

MARDEN PARISH COUNCIL

4 May 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:

- Disappointed that reverted to 2 verge cuts a year
- Two cuts needed due to cow parsley overhanging narrow lanes and affecting road safety.

Minutes of the Annual Meeting of the Parish Council held on Tuesday 4 May 2021 immediately following the Annual Parish Meeting and Local Residents Session at 19.00 by Zoom

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

In Attendance: Ward Cllr Kema Guthrie; Parish Clerk Alison Sutton; and 2 members of the public.

1. **Election of the Chair** – Cllr David Bennett ELECTED unanimously and signed form to Accept the Office after the meeting.
2. **Election of the Vice Chair** – Cllr Kate Ryan ELECTED unanimously.
3. **Apologies for absence** – Cllr Paula Barrett.
4. **Declarations of interest and written applications for dispensation** – Cllrs Bennett and Hayward DECLARED an interest in item 10.2. and left the meeting during the item. Dispensations were not required as the Council was quorate without dispensation.
5. **Councillors for Working Groups**
 - a) Financial Advisory Working Group – Cllrs Bennett, Ryan and Lees.
 - b) Community Facilities Project – Cllrs Bennett and Ryan.
 - c) Environment & Sustainability Group – Cllrs Lees, Hayward and Bennett.
6. **Code of Conduct to adopt** – AGREED to adopt Local Government Association Code. Clerk INSTRUCTED to prepare for next meeting for adoption.
7. **Police and Ward Councillor Reports** –
 - 7.1. West Mercia Police – Contact details in Clerk's Information Sheet and update NOTED. Email received: Marden fairly quiet last month; 2 reports of suspicious individuals but only one reported, though picked up on social media, vital that reported to police at time; 1 uninsured and untaxed vehicle seized; 1 burglary of milk churns; no confirmed dog thefts in area recently, anecdotal reports of items left at properties often coming from social media; some items such as cable ties on gates appear to be more intentional than some other items reported as left as markers; advice remains the same to photograph item in situ, remove it and report it straight to police. Further email re Local Policing Charter: priorities driven by six themes of visibility & accessibility, responding to communities, prevention, vulnerability, relationships, partnerships, news; team currently PC Josh Kitchen who has additional role as one of county's Wildlife Crime Officers and PCSP Adam Westlake, recruiting for 2nd PCSO. Clerk INSTRUCTED to add prominent note to next News & Views that important that suspicious activity reported straight to police, not just on social media.

- 7.2. Ward Councillor – Report NOTED: All 3 parishes in ward meeting tonight as continuing virtual meetings not allowed after 6 May; Covid cases remain low in Herefordshire in relation to cases in England but recent spike in area, update from Public Health that increasing testing and isolating cases while working with various Herefordshire farms; drainage issues, no further update; planning, 210135 redirected to planning committee but no date yet for meeting. NOTED landowner has repaired field drain near Old School.
8. **Minutes of the last meeting** – 22 April 2021 were ADOPTED and will be signed when circumstances permit.
9. **Financial Procedures** – The balance of the current account of £107,377.30 as at 28 April 2021 was NOTED. Balance includes: committed reserves of 1. £6,659.15 for donations to 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 (fund to replace equipment). Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
- 9.1. Ben Osborne (The Canvas Print Studio), Picture as gift for retiring postmaster, £61 – Paid online 24/4/21 following delegation at meeting on 22/4/21 and confirmation by 2 signatories.
 - 9.2. Fiona Llewellyn, Hamper as gift for retiring postmaster, £50 – Paid online 27/4/21 following delegation at meeting on 22/4/21 and confirmation by 2 signatories.
 - 9.3. DC Gardening, Lengthsman, £354 (inc. £59 VAT) – Paid online 5/5/21 following delegation on 4/5/21.
 - 9.4. Signature Signs and Print, News & Views printing May edition, £217 – Paid online following delegation on 4/5/21.
 - 9.5. Income from Herefordshire Council, Precept (1st part), £25,750.
 - 9.6. Income from HRMC, Refund of 2020-21 VAT, £7,438.70.
10. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
- 10.1. P210823/F, Monmarsh Farm, Litmarsh, HR1 3EZ – Proposed conversion of former milking parlour to form ancillary/holiday accommodation – RESOLVED to support and comment: in open countryside, conversion on same footprint as current building; in conformity with NDP policy M3.
 - 10.2. P211642/PA7, Lower Farm, HR1 3DD – Prior approval is required for construction of a winter fill water storage reservoir – RESOLVED to support in principle as consider from sustainable point of view that reservoirs only way forward to preserve river system; need detail of why 2 applications for reservoirs in fields next to each other and whether 1 or 2 reservoirs being developed; if 2 reservoirs major concerns that large volume of water in small area, what effect will be on ditches and water courses downstream; need detail on management if reservoir bund damaged, what inspection process in place and frequency of inspection.
 - 10.3. NOTED P210530/FH, Sutton Lakes Farm, Sutton St Nicholas, HR1 3NS – Proposed conversion of barn and alterations to existing dwelling – Approved with conditions.
 - 10.4. NOTED P210629/F, Land adjacent The Frankland, Burmarsh, HR1 3BN – Proposed erection of two 3-bed dwellings with associated access, landscaping and drainage – Refused.
11. **Parish reports and Issues** –
- 11.1. Lengthsman Scheme, general maintenance and grass cutting –
 - a) Report in Clerk's Information Sheet NOTED: work undertaken in April and due in May; management of weeds in kerb setts by Weedit machine spraying very targeted weed killer advised, using flame thrower not advised and Lengthsman not prepared to use. Update NOTED: issue with filled dog waste bags left on MR24 causing problems with strimming.
 - b) Items for Lengthsman or other contractors and management of weeds in kerb setts – RESOLVED to: offer A5 signage from Cllr Hayward and or signage to MR24 landowners re dog waste; continue policy of not using weed killer; consider cost for one kerb clearing by Lengthsman in late September/early October; consider if possible for kerb clearing to be undertaken by volunteers. Clerk INSTRUCTED to: contact MR24 landowners; obtain quote from Lengthsman; check with Locality Steward if possible for volunteers and if so get quote for skip; add to next agenda.

- 11.2. Village pond – Approach to landowner – RESOLVED to check who owns land and consider approach to offer purchase or maintenance with help of Herefordshire Wildlife Trust. Clerk INSTRUCTED to use personal credit card to obtain ownership data from Land Registry.
- 11.3. Carpark at Minimart – Approach to landowners – RESOLVED to contact landowners and request maintenance done on car park area as trip hazard due to uneven surface and unsightly. Clerk INSTRUCTED to use personal card to obtain ownership data from Land Registry and check with residents.
- 11.4. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: meeting with Lengthsman and landowners shortly to obtain quote for kissing gates x3; stiles where landowners unknown reported online.
- 11.5. Environment and Sustainability Group – No update as meeting next week.
- 11.6. Parish enhancement by Gardeners' Association – Report in Clerk's Information Sheet and update NOTED: areas at Marden/Moreton turn and war memorial, minimal problem with utilities, once request made for licenses will be given approval to go ahead; areas at Rudge Grove and opposite The Volunteer, major problems with utilities, Clerk needs to contact companies for site visit to obtain approval or not and then report back to Balfour Beatty; Gardeners' Association small group request meeting with Clerk to agree procedure for ordering and logistics. RESOLVED to support work on Marden/Moreton turn and war memorial. NOTED flagpole should be installed within 3 weeks. Clerk INSTRUCTED to: confirm that PC wants to take cultivation licence for 2 agreed areas; contact utilities re other 2 areas; meet with small group to confirm process.
- 12. Delegation to Clerk** – Wording in Clerk's Information Sheet for delegation to be used if virtual meetings not legally allowed and in-person meetings not possible NOTED. RESOLVED to delegate as follows:
Delegation of Urgent and Routine Matters
1. This delegation is effective from 8 May 2021 and is to enable Marden Parish Council to continue to undertake its work and provide services to the parishioners of Marden.
 2. The delegation is predicated on: the legislative requirement that virtual meetings are no longer legal after 7 May 2021; the community centre is not available for face-to-face meetings of the parish council with public access; that no other venue in the parish is suitable and Covid secure for face-to-face or hybrid meetings; that further Covid restrictions may be imposed without new legislation to allow virtual meetings again.
 3. The Parish Clerk has delegated authority to make any decision appertaining to the Council's normal routine administration business after email confirmation with the Chair and Vice Chair.
 4. The Parish Clerk has delegated authority to act in such a way as to support the needs of the community during such an emergency as such needs are identified and to commit any of the Council's resources in support of or to satisfy such needs, after email agreement of a quorum of Councillors.
 5. The Parish Clerk has delegated authority to pay invoices following confirmation by 2 signatories and in line with the Council's Financial Regulations and Electronic Banking Policy
 6. The Parish Clerk has delegated responsibility to make salary and expenses payment (contracted hours, extra hours and expenses) to staff, after email agreement of a quorum of Councillors following review of the claim and time sheet.
 7. In the event that any procurement decision needs to be made in excess of the limits within the Council's Financial Regulations, delegated authority is granted to the Parish Clerk in consultation with the Financial Advisory Working Group (meeting by Zoom) to approve the appointment of any contractor with all decisions made being ratified at the first available meeting of the Council.
 8. Any response required to a planning application will be managed by the Clerk using the Council's Urgent Planning Matters Policy.
 9. Significant decisions, planning responses and payments made during the month and relevant briefing papers will be uploaded to the website every month that a meeting is cancelled and therefore delegated powers are used. The items will be uploaded by the date for the cancelled meeting.
 10. In the event that legislation is passed dealing with and/or impacting on such an infectious disease outbreak, such as legislation to allow virtual meetings after 7 May 2021, that legislation will take precedence over the above outlined Scheme of Delegation.

13. Correspondence – List in Clerk's Information Sheet NOTED: Vintage Tractor Road Run, 23 May, starting from Nash Hill at 10.00am.

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

Next agenda:

- Update from CFG
- As above.

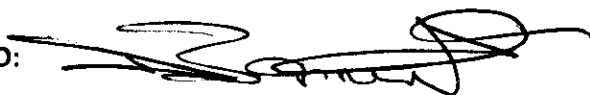
Clerk's action:

- Change dates for June, July and August meeting to Tuesday 15 June, 13 July, 3 August (if required)
- 211063, Land adjacent to The Withies re-consultation – arrange extension if possible or use Urgent Planning Matters Policy
- As above.

15. Date of next meeting – Tuesday 15 June 2021 at 19.00 in Community Centre (Hall).

This meeting was declared closed at 21.07

SIGNED:



Marden Chair

DATE:

15/6/07

APPENDIX for 4.5.21

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
STAFF AND CLLRS							
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
Cllrs 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	£0.00	0.0%	0 of 3 paid
MAINTENANCE AND PROW							
Lengthsman, Maintenance	£2,165.84	£3,910.00		£3,910.00	£555.00	14.2%	2 of 12 paid
Drainage Grant work	£9,500.00						
PROW	£1,671.84	£2,970.00		£2,970.00	£0.00	0.0%	2 of 12 paid
Parish enhancement	£701.85	£1,000.00	£600.00	£400.00	£0.00	0.0%	Ongoing
Gardeners' Association project			£600.00	£600.00	£0.00	0.0%	
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	£434.00	18.9%	2 of 10 paid
GRANTS AND RESERVES							
Small grants	£146.74	£600.00		£600.00	£111.00	18.5%	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				£111.00		
Contingency	£0.00	£2,000.00		£2,000.00	£0.00	0.0%	
PREVIOUS EXPENSES							
	£62,488.47	£82,410.00		£82,410.00	£4,370.16	5.3%	
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

