

MARDEN PARISH COUNCIL

14 September 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 14 September 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, Paula Barrett (part), Richard Paske and Mike Blake.

In Attendance: Parish Clerk Alison Sutton; and 3 members of the public.

- 1. Apologies for absence –** Cllr Patrick Meredith; Ward Cllr Guthrie.
- 2. Co-option of new councillors –** Kirsty Robertson and Chris Morgan were unanimously CO-OPTED to the council and welcomed as new members.
- 3. Declarations of interest and written applications for dispensation –** None.
- 4. Police and Ward Councillor Reports –**
 - 4.1. West Mercia Police – Contact details in Clerk’s Information Sheet and recent incidents NOTED.
 - 4.2. Ward Councillor – No report as apologies given for meeting.
- 5. Minutes of the last meetings –** 13 July 2021 ADOPTED and signed.
- 6. Financial Procedures –** The balance of the current account of £96,219.18 as at 6 September 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 undertake virement of £1,000 from Contingency to PROW for extra gates, to undertake virement of £950 from Contingency and £850 from Parish Freighter to Parish Enhancement for horse signage.; add £1,200 sponsorship received to receipts budget and Gardeners’ Association payment lines. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:
 - 6.1. HM Revenue and Customs, Employers’ NI for April salary, £37.91 – Paid online 16/7/21 following delegation in Financial Regulations and confirmation of 2 signatories.
 - 6.2. Tudors Building Supplies (Hereford) Ltd, Items for parish enhancement, £347.12 (inc. £57.85 VAT), Increase from cost approved on 13/7/21 due to increased cost of timber – Paid online 16/7/21 following delegation on 13/7/21 and confirmation of 2 signatories.
 - 6.3. Herefordshire Council, Horse signage, £1,959.23 (inc. 326.54 VAT) – Paid online 16/7/21 following delegation to commission work on 13/7/21.
 - 6.4. DC Gardening Services, Lengthsman and PROW for July, £2,446.80 (inc. £407.80 VAT) – Paid online 3/8/21 following delegation under Financial Regulations and confirmation of 2 signatories.
 - 6.5. DC Gardening Services, Lengthsman and PROW for August, £540 (inc. £90 VAT) – Paid online 15/9/21 following delegation on 14/9/21.
 - 6.6. Signature Signs and Print, News & Views print September edition, £217 – Paid online 15/9/21 following delegation on 14/9/21.
 - 6.7. Marden Community Centre, Room hire, £30 – Paid online 15/9/21 following delegation on 14/9/21.



- 6.8. National Association of Local Councils, Seminar fee, £64.49 (inc. £10.75 VAT) – Paid online 15/9/21 following delegation on 14/9/21.
- 6.9. Income from S&A Produce, Parish enhancement, £1,200.
- 7. Report of Financial Advisory Working Group on 6 September –**
- 7.1. RESOLVED to defer adoption of proposed budget for 2022-23.
- 7.2. RESOLVED to draft Business Plan Update and Budget & Precept for 2022-23 document, Clerk INSTRUCTED to add to next agenda.
- 8. Planning Applications – To comment on applications to be determined by Herefordshire Council**
- 8.1. P213119/O, Land adjacent to Kitten Gate, HR1 3EX – Proposed Outline application with some matters reserved for one dwelling – RESOLVED to object and comment: site is in open countryside, considerable distance from Litmarsh settlement boundary, in non-conformity with made NDP policy M2, which has full weight currently; site does not meet criteria in Core Strategy policy RA3 for development in open countryside.
- 8.2. P211970/F, Marden Playing Fields, HR1 3EW – Proposed erection of ball stop fencing to the western boundary of the recreation ground. Length of fence 30 metres, height of fence 6 metres. Fence to be constructed of welded mesh panels of height 2 metres at low level with netting above to an overall height of 6 metres. Netting supported off 6 metre high posts of square hollow section steel at 5 metre centres. Fencing structure to be finished in green with black netting – RESOLVED to object by majority (8 for, 1 abstain) and comment: application not in keeping with philosophy of local recreation ground for parish community use; impact of design and appearance not appropriate for local recreation ground; concern that fixed wire fencing could be hazard from being climbed and also be danger to wildlife; to PC's knowledge need for fencing not raised or supported by local residents.
- 8.3. NOTED P211814/RM, White Gate Farm, Litmarsh, HR1 3EZ – Reserved matters following outline approval 1932227 – Erection of 2 no. dwellings with garaging – Approved with conditions.
- 8.4. 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 – Approved with conditions.
- 8.5. NOTED P212738/FH, Park Lodge, Litmarsh, HR1 3EZ – Proposed rear and side extensions to existing dwelling with single and 2 storey elements and internal work – Response under Urgent Planning Matters Policy – if approved will increase overall size and floor space considerably; current building is right on settlement boundary and additions may take it into open countryside, very difficult to be accurate from block plan provided; if Herefordshire minded to approve, given increase in size of dwelling, appropriate that eco and sustainability measures should be included as part of Climate Change requirements, along with Environmental Impact Assessment; noted that site is behind plots 1 & 2 of White Gates Farm, therefore some distance from road.
- 9. Parish reports and Issues –**
- 9.1. Lengthsman Scheme, general maintenance and grass cutting – Report in Clerk's Information Sheet NOTED: work undertaken in August and work due in September as scheduled.
- 9.2. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: various issues resolved by landowners; ongoing issues on 2 PROW being dealt with by Balfour Beatty; issues of abuse to landowners and damage to property from PROW users, landowners advised to contact police and Herefordshire Community Protection Team.
- 9.3. Environment and Sustainability Group –
- a) Report NOTED: launch of Great Collaboration Portal at September Spectacular on 26 September; met administrator of Portal re signage and look of site.
- b) Next actions – Cllr Lees to send poster for launch to Clerk for upload to website, MailChimp and facebook.
- c) Representation at NALC seminar 'Levelling up the environment through biodiversity net gain' by Zoom, 12.00-13.15 Wednesday 27 October – AGREED Cllr Lees to attend.



- 9.4. Maintenance of assets – noticeboards, bus shelter etc – Report in Clerk’s Information Sheet NOTED. Offer from volunteers to paint bus shelter ACCEPTED. RESOLVED to consider replacements of noticeboards, Clerk INSTRUCTED to obtain quotes for recyclable plastic boards for next agenda.
- 9.5. PC noticeboard at Rudge Grove to be moved to post office – Suggestion NOTED. Current Rudge Grove board needs replacing, RESOLVED that wish to keep board at Rudge Grove reconfigured to give bigger locked PC side. Clerk INSTRUCTED to contact shop and explain that shop and community welcome to use open side and provision of another open board on shop for community use would be welcomed.
- 9.6. Parish enhancement – WI sponsorship of tree and plaque AGREED in principle. Clerk INSTRUCTED to ask for details on size, wording and positioning of plaque.
- 9.7. Fundraising Group parish engagement – Report in Clerk’s Information Sheet NOTED. RESOLVED to support Halloween, Christmas wreath and lights competitions with prizes totalling £375. Clerk INSTRUCTED to inform Group that should be LED lights.
- 9.8. Community Facilities Group –
Report in Clerk’s Information Sheet NOTED: awaiting report with figures.
- 9.9. Request for donation from Victim Support – AGREED no donation.
- 9.10. Withdrawal of revised Regulation 14 NDP –
a) Report in Clerk’s Information Sheet NOTED: advice from Neighbourhood Planning Manager.
b) RESOLVED to formally withdraw Revised Regulation 14 NDP. Forthcoming meeting of Review Group cancelled.
- 9.11. Date for in-house councillor training session NOTED.
- 9.12. Communications re Sutton Walls – Report NOTED: various emails received or copied in from people concerned about previous use of Sutton Walls as a waste tip; as site is not in Marden parish, advised to contact Sutton Parish Council or Sutton Walls Conservation Group.
- 9.13. Herefordshire Council – Meetings and interactions
a) Visit by CEO to October PC meeting – AGREED discussion point of Children’s Services in county as school in parish. Clerk INSTRUCTED to contact and invite officers to attend if CEO wishes.
b) Date for Parish Council Summits – AGREED representation at December meeting, Cllrs Bennett and Ryan.
c) Parish Council Reference Group – AGREED to support Terms of Reference, Cllrs Bennett and Ryan to attend, comment on Localism documents not considered.
d) Meeting with officer re care provision – Date NOTED, Cllrs Bennett, Ryan and Hayward and Clerk to attend.
- 9.14. Traffic survey meeting – Report NOTED: ADL study undertaken for Herefordshire re extending 30mph to past Pikestye; speed survey results show 85th percentile speed not very high, no accidents recorded; advising Herefordshire to leave limit as it is. Clerk INSTRUCTED to add traffic study to next agenda.
10. **Policies and documents** – Expenses Policy, Internal Audit Policy, Grants Policy, Distribution of Funds Raised for Community Facilities Policy, Volunteer Worker and Associated Expenses Policy, Asset Register – RESOLVED to adopt policies dated September 2021. Clerk INSTRUCTED to add item in News & Views that volunteers undertaking litterpicking etc only covered on PC’s insurance if inform Clerk beforehand each time.
11. **Correspondence** – List in Clerk’s Information Sheet NOTED.
12. **Matters for next agenda or for Clerk’s action under delegated authority**
Next agenda:
- Invoice for 3yr email hosting
 - Village pond
 - Queen’s beacon

- Small Ashes update
- As above.

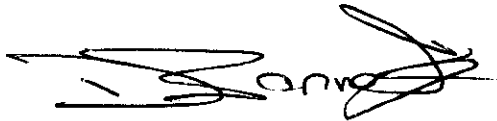
Clerk's action:

- Pay invoice – B Woodcock, Website services, £108 – Paid online 15/9/21 following delegation on 14/9/21
- Order wreath for remembrance Sunday £25 cost + £125 donation, total of £150
- Reactivate Cllr Barrett's email and set up for Cllr Morgan
- As above.

13. **Date of next meeting** – Monday 11 October 2021 at 19.45 in Community Centre hall.

This meeting was declared closed at 21.25.

SIGNED:



Marden Chair

DATE: 11/10/21

MARDEN PARISH COUNCIL ACCOUNTS 2021-22

2021/53

Payments	2020-21 Actual receipts & payments	2021-22 Budget	Virements	2021-22 Budget at 14.9.21	2021-22 Actual receipts & payments	Variance 2020-21 budget to actual	% Variance 2021-22 budget to actual	Notes for 2021-22	Estimated actual 2021-22	2022-23 Draft Budget
STAFF AND CLLRs										
Clerks total salary - incl. Employers' NI	£10,114.64	£11,120.00		£11,120.00	£4,848.23	£6,271.77	43.6%	2 of 4 paid	£10,920.00	£12,320.00
Clerks expenses	£625.47	£1,700.00		£1,700.00	£162.00	£1,538.00	9.5%	2 of 4 paid	£900.00	£1,700.00
CLLRs training	£0.00	£400.00		£400.00	£53.74	£346.26	13.4%	Due October	£400.00	£400.00
ADMINISTRATION AND MANAGEMENT										
Insurance	£546.01	£600.00		£600.00	£503.97	£96.03	84.0%	Paid in full	£504.00	£515.00
Subscriptions	£813.19	£810.00		£810.00	£40.00	£770.00	4.9%	Ongoing	£810.00	£850.00
Room hire - PC, NDP, CF, FR	£43.17	£500.00		£500.00	£30.00	£470.00	6.0%	Ongoing	£300.00	£700.00
Website and communication	£1,907.08	£1,000.00		£1,000.00	£170.34	£829.66	17.0%	Ongoing	£500.00	£500.00
Stationery & postage	£95.35	£300.00		£300.00	£23.16	£276.84	7.7%	Ongoing	£300.00	£300.00
Elections	£109.52									
Audit fees	£399.00	£500.00		£500.00	£99.00	£401.00	19.8%	1 of 3 paid	£500.00	£500.00
MAINTENANCE AND PROW										
Lengthsman, Maintenance	£2,165.84	£3,910.00		£3,910.00	£1,670.00	£2,240.00	42.7%	6 of 12 paid	£4,815.00	£6,500.00
Drainage Grant work	£9,500.00									
PROW	£1,671.84	£2,970.00	£1,000.00	£3,970.00	£3,384.00	£586.00	85.2%	6 of 12 paid	£3,970.00	£3,000.00
Parish enhancement	£701.85	£1,000.00	£1,250.00	£2,250.00	£2,092.36	£157.64	93.0%	Ongoing	£2,250.00	£1,000.00
Gardeners' Association project			£600.00	£1,800.00	£391.52	£1,408.48	21.8%	Ongoing	£1,800.00	£1,000.00
PARISH SERVICES										
Parish Freighter	£0.00	£850.00	£850.00	£0.00	£0.00	£0.00		Service ceased	£0.00	£0.00
News & Views support	£1,340.00	£2,300.00		£2,300.00	£1,085.00	£1,215.00	47.2%	5 of 10 paid	£2,300.00	£3,000.00
GRANTS AND RESERVES										
Small grants	£146.74	£600.00		£600.00	£240.84	£359.16	40.1%	Ongoing	£600.00	£600.00
Support - MVT/MRGT										
Old Churchyard	£1,150.00	£1,150.00		£1,150.00	£1,150.00	£0.00	100.0%	Paid in full	£1,150.00	£1,150.00
PROJECTS AND WORKING GROUPS										
Traffic mgmt/SID room & exps	£80.00									
Fundraising Group	£460.02	£500.00		£500.00	£208.33	£291.67	41.7%	Ongoing	£500.00	£1,500.00
Facilities project	£6,590.00	£48,200.00		£21,200.00	£0.00	£21,200.00	0.0%	Ongoing	£8,000.00	£13,500.00
NDP	£14,570.25	£1,000.00		£1,000.00	£0.00	£1,000.00	0.0%	No action	£0.00	£500.00
Environment & Sustainability		£1,000.00		£1,000.00	£0.00	£1,000.00	0.0%	Ongoing	£500.00	£1,500.00
Covid Volunteer Group	£2,019.80									
VAT AND CONTINGENCY										
VAT	£7,438.70				£1,583.78	-£1,583.78			£4,735.00	
Contingency	£0.00	£2,000.00	£2,000.00	£0.00	£0.00	£0.00				£6,075.00
Total expenses	£62,488.47	£82,410.00		£56,610.00	£17,736.27	£38,873.73	31.3%		£45,754.00	£57,110.00
Receipts										
Drainage grant 2020-21	£9,500.00				£0.00					
Precept	£51,500.00	£51,500.00		£51,500.00	£25,750.00	£25,750.00	50.0%	First half paid	£51,500.00	£51,500.00
VAT reclaim	£4,147.31				£7,438.70	-£7,438.70	100.0%	2020-21 reclaim	£7,438.70	
Advertising in News & Views	£1,326.00	£1,000.00		£1,000.00	£0.00	£1,000.00	0.0%	As received	£1,000.00	£1,000.00
Sundry	£465.00				£0.00	£0.00		As received	£190.00	£200.00
Refund of planning fee	£1,642.00				£0.00	£0.00				
Donations for CF	£0.00				£0.00	£0.00		As donated	£200.00	£1,500.00
Solar farm	£2,910.00	£2,910.00		£2,910.00	£727.50	£2,182.50	25.0%	1 of 4 quarterly	£2,910.00	£2,910.00
Donations for Gardeners' Assoc project				£1,200.00	£1,200.00	£0.00		As received	£1,200.00	
Grants for Covid work	£2,000.00									
Keep Connected Grant	£71.74									
Groundwork NDP Grant	£14,023.00									
From reserves		£27,000.00		£0.00						
	£87,585.05	£82,410.00		£56,610.00	£35,116.20	£21,493.80	62.0%		£64,438.70	£57,110.00

BANK RECONCILIATION

Balance per bank statement at 6 September 2021	
Current account	£96,219.18
	£96,219.18
Less: uncleared payments at 6 September 2021	
C/N	
Net balances as at 6 September 2021	£96,219.18
Cash Book	
Opening balance at 1 April 2021	£77,987.76
Add: receipts in the year	£35,116.20
Less: payments in the year	-£16,884.78
Closing balance per cash book at 6 September 2021	£96,219.18

RESERVES ANALYSIS

	2019-20	Inc(dec) at year end	2020-21	Predicted Inc(dec) at year end	Predicted 2021-22
Cash book balance at 31 March for new financial year 1 April	£52,063.18	£25,924.58	£77,987.76	£18,684.70	£96,672.46
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	£595.97	£12,000.00		
	£52,063.18	£25,924.58	£77,987.76		

ANALYSIS OF CLERK'S SALARY

	Budget	Current mth	Running total	Notes
Basic hrs Salary	£6,159.00			
April @ 2,227.68/qtr				
July, Oct, Dec @ x00/qtr			£4,455.36	
CF hrs (main)	£1,320.90			
April @ 12.24/hr				
July, Oct, Dec @ xx/hr			£177.48	
Fundraising Group hrs	£251.60			
April @ 12.24/hr				
July, Oct, Dec @ xx/hr			£42.84	
NDP hrs	£188.50		£134.64	
Backpay				
Employers' N	£200.00	£37.91	£37.91	
TOTAL	£11,120.00		£4,848.23	
		Current mth mileage	Cost	
Basic hrs mileage - at 45p/mile			£149.40	
CFG Mileage			£0.00	
FR mileage			£12.60	
TOTAL			£162.00	

ANALYSIS OF EXPENDITURE BY WORKING GROUPS

	Payments budget				Within Room hire budget	
	2020-21 budget	2020-21 actual	2021-22 budget	2021-22 actual	20-21	21-22
FUNDRAISING GROUP	£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						
Raffle/event prizes & items		£375.00				
Total non-salary expenses		£460.02		£0.00		
MAIN CF GROUP	£14,000.00		£48,200.00		£0.00	£0.00
Room hire						
Event stands						
Refreshments event						
Stationery						
Architects and planning fees		£6,590.00				
Total non-salary expenses		£6,590.00		£0.00		
		Salary budget				
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				
TOTAL BUDGET FOR YEAR	£16,555.00		£50,272.50			
TOTAL PAYMENTS FOR YEAR		£7,552.57		£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
	£15,523.00					
Room hire						
Consultants' fees		£13,320.00				
Refreshments mtgs/events						
Office supplies/printing		£1,250.25				
Total non-salary expenses		£14,570.25		£0.00		
		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		£15,222.49		£134.64		