

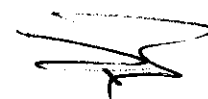
MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on
Monday 11 January 2021 at 19.00 by Zoom

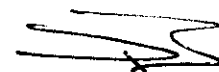
Present: Cllrs David Bennett (Chair), Kate Ryan, Richard Paske, Lesley Hayward, Rod Lees, Patrick Meredith (part), Paula Barrett (part) and Mike Blake.

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

1. **Apologies for absence** – None.
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 Boswell: Issue with scam phonecalls targeting elderly about counterfeit money.
 - 3.2. Ward Councillor – Report NOTED: Happy New Year; everyone urged to stay at home during third lockdown, sharp increase in Herefordshire infections in recent weeks; support available through Herefordshire website; budget consultation has been undertaken; rubbish and recycling consultation ends 7 February; dig down at Small Ashes, as still no information given to parish will follow up; noise complaints raised previously seem to have been resolved, still investigating but no idea yet what problem is; NOTED no response to individuals who made complaints and no monitoring equipment installed, will follow up with officer to get response to individuals; £2 mill investment in C and U roads soon, C1120 and C1124 on list but details of work unknown, will follow up.
 - 3.3. Local Residents – Delivery of News & Views for February, should deliverers be asked to do this in current lockdown, NOTED that up to News & Views editor and distribution manager to decide. Litter bin on recreation ground missing lid, NOTED reported online as on Balfour Beatty asset list. Recommend Lengthsman mow opposite The Volunteer, NOTED. Not in November minutes that ‘discourteous that deliverers not asked to deliver PC’s budget document’. Why Clerk’s other parish pay different scale point, NOTED that Marden PC decision on rate paid in this parish. Issue with other parish uploaded document, NOTED by Clerk.
4. **Minutes of the last meeting** – 9 November 2020 ADOPTED with addition to 3.3. ‘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 ...’ and will be signed when circumstances permit.
5. **Financial Procedures** – The balance of the current account of £89,762.28 as at 3 January 2021 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 Clerk’s rate of pay as of 1/4/20 of £12.24/hr (increase of 33p/hr from £11.91 rate from 1/4/19), £61.59 back pay paid in October instead of £61.05. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
 - 5.1. Bateman Building Leominster Ltd (Leominster Building Supplies), Sandbags x40, £158 (inc. £26.33 VAT) – Paid online 17/11/20 following delegation on 9/11/20.
 - 5.2. DC Gardening, Lengthsman and drainage grant work, £1,044 (inc. £174 VAT) – Paid online 30/11/20 following delegation on 9/11/20 confirmation from 2 signatories.
 - 5.3. Signgeer Ltd, Tool for signage clip, £13.20 (inc. £2.20 VAT) – Paid online 30/11/20 following delegation on 9/11/20 confirmation from 2 signatories.
 - 5.4. Architype Ltd, RIBA stage 3 project strategy, £720 (inc. £120 VAT) – Paid online 1/12/20 following delegation on 9/11/20 and confirmation from 2 signatories.
 - 5.5. SupplyMePrint.com Ltd, December/January News & Views and NDP Regulation 14 Summary document, £383 – Paid online 1/12/20 following delegation on 9/11/20 and confirmation from 2 signatories.



- 5.6. Bateman Building Leominster Ltd (Leominster Building Supplies), Filled sandbags x80 and 20 empty bags, £335 (inc. £55.83 VAT) – Paid online 21/12/20/20 following delegation on 9/11/20 and confirmation of 2 signatories.
- 5.7. DC Gardening, Lengthsman, £96 (inc. £16 VAT).
- 5.8. Alison Sutton, Salary, extra hours, refund of items purchased for PC, expenses, £2,098.10, includes reduction of £0.54 for repayment of overpaid backpay.
- 5.9. HM Revenue and Customs, PAYE & NIC paid on behalf of Clerk, £486.29.
- 5.10. HM Revenue and Customs, Employer's NIC for October salary, £78.61.
- 5.11. Income from Groundwork UK, Second NDP Grant, £4,623.
- 5.12. Income from S&A Produce, Sponsorship of Christmas tree & lights, £465. NOTED PC thanks to: S&A for sponsorship; Marden Recreation Ground Trust for allowing installation of tree on its land; to Trustee and Cllrs who installed tree.
- 5.13. Income from The Herefordshire Community Foundation, Grant for Covid communication & community support, £1,500.
- 6. Budget and precept requirement for 2021-22 – NOTED no responses received to consultation on budget.**
- 6.1. RESOLVED to set budget of £82,410 for 2021-22. Clerk INSTRUCTED to add agenda item to April meeting re reserves at 2020-21 year end.
- 6.2. RESOLVED to set precept requirement of £51,500 for 2021-22.
- 7. Planning Applications – To comment on applications to be determined by Herefordshire Council**
- 7.1 P204269/F, Venns Green Farm, Sutton St Nicholas – Variation of condition 2 following grant of planning permission. (161466 / 161467 Conversion of redundant agricultural buildings to 3 dwellings and improvements to junction between Venns Lane and the C1125) – To improve the light and working layout of the building – RESOLVED to support as in conformity with M3.
- 7.2. NOTED P203581/FH, 45 Walkers Green, Marden, HR1 3DZ – Widening of existing dropped kerb to form access onto driveway – Supported under Urgent Planning Matters Policy, as in conformity with principle of Policy M3. NOTED application at Planning Committee 18 January; Clerk INSTRUCTED to find out why going to Committee and inform Cllrs for possible attendance.
- 7.3. NOTED P203153/F, Field at Sutton Lakes House, Sutton Lakes, HR1 3NS – Additional bay extension on existing three bay barn (retrospective) – Approved with conditions.
- 7.4. NOTED 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 – Approved with conditions.
- 7.5. NOTED 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 – Approved with conditions.
- 7.6. NOTED P193618, Wellington Quarry, Haywood Lane, HR4 8BY – Proposed Southern extension and consolidation of existing planning permissions – Approved with conditions.
- 7.7. NOTED P201300/F, Land to the West of Ashdown House, Marden – Proposed erection of 5 no. dwellings and associated works – Approved with conditions by Planning Committee. NOTED parishioners need to send comments to Clerk before relevant meeting when application considered, to advise PC of local issues.
- 7.8. NOTED P193227/O, Land at White Gates Farm, Litmarsh, HR1 3EZ – Proposed erection of 2no. dwellings with garaging – Approved with conditions by Planning Committee.
- 7.9. NOTED P202891/F, Land south of Burmarsh Trading Estate, HR1 3BP – Proposed vehicular access to an existing facility – Approved with conditions.
- 8. Parish reports and Issues –**
- 8.1. Lengthsman Scheme, general maintenance and grass cutting – Report in Clerk's Information Sheet NOTED: Work undertaken in December drain tops, check and clear. Blocked drains in Litmarsh and The Vault reported online by Clerk for clearing. Lengthsman – grips on C1124 leading out of village redug as blocked with silt and brush; drain outside Pikestye Farm silted up and now cleared. No work scheduled in January. Mowing of area 3, opposite The Volunteer. RESOLVED to commission jetting and CCTV of drains asap. RESOLVED to



- continue with Balfour Beatty mowing area 3 x2 year, in line with ecological views. Clerk INSTRUCTED to: report online blocked drain in field behind Rosemary, ask when will be cleared as local flooding issue; action jetting/CCTV work by end of February.
- 8.2. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: Various issues identified on MR8 and MR4 most now addressed following; 3 issues reported online; wooden self-closing gate may be added to list for kissing gate; finger post for MR22A on C1120 broken, reported online for BB to replace. NOTED PFO will do list of priorities for new kissing gates next year. Issue with vehicles being sent by SatNavs down MR12 bridleway – leading to danger to vehicles and horses and damage to path, RESOLVED to monitor situation for now.
 - 8.3. Community Facilities Group – Report in Clerk's Information Sheet NOTED: 8 tender envelopes sent out, extension to submit to 10.00 on Monday 11 January agreed with companies who expressed an interest.; CF Group meeting on 20 January to consider tenders; PC consider at February PC meeting; parish consultation March at earliest.
 - 8.4. Neighbourhood Development Plan (NDP) – Report in Clerk's Information Sheet NOTED: Regulation 14 consultation finishes on 15 January; NDP Review Group meet 28 January to consider consultation responses and actions required, draft NDP, Basic Conditions and Consultation Statements for submission for Regulation 16 for PC to review and action at February meeting.
 - 8.5. Environment and Sustainability Group – Report NOTED: Focussing attention on informing and engaging with parish through News & Views; 2 reports on issues in December edition and will be in February edition; working with Gardeners' Association re seed swap and planting on various areas of land.
 - 8.6. Small Ashes – Report NOTED: No further information available.
 - 8.7. Speedwatch update – Report in Clerk's Information Sheet NOTED: will resume when Covid restrictions allow. NOTED multiple vehicles speeding, up to 48 mph, in last sessions.
 - 8.8. S&A Liaison Group meeting – Report NOTED: In spite of pandemic S&A had good year; divesting overseas operations to invest more in UK market; no plans to build biomass boiler; Drakeley Farm bought to provide reservoir instead of taking supply from River Lugg and growing blueberries; generator now gone; noise not above allowed levels, but can still be nuisance; Cllrs made point that PC supportive of contribution to rural economy but there were issues; Cllr Lees will contact S&A re providing minutes in reasonable time so parish informed of business actions; The Volunteer nothing to do with S&A, private project of owner. Clerk INSTRUCTED to send last Liaison Group minutes to all Cllrs.
 - 8.9. Signage 'Caution – horses' – Report in Clerk's Information Sheet NOTED: 6-10 sites suggested; application through Community Commissioning Model needed; free assessment by Balfour Beatty on initial suitability of signs; if proceed then any detailed work would be done by Design & Build and charged accordingly. RESOLVED to have initial assessment undertaken and consider when available.
 - 8.10. Use of BT box for Seed Swap – Report in Clerk's Information Sheet NOTED: Gardeners' Association offered to run seed swap. RESOLVED to accept offer for action once Covid situation allows.
 - 8.11. Parish flagpole at War Memorial – Report in Clerk's Information Sheet NOTED: no responses received from parishioners since December/January News & Views article. RESOLVED: no action at present.
 - 8.12. Coronavirus Voluntary Group – Report in Clerk's Information Sheet NOTED: Grant of £1,500 obtained from The Herefordshire Foundation for tablet for CV Volunteer Co-ordinator to use rather than personal media and more tablets for community training sessions in future. RESOLVED to purchase 5 Apple 10.2" iPad (2020) 32gb classic silver-grey is £1,345 +VAT.
 - 8.13. Future of Mobility: Rural Strategy Consultation by government, Call for Evidence and Herefordshire Council Waste and Recycling Survey – RESOLVED: to encourage parishioners to complete Waste and Recycling Survey individually, Clerk INSTRUCTED to add to News & Views; Cllrs to read Mobility consultation and send suggestions for response and evidence to Clerk, Clerk INSTRUCTED to add to next agenda.

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



9. **Correspondence** – Correspondence in Clerk's Information Sheet NOTED. Request to check ownership of pond – Clerk INSTRUCTED to suggest Gardeners' Association check if wish. HALC training – Cllr Hayward on Roles and Responsibilities if possible. Emails re issues about CF project, architects costs and Clerk's salary and expenses; parishioners observations considered, those relating to CF project to be passed to CF Group to note. Clerk INSTRUCTED to: extract figures on architects' costs from data sent to parishioner, add information on what involved in each RIBA stage and total cost for each stage and upload to website; arrange Finance Advisory Working Group meeting to consider how Clerk's salary and expenses are reported from April onwards, remain status quo until next financial year.

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

Next agenda:

- As above.

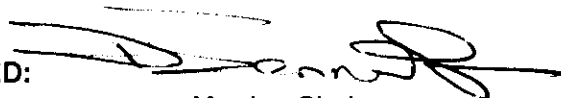
Clerk's Action:

- Commission new PC website in line with briefing paper, add FAQ section on home page and remove items from home page about who to contact about drains, noise etc.
- Offer of £200 grant for another defibrillator – no uptake now as full cost in region of £1,500 for similar to current machine.
- As above.

11. **Date of next meeting** – Monday 8 February 2021 at 19.00 by Zoom.

This meeting was declared closed at 21.50.

SIGNED:



Marden Chair

DATE: 8/2/21

MARDEN PARISH COUNCIL ACCOUNTS 2020-21

2021/5

APPENDIX for 11.1.21

Payments	2019-20 Actual receipts & payments	2020-21 Budget at 1.4.20	Virements	2020-21 Budget at 11.1.21	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	£10,085.14	94.2%	4 of 4 paid	£10,186.00	£11,120.00	104%	
Clerks expenses	£1,493.60	£1,700.00		£1,700.00	£528.64	31.1%	4 of 4 paid	£529.00	£1,700.00	100%	
CLLRs 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	£38.37	7.7%	Ongoing	£36.00	£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	£95.35	31.8%	10 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	£400.00	£500.00	71%	
MAINTENANCE AND PROW											
Lengthsman, Maintenance	£3,834.00	£4,450.00		£4,450.00	£2,115.84	47.5%	10 of 12 mths paid	£3,916.00	£3,910.00	88%	
Drainage Grant work				£12,540.00	£1,640.00	13.1%	Ongoing	£12,540.00			
PROW	£240.00	£3,660.00		£3,660.00	£1,230.34	33.6%	10 of 12 mths paid	£3,660.00	£2,970.00	81%	
Parish enhancement	£996.38	£1,000.00		£1,000.00	£701.85	70.2%	Ongoing	£750.00	£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	£840.00	£850.00	50%	
News & Views support	£116.00	£2,500.00		£2,500.00	£1,028.00	41.1%	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	£460.02	35.4%	10 of 12 mths paid	£490.00	£500.00	38%	Assume small no. of events
Facilities project	£17,821.85	£14,000.00		£14,000.00	£6,590.00	47.1%	10 of 12 mths paid	£9,010.00	£48,200.00	344%	
NDP		£1,500.00		£15,523.00	£10,650.25	68.6%	Ongoing	£15,523.00	£1,000.00	6%	
Environment & Sustainability				£0.00					£1,000.00		
Covid Volunteer Group				£2,000.00	£464.03	23.2%	Ongoing	£2,000.00		0%	
VAT AND CONTINGENCY											
VAT	£4,147.31				£4,521.79			£5,000.00			
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		£84,044.94	£43,245.45	78.0%		£71,324.00	£82,410.00	98%	
Receipts											
Lengthsman + P3 from HC/Drainage grant 2019-20	£465.00			£12,540.00	£0.00	0.0%	Not yet claimed	£12,540.00			
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				£465.00		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	£2,182.50	75.0%	Due as quarterly payments	£2,910.00	£2,910.00		
Grants for Covid work				£2,000.00	£2,000.00		As donated	£2,000.00			
Keep Connected Grant				£71.94	£71.74		Complete	£71.74			
Groundwork NDP Grant				£14,023.00	£14,023.00		Complete	£14,023.00			
From reserves for Judicial Review costs	£26,250.00								£27,000.00		From reserves for Facilities project
	£85,985.71	£55,410.00		£84,044.94	£77,357.55	139.6%		£90,160.05	£82,410.00		

NB: Receipts & payments made at current meeting included

