

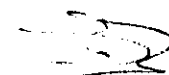
MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on
Monday 12 October 2020 at 19.00 by Zoom

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

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

1. **Apologies for absence** – Cllrs Rod Lees, Patrick Meredith, Lesley Haywood.
2. **Declarations of interest and written applications for dispensation** – Cllrs Bennett and Paske DECLARED an interest in item 7.2.
3. **Public Forum** –
 - 3.1. West Mercia Police – Report in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to add note to website that reporting of driving issues to Operation Snap can be anonymous.
 - 3.2. Ward Councillor – Report NOTED: Footpath finger post between Vine Villa and Little Vault missing and reported online; overflow sewerage problem near Laystone Bridge – Welsh Water, Environmental Health involved, Environmental Agency now investigating, capacity problem at Moreton on Lugg which takes water/sewage from Marden; applications 193227 and 201300 in Litmarsh at Planning Committee on 10 November; Small Ashes drainage – pressing for information once again.
 - 3.3. Local Residents – Noise from S&A since 2 October, 9.00am-8.00pm, like giant vacuum cleaner, informed by S&A that generator for chill tunnel, using old generator, have to consider whether link to mains or replace, S&A stated that 'normal noise' of working farm, canvassing neighbours and making formal complaint to Environmental Health.
4. **Minutes of the last meeting** – 14 September 2020 ADOPTED and will be signed when circumstances permit.
5. **Report from Financial Advisory Working Group meetings x2**
 - 5.1. Meeting 14.9.20 recommendations:
 - 1.1 – No virement to Salary for present; note £10,800+ expected underspend 2020-21 currently, due to change in Lengthsman schedule and Covid reducing meeting & general costs, salary and expenses – NOTED.
 - 1.2 – Cancel freighter for 2020-21 as both dates passed – AGREED.
 - 1.3 – Draft update on 3yr strategy document and proposed budget, one document to all households – NOTED.
 - 2.1 – Total salary budget 2021-22 £11,120; allow 2.75% national increase; employer's NIC; 14/hrs/wk on SCP; extra hours (FR 20, CF project 105, NDP 15) – RESOLVED to adopt.
 - 2.2 – Clerk obtain rates from contractor for 2021-22 – NOTED.
 - 2.3 – Combine Traffic Management Group with Community Facilities Group; move £27k from reserves for architects' fees to get project to tender & loan/grant application; NDP budget £1k for final stages of process – NOTED total draft budget of £82,410, draft precept of £51,500, to be confirmed at December or January meeting.
 - 2.4 – Split PC items to new PC website, Clerk obtain ballpark quotes – AGREED.
 - 5.2. Meeting 28.9.20 recommendations:
 - 1.1 – Lengthsman budget 2021-22 £3,910, PROW £2,970 – RESOLVED to adopt.
 - 1.2 – Undertake work on website if preferred quote able to do work before 31 March, Clerk check and update draft budget and predicted reserves if possible – RESOLVED to adopt and commission work.
 - 1.3 – Note updates predicted reserves – NOTED.
 - 2.1 – Adopt draft Business Plan Update and Budget & Precept for 2021-22 – RESOLVED to print and send to every household.



- 6. Financial Procedures** – The balance of the current account of £104,258.88 as at 6 October 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. SupplyMePrint.com Ltd, September N&V print, £217 – Paid online 15/9/20 following delegation on 14/9/20.
 - 6.2. HM Revenue and Customs, Employers' NIC, £0.68 – Paid online 15/9/20 following delegation on 14/9/20.
 - 6.3. Alison Sutton, Refund for purchase of stamps for NDP consultation, £475 – Paid online 17/9/20 following meeting on 14/9/20 and confirmation by 2 signatories.
 - 6.4. DC Gardening, Lengthsman and P3, £240 (inc. £40 VAT) – Paid online 13/10/20 following delegation at meeting on 12/10/20.
 - 6.5. SupplyMePrint.com Ltd (ABC Print), October News & Views, £217 – Paid online 13/10/20 following delegation at meeting on 12/10/20.
 - 6.6. Roundabout Stationery, Chalk spray paint and ink for Clerk's use, £37.98 (inc. £6.32 VAT) – Paid online 13/10/20 following delegation at meeting on 12/10/20.
 - 6.7. Kirkwells Ltd, Stage 1 and 2 and Technical Assessment fees, £11,289 (inc. £1,880 VAT) – Paid online 13/10/20 following delegation at meeting on 12/10/20.
 - 6.8. Alison Sutton, Salary, back pay, extra hours, expenses, refund of items bought for PC, £2,308.80 – Paid online 13/10/20 following delegation at meeting on 12/10/20.
 - 6.9. HM Revenue and Customs, PAYE/NIC paid on behalf of Clerk, £600.39 – Paid online 13/10/20 following delegation at meeting on 12/10/20.
 - 6.10. Income from Herefordshire Council, Precept part 2, £25,750.
 - 6.11. Income from New NRG Ltd, Solar farm monies, £727.50.
 - 6.12. Income from Groundwork, NDP grant, £9,400.
- 7. Planning Applications** –
- 7.1. P202891/F, Land south of Burmarsh Trading Estate, HR1 3BP – Proposed vehicular access to an existing facility – RESOLVED to support.
 - 7.2. P203276/PA7, Drakeley Farm, Marden, HR1 3ES – Prior notification of a proposed winter fill agricultural water storage reservoir for irrigation – NOTED unable to comment as meeting non-quorate due to Declarations of Interest.
 - 7.3. P202108/F, 3 Wallsend, Marden, HR1 3EL – Single storey Annexe at rear of property to house my daughter. Retrospective – Re-consultation – RESOLVED to comment: although applicant has submitted scale plan of annex, it still does not show size in relation to original building; remain disappointed that retrospective application.
 - 7.4. P203153/F, Field at Sutton Lakes House, Sutton Lakes, HR1 3NS – Additional bay extension on existing three bay barn (retrospective) – RESOLVED to comment: large building for relatively small parcel of land; disappointed that retrospective application.
 - 7.5. NOTED P202702/PA1, Fairview, The Wymm, Sutton St Nicholas, HR1 3BU – Proposed rear extension with gabled roof and from matching materials. The extension will extend beyond the rear wall of the dwellinghouse by 8.0 metres. The maximum height of the enlarged part of the dwellinghouse is 4.0 metres and the height of the eaves of the enlarged part of the dwellinghouse is 2.75 metres – Prior Approval not required (works can proceed).
 - 7.6. NOTED P202161/PA4, Land at Monmarsh Farm, Marden, HR1 3EZ – Prior notification for change of use of agricultural building to dwelling – Planning permission required.
- 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 September – Mow x1; road signs and splays safety cuts and clean up; Work due in October – Final mow; strims round MR24, MR21, MR45; strim either side of Laystone Bridge; check and clean out rubbish

- from grit bins; digger for all grips – from drainage grant. Update NOTED: clearing drain tops undertaken in Marden village, C1120 past S&A, Burmarsh and Litmarsh, all of parish where drain tops present; tops cleared but gully pot under grid not cleaned out as needs jetter and Balfour Beatty to do this; unable to commission jetting of drainage and CCTV work using drainage grant as waiting for Balfour Beatty to give date for Small Ashes dig down, Ward Cllr Guthrie following up.
- 8.2. Parish Footpath Officer (PFO) – Report in Clerk’s Information Sheet NOTED: Latest observations – walked MR25, 28, 21, 29, 26, 4A, 36, 38, 39,41 – nettles clipped etc, some need more work. Identified sites of missing finger posts, to be reported online as BB have to do, though will be low priority; Placed lots of way markers; Making progress identifying landowners; Landowner for MR38 (from MR39 to Burmarsh) – would like 2 kissing gates; Issue raised by Marden Court Farm – wish to put up ‘keep dogs on lead’ and ‘take dog waste home’ as 2 cows recently aborted following dog waste left on fields; also walkers using stile by church to access river, thought was only for Anglers Association. Update: PFO now has 4 other parishioners to help and walk with. NOTED stile by church being used to access river, fence possibly damaged. RESOLVED to install 2 kissing gates on MR38, Clerk INSTRUCTED to: arrange site meeting Lengthsman/PFO/landowner; put issue of dog waste causing cows to abort on website and News & Views.
- 8.3. Community Facilities Group – Report in Clerk’s Information Sheet NOTED: Detailed costs study as follows – Develop strategy for progressing project from where now to completion; Provide overview of current project status along with fees incurred to date; Look at evolving that into scope/brief for developing project from here based on recent discussions; Can also include outline programme for each stage moving forward (or at least timescale for each stage that PC timescales can be combined with); Also include assessment of which consultants would need to be in place to support completing work - and which consultants best placed to do so; Use as basis for Architype and Design Team members to provide fees against, approach those consultants for fee proposals on PC’s behalf; Provide clearer plan for procurement of contractor; Intention do on hourly rate basis, upper limit £1,500 +VAT. Meeting of CF Group – Agreed way forward for community consultation to go out from PC with support of MVT on spending next tranche of money to get to tender and loan/grant application stage and taking out loan of £500k for extended footprint and eco features. RESOLVED to: commission detailed costs study; draft document to go to all households.
- 8.4. Neighbourhood Development Plan (NDP) – RESOLVED to: adopt results of Informal Consultation; adopt draft Regulation 14 Plan, allocating sites 2, 3 and 9; proceed with Regulation 14 consultation.
- 8.5. Poppy appeal wreath – Donate £100 to appeal and obtain wreath – RESOLVED to donate £150, to reflect reduction in door-to-door collections. Clerk INSTRUCTED to obtain wreath.
- 8.6. Environment and Sustainability Group – NOTED update not available. Clerk INSTRUCTED to add to next agenda.
- 8.7. Parish engagement ideas during Covid – Report in Clerk’s Information Sheet NOTED: Email received with ideas – could be run by Fundraising Group mostly; October Pumpkin Carving, display in windows or at end of drive, judged and prizes given, photos of pumpkins on Marden community FB Page, Smiths £10 vouchers to top ten; Christmas Lights, decorating house for Christmas, lights etc, photos to FB Page for judging (so even if live in Burmarsh/Litmarsh could win), £100 M&S voucher £50, £25 top 3; Christmas Wreaths, children’s competition, WH Smiths £10 vouchers for top ten. Christmas tree and lights – quotes obtained by Clerk. Lights £275 +VAT, tree £190 at most, depending on size; allow 2-3ft in ground. Update: S&A will sponsor tree and lights. RESOLVED to: provide prizes of no more than £100 for pumpkin carving, £175 for lights, £100 for wreaths; purchase and erect tree and lights.
- 8.8. Flagpoles – Report in Clerk’s Information Sheet NOTED: Email from parishioner – considers need for retrospective planning not sufficient to take poles down, local people and businesses paid for flag competition in entirety, including cost of Parish’s flag, assuming that flagpoles would be both legal and accessible for foreseeable future rather than taken down 14 months after competition, request flagpole reinstalled and retrospective planning permission applied for, in time for Remembrance Day and until suitable place available to site flagpoles; parishioner emailed all sponsors, entrants etc of flag project; information on removal of flagpoles in PC copy in September News & Views; Clerk has received emails from 3 parishioners; base plate might

be able to be removed and installed elsewhere or if new plate needed cost approx. £118; advice from suppliers poles too high for site, 10m poles only used for corporate HQ sites, 6-8m size best; planning, unable to turn round planning application in time for Remembrance Sunday. RESOLVED that flagpoles should not be re-erected. Clerk INSTRUCTED to write to parishioner, acknowledge disappointment that unable to agree to his request and that will find another site as soon as possible.

- 8.9. Drainage problem near Laystone Bridge – Report in Clerk's Information Sheet NOTED: Advice from EA given to parishioner by Ward Cllr, report issue on EA hotline at time of problem; email from EA officer to HC – bigger picture could be sewerage capacity issue, flows from Marden pumping station passed forward to Moreton on Lugg STW's, sewerage system around Moreton struggling with capacity issues during rainfall events, manholes reported blowing in field adjacent to Moreton; EA need to follow up with Dwr Cymru Welsh Water, particularly with onset of further development proposed for both parishes with potential impact further on Phosphate levels in SAC. Clerk INSTRUCTED to add note to website and News & Views to report issues at the time.
- 8.10. Speedwatch update – Report in Clerk's Information Sheet NOTED: August, 4 sessions, 412 vehicles monitored, 16 speeders recorded; September, 11 sessions, 1,296 vehicles monitored, 39 speeders recorded. Update: speeding less of problem than perceived; pattern noticed, discussing with neighbouring Speedwatch Group for session in both places at same time; 7 volunteers, keeping in 2 groups as bubbles with 1 floater.
9. **Planning White Paper and response to consultation** – RESOLVED to respond that would not like Localism reduced, hope it would be advanced.
10. **Herefordshire Council's Parish Council Summit and Community Crisis Response Event** – Report NOTED: Summit – short/medium/long term issues to build recovery and community resilience, significant issues for elderly without support network, internet access an issue, charities need many volunteers, need younger people to volunteer, some people want village halls reopened; Community Crisis – county in bottom 4 in UK for Covid19, norovirus reduced as increased hand washing, mask wearing reducing flu levels, Coronavirus vaccine 2 doses 28 days apart and 28 days after flu vaccine, want PC/Herefordshire link so parishioners in need referred to local group quickly, very low uptake of national scheme in lockdown as such good support locally. Clerk INSTRUCTED to add note to website and News & Views re support group still there and advise parishioners to get organised with help now.
11. **Review of Herefordshire Council's complaints about councillors process** – RESOLVED to respond no right of reply if vexatious complainant, no teeth to process, need ability for low-level sanction at PC level.
12. **Representation at HGN meeting 15 October** – Report in Clerk's Information Sheet NOTED: Online Members Meeting on Thursday 15 October 5.30-7pm. Clerk INSTRUCTED to send to Cllrs Bennett and Lees.

As 2 hr meeting time reached, RESOLVED to continue to end of agenda.

13. **Correspondence** – Correspondence in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to follow up re soil movements permitted.
14. **Matters for next agenda or for Clerk's action under delegated authority**
Next agenda and Clerk's Action:
- As above.
15. **Date of next meeting** – Monday 9 November 2020 at 19.00 by Zoom.

This meeting was declared closed at 21.11.

SIGNED:


Marden Chair

DATE: 23/11/20

MARDEN PARISH COUNCIL ACCOUNTS 2020-21

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APPENDIX for 9.11.20

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	Estimated actual 2020- 21	2021-22 Draft Budget	% change from 2020- 21	Notes for 2021-22 budget
STAFF AND CLLRs											
Clerks total salary - incl. Employers' NI	£10,256.97	£10,710.00		£10,710.00	£7,595.79	70.9%	3 of 4 paid	£10,710.00	£11,120.00	104%	
Clerks expenses	£1,493.60	£1,700.00		£1,700.00	£451.69	26.6%	3of 4 paid	£800.00	£1,700.00	100%	
Clr's training	£355.40	£250.00		£250.00	£0.00	0.0%	To be arranged	£0.00	£400.00	160%	
ADMINISTRATION AND MANAGEMENT											
Insurance	£552.04	£600.00		£600.00	£546.01	91.0%	Complete	£547.00	£600.00	100%	
Subscriptions	£804.70	£800.00		£800.00	£65.00	8.1%	Ongoing	£800.00	£810.00	101%	
Room hire - PC, NDP, CF, FR	£558.75	£500.00		£500.00	£0.00	0.0%	Ongoing	£100.00	£500.00	100%	Zoom licence & rm hire
Website and communication	£1,169.77	£1,000.00		£1,071.94	£599.56	55.9%	Ongoing	£1,887.00	£1,000.00	93%	
Stationery & postage	£268.05	£300.00		£300.00	£90.75	30.3%	8 of 12 paid	£100.00	£300.00	100%	
Elections	£0.00		£110.00	£110.00	£109.52	99.6%	From 2019-20	£110.00		0%	
Audit fees	£500.00	£700.00		£700.00	£399.00	57.0%	Ongoing	£500.00	£500.00	71%	
MAINTENANCE AND PROW											
Lengthsman	£3,834.00	£4,450.00		£4,450.00	£2,395.00	53.8%	8 of 12 mths paid	£2,500.00	£3,910.00	88%	
PROW	£240.00	£3,660.00		£3,660.00	£1,230.34	33.6%	8 of 12 mths paid	£650.00	£2,970.00	81%	
Parish enhancement	£996.38	£1,000.00		£1,000.00	£641.92	64.2%	Ongoing	£400.00	£1,000.00	100%	
PARISH SERVICES											
Parish Freighter	£828.00	£1,700.00		£1,700.00	£0.00	0.0%	Next yr not yet arranged	£0.00	£850.00	50%	
News & Views support	£116.00	£2,500.00		£2,500.00	£811.00	32.4%	Ongoing	£1,500.00	£2,300.00	92%	
GRANTS AND RESERVES											
Small grants	£556.99	£600.00		£600.00	£146.74	24.5%	Ongoing	£250.00	£600.00	100%	
Support - MVT/MRGT		£3,500.00		£3,500.00		0.0%	Ongoing	£0.00	£0.00	0%	
Old Churchyard			£1,150.00	£1,150.00	£1,150.00	100.0%		£1,150.00	£1,150.00	100%	
PROJECTS AND WORKING GROUPS											
Traffic mgmt/SID room & exps	£0.00	£100.00		£100.00	£80.00	80.0%	Ongoing	£100.00		0%	Combine with Facilities
Fundraising Group	£475.30	£1,300.00		£1,300.00	£970.02	74.6%	8 of 12 mths paid	£700.00	£500.00	38%	Assume small no. of events
Facilities project	£17,821.85	£14,000.00		£14,000.00	£5,480.00	39.1%	8 of 12 mths paid	£14,000.00	£48,200.00	344%	
NDP		£1,500.00		£10,900.00	£10,484.25	96.2%	Ongoing	£10,900.00	£1,000.00	9%	
Environment & Sustainability				£0.00					£1,000.00		
Covid Volunteer Group				£500.00	£464.03	92.8%	Ongoing	£500.00		0%	
VAT AND CONTINGENCY											
VAT	£4,147.31				£4,122.63			£4,081.00			
Contingency	£0.00	£4,540.00	£1,260.00	£3,280.00	£0.00	0.0%		£0.00	£2,000.00	61%	
PREVIOUS EXPENSES											
Judicial Review costs	£26,250.00										
	£71,225.11	£55,410.00		£65,381.94	£37,833.25	68.3%		£52,285.00	£82,410.00	126%	
Receipts											
Lengthsman + P3 from HC	£465.00				£0.00						
Precept	£51,500.00	£51,500.00		£51,500.00	£51,500.00	100.0%	Received in full	£51,500.00	£51,500.00		
VAT reclaim	£2,574.75				£4,147.31		Reclaim from 2019-20	£4,147.31			
Advertising in News & Views		£1,000.00		£1,000.00	£1,326.00	132.6%	As received	£1,326.00	£1,000.00		
Sundry	£450.00				£0.00		As received				
Refund of planning fee					£1,642.00		As refunded	£1,642.00			
Donations for CF	£1,835.96				£0.00		As donated, no budget				
Solar farm	£2,910.00	£2,910.00		£2,910.00	£1,455.00	50.0%	Due as quarterly payments	£2,910.00	£2,910.00		
Grants for Covid work				£500.00	£500.00		As donated	£500.00			
Keep Connected Grant				£71.94	£71.74		Paid in arrears when claimed	£71.74			
Groundwork NDP Grant				£9,400.00	£9,400.00			£9,400.00			
From reserves for Judicial Review costs	£26,250.00								£27,000.00		From reserves for Facilities project
	£85,985.71	£55,410.00		£65,381.94	£70,042.05	126.4%		£71,497.05	£82,410.00		

NB: Receipts & payments made at current meeting included

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BANK RECONCILIATION

Balance per bank statement at 3 November 2020	
Current account	£89,089.71
	<u>£89,089.71</u>
Less: unpresented cheques at 3 November 2020	
C/N 1524	-£828.00
C/N	
C/N	-£828.00
Net balances as at 3 November 2020	<u>£88,261.71</u>
Cash Book	
Opening balance at 1 April 2020	£52,063.18
Add: receipts in the year	£70,042.05
Less: payments in the year	-£33,843.52
Closing balance per cash book at 3 November 2020	<u>£88,261.71</u>

RESERVES ANALYSIS

	2019-20	Predicted year end	Inc/(dec) at year end	2020-21
Cash book balance at 31 March for new financial year 1 April	£52,063.18	£71,265.23		
Committed reserves				
Community facilities - Building	£27,000.00	£40,212.00		
Community facilities - Village green	£5,000.00	£10,000.00		
Community facilities - Fundraising	£6,659.15	£6,659.15		
Notice board replacement	£2,000.00	£2,000.00		
Marden Recreation Ground Trust		£1,000.00		
Uncommitted reserves				
General reserve	£11,404.03	£10,000.00		
	<u>£52,063.18</u>	<u>£71,265.23</u>	<u>£0.00</u>	

ANALYSIS OF CLERK'S SALARY

	Budget	Current mth	Running total	Notes
Basic hrs Salary	£9,840.00			
April @ 2,187.82/mt				
July, Oct, Dec @ 2,227.88/qtr			£6,582.92	
CF hrs (main)	£1,000.00			
April @ 11.91/hr				
July, Oct, Dec @ 12.24/hr			£244.98	
Fundraising Group hrs	£255.00			
April @ 11.91/hr			£125.05	
July, Oct, Dec @ 12.24/hr				
NDP hrs				
April @ 11.91/hr	£815.00		£482.48	
July, Oct, Dec @ 12.24/hr				
Backlog			£81.59	
Employers' NI			£118.78	
TOTAL	£10,710.00		£7,595.78	
		Current mth mileage	Cost	
Basic hrs mileage - at 45p/mile			£251.32	
NDP mileage			£8.55	
TOTAL			<u>£259.87</u>	

ANALYSIS OF EXPENDITURE BY WORKING GROUPS

			Payments budget		Within Room hire budget	
	2019-20 budget	2019-20 actual	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		£180.00	
Room hire						
Event stands		£167.00				
Refreshments event		£14.60				
Stationery		£31.25				
Architects and planning fees		£17,809.00			£5,480.00	
Total non-salary expenses		£18,297.15			£5,535.02	
	£974.00		£16,555.00			
TOTAL BUDGET FOR YEAR					£38,840.32	£5,994.37
TOTAL PAYMENTS FOR YEAR						
			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					£1,084.25	
Office supplies/printing					£1,084.25	
Total non-salary expenses						
			Salary budget			
Clerk's salary - NDP Group		£615.00	£615.00	£482.48		
Clerk's mileage - NDP Group				£8.55		
TOTAL BUDGET FOR YEAR			£2,115.00			
TOTAL PAYMENTS FOR YEAR					£2,859.54	