

## MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on  
Monday 9 November 2020 at 19.00 by Zoom

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

**In Attendance:** Ward Cllr Kema Guthrie; Parish Clerk Alison Sutton; and 3 members of the public.

**1. Apologies for absence –** Cllr Paula Barrett.

**2. Declarations of interest and written applications for dispensation –** None.

**3. Public Forum –**

- 3.1. West Mercia Police – Report in Clerk’s Information Sheet NOTED. Update NOTED from PCSO Adam Westlake: Local incident early September, cat shot with air rifle; ongoing issues of courier fraud with fraudsters pretending to be police officers; more breaches of Covid restrictions, fines issued to businesses nearer Hereford.
- 3.2. Ward Councillor – Report NOTED: Chief Executive letter to all residents in Herefordshire Now publication, check Herefordshire and government websites for latest information; Small Ashes drainage dig down, contractor recently on site but no report yet or date for further action, in touch with Balfour Beatty Design & Build Manager; will attend briefing on A49 from Highways England; Keep Herefordshire Warm project, provides advice on domestic heating; not sure when applications 193227 and 201300 in Litmarsh will now go to Planning Committee; will attend S&A Liaison Committee and raise noise issue.
- 3.3. Local Residents – PA system – NOTED on hold until Community Centre reopens. Cost for Architype – NOTED £34,515 +VAT RIBA stages 0-3 to submission of planning application. Suggestion to delay new architect contract until have land NOTED. Request to reconsider re-erecting one flagpole NOTED. Site for Christmas tree, in front of changing rooms NOTED. Request for Zoom invitation on website rather by application – NOTED not possible due to risk of Zoom ‘bombing’. NOTED grass by The Volunteer not cut recently when 2 other verges cut – Clerk INSTRUCTED to check with Balfour Beatty. Litter bin on recreation ground, cover missing – Clerk INSTRUCTED to report. Query over Clerk’s increase in hourly rate – Clerk INSTRUCTED to clarify for next meeting. PC put budget document for delivery with News & Views, discourteous not to ask News & Views deliverers to deliver PC’s Budget update; thank you to News & Views deliverers NOTED for delivering recent Budget update document as well. Clerk INSTRUCTED to contact parishioner who manages distribution direct next time rather than through News & Views email.

**4. Minutes of the last meeting –** 12 October 2020 ADOPTED and will be signed when circumstances permit.

**5. Financial Procedures –** The balance of the current account of £89,089.71 as at 3 November 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. Clerk INSTRUCTED to update estimated actual spend:

- 5.1. Royal British Legion Poppy Appeal, Wreath, £125 – Paid by cheque 15/10/20 following delegation on 12/10/20.
- 5.2. PKF Littlejohn LLP, External audit, £360 (inc. £60 VAT) – Paid 19/10/20 online following authorisation by 2 signatories.
- 5.3. DC Gardening, Lengthsman and PROW (Scheduled Lengthsman work £140, PROW scheduled & new gates £755, drainage grant work £840, plus VAT), total £2,082 (inc. £347 VAT) – paid 11/11/20 online following delegation on 9/11/20.

- 5.4. Adzor Ltd, Christmas Tree, £190 – paid 11/11/20 online following delegation on 9/11/20.
- 5.5. LITE Ltd, Christmas Tree Lights, £330 (inc. £55 VAT) – paid 11/11/20 online following delegation on 9/11/20.
- 5.6. SupplyMePrint.com Ltd, November N&V print (£217) and Business Plan and Budget update (£146), total £363 – paid 13/11/20 online following delegation on 9/11/20.
- 5.7. Roundabout Stationery, Paper and envelopes for NDP, £55.17 (inc. £9.20 VAT) – paid 11/11/20 online following delegation on 9/11/20.
- 5.8. Alison Sutton, Refund for prizes for parish engagement events (£375), stamps for Regulation 14 parish NDP mailshot and documents to consultees (£494), USB sticks x2 (£79.98) and items for Christmas tree installation (£20.58), total £969.56 (inc. £13.33 VAT) – paid 11/11/20 online following delegation on 9/11/20.

**6. Conclusion of External Audit of 2019-20 accounts –** Report in Clerk's Information Sheet NOTED: Other matter not affecting opinion of Auditor stated re delay due to Covid between Annual Governance and Accounts Return being approved by council and public rights period commencing; Society of Local Council Clerks taking matter up as unnecessary comment.

## **7. Planning Applications –**

- 7.1. NOTED P203276/PA7, Drakeley Farm, Marden, HR1 3ES – Prior notification of a proposed winter fill agricultural water storage reservoir for irrigation – Prior approval not required (development may proceed).
- 7.2. NOTED P202108/F, 3 Wallsend, Marden, HR1 3EL – Single storey Annexe at rear of property to house my daughter. Retrospective – Re-consultation – Approved with conditions.

## **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 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; Work in November – None scheduled, drainage grant work on kerbs to be done when possible over winter. AGREED need to co-ordinate with S&A next year so drain tops not cleared just before harvesting.
- 8.2. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: Site meeting with S&A – signage near MR20/MR21 junction; MR21 and MR22 S&A to erect fire fence so people walk on footpath not S&A track; new finger post at junction of MR21/MR22A/MR22; MR46/MR44 stiles checked, way markers and control your dog signs in situ, no progress on people accessing river by church; missing/damaged fingerposts identified and reported.
- 8.3. Community Facilities Group – Report in Clerk's Information Sheet NOTED: Archtype informed council that not best value to continue with company, smaller firm would be more cost efficient; formal tender process to be followed with advertising on Contract Finder; ask for quote for architectural services and total project ballpark figure; tender document to be advertised from 16 November to 31 December. RESOLVED to undertake tender process for new architect. Update NOTED: aim for parishioner consultation in February and not proceed with further significant expenditure until parish gives support for increased loan of £450,000-£500,000, repayment for loan of £300,000 already in precept and budget.
- 8.4. Neighbourhood Development Plan (NDP) – Report in Clerk's Information Sheet NOTED: Regulation 14 Consultation from 30 November 2020 to 15 January 2021; summary document to be sent to all properties. RESOLVED to accept quote of £166 for print of summary. Update NOTED: second NDP grant for £4,623 from Groundwork agreed, to fund Kirkwells' fees to submission to regulation 16 and majority of postage and print costs.
- 8.5. Environment and Sustainability Group (E&S Group) – Report in Clerk's Information Sheet NOTED: Meeting of Herefordshire Green Network attended, various issues discussed can be considered for Marden – solar panels and electric charging points at new community centre, seed swap in BT box run by Gardeners' Association. Update NOTED: meeting of E&S Group agreed road safety for PC action, environmental ideas for new centre and village green for Community Facilities Group; E&S Group take forward education, garden, community, waste and

energy as topics; member of group write article for News & Views on each subject. AGREED Cllr Lees to check space availability with editor.

- 8.6. Pink dog mess spray – Report in Clerk’s Information Sheet NOTED: request for other parishioners to have cans. RESOLVED that continue with only Cllr Lees and Speedwatch Co-ordinator with spray, inform Clerk when more required.
- 8.7. Small Ashes – Report in Clerk’s Information Sheet NOTED: investigation by EA and Environmental Health in progress. Clerk INSTRUCTED to add to next agenda.
- 8.8. Speedwatch update – Report in Clerk’s Information Sheet NOTED: October, 12 sessions, 1,359 vehicles monitored, 48 speeders recorded; now suspended due to Covid lockdown.
- 8.9. Installation of Christmas tree – Report in Clerk’s Information Sheet NOTED: items purchased for installation of pipe as base. Clerk INSTRUCTED to: arrange date for installation with Marden Recreation Ground Trust; purchase timer plug; thank S&A for sponsorship in News & Views.
- 8.10. Sandbags – Report in Clerk’s Information Sheet NOTED: new pallet of 40 bags need to be purchased for £131.67 +VAT and £10 delivery; need account at Leominster Building Supplies. RESOLVED to purchase 40 bags now. Clerk INSTRUCTED to arrange account at Leominster Building Supplies.
- 8.11. Coronavirus Volunteer support – Report NOTED: Volunteer presence available still if needed; Cllrs Ryan and Bennett acting as Co-ordinators; Bodenham surgery staying open for prescription collection

**9. Response to Licensing Consultation** – Report in Clerk’s Information Sheet NOTED: Previous response to license application dismissed as must be supported by evidence of previous event, not future concerns. RESOLVED no response to consultation.

**10. Dates for meetings in 2021** – 11 January, 8 February, 8 March, 12 April, 10 May, 14 June, 12 July, 9 August (if required), 13 September, 11 October, 8 November, 13 December (if required).

**11. Correspondence** – Correspondence in Clerk’s Information Sheet NOTED.

**12. Management of administration during Clerk’s absence** – Report in Clerk’s Information Sheet NOTED: Due to be off work from 3 December for at least 2 weeks before being able to undertake work slowly and one-handed; advice from HALC, do not have meeting in December if at all possible; if necessary set up Zoom meeting and Vice Chair take notes to be written up as minutes when possible; delegation for planning response under Urgent Planning Matters Policy if unable to arrange extension; routine monthly invoices in on 1 December so paid before sick leave; bounce on email and phone referring to Chair/Vice Chair if urgent, will monitor incoming messages anyway and action if required. RESOLVED to: delegate any planning application for Urgent Matters Policy unless large development that requires a meeting; delegation for actions and payments as required.

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

Next agenda:

- Tenders for architectural services
- As above.

Clerk’s Action:

- News & Views – ask for suggestions where ‘Caution – Horses’ signs needed in parish
- Open tenders via Zoom
- As above.

**14. Date of next meeting** – Monday 11 January 2021 at 19.00 by Zoom.

This meeting was declared closed at 20.45.

**SIGNED:**

Marden Chair

**DATE:**