construction of outdoor riding arena with ten floodlights and associated development – RESOLVED to object on following grounds: 8m high floodlights x10 will be very visible and cause environmental light pollution, against ethos of dark skies in NDP and have unacceptable ecological effect on nocturnal insects and bats etc; concern about water run-off towards Tumpy Lakes; impact on listed buildings in close proximity, Amberley Court and Amberley Chapel; although restrictions recommended of no lights between 10.00pm and 7.00am, allows excessive light pollution into evening; if permitted, request condition that lights turned off earlier in winter as lights to 10.00pm unacceptable.
- 6.2. P202102/F, Land at Amberley Court, Sutton St Nicholas – Change of use of agricultural building and agricultural land to equine use namely; stables, horse walker and paddocks – RESOLVED to comment as follows: concern about loss of prime agricultural land, if permitted request condition that land reverts to agricultural land on cessation of business; desire for dark skies in NDP and will shortly be enhanced by specific policy; impact on listed buildings in close proximity, Amberley Court and Amberley Chapel.
- 6.3. P202108/F, 3 Wallsend, Marden, HR1 3EL – Single storey Annexe at rear of property to house my daughter. Retrospective – RESOLVED to object on following grounds: in open countryside, if full application had been submitted would object on this basis as in non-conformity with NDP policy M1; no information given apart from basic plan and application form, no evidence of need; not converting building but new build, very disappointed that retrospective.
- 6.4. NOTED P202161/PA4, Land at Monmarsh Farm, Marden, HR1 3EZ – Prior notification for change of use of agricultural building to dwelling – SUPPORTED under Urgent Planning Matters Policy and commented: Change of use for windfall dwelling in line with NDP policy M3.
- 6.5. 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 – Prior approval not required, work can proceed.

7. Parish Reports and Issues –

- 7.1. Lengthsman Scheme, general maintenance and grass cutting – consider items for Lengthsman or other Contractors – Report in Clerk's Information Sheet NOTED: work in July – Mowing x1; splays and signs safety cut; strim/cut MR24, round gates on MR21, MR45 Laystone Bridge to church; strim/cut either side of Laystone Bridge after bridge repair complete. AGREED 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 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. RESOLVED to stop mowing Area 3, opposite The Volunteer, as mown by Balfour Beatty. Clerk INSTRUCTED to: inform Lengthsman of this; ask Gardeners' Association Chair to consider natural planting, wildflowers and grass, in line with environmental approach.
- 7.2. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: Sally Postlethwaite confirmed as new PFO; already started role. Clerk INSTRUCTED to: contact PFO re MR21 and MR22A; set up PROW webpage, with contact details, maps, how to report issues, work done etc.



- 7.3. Environmental and Sustainability Plan – Various items on spreadsheet NOTED as priorities for action. RESOLVED that Cllr Lees will lead Environment and Sustainability Working Group and draft item for News & Views. Clerk INSTRUCTED to set up webpage for information when available, upload spreadsheet to page; add note in News & Views where webpage available.
- 7.4. Herefordshire Green Network (HGN) – Report in Clerk's Information Sheet NOTED: presentation at meeting highlighted issues with transport, farming and planning but changes at government level needed as well as at personal level; trialling interactive platform providing information and resources. RESOLVED to join HGN for £25 reduced fee for rest of financial year. Clerk INSTRUCTED to inform that interested in trial platform but need more information to see how could use or link to it.
- 7.5. Neighbourhood Development Plan – RESOLVED to start Call for Sites tomorrow, with documents as presented. Clerk INSTRUCTED to complete application for grant and cost postage for consultations.
- As 2hr time limit reached, RESOLVED to finish agenda items.
- 7.6. Traffic management – Quotes for white village gates NOTED. RESOLVED to purchase gates from Vinyl Fence Ltd, equal width at each site. Clerk INSTRUCTED to contact Balfour Beatty officer to get agreement of maximum width possible. RESOLVED to purchase 2x signs '20 is plenty'. NOTED 2 Speedwatch training sessions arranged.
- 7.7. Report of the Herefordshire Council Parish Council Summit - Report in Clerk's Information Sheet NOTED: praise of all who worked to support communities; hope that many volunteers would continue with non-Covid activities in future; overview of management of any future outbreaks; report any potential Covid issues; encourage testing and isolation if symptoms; flu injection and other health reviews and basic hand washing, social distancing and face covering messages. Clerk INSTRUCTED to add item to News & Views.
- 7.8. Update on flagpoles – Clerk INSTRUCTED to: check if permitted; contact planning if not re if action needed now; add to next agenda. RESOLVED if necessary take poles down.
8. **Budgeting and Financial Advisory Working Group (FAWG) Meeting** – AGREED Zoom on 7 September, Cllrs Bennett, Ryan and Lees. Clerk INSTRUCTED to ask Architype what costs will be for next year.
9. **Herefordshire Council car park charges consultation** – RESOLVED no response.
10. **Correspondence** – Correspondence in Clerk's Information Sheet NOTED.
11. **Matters for next agenda or for Clerk's action under delegated authority**
 Next agenda:
 • As above.
 Clerk's action:
 • P202528/PA7, Sutton Lakes House – use Urgent Planning Matters Policy as Prior Approval and no extension available.
 • As above.
12. **Date of next meeting** – Monday 14 September 2020 at 19.00 by Zoom – Apologies from Cllr Haywood NOTED.

This meeting was declared closed at 21.35.

SIGNED:



Marden Chair

DATE: 14/9/20

APPENDIX for 10.8.20							
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	£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
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	£358.97	33.5%	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	£1,015.00	22.8%	4 of 12 mths paid
PROW	£240.00	£3,660.00		£3,660.00	£335.00	9.2%	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	£21.74	3.6%	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	£500.00	100.0%	Ongoing
VAT AND CONTINGENCY							
VAT	£4,147.31				£1,605.39		
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	£17,361.54	31.3%	
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 4 August 2020							
Current account	£70,464.19						
		£70,464.19					
Less: unrepresented cheques at 4 August 2020							
C/N 1524	-£828.00						
C/N							
C/N		-£828.00					
Net balances as at 4 August 2020		£69,636.19					
Cash Book							
Opening balance at 1 April 2020	£52,063.18						
Add: receipts in the year	£34,164.55						
Less: payments in the year	-£16,591.54						
Closing balance per cash book at 4 August 2020		£69,636.19					
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

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				£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	
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			£165.82	
TOTAL				£165.82	
ANALYSIS OF EXPENDITURE BY WORKING GROUPS					
			Payments budget		
	2019-20 budget	2019-20 actual	2020-21 budget	2020-21 actual	Within Room hire budget
					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		
			2020-21 budget	2020-21 actual	Within Room hire budget
					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	

