

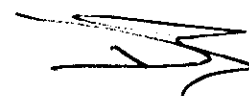
MARDEN PARISH COUNCIL

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: Architype 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

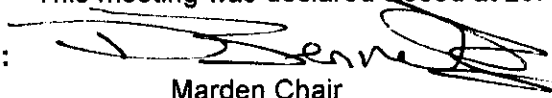


energy as topics; member of group write article for News & Views on each subject. AGREED Cllr Lees to check space availability with editor.

- 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: 11/1/21

MARDEN PARISH COUNCIL ACCOUNTS 2020-21

2020/51

APPENDIX for 9.11.20

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	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	£7,595.79	70.9%	3 of 4 paid	£10,710.00	£11,120.00	104%	
Clerks expenses	£1,493.60	£1,700.00		£1,700.00	£451.69	26.6%	3 of 4 paid	£800.00	£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	£0.00	0.0%	Ongoing	£100.00	£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	£90.75	30.3%	8 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	£500.00	£500.00	71%	
MAINTENANCE AND PROW											
Lengthsman	£3,834.00	£4,450.00		£4,450.00	£2,395.00	53.8%	8 of 12 mths paid	£2,500.00	£3,910.00	88%	
PROW	£240.00	£3,660.00		£3,660.00	£1,230.34	33.6%	8 of 12 mths paid	£650.00	£2,970.00	81%	
Parish enhancement	£996.38	£1,000.00		£1,000.00	£641.92	64.2%	Ongoing	£400.00	£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	£0.00	£850.00	50%	
News & Views support	£116.00	£2,500.00		£2,500.00	£811.00	32.4%	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	£970.02	74.6%	8 of 12 mths paid	£700.00	£500.00	38%	Assume small no. of events
Facilities project	£17,821.85	£14,000.00		£14,000.00	£5,480.00	39.1%	8 of 12 mths paid	£14,000.00	£48,200.00	344%	
NDP		£1,500.00		£10,900.00	£10,484.25	96.2%	Ongoing	£10,900.00	£1,000.00	9%	
Environment & Sustainability				£0.00					£1,000.00		
Covid Volunteer Group				£500.00	£464.03	92.8%	Ongoing	£500.00		0%	
VAT AND CONTINGENCY											
VAT	£4,147.31				£4,122.63			£4,081.00			
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		£65,381.94	£37,833.25	68.3%		£52,285.00	£82,410.00	126%	
Receipts											
Lengthsman + P3 from HC	£465.00				£0.00						
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				£0.00		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	£1,455.00	50.0%	Due as quarterly payments	£2,910.00	£2,910.00		
Grants for Covid work				£500.00	£500.00		As donated	£500.00			
Keep Connected Grant				£71.94	£71.74		Paid in arrears when claimed	£71.74			
Groundwork NDP Grant				£9,400.00	£9,400.00			£9,400.00			
From reserves for Judicial Review costs	£26,250.00								£27,000.00		From reserves for Facilities project
	£85,985.71	£55,410.00		£65,381.94	£70,042.05	126.4%		£71,497.05	£82,410.00		

NB: Receipts & payments made at current meeting included

BANK RECONCILIATION

Balance per bank statement at 3 November 2020	
Current account	£89,089.71
	<u>£89,089.71</u>
Less: unpresented cheques at 3 November 2020	
C/N 1524	-£828.00
C/N	
C/N	-£828.00
Net balances as at 3 November 2020	<u>£88,261.71</u>
Cash Book	
Opening balance at 1 April 2020	£52,063.18
Add: receipts in the year	£70,042.05
Less: payments in the year	-£33,843.52
Closing balance per cash book at 3 November 2020	<u>£88,261.71</u>

RESERVES ANALYSIS

	2019-20	Predicted year end	Inc/(dec) at year end	2020-21
Cash book balance at 31 March for new financial year 1 April	£52,063.18	£71,265.23		
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	£10,000.00		
	£52,063.18	£71,265.23	£0.00	

ANALYSIS OF CLERK'S SALARY

	Budget	Current mth	Running total	Notes
Basic hrs Salary	£8,840.00			
April @ 2,167.62/qr				
July/Oct, Dec @ 2,227.68/qr			£6,562.92	
CF hrs (main)	£1,000.00			
April @ 11.91/hr				
July/Oct, Dec @ 12.24/hr			£244.98	
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			£482.49	
Backpay			£81.59	
Employers' NI			£118.76	
TOTAL	£10,710.00		£7,595.79	
		Current mth mileage	Cost	
Basic hrs mileage - at 45p/mile			£251.32	
NDP mileage			£8.55	
TOTAL			£259.87	

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						
Marquee hire/purchase		£25.00				
First Aid cover		£120.00				
Raffle/event prizes & items		£286.73				
Total non-salary expenses		£475.30				
MAIN CF GROUP	£17,822.00		£14,000.00			
Room hire					£180.00	
Event stands		£187.00				
Refreshments event		£14.80				
Stationery		£31.25				
Architects and planning fees		£17,809.00		£5,480.00		
Total non-salary expenses		£18,297.15		£5,535.02		
						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		£718.78	£1,000.00	£244.98		
Clerk's mileage - Main CF Group		£115.65		£42.75		
TOTAL BUDGET FOR YEAR	£19,896.00		£16,555.00			
TOTAL PAYMENTS FOR YEAR		£38,840.32		£5,994.37		
						Payment's budget
			2020-21 budget	2020-21 actual	Within Room hire budget 20-21	
NEIGHBOURHOOD DEVELOPMENT PLAN GROUP			£1,500.00			
Room hire						
Refreshments mtgs/events						
Office supplies/printing				£1,084.25		
Total non-salary expenses				£1,084.25		
						Salary budget
Clerk's salary - NDP Group			£615.00	£482.49		
Clerk's mileage - NDP Group				£8.55		
TOTAL BUDGET FOR YEAR			£2,115.00			
TOTAL PAYMENTS FOR YEAR				£2,859.54		