

## MARDEN PARISH COUNCIL


**14 February 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: Opinion Poll first sentences misleading/dishonest; small response in 2016, so not majority of parishioners; no restriction on when land can be built on, not last chance saloon. A: Majority of those who responded were in favour of new building.
- Q/S: Why bother wasting money another £1,000 on HALC subscription, not many councils subscribe to HALC? A: On agenda and discussed, about 50% of parish councils in Herefordshire are members.
- Q/S: £18,000 for drains, Standing Orders need 3 quotes. A: On agenda and discussed; very few contractors available to obtain quote from and 3 quotes not required by Balfour Beatty as funding from grant if awarded.
- Q/S: Items disappear of agendas, why not a log? A: Items from Cllrs are on Action Sheet prepared by Clerk and sent to Cllrs.
- Q/S: Form on website for Opinion Poll defaults to ‘yes’ couple of parishioners concerned voted ‘yes’ when did not wish to, given way first consultation carried out cannot trust any of data collected, no GDPR statement on form, no validation that form received. A: First consultation not carried out as process stopped; if anyone feels they made wrong decision they can email/ring Clerk and change it; Data Protection statement on Opinion Poll sent to all properties, statement checked to confirm legally acceptable; validation on webpage is that response sent. Confirmation of receipt would require email address and data being given to PC that is not required; online response form default removed and explanation of no receipt added to ‘response sent’ validation after meeting.
- Q/S: What governance behind that, what if someone votes twice? A: Clerk only person who receives information and administers. Only first answer will be accepted unless email received by Clerk to change answer; if both ‘yes’ and ‘no’ responses received, result will be void.
- Q/S: Post box outside had notice saying Poll submissions should not be put in, not sure how long there for. A: Notice applied to previous consultation that was stopped, notice removed at start of February when consultation started.
- Q/S: No response that form received online, only that sent. A: See above response about data collected being as little as possible, in line with Data Protection. Any parishioner can ring Clerk to confirm response from an address has been received.
- Q/S: Said last month that flagpole bolts would be cut back, not done yet. A: Unfortunate that not yet done but volunteers doing work, will be done soon.
- Q/S: More than one keyholder so statement that only Clerk will see responses not true. A: Consultation is a poll, process used many times before. Responses in box have been received in envelopes or folded so only Clerk sees results when box opened. As only limited address details and answer provided, responses have minimal meaning to anyone other than Clerk who has database.

**Minutes of the meeting of the Parish Council held on 14 February 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, Patrick Meredith (part) and Paula Barrett.

**In Attendance:** Ward Cllr Guthrie; Parish Clerk Alison Sutton; and 3 members of the public.



1. **Apologies for absence and resignation of Cllr and vacancy process** – Cllr Mike Blake (apologies); vacancy process finishes 15/2/22; if no election requested by parishioners, PC will be able to co-opt.
2. **Declarations of interest and written applications for dispensation** – Cllr Paske DECLARED an interest in item 6.1. and left the meeting during the item. Cllr Barrett DECLARED an interest in item 7.6 and did not comment or vote on the item.
3. **Police and Ward Councillor Reports** –
  - 3.1. West Mercia Police and Fire and Rescue Service – Report in Clerk's Information Sheet NOTED.
  - 3.2. Ward Councillor – Attended Sutton St Nicholas meeting, review and study of bridges raised with Herefordshire CEO, no date yet for study; Sutton Speedwatch also on hold at present due to high speeds. Letter sent to Minister re water protection zone across Rivers Wye and Lugg catchment areas. Herefordshire Council Tax increase for 2022-23 1.99% plus 1% for Social Care. Encourage PC and individuals to respond to Spatial Options consultation.
4. **Minutes of the last meeting** – 10 January 2022 ADOPTED and signed.
5. **Financial Procedures** – The balance of the current account of £100,367.17 as at 8 February 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 and £25 from Environment & Sustainability to Subscriptions:
  - 5.1. eUKhost Ltd, Linux hosting for PC and community websites, £126.14 (inc. £21.02 VAT) – Paid online 12/1/22 following delegation in Financial Regulations and confirmation from 2 signatories.
  - 5.2. Apple Retail UK Ltd, iPad x1 from Parish Hub grant funds, £319 (inc. £53.17 VAT) – Paid online 27/1/22 following delegation in Financial Regulations and confirmation from 2 signatories.
  - 5.3. DC Gardening Services, Lengthsman and PROW for January, £156 (inc. £26 VAT) – Paid online 15/2/22 following delegation on 14/2/22.
  - 5.4. PIP Printing, February News & Views and CF Opinion Poll, £324.05 – Paid online 15/2/22 following delegation on 14/2/22.
  - 5.5. Marden Community Centre, Room hire for PC and CF consultation, £155 – Paid online 15/2/22 following delegation on 14/2/22.
  - 5.6. Herefordshire Association of Local Councils (HALC), Subscription for 2022-23, £953.33 (inc. £158.89 VAT) – Paid online 15/2/22 following delegation on 14/2/22.
  - 5.7. HALC, Training for Cllrs, £366.48 (inc. £61.08 VAT) – Paid online 15/2/22 following delegation on 14/2/22.
6. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
  - 6.1. P214695/F, Marden Post Office and Stores, HR1 3EW – New external cladding as shown on drawings. Part change of use from residential to retail floor space. (Proposals shown in the context of previously approved application P211793/F) – RESOLVED to support and comment that appear to be no bath/shower on plan.
  - 6.2. P220115/FH, Park Lodge, HR1 3EZ – Rear extension to existing dwelling with single and 2 storey elements, as well as internal works – RESOLVED to comment: significant increase in footprint of dwelling but at back of building so not very visible; request a condition for environmental enhancement features.
  - 6.3. P220112/FH, 16 Burnmarsh Cottages, HR1 3BW – Demolition of existing dilapidated garage and erection of new extension, part being over existing ground floor accommodation – RESOLVED to comment: significant increase in footprint of dwelling; request a condition for environmental enhancement features.
  - 6.4. P220204/FH, Newlands, HR1 3DF – Proposed single storey, flat roof extension to form sun room at rear of bungalow – RESOLVED to support and comment: conforms to NDP policy M3; request a condition for environmental enhancement features.
  - 6.5. P201008/RM, Land adjacent to New House Farm, Marden – Proposed Reserved Matters application following outline approval 150989 (Proposed residential development of up to 90 dwellings, with provision of a site for a community building and associated open public space) for



the erection of the community building and associated works. (The remainder of the housing development is subject to a separate Reserved Matters application 190182) – Amended plans – RESOLVED to support and comment: conforms to NDP policy M5.

- 6.6. NOTED P214135/FH, 2 Little Paradise, HR1 3DR – Proposed extension to existing single storey rear and side extension and some internal alterations – Approved with conditions.

## 7. Parish reports and Issues –

- 7.1. Lengthsman Scheme, general maintenance and grass cutting –
- a) Report in Clerk's Information Sheet NOTED: Work undertaken in January as agreed; work for February as schedule. Clerk INSTRUCTED to report: manhole cover, mud on roads and legal requirements to clean vehicles before go on road.
  - b) Representation at Balfour Beatty bi-monthly Teams meeting 28/4/22 at 12.30 – Cllr Bennett.
  - c) Items for drainage grant application – Cost of jetting £10,000 from Small Ashes to Old School House last year. RESOLVED to apply for following items for drainage grant: Ditching/grip clearance and jetting drains and pipes on C1129 (Amberley Arms to parish boundary), U72616 (Sutton Lakes), U72616 (Burmarsch Road), C1124 (from Small Ashes to C1120 junction at Orchard Green), C1120 (from C1124 junction to parish boundary with Moreton and from C1124 junction to top of God Almighty hill), U72606 (Church Lane), U72622 (The Vern road), U72621 (Litmarsh Road), U72620 (Vauld Road between C1120 and C1125), U72618 (Holbatch Lane), U72619 (Venns Green); also jetting drains and pipes on U72617 (between C1125 and C1129), C1126 (Old School House to parish boundary with Sutton), U72608 (Orchard Green), U72653 (Brook Orchard), U72607 (Laystone Green), C1122 (Haywood Lane from C1120 to parish boundary with Wellington), U72609 (Whitehouse Close), U72610 (Little Paradise), U72614 (Ash Close), U72611/U72612/U72613 (Walkers Green), U72646 (Rudge Grove), U72652 (Springfield) – total quote £22,192.
- 7.2. Parish Footpath Officer (PFO) – Report in Clerk's Information Sheet NOTED: Work undertaken on MR38, MR4A, MR29, MR45 by landowners; MR19 and MR12, problems with muddy areas worsened by 4x4s and delivery vans, landowners would like signage; MR22, walkers still not keeping to line of PROW, meeting of landowners and users to discuss problems with gate; various landowners contacted re stiles and issues. Clerk INSTRUCTED to: ask PFO to inform landowners that need to ask for signage; report need for signage online.
- 7.3. Environment and Sustainability Group –
- a) Climate Emergency Declaration – RESOLVED to declare Climate Emergency as drafted.
  - b) Next actions – NOTED that as move forward clear, specific, understandable actions needed.
- 7.4. Setting up a parish hub – Report NOTED: Several parishioners signed up to volunteer, virtual hub for now; AgeUK have approached to discuss electronic/digital training sessions for older people.
- 7.5. Traffic calming – Report NOTED: Open Session on Saturday, disappointing that only 3 parishioners and 4 members of Speedwatch attended. Clerk INSTRUCTED to add to future agenda.
- 7.6. Community Facilities – RESOLVED by majority (5 for, 1 against) to publish joint statement with Marden Village Trust. Clerk INSTRUCTED to place on website, boards and social media.
- 7.7. Land behind Minimarket – Report in Clerk's Information Sheet NOTED: Landowners propose rent of area for £15 per calendar month, stipulation that no playground equipment erected. Clerk INSTRUCTED to: ask Gardeners' Association for proposal work on area; contact owners, need legal document to stipulate term and conditions, suggest term of 10 years with 1 years notice on either part.
- 7.8. Disposal of flag poles – RESOLVED to remove from Asset Register for disposal. Clerk INSTRUCTED to find out if/how can sell. Cllr Paske find out scrap value.
- 7.9. Fundraising Group –
- a) Refreshment and other items costs for 100 people, invitations to every household for Big Lunch to celebrate Jubilee NOTED.



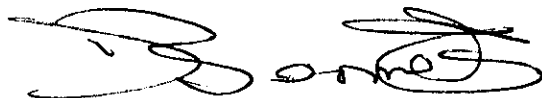
- b) Budget and details for Jubilee Event Big Lunch AGREED. Fundraising Group to prepare for 200 people, approx. cost £1,245.  
 c) RESOLVED to purchase Jubilee flag for £29.95 +VAT.

**As meeting time at 2 hours, RESOLVED to continue with agenda.**

- 7.10. Core Strategy Review Spatial Options consultation – Clerk INSTRUCTED to: ask for extension to respond; add to next agenda before planning item.
8. **Recruitment Process** – RESOLVED to adopt Job Description. Clerk INSTRUCTED to advertise for application by detailed CV, end date 13 March. AGREED Cllrs Bennett, Ryan, Lees and Barrett for interview panel.
9. **Correspondence** – List in Clerk’s Information Sheet NOTED.
10. **Matters for next agenda or for Clerk’s action under delegated authority**  
 Next agenda:
- Update Business Plan.
  - AgeUK.
  - As above.
- Clerk’s action
- Give breakdown on spending on Website and communication budget line next meeting.
  - Purchase pink spray x5.
  - As above.
11. **Date of next meeting** – Monday 14 March 2022 at 19.00 in Community Centre.

This meeting was declared closed at 21.42

SIGNED:



Marden Chair

DATE: 14/3/22



MARDEN PARISH COUNCIL ACCOUNTS 2021-22

2022/10

APPENDIX for 14.2.22										
Payments	2020-21 Actual receipts & payments	2021-22 Budget	Virements	2021-22 Budget at 14.2.22	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
<b>STAFF AND CLLRs</b>										
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	£9,951.00	£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	£359.14	£40.86	89.8%	Paid in full	£359.00	£400.00
<b>ADMINISTRATION AND MANAGEMENT</b>										
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	£25.00	£835.00	£834.44	£0.56	99.9%	Ongoing	£835.00	£850.00
Room hire - PC, NDP, CF, FR	£43.17	£500.00		£500.00	£237.50	£262.50	47.5%	Ongoing	£238.00	£700.00
Website and communication	£1,907.08	£1,000.00	£1,200.00	£2,200.00	£2,134.08	£65.92	97.0%	Ongoing	£2,134.00	£500.00
Stationery & postage	£95.35	£300.00		£300.00	£40.62	£259.38	13.5%	Ongoing	£41.00	£300.00
Elections	£109.52									
Audit fees	£399.00	£500.00		£500.00	£498.00	£2.00	99.6%	3 of 3 paid	£500.00	£500.00
<b>MAINTENANCE AND PROW</b>										
Lengthsman, Maintenance	£2,165.84	£3,910.00	£555.00	£4,465.00	£4,160.00	£305.00	93.2%	11 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%	11 of 12 paid	£3,975.00	£3,000.00
Parish enhancement	£701.85	£1,000.00		£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	£1,223.99	£576.01	68.0%	Ongoing	£1,280.00	£1,000.00
<b>PARISH SERVICES</b>										
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	£2,186.48	£113.52	95.1%	9 of 10 paid	£2,620.00	£2,500.00
Marden Links (Parish Hub)				£2,500.00	£265.83	£2,234.17	10.6%		£391.00	
<b>GRANTS AND RESERVES</b>										
Small grants	£146.74	£600.00		£600.00	£390.84	£209.16	65.1%	Ongoing	£400.00	£600.00
Support - MVT/IRGT										
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
<b>PROJECTS AND WORKING GROUPS</b>										
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	£6,655.09	£14,544.91	31.4%	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	£735.00	£265.00	£7.19	£257.81	2.7%	Ongoing	£50.00	£1,500.00
Covid Volunteer Group	£2,019.80									
<b>VAT AND CONTINGENCY</b>										
VAT	£7,438.70				£4,284.02	£4,284.02			£4,735.00	
Contingency	£0.00	£2,000.00	£2,000.00	£0.00	£19.80	£19.80			£0.00	£6,575.00
<b>Total expenses</b>	<b>£62,488.47</b>	<b>£82,410.00</b>		<b>£59,110.00</b>	<b>£42,241.15</b>	<b>£16,868.85</b>	<b>71.5%</b>		<b>£44,085.00</b>	<b>£57,110.00</b>
<b>Receipts</b>										
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				
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	100.0%	As received	£1,200.00	
Grants for Covid work	£2,000.00									
Keep Connected Grant	£71.74									
Groundwork NDP Grant	£14,023.00									
Marden Links (Parish Hub) SEED grant				£2,500.00	£0.00	£2,500.00	0.0%		£2,500.00	
From reserves		£27,000.00		£0.00						
	£87,585.05	£82,410.00		£59,110.00	£62,665.70	£3,555.70	106.0%		£66,803.70	£57,110.00

NB: Receipts & payments made at current meeting included

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

2022/11

**BANK RECONCILIATION**

Balance per bank statement at 8 February 2022	
Current account	£100,367.17
	<u>£100,367.17</u>
Less: uncleared payments at 8 February 2022	
C/N	
Net balances as at 8 February 2022	<u>£100,367.17</u>
<b>Cash Book</b>	
Opening balance at 1 April 2021	£77,987.76
Add: receipts in the year	£62,665.70
Less: payments in the year	-£40,286.29
Closing balance per cash book at 8 February 2022	<u>£100,367.17</u>

**RESERVES ANALYSIS**

	2019-20	Inc/(dec) at yearend	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	£78,127.26	£22,298.00	£100,425.00
<b>Committed reserves</b>					
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	£6,798.65		
Notice board replacement	£2,000.00	£0.00	£2,000.00		
Marden Recreation Ground Trust		£1,000.00	£1,000.00		
<b>Uncommitted reserves</b>					
General reserve	£11,404.03	£566.97	£12,000.00		
	<u>£52,063.18</u>	<u>£25,924.58</u>	<u>£78,127.26</u>		

**ANALYSIS OF CLERK'S SALARY**

	Budget	Current mth	Running total	Notes
Basic hrs Salary	£9,169.00			
April @ 2,227.68/qr				
July Oct, Dec @ xxx/qr			£8,910.72	
CF hrs (main)	£1,320.90			
April @ 12.24/hr			£746.64	
July Oct, Dec @ xv/hr				
Fundraising Group hrs	£251.60			
April @ 12.24/hr				
July Oct, Dec @ xv/hr			£85.88	
NDP hrs	£188.50		£134.64	
Backpay				
Employers' NI	£200.00		£73.19	
TOTAL	£11,120.00		£9,960.87	
		Current mth mileage	Cost	
Basic hrs mileage - at 45p/mile			£366.40	
CF hrs mileage			£90.00	
ER mileage			£25.20	
Public			£1.00	
TOTAL			£472.60	

**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
<b>FUNDRAISING GROUP</b>	£1,300.00		£600.00			
Voucher for FR event						
Printing						
Room hire					£0.00	£0.00
Office supplies						
Refreshments mtgs/events		£56.02				
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		
<b>MAIN CF GROUP</b>	£14,000.00		£21,200.00		£0.00	£110.00
Room hire						
Event stands				£208.00		
Refreshments event				£37.24		
Stationery & printing				£251.58		
Architects and planning fees		£6,590.00		£8,060.00		
Total non-salary expenses		£6,590.00		£8,546.82		
			<b>Salary budget</b>			
Clerk's salary - Fundraising Group	£255.00	£125.05	£251.60	£128.52		
Clerk's mileage - Fundraising Group		£59.17		£25.20		
Clerk's salary - Main CF Group	£1,000.00	£275.58	£1,320.90	£746.64		
Clerk's mileage - Main CF Group		£42.75		£90.00		
<b>TOTAL BUDGET FOR YEAR</b>	£16,555.00		£23,272.50			
<b>TOTAL PAYMENTS FOR YEAR</b>		£7,552.57		£8,120.51		
<b>NEIGHBOURHOOD DEVELOPMENT PLAN</b>			<b>Payments budget</b>		<b>Within Room hire budget</b>	
			2020-21 budget	2020-21 actual	2021-22 budget	2021-22 actual
			£15,523.00			
Room hire						
Consultants' fees				£13,320.00		
Refreshments mtgs/events				£1,250.25		
Office supplies/printing				£14,570.25		
Total non-salary expenses				£14,570.25		£0.00
			<b>Salary budget</b>			
Clerk's salary - NDP Group	£615.00	£635.14	£251.60	£134.64		
Clerk's mileage - NDP Group		£17.10		£0.00		
<b>TOTAL BUDGET FOR YEAR</b>	£16,138.00					
<b>TOTAL PAYMENTS FOR YEAR</b>		£15,222.40		£134.64		