

## MARDEN PARISH COUNCIL

**8 March at 19.00 – Local Residents Open Session (not part of the meeting) – As per Standing Orders –** At the Chairman’s discretion, up to 10 mins will be allocated for the public to make representations, ask questions & give evidence in respect of any item on the agenda. Maximum of 2 mins per person per item is allowed. Item is not for comment on parish council discussions or decisions. Names will not be minuted and every effort will be made to keep personally identifiable data to a minimum, in compliance with GDPR and data protection. Bullet points on the topics raised are noted below to allow the council to address items either as part of appropriate agenda items or by adding to the agenda for a subsequent meeting:

- Comments made by PC to 210135 incorrect, site not a wildflower meadow and no trees taken out.

### **Minutes of the meeting of the Parish Council held on Monday 8 March 2021 immediately following the Local Residents Session at 19.00 by Zoom**

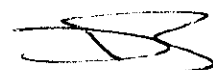
**Present:** Cllrs David Bennett (Chair), Kate Ryan (part), Richard Paske, Lesley Hayward (part), Rod Lees, Patrick Meredith, Paula Barrett (part) and Mike Blake.

**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 declared.**
3. **Police and Ward Councillor Reports –**
  - 3.1. West Mercia Police – Contact details in Clerk’s Information Sheet and recent incidents and dog napping NOTED.
  - 3.2. Ward Councillor – Report NOTED: Covid update – government unlocking, schools back, as of 27 February 73 per 100,000 population Covid positive in Herefordshire, low in relation to national figure; 21 March is Census Day; in touch with drainage team and Cllr Harrington about flooding by Old School House, question in Leader’ report about combatting surface water drainage on roads; discussing problems of MR22A flooded footpath and flood on field with S&A; meeting re flooding and sewage problems at Laystone Bridge with Welsh Water, Herefordshire and Environment Agency – misconnections remedied and now not going into foul sewer, overflow pipe in river has had non-return valve replaced so water no longer going into sewage system. Asked to check if water coming off fields onto highway is landowner responsibility.
4. **Minutes of the last meetings – 8 and 15 February 2021 ADOPTED and will be signed when circumstances permit.**
5. **Financial Procedures –** The balance of the current account of £76,735.14 as at 1 March 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. RESOLVED to undertake virements of: £14 from Contingency to Subscriptions expenditure line; £835.14 from Contingency to Website and Communications for website build and non-claimable tax on Zoom licences. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
  - 5.1. eUKhost Ltd, Hosting packages x2 (includes 1 free domain for community site), £126.14 (inc. £21.02 VAT) – Paid online 11/2/21 following delegation on 8/2/21 and confirmation by 2 signatories.
  - 5.2. First Drainage, Gully and culvert clearing and jetting under drainage grant contract, £8,400 (inc. £1,400 VAT) – Paid online 19/2/21 following delegation on 14/1/21 and confirmation by 2 signatories.
  - 5.3. DC Gardening, Lengthsman (£50), P3 (£441.50, amended from agenda) and drainage grant work (£860), total £1,621.80 (inc. £270.30 VAT) amended from agenda – Paid online 9/3/21 following delegation on 8/3/21.



- 5.4. Herefordshire Association of Local Councils, Affiliation and subscription for 2021-22, £897.83 (inc. £149.64 VAT) – Paid online 9/3/21 following delegation on 8/3/21.
- 5.5. HM Revenue & Customs, Employers' NI for January salary, £29.50 – Paid online 9/3/21 following delegation on 8/3/21.
- 5.6. Kirkwells Ltd, Stage 3 (Reg 14) and stage 4 (prepare submission), £4,704 (inc. £784 VAT) – Paid online 9/3/21 following delegation on 8/3/21.
- 5.7. B Woodcock, PC website redesign, £1,188 – Paid online 9/3/21 following delegation on 8/3/21.
- 5.8. Signature Signs & Print (ABC), March edition News & Views, £184 – Paid online 9/3/21 following delegation on 8/3/21.
- 6. Planning Applications – To comment on applications to be determined by Herefordshire Council**
- 6.1. P210109/FH, Horseshoe Cottage, Sutton St Nicholas, HR1 3BU – Proposed erection of a 2 storey side extension, to replace an existing conservatory. Re-location of an existing workshop building on the site – RESOLVED to support and comment: Although made Marden NDP (2016) policies M1 and M2 are out-of-date, other policies are extant part of Herefordshire development plan; conforms to policy M3 but as in open countryside relocation of workshop does not fit in with policy.
- 6.2. P210077/FH, Frankland Cottage, Sutton St Nicholas, HR1 3BN – Single storey orangery extension to rear elevation – Unable to comment as application had not been reviewed in detail by enough councillors prior to meeting.
- 6.2. NOTED 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 – Refused, application to amend condition 2 required.
- 7. Parish reports and Issues –**
- 7.1. Lengthsman Scheme, general maintenance and grass cutting –
- a) Report in CIS NOTED: Work in February – Strimmed round grit bins and drain tops cleared, second kerb clearing from drainage grant funds and kissing gates installed on MR38; Due in March – signs and splays safety cut, first mow and strim either side of Laystone Bridge.
- b) Items for Lengthsman or other contractors – None.
- 7.2. Drain map and check – Separate document NOTED. Clerk INSTRUCTED to report drain 31 online.
- 7.3. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: Footpaths checked and various items for improvement actioned, in hand, noted or reported – MR44, MR45, MR17A, MR17, MR22, MR30, MR32, MR16, MR34, MR21, MR4A, MR38, MR33, MR18A, MR37. Clerk INSTRUCTED to send thanks to PFO and helpers.
- 7.4. Community Facilities Group –
- a) Report in Clerk's Information Sheet NOTED: 2 architects interviewed; recommendation from Group to appoint CBW Architectural Design Ltd, commission fixed cost study to consider changes in design required to meet budget for build, approximate cost of study £3,000; work with MVT to provide running costs etc for Business Plan.
- b) Appoint architect and commission design study – RESOLVED to appoint CBW Architectural Design Ltd and commission fixed cost study for redesign changes for approximate cost of £3,000. NOTED this sum will be taken off total fee bill. NOTED contract for full project cannot be signed until planning approved and land gifted to parish.
- 7.5. Neighbourhood Development Plan (NDP) –
- a) Report in Clerk's Information Sheet NOTED: NDP and documents submitted for Regulation 16; Herefordshire unable to undertake Strategic Environmental Assessment and Habitat Regulations Assessment for submission as Natural England states new/revised emerging NDPs do not meet Basic Conditions due to River Lugg phosphate issue; NDP process now on hold until phosphate issue resolved. Clerk INSTRUCTED to draft email to be sent to Herefordshire relating to impact on parish and request subject on agenda for next Parish Council Summit.
- 7.6. Environment and Sustainability Group – Update NOTED: Zoom call to Fownhope PC this



week for information on how it developed policy; more articles published in News & Views every month.

7.7. Website changes –

- a) Report in Clerk's Information Sheet NOTED: New website ready for checking by Cllrs; aim to go live on 1 April; changes needed and new text for home page of new Community website.
- b) Changes to community site – RESOLVED to make changes to new Community website as drafted.
- c) Split sites on 1 April – RESOLVED to split sites as planned.

7.8. Cost of change to format of News & Views

- a) Report in Clerk's Information Sheet NOTED: Cost for A5 version with colour covers cheaper than current cost; editors not moving forward with format change at present.

7.9. Covid grant –

- a) Report in Clerk's Information Sheet NOTED: Funds left from Covid grant of £190.97; could purchase carry bags x5 and mouse x2-3; Clerk need to use personal card as unable to pay by cash.
- b) Purchase suggested items – RESOLVED to purchase carry bags x5 and mouse x3; Clerk INSTRUCTED to use personal card to purchase and undertake refund before 31 March so paid from this year's budget.

7.10. Parish enhancement –

- a) Separate document with planting ideas and plans NOTED.
- b) Next actions – Clerk INSTRUCTED to: submit ideas and plans to Balfour Beatty; ask Gardeners to contact Marden Court Farm and Marden Court to explain plans for war memorial area.

7.11. Extinguishment of MR45A – Report in Clerk's Information Sheet NOTED: MR45A now legally extinguished.

7.12. Signage 'Caution – horses' –

- a) Report in Clerk's Information Sheet NOTED: Ballpark figure for supply and installation of signs x9 £1,323.14 +VAT; estimation subject to change.
- b) Next actions – RESOLVED to request signage.

8. **Updated Asset Register** – Asset Register dated 8 March 2021 ADOPTED with addition of Christmas tree lights. To be signed when circumstances permit.

9. **Appointment of Internal Auditor** – RESOLVED to appoint Internal Auditor used last year; Clerk INSTRUCTED to commission.

10. **Payment of Clerk's pro rata SLCC membership** – Report in Clerk's Information Sheet NOTED: Pro rata cost £96.83, increase from £93.92 in 2020. RESOLVED to pay pro rata cost of membership. Clerk INSTRUCTED to arrange invoice.

11. **Correspondence** – Change in polling station for Police and Crime Commissioner Election in May, due to lack of Covid security at Community Centre; information on helping parishioners to complete Census form.

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

Next agenda:

- Code of Conduct and explanation of how it works
- Other polices for adoption
- As above.

Clerk's action:

- Send email with social media items on No Smoking Day for posts on Facebook pages
- Sign contract for Lengthsman services for 2021-22
- Finish Contract Finder advertising and inform CSH that not commissioning them
- As above.

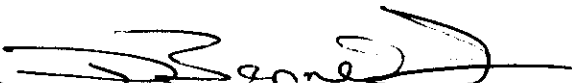
13. **Date of next meeting** – 12 April 2021 at 19.00 by Zoom.

**14. Excluding public from item 15 – RESOLVED to exclude public (7 for, 1 against).**

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

**15. Complaint by parishioner – RESOLVED in confidential session to: send final response to complainant; send email to Kirkwells that if/when NDP process resumes will undertake new Call for Sites and relevant consultations; that due to circumstances PC finds itself in following site assessments, in the interests of fairness for the parish, will not commission Kirkwells for further work.**

This meeting was declared closed at 21.30.

SIGNED: 

DATE: 22/4/21

Marden Chair

MARDEN PARISH COUNCIL ACCOUNTS 2020-21

2021/19

APPENDIX for 8.3.21

Payments	2019-20 Actual receipts & payments	2020-21 Budget at 1.4.20	Virements	2020-21 Budget at 8.3.21	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
<b>STAFF AND CLLRs</b>											
Clerks total salary - incl. Employers' NI	£10,256.97	£10,710.00		£10,710.00	£10,114.64	94.4%	4 of 4 paid	£10,115.00	£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%	
<b>ADMINISTRATION AND MANAGEMENT</b>											
Insurance	£552.04	£600.00		£600.00	£546.01	91.0%	Complete	£547.00	£600.00	100%	
Subscriptions	£804.70	£800.00	£14.00	£814.00	£813.19	99.9%	Complete	£814.00	£810.00	100%	
Room hire - PC, NDP, CF, FR	£558.75	£500.00		£500.00	£43.17	8.6%	Complete	£39.00	£500.00	100%	Zoom licence & rm hire
Website and communication	£1,169.77	£1,000.00	£835.14	£1,907.08	£1,907.08	100.0%	Ongoing	£1,893.00	£1,000.00	52%	
Stationery & postage	£268.05	£300.00		£300.00	£95.35	31.8%	12 of 12 paid	£96.00	£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	£399.00	£500.00	71%	
<b>MAINTENANCE AND PROW</b>											
Lengthsman, Maintenance	£3,834.00	£4,450.00		£4,450.00	£2,165.84	48.7%	12 of 12 mths paid	£2,166.00	£3,910.00	88%	
Drainage Grant work				£9,500.00	£9,500.00	100.0%	Complete	£9,500.00			
PROW	£240.00	£3,660.00		£3,660.00	£1,671.84	45.7%	12 of 12 mths paid	£1,672.00	£2,970.00	81%	
Parish enhancement	£996.38	£1,000.00		£1,000.00	£701.85	70.2%	Ongoing	£702.00	£1,000.00	100%	
<b>PARISH SERVICES</b>											
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	£1,340.00	53.6%	Complete	£1,340.00	£2,300.00	92%	
<b>GRANTS AND RESERVES</b>											
Small grants	£556.99	£600.00		£600.00	£146.74	24.5%	Complete	£147.00	£600.00	100%	
Support - MVT/MRGT		£3,500.00		£3,500.00	£0.00	0.0%	Not this yr	£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%	
<b>PROJECTS AND WORKING GROUPS</b>											
Traffic mgmt/SID room & exps	£0.00	£100.00		£100.00	£80.00	80.0%	Complete	£80.00		0%	Combine with Facilities
Fundraising Group	£475.30	£1,300.00		£1,300.00	£460.02	35.4%	12 of 12 mths paid	£460.00	£500.00	38%	Assume small no. of events
Facilities project	£17,821.85	£14,000.00		£14,000.00	£6,590.00	47.1%	12 of 12 mths paid	£6,590.00	£48,200.00	344%	
NDP		£1,500.00		£15,523.00	£14,570.25	93.9%	Complete	£14,571.00	£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%	
<b>VAT AND CONTINGENCY</b>											
VAT	£4,147.31				£7,396.55			£7,416.00			
Contingency	£0.00	£4,540.00	£2,109.14	£2,430.86	£0.00	0.0%		£0.00	£2,000.00	82%	
<b>PREVIOUS EXPENSES</b>											
Judicial Review costs	£26,250.00										
	£71,225.11	£55,410.00		£81,004.94	£62,138.72	76.7%		£62,336.00	£82,410.00	102%	
<b>Receipts</b>											
Lengthsman + P3 from HC/Drainage grant 2020-21	£465.00			£9,500.00	£0.00	0.0%	Not yet received	£9,500.00			
<b>Precept</b>	<b>£51,500.00</b>	<b>£51,500.00</b>		<b>£51,500.00</b>	<b>£51,500.00</b>	<b>100.0%</b>	<b>Received in full</b>	<b>£51,500.00</b>	<b>£51,500.00</b>		
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		£81,004.94	£77,357.55	95.5%		£87,120.05	£82,410.00		

NB: Receipts & payments made at current meeting included

