

MARDEN PARISH COUNCIL

8 November at 19.45 – 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:

- When is referendum on new community centre – See 7.5 b) below
- Community use of community centre – Advised to attend MVT AGM later this month and put views
- News & Views move to A5, problem to parishioners with reduced vision, better to have print run and have in shop to collect and online only – NOTED
- Budget document, deliverers not asked to deliver with News & Views – Editors asked, both by email and in person at meeting, requested to inform PC of any deliverers unable to help
- Should ask deliverers direct – Not PC’s role as up to Editors and distribution manager
- Litter bin on recreation ground, PC should replace immediately – MRGT relacing and will be removed from PC asset list at that time
- Why PC tablets with individual Cllrs – All tablets currently stored by Chair for appropriate future use
- Use of community centre for future elections – Up to MVT and Herefordshire Council
- Register of interests on website – Still waiting for Herefordshire to upload to its website
- Issues accessing website – Clerk will arrange for webmaster to contact parishioner
- Should note time when Cllrs come to meeting late – Noted.

Minutes of the meeting of the Parish Council held on 8 November 2021 immediately following the Local Residents Session at 19.45 in the Community centre hall

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

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

1. **Apologies for absence** – Cllrs Kirsty Robertson and Paula Barrett.
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 – Letter to 14,400 properties in county asking for residents to join Citizens Climate Assembly to help Herefordshire address issues. Walkabout for traffic calming, 24 November at 10.15, meeting at recreation ground car park; Clerk INSTRUCTED to send participants names to Ward Cllr. Laystone and Moreton bridges, Herefordshire reviewing options to control traffic for work in next year’s schedule, asked if width restriction possible but allowing fire service access – PC requests discussion of options before any decision made. Repair design of bridge waiting sign off, once given repair due to start 2 weeks later. Attending S&A meeting on Wednesday.
4. **Minutes of the last meetings** – 11 October 2021 ADOPTED and signed.
5. **Financial Procedures** – The balance of the current account of £107,630.71 as at 2 November 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 £150 from E&SG to Parish Enhancement. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:

- 5.1. HM Revenue and Customs, Employer's NI for July salary, £15.95 – Paid online 12/10/21 under delegation in Financial Regulations and confirmation from 2 signatories.
- 5.2. Woodberry, Benches x2 for parish enhancement Gardener's Association project, £813.60 (inc. £135.60 VAT) – Paid online 14/10/21 following delegation at meeting on 11/10/21 and confirmation of 2 signatories.
- 5.3. Adzor Ltd, Christmas tree, £213.20 (inc. £8.20 VAT at 4%) – Paid online 19/10/21 following delegation at meeting on 11/10/21 and confirmation of 2 signatories.
- 5.4. DC Gardening Services, Lengthsman and PROW for October + placing signs for Gardeners' Association project, £1,422 (inc. £237 VAT) - Paid online 9/11/21 following delegation at meeting on 8/11/21.
- 5.5. PIP Print, News & Views print November edition and Budget Business Plan, £397.70 – Paid online 9/11/21 following delegation at meeting on 8/11/21.

6. **Planning Applications** – To comment on applications to be determined by Herefordshire Council – None received.

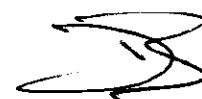
7. **Parish reports and Issues** –

- 7.1. Lengthsman Scheme, general maintenance and grass cutting – Report in Clerk's Information Sheet NOTED: work undertaken in October and work due in November as scheduled.
- 7.2. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: various gates and stiles waiting installation; problems with MR19 and MR12, soil left in boggy areas difficult to walk over, landowner to address weather permitting, hopefully adding layer of stone; fallen trees removed; several landowners contacted re crops over paths.
- 7.3. Environment and Sustainability Group –
 - a) Report NOTED: Great Collaboration flyer delivered to all properties; attended NALC seminar, useful information and ideas to take forward including way of monitoring CO₂ emissions by parish <https://impact-tool.org.uk/about>, Marden figure is high for industry, also suggest revisit PC's E&S policy.
 - b) Next actions – Approach school re green energy tariff; approach MRGT re area for wildflowers and tree planting; discuss the Gardeners' Association way to encourage square metre of wildflower planting; NDP should reflect climate emergency, use standard comments for every planning response.
- 7.4. Parish enhancement – Report in Clerk's Information Sheet NOTED: as wildflower seeds planted in triangle edged area, request Lengthsman not strim edged area until September; Rudge Grove area will be redesigned next year in light of utility restrictions. Clerk INSTRUCTED: contact Lengthsman re not strimming edged area until September; ask Gardeners' Association if hard edge to area would be better; send thanks for all hard work.
- 7.5. Community Facilities project –
 - a) Report in Clerk's Information Sheet NOTED: Community Consultation Events booked 10-4 Saturday 11 December, 6-9 Monday 13 December, 6-9 Zoom session Thursday 13 December; Cost of boards/stands hire £208 +VAT, Printing of consultation and flyer £207.27, Refreshments approx. £50 – total approx. £585.27 + cost of printing of display.
 - b) AGREED details of Community Event, Summary Business Plan and one page flyer to every property with 1 amendment; details of eco features included and costs of those not included to be added to full document. NOTED: flyer has tear-off return slip to support project and increased PWL or not; electors in a property that does not submit a response will be treated as supporting project and loan, as advised by HALC; data will be managed by Clerk as legal Data Officer for parish. Clerk INSTRUCTED to: pay invoice for display boards of £249.60 (inc. £41.60 VAT); arrange printing with one page flyer stapled to left/middle of front page of Summary.
- 7.6. Update on Small Ashes – Report in Clerk's Information Sheet NOTED: Environment Agency and enforcement investigation closed, excess waste removed by landowner who has licence



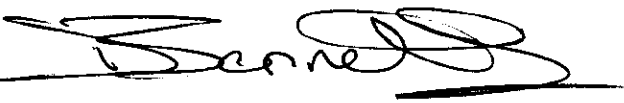
to move some waste to site. Clerk INSTRUCTED: ask Herefordshire CE for support and information as PC not content with outcome of investigation.

- 7.7. Setting up a parish hub – Report NOTED: Talk Community is directory of all services in county and beyond for parishioners to access information and support, one area specific to parish; virtual hub for now, once have new community centre ability to help parishioners access internet with PC tablets if no computer of own; focus group undertaken with information/social media outlets in parish (News & Views, Facebook co-ordinators, PC); up to £2,500 available. RESOLVED to set up virtual hub, launch in new year. Clerk INSTRUCTED to: confirm with Talk Community officer; apply for funding.
- 7.8. Parish noticeboards – Report in Clerk's Information Sheet NOTED: Landowners at Kitten Gate and Urdimarsh given agreement for free-standing boards; landowner at The Amberley agreed in principle for free-standing board on other side of car park when reopen; Rudge Grove, similar board gives increased size if only for community; boards larger than current, 690mm high and 1090mm wide x7 cost £3,444.41 +VAT including delivery and name on boards, plus £75.32 +VAT for Postcrete, consider different fixing as well. Clerk INSTRUCTED to: order boards for delivery in spring, 'Parish of Marden' as header on board; check with Talk Communities that can order boards now. AGREED use £2k reserves funds and uncommitted funds to purchase if not, as replacement boards required either way and agreed at meeting on 11/10/21.
- 7.9. Items for S&A Liaison Meeting – RESOLVED to request following items on agenda: Following Herefordshire's climate emergency and PC's commitment to net zero, what are S&A's plans to achieve carbon net zero by 2030; Information on expansion of traffic from and on what roads due to crop at Drakeley; Mud on road from Drakeley work.
- 7.10. Land behind Minimarket – Report NOTED: another email sent to owners but no response. Clerk INSTRUCTED to send another email and ring as well.
- 7.11. Herefordshire Local Plan pre-consultation engagement – Report in CIS of consultation questions NOTED. Defer to December meeting. Clerk INSTRUCTED to extract relevant sections of Core Strategy and send to Cllrs.
- 7.12. Use of .gov.uk email addresses – NALC document NOTED. RESOLVED to move all Cllrs onto .gov.uk email addresses if possible.
- 7.13. Sandbags – Report in Clerk's Information Sheet NOTED: 40 bags in store currently. Clerk INSTRUCTED to order more sandbags as required between meetings.
- 8. Policies and documents –**
- 8.1. Privacy, Subject Access and Personal Data Management Polices and Publication Scheme – RESOLVED to adopt policies and document dated November 2021.
- 8.2. General Privacy Notice, Privacy Notice for Staff, Councillors and Role Holders and Consent Form – RESOLVED to note documents dated November 2021.
- 9. Correspondence –** List in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to report Amberley Workshop issue to Enforcement.
- 10. Matters for next agenda or for Clerk's action under delegated authority**
- Next agenda:
- Jubilee beacon bonfire – update from feedback from News & Views
 - Outcome of Parish Council Reference Group (17 November) and Parish Council Summit (6 December)
 - As above.
- Clerk's action:
- Pay invoice, MVT, Room hire, £52.50
 - Pay invoice, B Woodcock, Website update work, £24 – NOTED further invoice to come as ongoing issues being addressed
 - Report Ashgrove Croft to Enforcement
 - NOTED Christmas tree delivery Saturday 27 November
 - As above.



11. **Date of next meetings** – Wednesday 15 December 2021 at 18.30 and Monday 10 January 2022 at 19.45 in Community Centre hall.

This meeting was declared closed at 22.00.

SIGNED: 

DATE: 15/12/21

Marden Chair

MARDEN PARISH COUNCIL ACCOUNTS 2021-22

2021/65

APPENDIX for 8.11.21										
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 CLERS										
Clerks total salary - incl. Employers' NI	£10,114.64	£11,120.00		£11,120.00	£7,214.26	£3,905.74	64.9%	3 of 4 paid	£11,050.00	£12,320.00
Clerks expenses	£625.47	£1,700.00		£1,700.00	£249.75	£1,450.25	14.7%	3 of 4 paid	£400.00	£1,700.00
Clers 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	£84.00	£516.00	£503.97	£12.03	97.7%	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	£150.00	£700.00
Website and communication	£1,907.08	£1,000.00	£1,000.00	£2,000.00	£1,927.80	£72.20	96.4%	Ongoing	£2,000.00	£500.00
Stationery & postage	£95.35	£300.00		£300.00	£23.16	£276.84	7.7%	Ongoing	£100.00	£360.00
Elections	£109.52									
Audit fees	£399.00	£500.00		£500.00	£399.00	£101.00	79.8%	2 of 3 paid	£500.00	£500.00
MAINTENANCE AND PROW										
Lengthsman, Maintenance	£2,165.84	£3,910.00		£3,910.00	£2,880.00	£1,030.00	73.7%	8 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	£3,519.00	£451.00	88.6%	8 of 12 paid	£3,970.00	£3,000.00
Parish enhancement	£701.85	£1,000.00	£1,400.00	£2,400.00	£2,309.36	£90.64	96.2%	Ongoing	£2,400.00	£1,000.00
Gardeners' Association project			£600.00	£1,800.00	£1,159.52	£640.48	64.4%	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	£1,707.85	£592.15	74.3%	6 of 10 paid	£2,500.00	£2,500.00
GRANTS AND RESERVES										
Small grants	£146.74	£600.00		£600.00	£390.84	£209.16	65.1%	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	£84.00	£584.00	£583.33	£0.67	99.9%	Ongoing	£584.00	£1,500.00
Facilities project	£6,590.00	£48,200.00		£21,200.00	£6,050.00	£15,150.00	28.5%	Ongoing	£7,000.00	£13,500.00
NDP	£14,570.25	£1,000.00	£1,000.00	£0.00	£0.00	£0.00		No action	£0.00	£500.00
Environment & Sustainability		£1,000.00	£150.00	£850.00	£0.00	£850.00	0.0%	Ongoing	£150.00	£1,500.00
Covid Volunteer Group	£2,019.80									
VAT AND CONTINGENCY										
VAT	£7,438.70				£3,578.87	-£3,859.83			£4,735.00	
Contingency	£0.00	£2,000.00	£2,000.00	£0.00	£0.00	£0.00			£0.00	£6,575.00
Total expenses	£62,488.47	£82,410.00		£56,610.00	£33,770.45	£22,839.55	59.7%		£45,818.00	£57,110.00
Receipts										
Drainage grant 2020-21	£9,500.00				£0.00					
Precept	£51,500.00	£51,500.00		£51,500.00	£51,500.00	£0.00	100.0%	Paid in full	£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	£205.00	£200.00
Refund of planning fee	£1,642.00					£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	£1,455.00	£1,455.00	50.0%	2 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	£61,593.70	-£4,983.70	108.8%		£64,453.70	£57,110.00

NB: Receipts & payments made at current meeting included

CF project payments and receipts are NOT included in 2022-23 budget

2021/66

BANK RECONCILIATION

Balance per bank statement at 2 November 2021	
Current account	£107,630.71
	<u>£107,630.71</u>
Less: uncleared payments at 2 November 2021	
C/N	
Net balances as at 2 November 2021	<u>£107,630.71</u>
Cash Book	
Opening balance at 1 April 2021	£77,987.76
Add: receipts in the year	£61,593.70
Less: payments in the year	<u>-£31,950.75</u>
Closing balance per cash book at 2 November 2021	<u>£107,630.71</u>

RESERVES ANALYSIS

	2019-20	Incl(dec) at year end	2020-21	Predicted Incl(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	£18,835.00	£96,882.00
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		

	Budget	Current mth	Running total	Notes
<u>Basic hrs Salary</u>	£9,159.00			
April @ 2,227.88/qr				
July, Oct, Dec @ 300/qr			£6,683.04	
CF hrs (main)	£1,320.90			
April @ 12,24/qr				
July, Oct, Dec @ 30/qr			£257.04	
<u>Fundraising Group hrs</u>	£251.80			
April @ 12,24/qr				
July, Oct, Dec @ 30/qr			£85.68	
NDP hrs	£188.50		£134.64	
<u>Backpay</u>				
Employers' NI	£200.00	£15.95	£53.86	
TOTAL	£11,120.00		£7,214.26	

	Current mth mileage	Cost
<u>Basic hrs mileage - at 45p/mile</u>		£237.15
CFG Mileage		£0.00
FR mileage		£12.60
TOTAL		£249.75

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		£375.00		
Total non-salary expenses		£460.02		£375.00		
MAN CF GROUP	£14,000.00		£21,200.00		£0.00	£0.00
Room hire						
Event stands						
Refreshments event						
Stationery						
Architects and planning fees		£6,590.00		£6,050.00		
Total non-salary expenses		£6,590.00		£6,050.00		

	Salary budget			
Clerk's salary - Fundraising Group	£255.00	£125.05	£251.80	£85.68
Clerk's mileage - Fundraising Group		£59.17		£12.60
Clerk's salary - Main CF Group	£1,000.00	£275.58	£1,320.90	£257.04
Clerk's mileage - Main CF Group		£42.75		
TOTAL BUDGET FOR YEAR	£16,555.00		£23,272.50	
TOTAL PAYMENTS FOR YEAR		£7,562.57		£6,780.32

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	£251.80	£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		