

## MARDEN PARISH COUNCIL

**13 July 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:


- No justification for spending £45k on new community centre; more money on agenda tonight; why haven't taken note of parishioners' views – All responding parishioners' views have been considered
- Quorum for meeting 5 – Under *Local Government Act 1972, Sch 12, para 12* quorum is three or one-third of total membership, whichever is greater; for Marden quorum is 4 as 11 seats on PC (12/3 =4)
- Recent election, parishioners had to go to Sutton – PC will discuss with MVT and Election Office
- Must be £700k and more for new build now, gravy train, no idea when site available – See 7.3
- Speed limit on C1124, should be looking at 40 limit on C1129
- Litter bin on recreation ground – Already reported again
- Website problem – Aware of and being addressed
- No names of signatories for BACS payments outside of meeting like on a cheque – All BACS payments made outside meeting confirmed by email by 2 signatories and emails filed with invoice.

### **Minutes of the meeting of the Parish Council held on 13 July 2021 immediately following the Local Residents Session at 19.00 in the Community centre hall**

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

**In Attendance:** Parish Clerk Alison Sutton; Administrator for Great Collaboration Portal; and 2 members of the public.

1. **Apologies for absence** – Cllrs Richard Paske and Paula Barrett; Ward Cllr Guthrie.
2. **Declarations of interest and written applications for dispensation** – None.
3. **Police and Ward Councillor Reports** –
  - 3.1. West Mercia Police – Contact details in Clerk's Information Sheet and recent incidents NOTED.
  - 3.2. Great Collaboration administrator – Locally relevant community engagement tool to reduce personal carbon footprint through tangible actions, free to PC to use, offers includes free marketing advice; Portal allows PC to receive rolling reports of how many parishioners accessing site, what actions they are interested in and what barriers to action they perceive – allows PC to target its policies and actions to support parishioners; next steps, back end page produced, consider face-to-face launch event + social media advertising
  - 3.3. Ward Councillor – Report NOTED: Response received re prioritisation for drainage works – based on risk to community and travelling public, scoring criteria are property flooding, structural stability of road, impact/safety issues, social and economic factors, deliverability evaluation of cost v. value, whole life costing; work at Old School House possible as part of next year's annual plan.
4. **Minutes of the last meetings** – 15 June 2021 ADOPTED and signed.
5. **Financial Procedures** – The balance of the current account of £103,218.55 as at 5 July 2021 was NOTED. Balance includes: committed reserves of 1. £6,659.15 for donations for Community Facilities (CF), 2. £41,328.61 for loan repayments/CF work, 3. £15,000 for village green, 4. £2,000 for

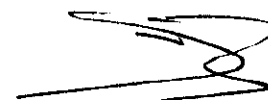


replacement of notice boards, 5. £1,000 for Marden Recreation Ground Trust. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:

- 5.1. DC Gardening Services, Lengthsman and P3, £540 (inc. £90 VAT) – Paid online 14/7/21 following delegation on 13/7/21.
  - 5.2. Signature Signs and Print, News & Views print July/August edition, £217 – Paid online 14/7/21 following delegation on 13/7/21.
  - 5.3. Alison Sutton, Salary, extra hours, expenses and refund of items purchased for PC, £2,135.51 – Paid online 14/7/21 following delegation on 13/7/21.
  - 5.4. HM Revenue and Customs, PAYE paid on behalf of Clerk, £465.20 – Paid online 14/7/21 following delegation on 13/7/21.
  - 5.5. Income from New NRG, Solar farm community benefit, £727.50.
- 6. Planning Applications – To comment on applications to be determined by Herefordshire Council**
- 6.1. P211814/RM, White Gate Farm, Litmarsh, HR1 3EZ – Reserved matters following outline approval 1932227 – Erection of 2 no. dwellings with garaging – RESOLVED to support subject to following environmental and sustainability matters being addressed: no climate or biodiversity checklists submitted with this application; no solar panels or electric charging points on plans from climate change checklist for outline; no surface water drainage plan; permeable surface required, not tarmac, to reduce environmental impact on site.
  - 6.2. P211793/F, Post Office, HR1 3EW – Demolition of existing stores and outbuildings, to be replaced by single storey addition to the rear of the shop. Part change of use from residential to retail floor space – RESOLVED by majority (5 for, 1 abstention) to object on the following grounds: retrospective application; point 10 on application form states no hedges or trees on development site, hedge was removed during nesting season, replacement native species hedge required; no climate or biodiversity checklists were submitted; car park at front floods in rain, no details supplied for car park works or to address flood risk.
  - 6.3. P211966/F, White Gate Farm, Litmarsh, HR1 3EZ – Proposed change of use from agricultural to residential and erection of new dwelling – RESOLVED to object: development outside settlement boundary for Litmarsh in non-conformity with NDP policy M2 and inappropriate over-development for settlement; no climate or biodiversity checklist submitted; updated drainage report required; permeable surface required for driveway, not tarmac, to reduce climate and biodiversity effects.
  - 6.4. P212305/FH, Dutch Barn, The Vauld, HR1 3EZ – Proposed freestanding covered carport and balcony – RESOLVED by majority (5 for, 1 against) to support and comment: if hedgerow is removed for access, request replacement native species hedge elsewhere on site.
  - 6.5. NOTED P212419/AM, The Farm, HR1 3EW – Proposed non-material amendment to planning permission 170368 (Proposed demolition of existing modern agricultural buildings and erection of four number dwellings with associated landscaping and infrastructure) – minor internal and elevational amendments – No response allowed as no public consultation.
  - 6.6. NOTED P210521/F, Land adjacent to Rodds Close, Marden – Proposed variation of condition 2 of planning permission 170368 (Proposed demolition of existing modern agricultural buildings and erection of 4 nos. dwellings with associated landscaping and infrastructure) – to make a more efficient form of development – Withdrawn.
- 7. Parish reports and Issues –**
- 7.1. Lengthsman Scheme, general maintenance and grass cutting – Report in Clerk's Information Sheet NOTED: work undertaken in June and that due in July in schedule.
  - 7.2. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: various issues resolved and grateful to landowners who addressed issues quickly; clipping nettles etc to get network as clear as possible for holidays; ongoing issues on 2 PROW being dealt with by Balfour Beatty. RESOLVED to purchase and install 3 more kissing gates for £1,466.50 +VAT.
  - 7.3. Community Facilities Group –
    - a) Report in Clerk's Information Sheet NOTED. Update NOTED: approval likely to be soon and conditioned on package treatment plant for both main development and community centre.



- b) Revert back to footprint option 3b approved by parish in 2016 – RESOLVED to revert plan to option 3b footprint to ensure project within absolute £630k budget which includes all fees, contingency and other costs; NOTED that sub-group of MVT trustees support both option 3b and five year projected income and running costs suggested for the Business Plan, provided have further input when more information available on running costs.
  - c) Studies – RESOLVED to commission required QS and Zero Carbon Report studies for detailed project costings, based on option 3b footprint. NOTED that costs for studies are within fees already agreed within total budget as above.
  - d) Date and arrangements for Community Tea and Race Night – Saturday 28 August (provisional) for Race Night, Saturday 11 September for Afternoon tea; both subject to Covid-security confirmation nearer time.
- 7.4. Environment and Sustainability Group –
- a) Report in Clerk's Information Sheet NOTED.
  - b) Great Collaboration Portal – RESOLVED that Marden Parish should join Portal; project to be run by Environment and Sustainability Group, administration to be undertaken by Clerk.
  - c) Next actions – Clerk INSTRUCTED to email Portal administrator to accept offer and start process.
- 7.5. Parish enhancement –
- a) Report in Clerk's Information Sheet NOTED.
  - b) Next actions – Clerk INSTRUCTED to: ask Cadent if would paint hut if PC pay; contact owner of pond again, ask if had any thoughts on offer as enhancement work well underway, offer meeting to discuss.
- 7.6. Speedwatch – Report in Clerk's Information Sheet NOTED.
- 7.7. Cost of 'Caution, horses' signs – Report in Clerk's Information Sheet NOTED. RESOLVED to commission work for £1,632.69 +VAT.
- 7.8. S&A's management of Covid outbreak and exceptional activity – Exceptional activity in Clerk's Information Sheet NOTED. RESOLVED to write re outbreak management, impact on people must come before business.
- 7.9. Traffic management study – Report in Clerk's Information Sheet NOTED. Update NOTED: Balfour Beatty content that ADL undertake study for PC, gone to Herefordshire officer for confirmation that can do study, as usually done as part of Traffic Regulation Order process; if agreed, speed data required first, then look at options; ballpark figure for study £3.5k +VAT. RESOLVED to wait for contact to be made re Balfour Beatty suggestion of reduction to 30mph, before considering a study. Clerk INSTRUCTED to ask how long a speed survey is relevant.
- 7.10. A Vision of Passenger Transport in Herefordshire – Separate document NOTED. RESOLVED to support Rail and Bus for Herefordshire Group and comment that no buses to Leominster proposed and electric buses requested in Marden.
- 7.11. Policing Charter contract – Report in Clerk's Information Sheet NOTED. Contact intervals AGREED as monthly emails and attendance at 2 meetings/year.
- 7.12. Strategic Planning Provision –
- a) Report in Clerk's Information Sheet NOTED.
  - b) RESOLVED that NDP Review Group consider response for approval by PC. Clerk INSTRUCTED to arrange meeting.
- 7.13. Flag – Report in Clerk's Information Sheet NOTED. RESOLVED to purchase new correctly sized Marden Flag for £50.60 including delivery (£42.17 +£8.43 VAT).
8. **Feedback from Parish Council Summit and new Parish Council Reference Group** – Report in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to: put forward names of Cllrs Bennett and Ryan for Reference Group; ask CEO to attend PC meeting.
9. **Policies and documents** – Councillor-Officer Protocol, Complaints Procedure, Communication Policy, Email Policy, Unreasonable Complainant Behaviour Policy, Urgent Planning Matters Policy, Relations with Press and Media Policy dated July 2021 – RESOLVED to adopt and sign.



10. **Correspondence** – List in Clerk's Information Sheet NOTED.

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

Next agenda:

- Maintenance of assets – noticeboards, bus shelter etc
- As above.

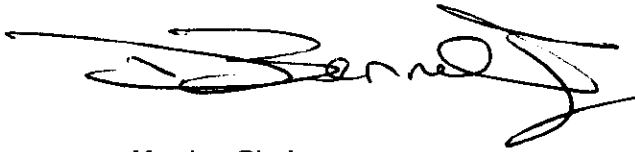
Clerk's action:

- Raise invoice and pay Tudors Ltd, Items for parish enhancement, £301.68 (inc. £50.28 VAT)
- Raise invoice and pay Stretton Tree Services, Trees for parish enhancement, £96 (no VAT)
- As above.

12. **Date of next meeting** – Tuesday 3 August (if required) and Monday 13 September 2021 at 19.00 in Community Centre hall.

This meeting was declared closed at 21.27.

SIGNED:



Marden Chair

DATE: 14/9/21

## APPENDIX for 13.7.21

Payments	2020-21 Actual receipts & payments	2021-22 Budget	Virements	2021-22 Budget at 15.6.21	2021-22 Actual receipts & payments	% Variance 2021-22 budget to actual	Notes for 2021-22	Estimated actual 2021- 22
<b>STAFF AND CLLRs</b>								
Clerks total salary - incl. Employers' NI	£10,114.64	£11,120.00		£11,120.00	£4,810.32	43.3%	2 of 4 paid	
Clerks expenses	£625.47	£1,700.00		£1,700.00	£162.00	9.5%	2 of 4 paid	
Clrrs training	£0.00	£400.00		£400.00	£0.00	0.0%	To be arranged	
<b>ADMINISTRATION AND MANAGEMENT</b>								
Insurance	£546.01	£600.00		£600.00	£503.97	84.0%	Paid in full	£503.97
Subscriptions	£813.19	£810.00		£810.00	£40.00	4.9%	Ongoing	
Room hire - PC, NDP, CF, FR	£43.17	£500.00		£500.00	£0.00	0.0%	Ongoing	
Website and communication	£1,907.08	£1,000.00		£1,000.00	£170.34	17.0%	Ongoing	
Stationery & postage	£95.35	£300.00		£300.00	£23.16	7.7%	Ongoing	
Elections	£109.52							
Audit fees	£399.00	£500.00		£500.00	£99.00	19.8%	1 of 3 paid	£498.00
<b>MAINTENANCE AND PROW</b>								
Lengthsman, Maintenance	£2,165.84	£3,910.00		£3,910.00	£1,045.00	26.7%	4 of 12 paid	
Drainage Grant work	£9,500.00							
PROW	£1,671.84	£2,970.00		£2,970.00	£1,520.00	51.2%	4 of 12 paid	
Parish enhancement	£701.85	£1,000.00		£450.00	£417.50	92.8%	Ongoing	
Gardeners' Association project				£600.00	£102.25	17.0%		
<b>PARISH SERVICES</b>								
Parish Freighter	£0.00	£850.00		£850.00	£0.00	0.0%	Not yet arranged	
News & Views support	£1,340.00	£2,300.00		£2,300.00	£868.00	37.7%	4 of 10 paid	
<b>GRANTS AND RESERVES</b>								
Small grants	£146.74	£600.00		£600.00	£240.84	40.1%	Ongoing	
Support - MVT/MRGT								
Old Churchyard	£1,150.00	£1,150.00		£1,150.00	£1,150.00	100.0%	Paid in full	£1,150.00
<b>PROJECTS AND WORKING GROUPS</b>								
Traffic mgmt/SID room & exps	£80.00							
Fundraising Group	£460.02	£500.00		£500.00	£208.33	41.7%	Ongoing	
Facilities project	£6,590.00	£48,200.00		£48,200.00	£0.00	0.0%	Ongoing	
NDP	£14,570.25	£1,000.00		£1,000.00	£0.00	0.0%	No action	£0.00
Environment & Sustainability		£1,000.00		£1,000.00	£0.00	0.0%	Ongoing	
Covid Volunteer Group	£2,019.80							
<b>VAT AND CONTINGENCY</b>								
VAT	£7,438.70				£682.41			
Contingency	£0.00	£2,000.00	£50.00	£1,950.00	£0.00	0.0%		
<b>PREVIOUS EXPENSES</b>								
	£62,488.47	£82,410.00		£82,410.00	£12,043.12	14.6%		£2,151.97
<b>Receipts</b>								
Drainage grant 2020-21	£9,500.00				£0.00			
Precept	£51,500.00	£51,500.00		£51,500.00	£25,750.00	50.0%	First half paid	£51,500.00
VAT reclaim	£4,147.31				£7,438.70	100.0%	Reclaim from 2020-21	£7,438.70
Advertising in News & Views	£1,326.00	£1,000.00		£1,000.00	£0.00	0.0%	As received	
Sundry	£465.00				£0.00		As received	
Refund of planning fee	£1,642.00							
Donations for CF	£0.00				£0.00		As donated, no budget	
Solar farm	£2,910.00	£2,910.00		£2,910.00	£727.50	25.0%	1 of 4 quarterly payments	£2,910.00
Donations for Gardeners' Association project					£0.00		As received	
Grants for Covid work	£2,000.00							
Keep Connected Grant	£71.74							
Groundwork NDP Grant	£14,023.00							
From reserves		£27,000.00		£27,000.00		0.0%		
	£87,585.05	£82,410.00		£82,410.00	£33,916.20	41.2%		£61,848.70

NB: Receipts &amp; payments made at current meeting included

**ANALYSIS OF CLERK'S SALARY**

	Budget	Current mth	Running total	Notes
<u>Basic hrs Salary</u>	£9,159.00			
April @ 2,227.68/qr				
July, Oct, Dec @ xxx/qr		£2,227.68	£4,455.36	
<u>CF hrs (main)</u>	£1,320.90			
April @ 12.24/hr				
July, Oct, Dec @ xx/hr		£55.08	£177.48	
<u>Fundraising Group hrs</u>	£251.60			
April @ 12.24/hr				
July, Oct, Dec @ xx/hr		£42.84	£42.84	
<u>NDP hrs</u>	£188.50		£134.64	
<u>Backpay</u>				
<u>Employers' NI</u>	£200.00			
<b>TOTAL</b>	£11,120.00		£4,810.32	
		Current mth mileage	Cost	
<u>Basic hrs mileage - at 45p/mile</u>			£98.10	£149.40
<u>CFG mileage</u>				£0.00
<u>FR mileage</u>			£12.60	£12.60
<b>TOTAL</b>				£162.00

**ANALYSIS OF EXPENDITURE BY WORKING GROUPS**

	Payments budget					
	2020-21 budget	2020-21 actual	2021-22 budget	2021-22 actual	Within Room hire budget	
					20-21	21-22
<b>FUNDRAISING GROUP</b>	£1,300.00		£500.00			
Voucher for FR event						
Printing						
Room hire					£0.00	£0.00
Office supplies						
Refreshments mtgs/events		£55.02				
Event banners		£30.00				
Marquee hire/purchase						
First Aid cover		£375.00				
Raffle/event prizes & items		£460.02				£0.00
<b>Total non-salary expenses</b>						
<b>MAIN CF GROUP</b>	£14,000.00		£48,200.00		£0.00	£0.00
Room hire						
Event stands						
Refreshments event						
Stationery						
Architects and planning fees		£6,590.00				
<b>Total non-salary expenses</b>		£6,590.00				£0.00
			<b>Salary budget</b>			
Clerk's salary - Fundraising Group	£255.00	£125.05	£251.60	£42.84		
Clerk's mileage - Fundraising Group		£59.17		£12.60		
Clerk's salary - Main CF Group	£1,000.00	£275.58	£1,320.90	£177.48		
Clerk's mileage - Main CF Group		£42.75				
<b>TOTAL BUDGET FOR YEAR</b>	£16,555.00		£50,272.50			
<b>TOTAL PAYMENTS FOR YEAR</b>		£7,562.57		£232.92		

**NEIGHBOURHOOD DEVELOPMENT PLAN**

	Payments budget				Within Room hire budget	
	2020-21 budget	2020-21 actual	2021-22 budget	2021-22 actual	2020-21	2021-22
	£15,623.00					
Room hire						
Consultants' fees		£13,320.00				
Refreshments mtgs/events		£1,250.25				
Office supplies/printing		£14,570.25				£0.00
<b>Total non-salary expenses</b>						
			<b>Salary budget</b>			
Clerk's salary - NDP Group	£815.00	£835.14	£251.60	£134.64		
Clerk's mileage - NDP Group		£17.10		£0.00		
<b>TOTAL BUDGET FOR YEAR</b>	£16,138.00					
<b>TOTAL PAYMENTS FOR YEAR</b>		£15,222.49		£134.64		

**BANK RECONCILIATION**

Balance per bank statement at 5 July 2021		
Current account	£103,218.55	
Less: uncleared payments/cheques at 5 July 2021	£103,218.55	
C/N		
Net balances as at 5 July 2021	£103,218.55	
<b>Cash Book</b>		
Opening balance at 1 April 2021	£77,987.76	
Add: receipts in the year	£33,916.20	
Less: payments in the year	£8,685.41	
Closing balance per cash book at 5 July 2021	£103,218.55	

**RESERVES ANALYSIS**

	2019-20	Inc/(dec) at year end	2020-21	Predicted year end
Cash book balance at 31 March for new financial year 1 April	£52,063.18	£25,924.58	£77,987.76	
<b>Committed reserves</b>				
Community facilities - Building	£27,000.00	£14,328.61	£41,328.61	
Community facilities - Village green	£5,000.00	£10,000.00	£15,000.00	
Community facilities - Fundraising	£6,659.15	£0.00	£6,659.15	
Notice board replacement	£2,000.00	£0.00	£2,000.00	
Marden Recreation Ground Trust		£1,000.00	£1,000.00	
<b>Uncommitted reserves</b>				
General reserve	£11,404.03	£595.97	£12,000.00	
	£52,063.18	£25,924.58	£77,987.76	