

MARDEN PARISH COUNCIL

15 June 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:

- Concerned over speed through village; signage by war memorial needs repair; traffic calming measures needed such as speed humps or 20mph.

Minutes of the meeting of the Parish Council held on 15 June 2021 immediately following the Local Residents Session at 19.00 in the Community centre hall

Present: Cllrs David Bennett (Chair), Rod Lees, Richard Paske, Lesley Hayward (part) and Mike Blake.

In Attendance: Ward Cllr Guthrie; Parish Clerk Alison Sutton; and 4 members of the public.

1. **Apologies for absence** – Cllrs Kate Ryan, Paula Barrett and Patrick Meredith.
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. Ward Councillor – Report NOTED: Annual Meeting of Herefordshire Council – reappointed Vice Chair, Chair Sebastian Bowen, Leader David Hitchener; new parking charges in bands, information on website; sample of residents in county being contacted for national highways survey; Chief Executive Paul Walker will be doing ward visits, looking forward to showing him round. ASKED to raise question about criteria for drainage issue at Old School being graded 250th out of 300, inform Balfour Beatty that field drain repaired. Weight limit on Laystone Bridge investigated many times and found not to be possible. S&A recent Covid outbreak, feeling that management was for business not individuals or parish, ASKED to take up with Public Health England and Herefordshire Council; NOTED that decision about press release was S&A's. Clerk INSTRUCTED to add issue to next agenda.
4. **Minutes of the last meetings** – 4 May 2021 ADOPTED and signed.
5. **Financial Procedures** – The balance of the current account of £106,161.74 as at 8 June 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. RESOLVED to make virement of £50 from Contingency to Parish Enhancement. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
 - 5.1. Newent Plant Centre, Gardeners' Association Project, £110.74 (inc. 8.49 VAT) – Paid online 14/5/21 following delegation at mtg on 4/5/21 and confirmation from 2 signatories.
 - 5.2. DC Gardening Services, Lengthsman and P3, £1,872 (inc. £312 VAT) – Paid online 17/6/21 following delegation on 15/6/21.
 - 5.3. Signature Signs and Print, News & Views print June edition, £217 – Paid online 17/6/21 following delegation on 15/6/21.
 - 5.4. Bateman Buildings Leominster Ltd (LBS), Postcrete for flagpole and delivery, £37.80 (in. £6.30 VAT) – Paid online 17/6/21 following delegation on 15/6/21. NOTED thanks to parishioners who installed flagpole.
 - 5.5. Microshade Business Consultants Ltd, Internal audit, £118.80 (inc. £19.80 VAT) – Paid online 17/6/21 following delegation on 15/6/21.



- 6. Report of Financial Advisory Working Group (FAWG) 8 June 2021**
- 6.1. Internal Audit Report and Letter of 2020-21 accounts NOTED.
 - 6.2. RESOLVED to adopt Annual Governance Statements for 2020-21 Annual Governance and Accountability Return (AGAR) and submit to External Audit.
 - 6.3. RESOLVED to adopt Annual Accounts Statement for 2020-21 AGAR and submit to External Audit.
 - 6.4. RESOLVED to note 16 June - 27 July as Period for Public Rights to inspect unaudited accounts.
- 7. Code of Conduct dated June 2021 – RESOLVED to adopt and document signed.**
- 8. Planning Applications – To comment on applications to be determined by Herefordshire Council**
- 8.1. P211063/F, Land adjacent to The Withies, Litmarsh – Proposed construction of one cottage-style dwelling – Re-consultation – RESOLVED to support.
 - 8.2. NOTED P210077/P, Frankland Cottage, Sutton St Nicholas, HR1 3BN – Single storey orangery extension to rear elevation – Approved with conditions.
 - 8.3. NOTED P211642/PA7, Lower Farm, HR1 3DD – Prior approval is required for construction of a winter fill water storage reservoir – Prior Approval not required, may proceed.
 - 8.4. NOTED P211247/PA4, Agricultural building at Drakeley Farm, HR1 3ES – An application to determine if prior approval is required for a proposed change of use of agricultural building to form 1 larger dwellinghouse (class C3) and for building operations reasonably necessary for the conversion – Prior approval refused, planning permission required.
- 9. Parish reports and Issues –**
- 9.1. Lengthsman Scheme, general maintenance and grass cutting –
 - a) Report in Clerk's Information Sheet NOTED: work undertaken in May and that due in June in schedule; quote of £905 +VAT per time for kerb clearing including skip hire.
 - b) Items for Lengthsman or other contractors – RESOLVED to undertake one kerb scraping, Clerk INSTRUCTED to arrange with Lengthsman best time to do work.
 - 9.2. Parish Footpath Officer (PFO) –
 - a) Report in Clerk's Information Sheet NOTED: signs put up on MR24 taken down; issues with MR45, MR17A, MR26, MR16, MR21, MR38 addressed or being addressed by Locality Steward; landowners clearing paths when contacted but taking time to find every landowner; spraying paths to identify route of PROW completely legal.
 - b) More kissing gates – RESOLVED to fund 3 more gates this year. Clerk INSTRUCTED to arrange with Lengthsman and PFO.
 - 9.3. Community Facilities Group –
 - a) Report in Clerk's Information Sheet NOTED. Update NOTED: ideas for 2 community events – Outdoor Race Night and suggestion from Fundraising Group for Community Afternoon Tea; cost for tea for bought in food in region of £800+ for 200 people. RESOLVED to support both events in principle. Clerk INSTRUCTED to: arrange Fundraising Group meeting as soon as possible; advise that consider September date may be better; add to News & Views that PC willing to pay for tea to celebrate coming out of lockdown but need idea of numbers, details of both events to follow on website, social media and noticeboards; add to July agenda for detailed costings from Fundraising Group.
 - b) Red lines for redesign of new community building – RESOLVED to accept and send to architect.
 - 9.4. Environment and Sustainability Group – Report in Clerk's Information Sheet NOTED. Update NOTED: PC being offered free access and marketing plan for Great Collaboration web portal, will allow parishioner access to information and feedback to PC about local views to inform objectives for PC and Group. RESOLVED to accept in principle, subject to no administrative burden on Clerk and attendance of administrator at July meeting.

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

- 9.5. Parish enhancement –
- a) Report in Clerk's Information Sheet NOTED: meeting with Cadent Gas highlighted design at Rudge Grove and opposite The Volunteer need redrawing; waiting for Gigaclear to attend to advise re The Volunteer site. Update NOTED: any work at The Volunteer will not be possible unless area mown and kept clear regularly; Balfour Beatty undertake verge cut x2/yr and when visibility issue as now, cut this week.
 - b) Next actions for Gardeners' Association – RESOLVED to: consider adding mowing at The Volunteer back into Lengthsman schedule next year.
- 9.6. Local Policing Charter –
- a) Report in Clerk's Information Sheet NOTED. AGREED 3 main policing concerns in the parish as speeding, rural theft and crime and visibility of police in community.
- 9.7. Speedwatch – Report in Clerk's Information Sheet NOTED.
- 9.8. Old Churchyard –
- a) Report in Clerk's Information Sheet NOTED: 2018 and 2019 legal advice from NALC; previously gave grant of £1,150 annually for maintenance, ceased and then agreed in 2020 in principle to give grant in 2020-21 as previously; latest cost over 5 years £1,735.70/pa.
 - b) RESOLVED to pay £1,150 in 2021-22. Paid online 17/6/21 following delegation at meeting on 15/6/21.
- 9.9. Use of S106 funds – Report in Clerk's Information Sheet NOTED. RESOLVED in principle to undertake study to provide advice on best intervention(s) to manage speed through village, with view to additional 90 houses being built. Clerk INSTRUCTED to: draft Terms of Reference for criteria for study, send to Cllrs for comment asap; add to next agenda for agreement on TOR and obtaining quote.
10. Letter from Herefordshire Chief Executive – Report in Clerk's Information Sheet NOTED. RESOLVED that better care facilities in the county for elderly both residential and domiciliary as item to forward to CE.
11. Correspondence – List in Clerk's Information Sheet NOTED.
12. Matters for next agenda or for Clerk's action under delegated authority
- Next agenda:
- As above.
- Clerk's action:
- RESOLVED to pay invoice – Roundabout Stationery, Stationery for Clerk's use, £25.09 (inc. £4.18 VAT) – Paid online 17/6/21 following delegation at meeting on 15/6/21
 - RESOLVED to purchase PA system for £250 (inc. £41.67 VAT) – Paid online 19/6/21 following delegation on 15/6/21
 - Best Kept Village sign – RESOLVED to ask if can stay at Post Office site
 - NOTED Parish Freighter service has now ceased
 - NOTED email from parishioner re rubbish bins – Clerk awaiting response from Balfour Beatty on which bins on their asset list, so can be reported for repair
 - NOTED S&A sponsoring memorial tree at school, will not affect donations to PC
 - As above.
13. Date of next meeting – Tuesday 13 July 2021 at 19.00 in Community Centre hall.

This meeting was declared closed at 21.36

SIGNED:



Marden Chair

DATE: 13/7/21

APPENDIX for 15.6.21

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
STAFF AND CLERKS							
Clerks total salary - incl. Employers' NI	£10,114.64	£11,120.00		£11,120.00	£2,484.72	22.3%	1 of 4 paid
Clerks expenses	£625.47	£1,700.00		£1,700.00	£51.30	3.0%	1 of 4 paid
Clks training	£0.00	£400.00		£400.00	£0.00	0.0%	To be arranged
ADMINISTRATION AND MANAGEMENT							
Insurance	£546.01	£600.00		£600.00	£503.97	84.0%	Paid in full
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	£79.17	7.9%	Ongoing
Stationery & postage	£95.35	£300.00		£300.00	£0.00	0.0%	Ongoing
Elections	£109.52						
Audit fees	£399.00	£500.00		£500.00	£99.00	19.8%	1 of 3 paid
MAINTENANCE AND PROW							
Lengthsman, Maintenance	£2,165.84	£3,910.00		£3,910.00	£865.00	22.1%	3 of 12 paid
Drainage Grant work	£9,500.00						
PROW	£1,671.84	£2,970.00		£2,970.00	£1,250.00	42.1%	3 of 12 paid
Parish enhancement	£701.85	£1,000.00	£650.00	£450.00	£417.50	92.8%	Ongoing
Gardeners' Association project			£600.00	£600.00	£102.25	17.0%	
PARISH SERVICES							
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	£651.00	28.3%	3 of 10 paid
GRANTS AND RESERVES							
Small grants	£146.74	£600.00		£600.00	£169.85	28.3%	Ongoing
Support - MVT/MRGT							
Old Churchyard	£1,150.00	£1,150.00		£1,150.00	£0.00	0.0%	Not yet requested
PROJECTS AND WORKING GROUPS							
Traffic mgmt/SID room & exps	£80.00						
Fundraising Group	£460.02	£500.00		£500.00	£0.00	0.0%	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
Environment & Sustainability		£1,000.00		£1,000.00	£0.00	0.0%	Ongoing
Covid Volunteer Group	£2,019.80						
VAT AND CONTINGENCY							
VAT	£7,438.70				£546.56		
Contingency	£0.00	£2,000.00	£50.00	£1,950.00	£0.00	0.0%	
PREVIOUS EXPENSES							
	£62,488.47	£82,410.00		£82,410.00	£7,260.32	8.8%	
Receipts							
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
VAT reclaim	£4,147.31				£7,438.70	100.0%	Reclaim from 2020-21
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	£0.00	0.0%	Due as quarterly payments
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	£33,188.70	40.3%	

NB: Receipts & 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			£2,227.68	
July, Oct, Dec @ xxx/qr				
<u>CF hrs (main)</u>	£1,320.90			
April @ 12.24/hr			£122.40	
July, Oct, Dec @ xx/hr				
<u>Fundraising Group hrs</u>	£251.60			
April @ 12.24/hr				
July, Oct, Dec @ xx/hr				
<u>NDP hrs</u>	£188.50		£134.64	
<u>Backpay</u>				
<u>Employers' NI</u>	£200.00			
TOTAL	£11,120.00		£2,484.72	
		Current mth mileage	Cost	
<u>Basic hrs mileage - at 45p/mile</u>			£51.30	
<u>CFG Mileage</u>			£0.00	
<u>FR mileage</u>			£0.00	
TOTAL			£51.30	

ANALYSIS OF EXPENDITURE BY WORKING GROUPS

	Payments budget				Within Room hire budget				
	2019-20 budget	2019-20 actual	2020-21 budget	2020-21 actual	2021-22 budget	2021-22 actual	19-20	20-21	21-22
FUNDRAISING GROUP	£900.00		£1,300.00		£500.00				
Voucher for FR event									
Printing		£5.50							
Room hire							£52.50	£0.00	
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		£480.02		£0.00			
MAIN CF GROUP	£17,822.00		£14,000.00		£48,200.00		£180.00	£0.00	
Room hire									
Event stands		£187.00							
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	£251.60				
Clerk's mileage - Fundraising Group		£141.08		£59.17					
Clerk's salary - Main CF Group		£719.78	£1,000.00	£275.58	£1,320.90	£1,224.40			
Clerk's mileage - Main CF Group		£115.65		£42.75					
TOTAL BUDGET FOR YEAR	£19,696.00		£16,555.00		£50,272.50				
TOTAL PAYMENTS FOR YEAR		£38,840.32		£7,552.57		£1,224.40			

	Payments budget				Within Room hire budget		
	2020-21 budget	2020-21 actual	2021-22 budget	2021-22 actual	19-20	20-21	21-22
NEIGHBOURHOOD DEVELOPMENT PLAN GROUP			£15,523.00				
Room hire							
Consultants' fees			£13,320.00				
Refreshments mtgs/events			£1,260.25				
Office supplies/printing			£14,570.25				£0.00
Total non-salary expenses							
Salary budget							
Clerk's salary - NDP Group		£615.00	£635.14	£251.60	£134.64		
Clerk's mileage - NDP Group			£17.10		£0.00		
TOTAL BUDGET FOR YEAR			£16,138.00				
TOTAL PAYMENTS FOR YEAR				£16,472.74		£134.64	

BANK RECONCILIATION

Balance per bank statement at 28 April 2021	
Current account	£106,161.74
	<u>£106,161.74</u>
Less: uncleared payments/cheques at 8 June 2021	
C/N	
Net balances as at 8 June 2021	<u>£106,161.74</u>
Cash Book	
Opening balance at 1 April 2021	£77,987.76
Add: receipts in the year	£33,188.70
Less: payments in the year	<u>-£5,014.72</u>
Closing balance per cash book at 8 June 2021	<u>£106,161.74</u>

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	
Committed reserves				
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	
Uncommitted reserves				
General reserve	£11,404.03	£596.97	£12,000.00	
	£52,063.18	£25,924.58	£77,987.76	