

MARDEN PARISH COUNCIL

22 April 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:

- None.

Minutes of the meeting of the Parish Council held on Monday 22 April 2021 immediately following the Local Residents Session at 19.00 by Zoom

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

In Attendance: Parish Clerk Alison Sutton; and 2 members of the public.

- 1. Apologies for absence –** Ward Cllr Guthrie; Cllrs Rod Lees and Patrick Meredith.
- 2. Declarations of interest and written applications for dispensation –** Cllrs Bennett, Hayward and Paske DECLARED an interest in item 7.1. Written applications for dispensation received from these Councillors was approved under the *Localism Act 1972 s33* as without dispensation transaction of business would be impeded due to lacking number of participants, therefore would be non-quorate without dispensation.
- 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 in Clerk’s Information Sheet NOTED: Covid update – back to levels seen in early October, 25.9 cases per 100,000 population in county; free cycle stands for county businesses; parking charges structure simplified, divided into bands relative to proximity to city centre; 30 new Beryl e-bikes available for hire across city; Leominster and Hereford Mayfair postponed to Leominster Thursday 29 to Saturday 31 July and Hereford Tuesday 3 to Thursday 5 August; recycling centres summer opening times 8am-6pm, 7 days a week, still required to book slots. Response to question about whether water coming off fields onto highway is landowner responsibility – yes, offence to discharge directly onto highway without consent, though more complex as runoff has to be accommodated. Update NOTED: application 210135, 3-bed dwelling adjacent to Old Council Houses, Burmarsh – redirected to Planning Committee if officer minded to permit.
- 4. Minutes of the last meetings –** 8 and 29 March 2021 ADOPTED and will be signed when circumstances permit.
- 5. Financial Procedures –** The balance of the current account of £77,987.76 as at 6 April 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. DSG Retail Ltd T/A Currys PC World Business, iPad accessories from Covid grant, £252.92 (inc. £42.15 VAT) – Paid online 9/3/21 following delegation on 8/3/21 and confirmation from 2 signatories.
 - 5.2. The Society of Local Council Clerks, Clerk’s subscription pro rata, £96.83 – Paid 16/3/21 online following delegation on 8/3/21.
 - 5.3. DC Gardening Services, Lengthsman, £312 (inc. £52 VAT) – Paid 13/4/21 online following delegation in Financial regulations and confirmation from 2 signatories.

- 5.4. Information Commissioner, Data protection fee, £40 – Paid 13/4/21 online following delegation in Financial regulations and confirmation from 2 signatories.
 - 5.5. Signature Signs and Print, News & Views print April edition, £217 – Paid 23/4/21 online following delegation on 22/4/21.
 - 5.6. Alison Sutton, Salary, extra hours, refund of items purchased for PC, expenses, £2,071.26 – Paid 23/4/21 online following delegation on 22/4/21.
 - 5.7. HM Revenue and Customs, PAYE/NIC paid on behalf of Clerk, £507.93 – Paid 23/4/21 online following delegation on 22/4/21.
- 6. Report of Financial Advisory Working Group (FAWG) 5 April 2021**
- 6.1. End-of-year 2020-21 financial situation NOTED and RESOLVED to submit documents for Internal Audit.
 - 6.2. RESOLVED to adopt reserves for 2020-21 with total reserves of £77,987.76 at 1 April 2021. RESOLVED to adopt Reserves Strategy 2021-22 dated April 2021 and will be signed when circumstances permit.
 - 6.3. Suggestions for 2022-23 budget – RESOLVED to cost parish enhancement, Environment and Sustainability ideas, traffic calming flashing 20mph lights either side of school. Clerk INSTRUCTED to ask non-attending Cllrs for any other ideas for FAWG to consider.
 - 6.4. Management of budget/donation for parish enhancement and undertake virement of £600 from Parish enhancement to new Gardeners' Association project line – RESOLVED to add new expenditure line for project and undertake virement of £600 from Parish enhancement to new line.
 - 6.5. New signatories – RESOLVED to add Cllrs Lees and Barrett as new signatories. Clerk INSTRUCTED to obtain required paperwork.
 - 6.6. Documents dated April 2021 – Financial Regulations, Risk Register and Actions, Electronic Banking Policy and Standing Orders ADOPTED and will be signed when circumstances permit.
 - 6.7. Move May meeting to 4 May for Annual Parish Meeting followed by Annual Meeting of the Parish Council by Zoom – RESOLVED to hold meetings on Tuesday 4 May by Zoom.
 - 6.8. Recommendation to decide venue for June when situation known – AGREED.
 - 6.9. Delegation to Clerk to be used to allow continuing PC work if not possible to have in person or virtual meetings – Defer until outcome of legal case known.
- 7. Planning Applications – To comment on applications to be determined by Herefordshire Council**
- 7.1. 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 – following granting of dispensations RESOLVED to support and comment: design and appearance sympathetic to current agricultural building, conforms to policy M3 of extant NDP.
 - 7.2. P211063/F, Land adjacent to The Withies, Litmarsh – Proposed construction of one cottage-style dwelling – RESOLVED to support and comment: site not within settlement boundary in extant NDP and noted that policies M1 and M2 currently have no weight; however site allocated in revised NDP Regulation 16 draft that currently on hold due to phosphate issue; conforms to policy M3 of extant NDP, which is part of planning policy.
 - 7.3. 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 – Under Urgent Planning Matters Policy, 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.
 - 7.4. NOTED P210530/FH, Sutton Lakes Farm, Sutton St Nicholas, HR1 3NS – Proposed conversion of barn and alterations to existing dwelling – Under Urgent Planning Matters Policy, RESOLVED to support and comment: conforms with NDP policy M3 which is extant Local Plan policy (as confirmed by Neighbourhood Planning); application in open countryside and must therefore also be considered against Core Strategy Policy
 - 7.5. NOTED P204269/F, Venns Green Farm, Sutton St Nicholas – Variation of condition 2 following grant of planning permission. (161466 / 161467 Conversion of redundant agricultural buildings to 3 dwellings and improvements to junction between Venns Lane and the C1125) – To improve the

light and working layout of the building – Withdrawn.

- 7.6. NOTED 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 – Approved with conditions.

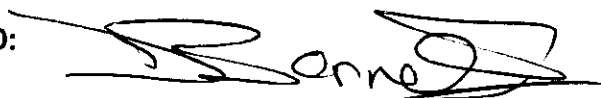
8. Parish reports and Issues –

- 8.1. Lengthsman Scheme, general maintenance and grass cutting –
- a) Report in Clerk's Information Sheet NOTED: work undertaken in March and that due in April in schedule; contract for Lengthsman Annual Maintenance Plan with Herefordshire signed and submitted.
 - b) Items for Lengthsman or other contractors – no other work required at present.
- 8.2. Verges cutting by Balfour Beatty – Nominate areas for only one cut – RESOLVED to have 2 verge cuts apart from area at Small Ashes.
- 8.3. Parish Footpath Officer (PFO) –
- a) Report in Clerk's Information Sheet NOTED: issues on MR37/PW12, MR22A, MR30, MR34 and MR21 addressed or in process; MR29, MR37, MR18B and MR24 reported to landowners or Balfour Beatty for action; MR17/MR5, MR32/MR18A and MR38 unable to find landowner and stiles need replacing.
 - b) Gates x3 for MR8 and MR5 – RESOLVED to fund kissing gates. Clerk INSTRUCTED to arrange with Lengthsman and PFO.
 - c) Undertake Land Registry search to identify landowners if required – Clerk INSTRUCTED to report issues online for Locality Steward to contact landowners.
- 8.4. Environment and Sustainability Group – Update NOTED: articles in News & Views; considering how to move forward on climate change issues over next 1-3 years.
- 8.5. Parish enhancement –
- a) Report in Clerk's Information Sheet NOTED: meeting with Balfour Beatty officer re cultivation licenses, awaiting response; costs as currently sourced, war memorial £333.60 +VAT, Rudge Grove £202.40 +VAT, Moreton/Marden junction £97.60 +VAT, The Volunteer junction £1,048 +VAT; S&A offered £1,100 sponsorship for work at The Volunteer; 4m flagpole for installation by war memorial £291-£346.
 - b) Next actions for Gardeners' Association and flagpole – RESOLVED to: support schemes once agreed by Balfour Beatty; purchase fibreglass pole and new flag. Clerk INSTRUCTED to contact Balfour Beatty for response and arrange purchase of pole and flag.
- 8.6. Hereford Autograss dates – Report in Clerk's Information Sheet NOTED: Sunday 18 April, 9 May, 4 July, 1 August, 15 August, 26 September.
- 8.7. New bridleway MR48 – Report in Clerk's Information Sheet NOTED: MR48 added to definitive map.
- 8.8. Personal attack alarms –
- a) Report in Clerk's Information Sheet NOTED: cost of possible small alarm with torch, £5.49 +VAT.
 - b) Purchase alarms – RESOLVED to purchase 10 alarms. Clerk INSTRUCTED to: arrange invoice; note in News & Views that available. AGREED funding for more units available if required.
- 8.9. Great British Spring Clean – Report in Clerk's Information Sheet NOTED: 28 May to 13 June. RESOLVED to have litter pick on Saturday 5 June, meeting in carpark by school at 10.00am. Clerk INSTRUCTED to: ask for S&A volunteers; add date to News & Views and information re contacting Cllr Ryan for equipment and to ensure insurance cover as volunteers if wish to litter pick at other times, particularly during Spring Clean weeks; arrange more purple bags.
- 8.10. Expression of thanks to retiring shop owner – Report in Clerk's Information Sheet NOTED. RESOLVED to gift canvas print of Marden, hamper and bay tree in pot on behalf of parishioners, up to value of £250. Clerk INSTRUCTED to: arrange items; request parishioner to make presentation with Cllr Bennett.

- 8.11. Signage 'Caution – horses' – Report and amended site map in Clerk's Information Sheet NOTED. RESOLVED to commission Balfour Beatty to install x9 signs.
9. Herefordshire PC Summit – Report in Clerk's Information Sheet NOTED: contact from police Safer Neighbourhood Team awaited to agree contract with PC on important areas to police within parish.
10. Commission in-house bespoke training session – RESOLVED to commission session, in-person not Zoom, after beginning of July and to cover: role of Cllr, PC and Clerk; planning; Code of Conduct
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 – B Woodcock, Operation Forth Bridge website work, £36
 - RESOLVED to pay invoice – Arthur J Gallagher (Came and Company), Insurance, £503.97
 - Send information on NALC seminar on 'Reopening and reimagining your community buildings' to Cllr Barrett, RESOLVED to pay £43.09 for attendance if MVT Trustee wishes to attend
 - As above.
13. Date of next meeting – Annual Parish Meeting followed by Meeting of the Parish Council Tuesday 4 May 2021 at 19.00 by Zoom. Apologies NOTED for Cllr Barrett.

This meeting was declared closed at 21.04

SIGNED:



Marden Chair

DATE:

4/5/21

MARDEN PARISH COUNCIL ACCOUNTS 2021-22

2021/27

APPENDIX for 22.4.21

Payments	2020-21 Actual receipts & payments	2021-22 Budget	Virements	2021-22 Budget at 12.4.21	2021-22 Actual receipts & payments	% Variance 2021-22 budget to actual	Notes for 2021-22	Estimated actual 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	
CLRs training	£0.00	£400.00		£400.00	£0.00	0.0%	To be arranged	
ADMINISTRATION AND MANAGEMENT								
Insurance	£546.01	£600.00		£600.00	£0.00	0.0%		
Subscriptions	£813.19	£810.00		£810.00	£40.00	4.9%		
Room hire - PC, NDP, CF, FR	£43.17	£500.00		£500.00	£0.00	0.0%		
Website and communication	£1,907.08	£1,000.00		£1,000.00	£43.17	4.3%	Ongoing	
Stationery & postage	£95.35	£300.00		£300.00	£0.00	0.0%		
Elections	£109.52				£0.00			
Audit fees	£399.00	£500.00		£500.00	£0.00	0.0%		
MAINTENANCE AND PROW								
Lengthsman, Maintenance	£2,165.84	£3,910.00		£3,910.00	£260.00	6.6%	1 of 12 paid	
Drainage Grant work	£9,500.00				£0.00			
PROW	£1,671.84	£2,970.00		£2,970.00	£0.00	0.0%	1 of 12 paid	
Parish enhancement	£701.85	£1,000.00			£0.00	0.0%		
Gardeners' Association project			£600.00	£400.00	£0.00	0.0%		
			£600.00	£600.00				
PARISH SERVICES								
Parish Freighter	£0.00	£850.00		£850.00	£0.00	0.0%		
News & Views support	£1,340.00	£2,300.00		£2,300.00	£217.00	9.4%		
GRANTS AND RESERVES								
Small grants	£146.74	£600.00		£600.00	£0.00	0.0%		
Support - MVT/MRGT		£0.00		£0.00				
Old Churchyard	£1,150.00	£1,150.00		£1,150.00	£0.00	0.0%		
PROJECTS AND WORKING GROUPS								
Traffic mgmt/SID room & exps	£80.00				£0.00			
Fundraising Group	£460.02	£500.00		£500.00	£0.00	0.0%	1 of 12 paid	
Facilities project	£6,590.00	£48,200.00		£48,200.00	£0.00	0.0%	1 of 12 paid	
NDP	£14,570.25	£1,000.00		£1,000.00	£0.00	0.0%		
Environment & Sustainability		£1,000.00		£1,000.00		0.0%		
Covid Volunteer Group	£2,019.80				£0.00			
VAT AND CONTINGENCY								
VAT	£7,438.70				£52.00			
Contingency	£0.00	£2,000.00		£2,000.00	£0.00	0.0%		
PREVIOUS EXPENSES								
	£62,488.47	£82,410.00		£82,410.00	£3,148.19	3.8%		
Receipts								
Drainage grant 2020-21	£9,500.00				£0.00			
Precept	£51,500.00	£51,500.00		£51,500.00	£0.00	0.0%		
VAT reclaim	£4,147.31				£0.00	0.0%	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				
	£87,585.05	£82,410.00		£82,410.00	£0.00	0.0%		

NB: Receipts & payments made at current meeting included

