

MARDEN PARISH COUNCIL

10 January 2022 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, by adding responses, by adding to the agenda for a subsequent meeting or by adding responses to these minutes. Items raised will be marked Question/Statement (Q/S) and Answer (A):

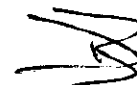
- Q/S: Any debrief notes from consultation? – A: Will be considered tonight
- Q/S: One bin on recreation ground removed from Asset list and handed over to Marden Recreation Ground Trust, one bin still PC's property – A: Correct; suggest attend MRGT trustees meeting
- Q/S: Answer from last meeting about iPads incorrect, funding originally from Covid funds not Parish Hub – A: Funding was from National Emergency Trust Fund (not Covid specific funds), application form states use of iPads for use of Volunteer Co-ordinators for Covid response initially then to support ongoing volunteer work with vulnerable parishioners and community access more widely; this is the aim of the Parish Hub
- Q/S: What going to do with bases for flagpoles, dig them up? – A: Bolts will be cut off at ground level so will not be a hazard
- Q/S: Last minutes say spare Opinion Polls will be available, not good idea as people could submit second return – A: Clerk will ensure only one return accepted per property
- Q/S: Last month said contemplating spending £35k on project, is it going to be put in budget? – A: Will be considered later. Some funds for project in budget, extra will come from reserves ring-fenced for project; accounts appendix states every month that CF payments and receipts are not included in 2022-23 budget
- Q/S: Pre Covid, dozen people attended meetings where are they now? – A: Staying away because of Covid.

Minutes of the meeting of the Parish Council held on 10 January 2022 immediately following the Local Residents Session at 19.00 in the Community Lounge

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

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

1. **Apologies for absence** – Cllrs Paula Barrett and Patrick Meredith; Ward Cllr Guthrie.
2. **Declarations of interest and written applications for dispensation** – None.
 - 3.1. West Mercia Police and Fire and Rescue Service – Report in Clerk's Information Sheet NOTED.
 - 3.2. Ward Councillor – No report.
4. **Minutes of the last meeting** – 15 December 2021 ADOPTED and signed.
5. **Financial Procedures** – The balance of the current account of £104,309.46 as at 1 January 2022 was NOTED. Balance includes: committed reserves of: 1. £6798.65 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 £200 from Clerk's expenses to Website and communication:
 - 5.1. DC Gardening Services, Lengthsman and PROW for December, £192 (inc. £32 VAT) – Paid 11/1/22 following delegation at meeting on 10/1/22.



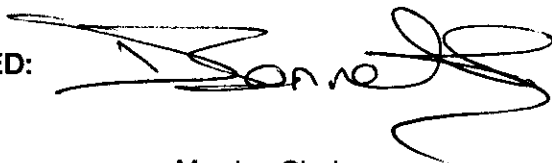
- 5.2. eUKhost Ltd, Domain name renewal for community site, £11.99 (inc. £2.00 VAT) – Paid 11/1/22 following delegation at meeting on 10/1/22.
 - 5.3. Alison Sutton, Salary, extra hours, expenses and refund of items bought for PC, £2,508.54 – Paid 11/1/22 following delegation at meeting on 10/1/22.
 - 5.4. HM Revenue and Customs, PAYE paid on behalf of Clerk, £543.40 – Paid 11/1/22 following delegation at meeting on 10/1/22.
 - 5.5. Income from Fundraising Group for Community Facilities, £65.
 - 5.6. Income from Gardeners' Association for Community Facilities, £74.50.
 - 5.7. Income from New NRG, Solar farm payment, £727.50.
- 6. Budget and precept for 2022-23**
- 6.1. RESOLVED to adopt Budget of £57,110 for 2022-23.
 - 6.2. RESOLVED to adopt Precept requirement of £51,500 for 2022-23.
- 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 – Appeal against Refusal of Prior Approval – RESOLVED to comment that would prefer full planning application and due process with proper environmental and other assessments.
 - 7.2. NOTED P191909/O, Land adjacent to Old School House, Marden – Outline planning permission for the erection of 4 no. dwellings and associated works with all matters save access reserved – Refused.
 - 7.3. NOTED P212305/FH, Dutch Barn, The Vault, HR1 3EZ – Proposed freestanding covered carport and balcony – Approved with conditions.
- 8. Parish reports and Issues –**
- 8.1. Lengthsman Scheme, general maintenance and grass cutting – Report in Clerk's Information Sheet NOTED: Work undertaken in December as scheduled; no work scheduled for January.
 - 8.2. Report of Balfour Beatty briefing 10 December – Report in Clerk's Information Sheet NOTED: Little planned work in Marden for 2022-23; did not know about Laystone Bridge forthcoming review; updates will be held 2 monthly and need to raise issues at PC meetings beforehand.
 - 8.3. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: Work undertaken on MR12 and MR30 by landowners; stile kits requested for MR8 and MR13A.
 - 8.4. Environment and Sustainability Group –
 - a) Report NOTED: Documents from The Great Collaboration, how to formally raise Climate Emergency, targets, monitoring etc, intend to present at next PC meeting following meeting of Group; meeting with school cancelled; meeting with parishioner who runs recycling boxes, change to wooden notices and some of the collection boxes, system working well, box for crisp packets most used; trying to arrange meeting with S&A.
 - b) Next actions AGREED: Finish climate declaration work; consider how to revitalise The Great Collaboration; meeting with MRGT; ask S&A if will give land for trees. RESOLVED to have separate PC meeting for parish sustainability strategy.
 - 8.5. Setting up a parish hub – Report NOTED: SEED grant for setting up Hub awarded, for new community website, hard copy Parish Guide, 1x iPad and introductory flyer. Clerk INSTRUCTED to contact webmaster as soon as formal notification received.
 - 8.6. Traffic calming –
 - a) Traffic Management Group and PC membership – RESOLVED Cllrs Robinson and Ryan lead Group and ask for parishioner representation.
 - b) Community consultation in 2022 – RESOLVED to advertise Zoom meeting in News & Views.
 - 8.7. Community Facilities – RESOLVED to send Opinion poll document with addition of sentence on data management and GDPR. Clerk INSTRUCTED to arrange printing on paper used before once updated and signed off by HALC. RESOLVED to deliver by hand with more extras provided for each round and extra copies left at shops with agreement.



- 8.8. Bench on Sutton Walls – Report in Clerk’s Information Sheet NOTED: Landowner not willing to site bench as requested.
- 8.9. Herefordshire Local Plan pre-consultation engagement – RESOLVED to submit response with 2 additions.
- 8.10. Land behind Minimarket – Report NOTED: No response from landowners as yet. Clerk INSTRUCTED to contact landowner before next meeting.
9. **Correspondence** – List in Clerk’s Information Sheet NOTED.
10. **Matters for next agenda or for Clerk’s action under delegated authority**
Next agenda:
 - Disposal of flag poles.
 - As above.Clerk’s action
 - Pay invoice Tudors Building Supplies Ltd, Gardeners’ Association project, £77.36 (inc. £12.89 VAT).
 - Pay invoice Roundabout Stationery, Items for Clerk’s use, CF event and E&SG, £47.06 (inc. £7.50 VAT).
 - Pay invoice Microshade Business Consultants Ltd, Interim Internal Audit, £118.80 (£19.80 VAT).
 - Post on website and other media re road closure at Old School.
 - As above.
11. **Date of next meeting** – Monday 14 February 2022 at 19.00 in Community Centre.
12. **RESOLVED to exclude public from item 13.**
13. **Recruitment Process** – RESOLVED to start process. Clerk INSTRUCTED to start advertising process with following details: 10 hours/wk base plus extra project hours; ideally CiLCA qualified or willing to undertake qualification; earliest start date 1.4.22; contact Cllr Bennett for details.

This meeting was declared closed at 21.06

SIGNED:



Marden Chair

DATE: 14/2/22

MARDEN PARISH COUNCIL ACCOUNTS 2021-22

2022/4

APPENDIX for 10.1.22										
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	£10,114.64	£11,120.00		£11,120.00	£9,950.87	£1,169.13	89.5%	4 of 4 paid	£10,500.00	£12,320.00
Clerks expenses	£625.47	£1,700.00	£200.00	£1,500.00	£472.60	£1,027.40	31.5%	4 of 4 paid	£473.00	£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	£200.00	£700.00
Website and communication	£1,907.08	£1,000.00	£1,200.00	£2,200.00	£2,028.96	£171.04	92.2%	Ongoing	£2,200.00	£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	£4,030.00	£435.00	90.3%	10 of 12 paid	£4,465.00	£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%	10 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			£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	£1,970.70	£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	£400.00	£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	£6,533.91	£14,666.09	30.8%	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	£50.00	£1,500.00
Covid Volunteer Group	£2,019.80									
VAT AND CONTINGENCY										
VAT	£7,438.70				£3,943.47	£3,943.47			£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	£39,599.93	£17,010.07	70.0%		£44,746.00	£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				£205.00	£205.00		As received	£205.00	£200.00
Refund of planning fee	£1,642.00				£0.00	£0.00				
Donations for CF	£0.00				£139.50	£139.50		As donated	£150.00	£1,500.00
Solar farm	£2,910.00	£2,910.00		£2,910.00	£2,182.50	£727.50	75.0%	3 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	£62,665.70	£6,055.70	110.7%		£64,403.70	£57,110.00

NB: Receipts & payments made at current meeting included

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

