

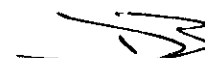
MARDEN PARISH COUNCIL

Minutes of the ordinary meeting of the Parish Council held on
Monday 8 February 2021 at 19.00 by Zoom

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

In Attendance: Ward Cllr Kema Guthrie; Parish Clerk Alison Sutton; and 4 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.
 - 3.2. Ward Councillor – Report NOTED: County remains at level 5 alert although new cases of Coronavirus falling, in line with national picture; 90% of those aged 80+ in county now vaccinated, moving on to 70+ population; No further update on noise issue, investigation ongoing; Attending meeting with Environment Agency (EA), Welsh Water and Environmental Health re problems with raw sewage and Moreton and Marden sewage treatment works during floods; Roads work complete on C1120 God Almighty and C1125/C1124; Small Ashes drainage planned dig down, still awaiting report, informed that large jetter attended and no problem now; Environment issue at Small Ashes, ongoing EA investigation; C1126/C1120 gravel on road, sweeper booked, road being monitored.
 - 3.3. Local Residents – Areas for parish enhancement, by war memorial and Rudge Grove first choices, by The Volunteer could be left as least visual, Marden/Moreton junction most visual and would like to improve.
4. **Minutes of the last meeting** – 11 January 2021 ADOPTED and will be signed when circumstances permit.
5. **Financial Procedures** – The balance of the current account of £85,389.28 as at 2 February 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. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
 - 5.1. Signature Signs and Print Ltd (ABC), February N&V (300 copies), £128 – paid online 9/2/21 following delegation on 8/2/21.
6. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
 - 6.1 P210108/AM, The Farm, Marden – Non-material amendment to permission 170368 (Proposed demolition of existing modern agricultural buildings and erection of 4 nos. dwellings with associated landscaping and infrastructure) – amendments to floor plans, elevations and parking arrangements – RESOLVED to support and comment: expect parking to be porous surface as increased in size; would prefer smaller accommodation rather than executive houses which would suit needs of parishioners.
 - 6.2. NOTED P203581/FH, 45 Walkers Green, Marden, HR1 3DZ – Widening of existing dropped kerb to form access onto driveway – Approved with conditions by Planning Committee.
7. **Parish reports and Issues** –
 - 7.1. Lengthsman Scheme, general maintenance and grass cutting –
 - a) Report in Clerk's Information Sheet NOTED: No work scheduled for January. Work due in February – Strim round grit bins; Check Drain Tops and Grips; Second kerb clearing from drainage grant funds; Installation of kissing gates on MR38 as agreed on 12.10.20.



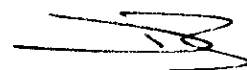
- b) Items for Lengthsman or other contractors: Drain jetting and CCTV from Drainage Grant funds due on 15/2/21.
 - c) Expression of Interest and Annual Maintenance Plan for 2021-22 – RESOLVED to submit both documents to Balfour Beatty.
- 7.2. Parish Footpath Officer (PFO) – Report in Clerk’s Information Sheet NOTED: 3 stiles identified on MR4A need replacing or repairing; contacted landowner, items reported for Locality Steward to liaise direct with landowner re new stile/parts to be provided; contacting other landowners where stiles identified as needed work but slow progress; currently PROW flooded or extremely muddy, unable to do much at present.
- 7.3. Community Facilities Group –
- a) Report in Clerks Information Sheet NOTED: 8 Expressions of Interest received, 3 tenders submitted. CF Group considered tenders and an update from Archtype, recommends interviewing CBW and CSH companies by Zoom interview as PC has restricted budget to undertake project, must be comfortable that appointed architect team able to meet cost constraints and deliver project in full and on time. Update NOTED: ongoing emails from parishioner, unfortunate that not attending meetings when issues considered; no intent to proceed with architects or any contract until planning approved, timing of land transfer known and after a community consultation; work within PC to prepare Business Case so ready to proceed when able and with MVT to develop appropriate sections of business plan and community consultation.
 - b) Interview 2 companies who tendered and confirm interview schedule – RESOLVED to undertake interviews using draft schedule.
- 7.4. Neighbourhood Development Plan (NDP) –
- a) Report in Clerk’s Information Sheet NOTED: Regulation 14 consultation finished 15/1/21; Representations from 11 individuals or organisations. Further response from return of summary document with remarks, anonymous, Kirkwells advise that therefore has to be disallowed; 2 representations were from or on behalf of parishioners, others from statutory consultees apart from one representation by an organisational landowner; required documents will be prepared by Kirkwells and the Clerk in time for extra PC meeting to sign off the documents for submission to Regulation 16. Draft Consultation responses to representation relevant to 9. below NOTED.
 - b) Extra PC meeting to sign off documents for submission to Regulation 16 – RESOLVED to have meeting on 15 February.
- 7.5. Environment and Sustainability Group – Report NOTED: Articles in News & Views, welcome feedback; Identified 4 areas of interest for working – 1) planting trees through Woodland Trust, 2) facilitate uptake of greener options by parishioners, 3) liaison and contact with school and Pre-School, 4) recycling and waste, to encourage recycling of more things than taken by waste service at present.
- 7.6. Small Ashes – Report in Clerk’s Information Sheet NOTED: Environment Agency investigation ongoing, followed-up as Covid situation allows; if residents feel that waste still being brought to site or other issues, contact Community Protection officer immediately on philip.james@herefordshire.gov.uk or ring 01432 261761.
- 7.7. Future of Mobility: Rural Strategy Consultation by government, Call for Evidence – AGREED not to submit a response.
- 7.8. Website changes –
- a) Report in Clerk’s Information Sheet NOTED: new domain name needed for the community website, various domains available; new PC website was quoted with hosting on eUK, costs, annual hosting for 10GB £52.56, annual SSL security certificate in region of £24.17. Community website with eUK costs, annual hosting for 10GB £52.56 includes free basic security certificate, annual domain name in region of £7.41. Extra work needed for web designer to move community website, £36 for setting up hosting and domain, £72 for moving site and testing. Other hosting option leave community site with Orphans Press, cost of current site £150/yr, Orphans quoted £10 for new domain name. If moved extra updating work required, couple of hours extra work (£36/hr).
 - b) Move hosting of community website – RESOLVED to move community site to eUK and instruct website builder to undertake work, purchase ‘mardencommunityinherefordshire’



- domain name.
- 7.9. Parish enhancement –
- a) Document from Gardeners' Association NOTED.
 - b) Report in Clerk's Information Sheet NOTED: Cultivation licence can only be issued to Parish Council or person for area outside own property, not to voluntary group organisation. Once issued, Council can have whoever it wishes to carry out work, if Gardeners' Association ceases to exist, Parish Council would retain responsibility unless licence given up, area covered by licence may need to be reinstated back to grass. Detail needed to start, where planting to be and details on what planting, Balfour Beatty (BB) obtain utility plans to see what services underneath, can preclude planting, plan/sketch needed to identify proposed areas. Once BB see what practical, more detailed proposals of what planting will comprise needed, if area near junction, planting have to be low. Update NOTED: Gardeners' Association asked to include new flagpole (no more than 4.6m high) as an option to plan.
 - c) Next actions – RESOLVED to submit proposals to BB, Gardeners' Association prepare and send to Clerk to submit.
- 7.10. Parish engagement by Fundraising Group –
- a) Report in Clerk's Information Sheet NOTED: Fundraising Group wish to put parish engagement pages into News & Views eg. pages to colour in at Easter and family activities. Cost of 4 extra pages £32, total cost for edition £249 (instead of £217).
 - b) Funding extra pages in News & Views – RESOLVED to fund extra pages provided editors content. Clerk INSTRUCTED to check with editors re small increase in weight from extra pages.
- 7.11. Distribution of News & Views – COMMENTED that entirely decision of editorial team whether to deliver edition to houses or continue current arrangements during Covid restrictions.
- 7.12. Signage 'Caution – horses' – Report in Clerk's Information Sheet NOTED: Locality Steward checked locations, advised suitable for horse signage to be installed, assumed signs directed onto U roads, need to be positioned far enough back to ensure vehicles do not damage and required hedges cut back to ensure visibility of signs. Ballpark figure for signs and posts and separate figure for supply and installation requested.
- 8. Changing format of meeting agendas – RESOLVED to alter format as in option 2 in draft document, with start time of 19.00.**

As 2 hr time limit reached, RESOLVED to continue with agenda.

- 9. Complaint re NDP – NOTED various points in discussion: Response to Regulation 14 representation made by parishioners' agent and that complaint covered same points; site 15 submitted but not assessed initially due to assessor's error; site 2 assessed instead; parishioner offered option via agent to formally submit site 2, as that was site in Informal Consultation with parish or withdraw site; parishioner submitted site 2; advice from Samantha Banks, Head of Neighbourhood Planning, that differences of profession opinion between parish council's site assessor and parishioner/agent not uncommon in NDP process and that as site 15 not included in Informal Consultation due to Kirkwells' error, all 15 site assessments should be reviewed; managing director of Kirkwells undertook review, no change to site 15 score, uplift in site 12 score; in original Site Assessment in 2014 for made Plan, 3 sites including that submitted by parishioner were assessed as only suitable for development on part of submitted site, again a professional opinion; complaint states landowner spoke to assessor on site and pointed out error in site being assessed; assessor did not contact parish council to highlight that appeared to be an issue with which site was being assessed; error only known to parish council when raised by agent when Informal Consultation sent to parishioners in September; complaint received on 14 January at end of Regulation 14 consultation; if stop process now and redo Call for Sites and Informal Consultation on sites, no guarantee that either same or different result would be reached and could result in this or another parishioner unhappy with new Site Assessment and result of consultation; if move to Regulation 16 and Examination, final decision will be made by Independent Examiner. RESOLVED (7 for, 1 abstain) to submit to Regulation 16 following review of documents at extra meeting. RESOLVED to make formal apology to parishioner.**



10. Correspondence – Correspondence in Clerk's Information Sheet NOTED: Herefordshire Council budget feedback meeting, councillors to book direct.

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

Next agenda:

- Planning application 210135 – on agenda for extra meeting 15.2.21
- As above.

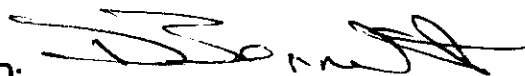
Clerk's Action:

- NOTED photocopier in Community Centre for MVT and News & Views to agree disposal, not PC
- Pay invoices for drainage grant work and claim drainage grant form Herefordshire as soon as possible
- As above.

12. Date of next meetings – Monday 15 February at 19.00 by Zoom for NDP documents and planning; Monday 8 March 2021 at 19.00 by Zoom.

This meeting was declared closed at 21.15.

SIGNED:



Marden Chair

DATE: 8/3/21

MARDEN PARISH COUNCIL ACCOUNTS 2020-21

2021/11

APPENDIX for 8.2.21

Payments	2019-20 Actual receipts & payments	2020-21 Budget at 1.4.20	Virements	2020-21 Budget at 8.2.21	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%	
Clrs 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	£800.00		£600.00	£546.01	91.0%	Complete	£547.00	£800.00	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	£2,200.00	£1,000.00	93%	
Stationery & postage	£268.05	£300.00		£300.00	£95.35	31.8%	11 of 12 paid	£122.00	£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%	Complete	£400.00	£500.00	71%	
MAINTENANCE AND PROW											
Lengthsman, Maintenance	£3,834.00	£4,450.00		£4,450.00	£2,115.84	47.5%	11 of 12 mths paid	£2,500.00	£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%	11 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%	Unable to arrange for next yr	£0.00	£850.00	50%	
News & Views support	£116.00	£2,500.00		£2,500.00	£1,156.00	46.2%	Ongoing	£1,650.00	£2,300.00	92%	
GRANTS AND RESERVES											
Small grants	£556.99	£800.00		£800.00	£146.74	24.5%	Ongoing	£147.00	£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	£80.00		0%	Combine with Facilities
Fundraising Group	£475.30	£1,300.00		£1,300.00	£460.02	35.4%	11 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	£8,590.00	47.1%	11 of 12 mths paid	£8,590.00	£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	£1,809.03	90.5%	Ongoing	£2,000.00		0%	
VAT AND CONTINGENCY											
VAT	£4,147.31				£4,790.79			£8,300.00			
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	£44,987.45	81.2%		£70,310.00	£82,410.00	98%	
Receipts											
Lengthsman + P3 from HC/Drainage grant 2020-21	£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

2021/12

BANK RECONCLATION

Balance per bank statement at 2 February 2021	
Current account	£85,389.28
	£85,389.28
Less: unpresented cheques at 2 February 2021 C/N	
Net balances as at 2 February 2021	£85,389.28
Cash Book	
Opening balance at 1 April 2020	£52,063.18
Add: receipts in the year	£77,357.55
Less: payments in the year	-£44,859.45
Add: write-off C/N 1524 from 2019-20	£828.00
Closing balance per cash book at 2 February 2021	£85,389.28

RESERVES ANALYSIS

	2019-20	Predicted year end	Incl/(dec) at year end	2020-21
Cash book balance at 31 March for new financial year 1 April	£52,063.18	£71,913.00		
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	£12,041.85		
	£52,063.18	£71,913.00	£0.00	

ANALYSIS OF CLERK'S SALARY

	Budget	Current mth	Running total	Notes
Basic hrs Salary	£8,840.00			
April @ 2,167.62/ctr				
July, Oct, Dec @ 2,227.68/ctr			£8,790.60	
CF hrs (main)	£1,000.00			
April @ 11.91/hr				
July, Oct, Dec @ 12.24/hr			£275.58	
Fundraising Group hrs	£255.00			
April @ 11.91/hr				
July, Oct, Dec @ 12.24/hr			£125.05	
NDP hrs				
April @ 11.91/hr	£615.00			
July, Oct, Dec @ 12.24/hr			£635.49	
Backpay			£61.05	
Employers' NI			£197.37	
TOTAL	£10,710.00		£10,085.14	
		Current mth mileage	Cost	
Basic hrs mileage - at 45p/mile			£307.12	
NDP mileage			£17.10	
CFG Mileage			£42.75	
FR mileage			£59.17	
TOTAL			£426.14	

ANALYSIS OF EXPENDITURE BY WORKING GROUPS

	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				£30.00		
Marquee hire/purchase		£25.00				
First Aid cover		£120.00				
Raffle/event prizes & items		£286.73		£375.00		
Total non-salary expenses		£475.30		£460.02		
MAN 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		£17,609.00		£6,590.00		
Total non-salary expenses		£18,297.15		£6,590.00		
	£974.00					
Clerk's salary - Fundraising Group		£794.23	£255.00	£125.05		
Clerk's mileage - Fundraising Group		£141.08		£59.17		
Clerk's salary - Main CF Group		£719.76	£1,000.00	£275.58		
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		£7,552.57		
			Payments budget	2020-21 budget	2020-21 actual	Within Room hire budget 20-21
NEIGHBOURHOOD DEVELOPMENT PLAN GROUP			£15,523.00			
Room hire						
Consultants' fees					£9,400.00	
Refreshments mtgs/events					£1,250.25	
Office supplies/printing					£10,660.25	
Total non-salary expenses						
Salary budget			£615.00	£635.14	£17.10	
Clerk's salary - NDP Group						
Clerk's mileage - NDP Group						
TOTAL BUDGET FOR YEAR			£16,138.00			
TOTAL PAYMENTS FOR YEAR					£12,552.74	