

MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on
Monday 14 September 2020 at 19.00 by Zoom

Present: Cllrs David Bennett (Chair), Kate Ryan, Richard Paske, Patrick Meredith (part), Paula Barratt (part) and Rod Lees.

In Attendance: Parish Clerk Alison Sutton; and 1 member of the public.

1. **Apologies for absence** – Cllrs Lesley Hayward and Mike Blake; Ward Cllr Kema Guthrie.
2. **Declarations of interest and written applications for dispensation** – Cllr Paske DECLARED an interest in part of item 7.4 and left the meeting.
3. **Public Forum** –
 - 3.1. West Mercia Police – Report in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to upload Crime Team details to website.
 - 3.2. Ward Councillor – Report in Clerk's Information Sheet NOTED: Covid 19 update – 3 new cases since July; Temporary transport measure in Hereford – revisions made to plans to increase space for cyclists and pedestrians to social distance and travel safely in Hereford and market towns; Booking system for Hereford and Leominster Recycling Centres – pre-booked system from today to reduce queues and waiting time, book via www.herefordshire.gov.uk/hrcbooking or call 01432 260000; Library information – Click and collect system, order online; Noise concern – Awaiting feedback from Environmental Health and S&A re high pitched whine noise; PFO meeting with Balfour Beatty – hope meeting went ahead. Update NOTED: Response to Covid 19 outbreak in Marches Surgery – NOTED post on website; Whining noise – irrigation pump repaired, only run 8.00am-6.00 pm now, continue over winter, S&A will monitor and hope things improve, possible plans to replace in future.
 - 3.3. Local Residents – Small Ashes meeting with Herefordshire, Clerk INSTRUCTED to follow up actions from meeting with Ward Cllr and then Herefordshire if needed. Grass cutting opposite The Volunteer, Clerk INSTRUCTED to follow up again. Not in minutes why Clerk tasked to contact planning re flagpoles, need to ease bolts if remove and consider what happens to base units. Architects' costs, what are costs and what for, NOTED in process of getting detailed breakdown. Concerned at last line of licence application at 7.8.
4. **Minutes of the last meeting** – 10 August 2020 ADOPTED and will be signed when circumstances permit.
5. **Financial Procedures** – The balance of the current account of £69,669.19 as at 7 September 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. NOTED national salary award for 2020-21, increase in Clerk's hourly rate to £12.24 (backdated to 1/4/20, £61.59 to be paid in October – increase of £0.51/hr x14hrs/wk x13wks/qtr, + £1.53 for 3 NDP hrs). Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
 - 5.1. Hereford Green Network, Membership for 2020-21, £25 – Paid online on 19/8/20 following delegation on 10/8/20.
 - 5.2. DC Gardening, Lengthsman and P3, £402 (inc. £67 VAT) – Paid online on 15/9/20 following delegation on 14/9/20.
 - 5.3. SupplyMePrint.com Ltd, Signage for near school, £96 (inc. £16 VAT) – Paid online on 15/9/20 following delegation on 14/9/20.
 - 5.4. SupplyMePrint.com Ltd, September N&V print, £ - see item 9.
 - 5.5. Roundabout Stationery, Supplies for NDP and PC, £97.13 (inc. £16.19 VAT) – Paid online on 15/9/20 following delegation on 14/9/20.



6. Planning Applications –

- 6.1. 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 – RESOLVED to support, conforms to NDP policy M3.
- 6.2. NOTED P202422/V, The Withies (Previously Clevedon), Marden, HR1 3EZ – Certificate of lawfulness for proposed single storey garden room addition to rear of property – Permitted lawful development.
- 6.3. NOTED P202528/PA7, Sutton Lakes House, Sutton St Nicholas – Application for prior notification of agricultural or forestry development - proposed building – Responded to using Urgent Planning Matters Policy – following comments: discrepancy between breadth given on application form, 6m, and measurement on plan, 8m; if 8m wide, increases overall size of building to 192 sq.m - considerable size of building for land of 5.2 hectares; notwithstanding planning officer's previous comments to PC and noting therefore that floor size of 192 sq.m will be within regulations, continue to consider that overlarge building for size of land, especially as height will be 4m, increase on previous application, 201647, which had height of 3.2m; wonder why not retrospective application as appears 4-bay building already been erected – Withdrawn.
- 6.4. NOTED P194089/F, Land adjacent to Burmarsh Cottages, Sutton St Nicholas, HR1 3BW – Erection of a two bedroom bungalow – Approved with conditions. Clerk INSTRUCTED to express disappointment and concern that over provision of dwellings in NDP not taken into account when deciding applications in open countryside, as NDP out-of-date.
- 6.5. NOTED P193821/F, Rushcott Barn, Sutton St Nicholas, HR1 3DD – Proposed demolition of an existing stable building. Erection of a detached annexe. Extension of the domestic curtilage – Approved with conditions.

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 August – Mowing x1; strim/cut MR24, round gates on MR21, MR45 Laystone Bridge to church; strim/cut either side of Laystone Bridge; check and clear drain tops through village; Work in September – Mow x1; road signs and splays safety cuts and clean up; Drainage grant agreed for the following: Item 1 – Clearing grips throughout parish once/yr – Lengthsman tasks – use mini-digger to clear grips; Item 2 – Clearing kerb lines through Marden village and short stretch in Burmarsh twice/yr – Lengthsman tasks – use equipment to clear kerbs of vegetation and debris, dispose of in skip hired by PC; Item 3 – Jetting of drains followed by CCTV survey of all drains – Contractor tasks – Jetting and CCTV survey of drains on C1120, C1124, C1125 at Small Ashes and culvert on 72606/C1120. RESOLVED to commission items for drainage grant. Clerk INSTRUCTED to: arrange cut back of vegetation around drain tops Small Ashes to Old School House before drain survey done; report lack of 30mph sign by war memorial; arrange drainage grant work.
- 7.2. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: Various PROW checked since started role at end of July, summarised as follows: In good or reasonable state, though may need finger posts or way markers or other signage – MR46, MR24, MR26 up to MR24, MR45 Laystone Bridge to church, MR21 by chapel, MR22, MR3, MR20, MR32 to Hawkersland Farm, MR13A, MR35, MR30, MR16 to Holbach Road; Need clearing/or unable to find + may need finger posts or way markers or other signage – MRMR44, MR45 Brook Farm to Laystone Bridge, MR19, MR17A to Venns Green, MR17, MR5, MR7A, MR12 from MR19 to Urdimarsh, MR21 to Burmarsh, MR18B, MR30, MR7A to Norton Court, MR8 to Litmarsh, MR33, MR34 to Amberley, MR16A to Holbach Road; Various landowners have been contacted and have undertaken clearance. Various other landowners need identifying and contacting. Meeting with Locality Steward, Clerk and S&A planned for 18 September; So far no landowner that has been contacted wants to have kissing gates installed rather than stiles. Update NOTED: MR22A, MR19, MR12, MR45 – much improved, though MR12 bridleway ruts full of mud; still issues with MR21 from jct with MR20. Clerk INSTRUCTED to: send grateful thanks to PFO; email PROW



map to Cllr Paske.

- 7.3. Community Facilities Group – Report in Clerk's Information Sheet NOTED: Responses from MVT, Academy and Pre School in relation to its proposal following request by Chair of MVT to document PC's current view on how new facilities would be managed; 2 of organisations responded favourably to documented ideas but MVT asked for some further clarification; intent that CFG will review all three responses over next month and report given to PC at meeting in October. Clerk INSTRUCTED to arrange Community Facilities Group meeting.
- 7.4. Neighbourhood Development Plan (NDP) – Report in Clerk's Information Sheet NOTED: grant of £9,400 approved to cover work to end of community consultation plus Call for Sites; Grants Officer at Locality has stated 'would leave £8,600 which you could apply for in a second application once the above work has been completed and end of grant reporting has been submitted.'; should be possible to continue process to referendum; planning officer considers worth continuing process to have a new NDP adopted and gain 2 more years protection, as latest 5yr housing supply for Herefordshire assessed as 3.69 yrs; once new NDP has reached Reg 14, planning can give weight to housing policies and further weight as process continues; advice received from planning, when application for site outside settlement boundary, need to show significant and demonstrable harm from non-conformity with other policies and evidence that harm; ask NHF developer for letter to confirm intention of delivering housing numbers on receipt of reserved matters approval. RESOLVED to: adopt recommendations of sites for allocation to put to community; adopt draft Informal Consultation document; and proceed with consultation. Clerk INSTRUCTED to: purchase 1st class stamps and reclaim £475 straight away if have to buy with personal cash, rather than obtain from stationery supplier; ask developer for New House Farm for letter of intention.
- 7.5. Traffic management – Report in Clerk's Information Sheet NOTED: Balfour Beatty officer not able to support village gates – as considers not enough space to install them; suggested other options as follows: Provide buff patch and one new white 30 roundel next to existing speed limit terminal signs at each end of village, plus set of white "dragons teeth" on approach to existing speed limit terminal sign locations on C1124 at eastern end and southern end of C1120; roundels on C1122 at western end of village; white 30 roundels next to each speed limit repeater sign throughout village specifically along C1124, C1122 and C1120; very rough estimate around £9,000 for the provision of roundels, buff patches, dragon's teeth; without the buff patches, just roundels and dragon's teeth then may drop to around £6,200; however dragon's teeth only put in where centre white line, so generally not suitable in village; option to put white edge lining in where no centre line, as narrows perspective, but expensive and through Community Commissioning process and require some resurfacing work first. RESOLVED to ask for study of best options as part of S106, rather than undertake further individual projects.
- 7.6. Flagpoles – Report in Clerk's Information Sheet NOTED: Planning officer confirmed either retrospective application required for flagpoles or should be removed; if poles more than 4.6 metres retained, then matter for Planning Enforcement, poles are 10 metres high; if moved and reinstalled elsewhere, need planning permission, might cost £231. NOTED advice obtained following requests from parishioners who manage flagpoles: 1. To repair poles, found not to be needed; 2. To cut branches back, permission obtained from academy and work undertaken; 3. To move flagpoles or take tops of trees out as flags not visible, permission to top trees refused, no suitable site found to move poles to; advice from planning required re moving poles and given, as above. RESOLVED to take flagpoles down, Cllrs Paske, Meredith and Bennett will undertake and remove to storage until site by new community centre can be considered.
- 7.7. License application for The Volunteer – Report in Clerk's Information Sheet NOTED: hours of music, sale of alcohol, sale of refreshments, extension for bank holidays. RESOLVED to comment: sale of alcohol or refreshments should cease at 24.00, not later, residential area and 'drinking up time' will extend this anyway; extension from end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day should not be allowed, 24hr drinking in residential setting is unsuitable.

8. Correspondence – Correspondence in Clerk's Information Sheet NOTED.

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

Next agenda:

- Parish enhancement – Gardeners' Association ideas
- Environment & Sustainability Group
- FAWG reports x2 meetings
- As above.

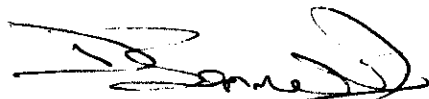
Clerk's action:

- Pay SupplyMePrint.com Ltd (ABC Print), September News & Views, £217.
- Pay HM Revenue and Customs, Employers' NIC, £0.68
- Purchase x2 cans of pink spray for dog fouling mark-up
- NOTED issue with tractors – needs reporting to Environmental Health/Balfour Beatty at time of issue; contact S&A and ask to inform PC and parish beforehand another time
- As above.

10. Date of next meeting – Monday 12 October 2020 at 19.00 by Zoom – Apologies from Cllr Lees NOTED.

This meeting was declared closed at 21.02.

SIGNED:



Marden Chair

DATE:

23/11/20

APPENDIX for 14.9.20

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
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	£10,710.00
Clerks expenses	£1,493.60	£1,700.00		£1,700.00	£357.64	21.0%	2 of 4 paid	£800.00
Clr's training	£355.40	£250.00		£250.00	£0.00	0.0%	To be arranged	£0.00
ADMINISTRATION AND MANAGEMENT								
Insurance	£552.04	£600.00		£600.00	£546.01	91.0%	Complete	£547.00
Subscriptions	£804.70	£800.00		£800.00	£65.00	8.1%	Ongoing	£800.00
Room hire - PC, NDP, CF, FR	£558.75	£500.00		£500.00	£0.00	0.0%	Ongoing	£100.00
Website and communication	£1,169.77	£1,000.00		£1,071.94	£314.97	29.4%	Ongoing	£500.00
Stationery & postage	£268.05	£300.00		£300.00	£67.43	22.5%	6 of 12 paid	£100.00
Elections	£0.00		£110.00	£110.00	£109.52	99.6%	From 2019-20	£110.00
Audit fees	£500.00	£700.00		£700.00	£99.00	14.1%	Ongoing	£500.00
MAINTENANCE AND PROW								
Lengthsman	£3,834.00	£4,450.00		£4,450.00	£1,215.00	27.3%	6 of 12 mths paid	£2,500.00
PROW	£240.00	£3,660.00		£3,660.00	£470.00	12.8%	6 of 12 mths paid	£650.00
Parish enhancement	£996.38	£1,000.00		£1,000.00	£148.00	14.8%	Ongoing	£400.00
PARISH SERVICES								
Parish Freighter	£828.00	£1,700.00		£1,700.00	£0.00	0.0%	Next yr not yet arranged	£850.00
News & Views support	£116.00	£2,500.00		£2,500.00	£377.00	15.1%	Ongoing	£1,500.00
GRANTS AND RESERVES								
Small grants	£556.99	£600.00		£600.00	£21.74	3.6%	Ongoing	£250.00
Support - MVT/MRGT		£3,500.00		£3,500.00		0.0%	Ongoing	£3,500.00
Old Churchyard			£1,150.00	£1,150.00	£1,150.00	100.0%		£1,150.00
PROJECTS AND WORKING GROUPS								
Traffic mgmt/SID room & exps	£0.00	£100.00		£100.00	£80.00	80.0%	Ongoing	£100.00
Fundraising Group	£475.30	£1,300.00		£1,300.00	£595.02	45.8%	6 of 12 mths paid	£700.00
Facilities project	£17,821.85	£14,000.00		£14,000.00	£5,480.00	39.1%	6 of 12 mths paid	£14,000.00
NDP		£1,500.00		£1,500.00	£69.28	4.6%	Ongoing	£1,500.00
Covid Volunteer Group				£500.00	£500.00	100.0%	Ongoing	£500.00
VAT AND CONTINGENCY								
VAT	£4,147.31				£1,688.39			
Contingency	£0.00	£4,540.00	£1,260.00	£3,280.00	£0.00	0.0%	6 of 12 mths paid	£3,280.00
PREVIOUS EXPENSES								
Judicial Review costs	£26,250.00							
	£71,225.11	£55,410.00		£55,981.94	£18,182.48	32.8%		£45,047.00
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 7 September 2020	
Current account	£69,669.19
	<u>£69,669.19</u>
Less: unpresented cheques at 7 September 2020	
C/N 1524	-£828.00
C/N	
C/N	-£828.00
Net balances as at 7 September 2020	<u>£68,841.19</u>
Cash Book	
Opening balance at 1 April 2020	£52,063.18
Add: receipts in the year	£34,164.55
Less: payments in the year	-£17,386.54
Closing balance per cash book at 7 September 2020	<u>£68,841.19</u>

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
<u>Basic hrs Salary</u>	£8,840.00			
April @ 2,167.62/qtr			£4,335.24	
July, Oct, Dec @ xx/qtr				
<u>CF hrs (main)</u>	£1,000.00		£214.38	
April @ 11.91/hr				
July, Oct, Dec @ xx/hr				
<u>Fundraising Group hrs</u>	£255.00		£125.05	
April @ 11.91/hr				
July, Oct, Dec @ xx/hr				
<u>NDP hrs</u>	£615.00		£35.75	
April @ 11.91/hr				
July, Oct, Dec @ xx/hr				
<u>Employers' NI</u>			£118.08	
<u>TOTAL</u>	£10,710.00		£4,828.50	
<u>Basic hrs mileage - at 45p/mile</u>	Current mth mileage	Cost		
	19		£165.82	
<u>TOTAL</u>			£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			£52.50	
Room hire		£5.50				
Office supplies		£32.57		£55.02		
Refreshments mtgs/events						
Event banners		£25.00				
Marquee hire/purchase		£120.00				
First Aid cover		£286.73				
Raffle/event prizes & items		£475.30				
Total non-salary expenses						
MAIN CF GROUP	£17,822.00		£14,000.00		£180.00	
Room hire		£167.00				
Event stands		£14.60				
Refreshments event		£31.25				
Stationery				£5,480.00		
Architects and planning fees		£17,609.00		£5,535.02		
Total non-salary expenses		£18,297.15				
			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					£0.00	
Total non-salary expenses						
			Salary budget			
			£615.00	£35.73		
Clerk's salary - NDP Group						
Clerk's mileage - NDP Group						
TOTAL BUDGET FOR YEAR			£2,115.00			
TOTAL PAYMENTS FOR YEAR				£35.73		