

MARDEN PARISH COUNCIL

15 December at 19.30 – 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. Some answers below have been added after the meeting. Items raised are marked Question/Statement (Q/S) and Answer (A):

- Q/S: Need PC support for use of community rooms during day. A: PC cannot influence MVT as it is a charity.
- Q/S: Rubbish bin on recreation ground still on asset list. A: See September 2021 Asset Register on website.
- Q/S: Why doesn't PC give iPads away to Herefordshire for distribution to someone who needs one. A: Grant funded for Marden Links hub.
- Q/S: Why have .gov.uk email addresses, put email addresses in News & Views. A: Email addresses passed to News & Views editor.
- Q/S: What work was done on website. A: Work done was mostly for parishioner who raised issue.
- Q/S: MVT may be given empty building to finish off, what control will you have. A: parish will finish building fitting out not MVT.
- Q/S: Scare tactics that if no community centre built, more housing will be built, application 191909 refused as no justification for further housing. A: 191909 outside settlement boundary but New House Farm within, not same issue.
- Q/S: Should ask school to take on Pre-school and do up current facility for community use. A: Issue has already been discussed many times, suggestion declined; current community rooms will not meet needs of community in future.
- Q/S: Flagpole mountings should be removed. A: Agreement with academy to leave mountings, checked and will be removed to ground level.
- Q/S: Rumour that Clerk leaving. A: No notice has been received.
- Q/S: Minutes say payments agreed by 2 signatories, not listed who are they. A: Signatories of cheques or BACS confirmation have never been minuted; signatories emails confirming payment between meetings filed with invoices, as stated in PC's Financial Regulations.

**Minutes of the meeting of the Parish Council held on 15 December 2021
immediately following the Local Residents Session at 19.30 in the Community centre hall**

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

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

1. **Apologies for absence** – Cllrs Rod Lees, Kirsty Robertson and Paula Barrett; Ward Cllr Guthrie;.
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 – No report
4. **Minutes of the last meetings** – 8 November and 6 December 2021 ADOPTED and signed.
5. **Financial Procedures** – The balance of the current account of £105,689.91 as at 8 December 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 from Environment & Sustainability of £5 to PROW and £555 to Lengthsman. Actual payments, receipts and variance against budget REVIEWED and AGREED as in appendix attached when minutes adopted:

- 5.1. The Total Event Company, Display boards for CF event, £249.60 (inc. £41.60 VAT) – Paid online 10/11/21 following delegation at meeting on 8/11/21.
 - 5.2. DC Gardening Services, Lengthsman and PROW for November, £1,734 (inc. £289 VAT) – Paid online 16/12/21 following delegation at meeting on 15/12/21.
 - 5.3. PIP Print, News & Views print December/January edition and CF Summary and flyer, £470.12 – Paid online 16/12/21 following delegation at meeting on 15/12/21.
 - 5.4. HM Revenue and Customs, Employer's NI for October salary payment, £19.33 – Paid online 16/12/21 following delegation at meeting on 15/12/21.
 - 5.5. B Woodcock, Work on website, £24 – Paid online 16/12/21 following delegation at meeting on 15/12/21.
- 6. Interim Internal Audit report – Report NOTED.**
- 7. Planning Applications – To comment on applications to be determined by Herefordshire Council**
- 7.1. P213580/F, Amberley Court, HR1 3BX – Proposed conversion of a redundant building into two one-bed dwellings – RESOLVED to support and comment: Re-use of building conforms to Marden NDP policy M3 and Core Strategy policy RA5; ecological enhancements such as bird and bat boxes would add value; in light of Herefordshire's Climate Change declaration, Biodiversity & Ecology and Climate Change checklists should be provided.
 - 7.2. P214135/FH, 2 Little Paradise, HR1 3DR – Proposed extension to existing single storey rear and side extension and some internal alterations – RESOLVED to support and comment: Large extension in relation to footprint; would like permeable surface not concrete; any lighting should be minimal and in line with dark skies policy; ecological enhancements such as bird and bat boxes would add value; in light of Herefordshire's Climate Change declaration, Biodiversity & Ecology and Climate Change checklists should be provided.
 - 7.3. NOTED P213119/O, Land adjacent to Kitten Gate, HR1 3EX – Proposed Outline application with some matters reserved for one dwelling – Withdrawn.
 - 7.4. NOTED 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 – Refused.
 - 7.5. NOTED P211063/F, Land adjacent to The Withies, Litmarsh – Proposed construction of one cottage-style dwelling – Refused.
 - 7.6. NOTED P214046/F, Land at Lyde Court, HR1 3AE – Proposed change of use of land, as an aerodrome consisting of the continued use of a grass airstrip, re-use of an existing barn as hangarage and for maintenance and associated landscaping – Application brought to attention of PC by CPRE – RESOLVED to object (6 for, 1 abstain) and comment: Application at wrong time when Climate Change on everyone's agenda, including Herefordshire; emissions cause pollution, particularly from short flights; environmental impact analysis of flights required.
- 8. Parish reports and Issues –**
- 8.1. Lengthsman Scheme, general maintenance and grass cutting – Report in Clerk's Information Sheet NOTED: work undertaken in November and work due in December as scheduled.
 - 8.2. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: MR19 and MR12, soil on bridleways, work in progress; more fallen trees; S&A commented that public not keeping to footpaths; MR12, problem with Satnav and foreign drivers, landowner advised to put temporary sign on own land warning to ignore Satnav.

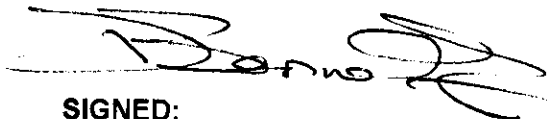


- 8.3. Environment and Sustainability Group (E&SG) – Report in Clerk’s Information Sheet NOTED: parishioners signing up to Great Collaboration, various actions noted; made contact with school and discussed various issues; planning to work with volunteers from Wellington; not yet met with Marden Recreation Ground Trust.
- 8.4. Update on Small Ashes – Report in Clerk’s Information Sheet NOTED: Planning Contravention Notice issued to landowner following warning letter from EA; waiting for response to decide further action; Community Protection Officer asks for information on waste movements to be reported to Herefordshire by parishioners.
- 8.5. Setting up a parish hub – Report in Clerk’s Information Sheet NOTED: Grant application made but not for noticeboards.
- 8.6. Land behind Minimarket – Report in Clerk’s Information Sheet NOTED: Owners contacted, requested information on insurance cover which has been supplied; waiting for decision by owners.
- 8.7. Queen’s Jubilee Beacon Bonfire – Report in Clerk’s Information Sheet NOTED: No response from parishioners about not holding bonfire or other suggestions. AGREED: Could be linked to Fundraising Event; consider planting trees, E&SG to investigate.
- 8.8. Herefordshire Local Plan pre-consultation engagement – Clerk INSTRUCTED to draft response and add to January agenda. AGREED to consider arranging speaker to talk about moving Marden to sustainable community in future.
- 8.9. Traffic calming –
- a) Report in Clerk’s Information Sheet NOTED: Meeting with representatives from Herefordshire, police and Balfour Beatty; recommended consult with community to get suggestions on traffic calming measures, get advice from those at meeting and then submit for S106 and/or use Community Commissioning process to get quote for work paid by PC.
 - b) Community consultation in 2022 and Traffic Management Group – Clerk INSTRUCTED to add to January agenda.
- 8.10. Flagpoles and SID pole – NOTED: Flagpoles already stored elsewhere. Clerk INSTRUCTED to ask Balfour Beatty if any parish could use SID pole; Cllr Bennett will store for now.
- 8.11. Community Facilities – Draft of opinion poll document – Clerk INSTRUCTED to: update and format draft, add to next agenda; share draft with Community Facilities Group; send to Cllrs for further consideration before next meeting. RESOLVED to: Ask for Opinion Poll responses by property not elector, as precept is raised by property; deliver Poll by hand; print extra copies of Poll and leave in shops; Poll returns through website submission, post box at Community Centre and by mail to Clerk. RESOLVED that as Clerk is data controller for parish, with actions controlled by law and registered with the Information Commissioner, Poll responses will go to Clerk and only anonymous data will be provided by Clerk to Cllrs.
- 8.12. Bench on Sutton Walls – Report NOTED: Parishioner requests bench on edge of field just below Sutton Walls to sit and enjoy view to church. Clerk INSTRUCTED to ask landowner if bench can be sited and will landowner provide it.
9. **Correspondence** – List in Clerk’s Information Sheet NOTED. Clerk INSTRUCTED to write to landowner, confirm that all hedges will be reviewed in new year.
10. **Matters for next agenda or for Clerk’s action under delegated authority**
- Next agenda:
- Budget and precept for 2022-23.
 - Appeal against Refusal of Prior Notification for 211247 – Clerk send link for appeal to Cllrs when available.
 - Recruitment process – Clerk confirmed that will be retiring at end of June and will give 3 months notice at end of March; Clerk hopes for handover time but that will need process to start soon.
 - As above.
- Clerk’s action:
- Parish Council Summit 17 January 2022 7.00-9.00pm – Clerk send information to Cllrs Bennett and Ryan to register.

- As above.

11. **Date of next meeting** – Monday 10 January 2022 at 19.00 in Community Lounge, unless Zoom meetings are applicable.

This meeting was declared closed at 21.13



SIGNED:

Marden Chair

DATE: 10/1/22

MARDEN PARISH COUNCIL ACCOUNTS 2021-22

2021/74

APPENDIX for 15.12.21										
Payments	2020-21 Actual receipts & payments	2021-22 Budget	Virements	2021-22 Budget at 15.12.21	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	£10,114.84	£11,120.00		£11,120.00	£7,233.59	£3,886.41	65.1%	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
CLLRs training	£0.00	£400.00		£400.00	£53.74	£346.26	13.4%	Invoice awaited	£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	£82.50	£417.50	16.5%	Ongoing	£150.00	£700.00
Website and communication	£1,907.08	£1,000.00	£1,000.00	£2,000.00	£1,975.80	£24.20	98.8%	Ongoing	£2,000.00	£500.00
Stationery & postage	£95.35	£300.00		£300.00	£23.16	£276.84	7.7%	Ongoing	£100.00	£300.00
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	£555.00	£4,465.00	£3,870.00	£595.00	86.7%	9 of 12 paid	£4,815.00	£6,500.00
Drainage Grant work	£9,500.00									
PROW	£1,671.84	£2,970.00	£1,005.00	£3,975.00	£3,974.00	£1.00	100.0%	9 of 12 paid	£3,975.00	£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			£800.00	£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	£1,970.70	£329.30	85.7%	8 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	£6,465.27	£14,734.73	30.5%	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	£710.00	£290.00	£0.00	£290.00	0.0%	Ongoing	£150.00	£1,500.00
Covid Volunteer Group	£2,019.80									
VAT AND CONTINGENCY										
VAT	£7,438.70				£3,909.47	-£3,909.47			£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	£36,344.00	£20,266.00	64.2%		£45,623.00	£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	£1,328.00	£1,000.00		£1,000.00	£0.00	£1,000.00	0.0%	As received	£1,000.00	£1,000.00
Sundry	£465.00				£205.00	-£205.00		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	£61,798.70	-£5,188.70	109.2%		£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

ANALYSIS OF CLERK'S SALARY

	Budget	Current mth	Running total	Notes
<u>Basic hrs Salary</u>	£9,159.00			
April @ 2,227.88/qr				
July, Oct, Dec @ xxx/qr			£8,683.04	
<u>CF hrs (main)</u>	£1,320.90			
April @ 12.24/hr				
July, Oct, Dec @ xx/hr			£257.04	
<u>Fundraising Group hrs</u>	£251.60			
April @ 12.24/hr				
July, Oct, Dec @ xx/hr			£85.88	
<u>NDP hrs</u>	£188.50			
<u>Backpay</u>			£134.64	
<u>Employers' NI</u>	£200.00	£19.33	£73.19	
TOTAL	£11,120.00		£7,233.58	
		Current mth mileage	Cost	
<u>Basic hrs mileage - at 45p/mile</u>			£237.15	
<u>CFG mileage</u>			£0.00	
<u>FR mileage</u>			£12.60	
TOTAL			£249.75	

ANALYSIS OF EXPENDITURE BY WORKING GROUPS

	2020-21 budget	Payments budget		Within Room hire budget	20-21	21-22
		2020-21 actual	2021-22 budget			
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 & equipment		£30.00				£208.33
Marquee hire/purchase						
First Aid cover						
Raffle/event prizes & items		£375.00				£375.00
Total non-salary expenses		£460.02				£583.33
MAN CF GROUP	£14,000.00		£21,200.00			
Room hire					£0.00	£0.00
Event stands						£208.00
Refreshments event						
Stationery						£207.27
Architects and planning fees		£6,590.00				£6,060.00
Total non-salary expenses		£6,590.00				£6,465.27
			Salary budget			
Clerk's salary - Fundraising Group	£255.00	£125.05	£251.60	£85.88		
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		£7,403.92		

NEIGHBOURHOOD DEVELOPMENT PLAN

	2020-21 budget	Payments budget		Within Room hire budget	2020-21	2021-22
		2020-21 actual	2021-22 budget			
	£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		

BANK RECONCILIATION

Balance per bank statement at 8 December 2021	
Current account	£105,689.91
	<u>£105,689.91</u>
Less: uncleared payments at 8 December 2021	
C/N	
Net balances as at 8 December 2021	<u>£105,689.91</u>
Cash Book	
Opening balance at 1 April 2021	£77,987.76
Add: receipts in the year	£61,798.70
Less: payments in the year	-£34,096.55
Closing balance per cash book at 8 December 2021	<u>£105,689.91</u>

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	£18,830.00	£968,817.00
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		