

## MARDEN PARISH COUNCIL

### Minutes of the meeting of the Parish Council held on 14 March 2022 at 19.00 in the Community Lounge

**Present:** Cllrs David Bennett (Chair), Kate Ryan, Rod Lees, Richard Paske, Chris Morgan, Lesley Hayward, Mike Blake and Paula Barrett (part).

**In Attendance:** Ward Cllr Guthrie; Parish Clerk Alison Sutton; and 7 members of the public.

1. **Apologies for absence and note co-option process** – Cllr Patrick Meredith. Clerk INSTRUCTED to advertise co-option in News and Views.
2. **Declarations of interest and written applications for dispensation** – Cllr Paske DECLARED an interest in item 8.1. and left the meeting for the item.
3. **Feedback from recent Community Events** –
  - 3.1. Result of Community Facilities Opinion Poll and proposed next step – Poll delivered to 623 properties, 38 unoccupied at time of Poll, giving 586 occupied properties where householders could have responded. 189 completed responses received, response rate of 32%. Question asked was 'Do you support a further increase in the Precept (the Parish Council portion of your Council Tax) to repay a Public Works Loan of £500,000, which would be used to fund the majority of the capital costs associated with the new community facilities project?'. Of 189 responses: 67.2% stated 'No'; 32.3% stated 'Yes'; 1 response stated 'undecided'. AGREED Community Facilities Group will consider response and make recommendation to PC at next meeting.
  - 3.2. Feedback on S&A Open Evening – NOTED: concern in community about proposal; PC unable to comment until planning application on agenda; way forward for community is parishioners make individual responses, whether for or against, once application published. Clerk INSTRUCTED to contact S&A: minutes of last Liaison Meeting not available and no mention made of polytunnels at meeting, just about reservoir; seemed to be shortest possible notice of community meeting.
4. **Police, Ward Councillor and Public Forum** –
  - 4.1. West Mercia Police and Fire & Rescue Service – Report in Clerk's Information Sheet NOTED.
  - 4.2. Ward Councillor – Report NOTED: Preparing for resettlement of refugees from Ukraine; residents encouraged to offer accommodation and donate to Disaster Emergency Committee – details on website; ask to continue good habits to control spread of Covid as not gone away; call for establishment of water protection zone for Rivers Wye and Lugg catchments; consultation of moving traffic offences orders on website; Shop Local prepaid card £10 top-up. Question whether £10,000 funding per refugee will go to parishes – will find out answer. Question re phosphates – will update parishioner.
  - 4.3. Local Residents Session (*not part of meeting, adjourned for this item*)  
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 will be noted to allow the council to address items either as part of appropriate agenda items, by adding to the agenda for a subsequent meeting or by adding responses to minutes. Items raised will be marked Question/Statement (Q/S) and Answer (A)**  
Q/S: Previous Cllr's interests still on website – A: Noted and will be removed.  
Q/S: Will flagpoles be scrapped or sold – A: Will be scrapped; noted that bases have been cut down.  
Q/S: In favour of new hall but against running of 2 halls – A: Noted that up to MVT not PC.  
Q/S: Cast iron and wood bench by bus stop not on recreation ground – A: Noted and Asset Register will be corrected.  
Q/S: Not sure what CF can discuss – A: Noted.

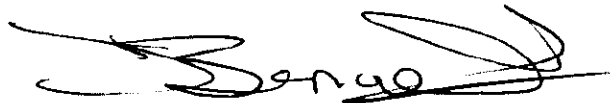
- 5. Minutes of the last meeting – 14 February 2022 ADOPTED and signed.**
- 6. Financial Procedures –** The balance of the current account of £100,628.17 as at 6 March 2022 was NOTED. Balance includes: committed reserves of: 1. £6798.65 for donations for Community Facilities (CF), 2. £41,328.61 for loan 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: move £2,000 from ring-fenced reserves for noticeboards into income budget and Parish enhancement expenditure line; virements of – £1,000 from Salary and £668 from Clerk's expenses to Parish enhancement expenditure line (noticeboards), £35 from Clerk's expenses to Lengthsman and maintenance (extra work), £103 from Clerk's expenses to News & Views support (extra cost), £250 from Environment & Sustainability Group and £230 from Stationery & postage to Fundraising Group (Jubilee event):
- 6.1. Imperative Training Ltd, Paediatric defibrillator pads, £96 (inc. £16 VAT) – Paid 21/2/22 following delegation in Financial Regulations and confirmation of 2 signatories.
  - 6.2. Euro Energy Resources Ltd, Adult defibrillator pads and battery, £152.20 (inc. £25.37 VAT) – Paid 21/2/22 following delegation in Financial Regulations and confirmation of 2 signatories.
  - 6.3. DC Gardening Services, Lengthsman and PROW for February, £408 (inc. £68 VAT) – Paid online 15/3/22 following delegation on 14/3/22.
  - 6.4. PIP Printing, March News & Views, £215.78 – Paid online 15/3/22 following delegation on 14/3/22.
  - 6.5. Kedel Ltd, Notice boards, £4,401.13 (inc. £733.52 VAT) – Paid online 15/3/22 following delegation on 14/3/22.
  - 6.6. Roundabout Stationery, Spray chalk for marking dog waste, £15 (inc. £2.49 VAT) – Paid online 15/3/22 following delegation on 14/3/22.
  - 6.7. Flying Colours Flagmakers Ltd, Banners and flags for Jubilee event, £232.80 (inc. £38.80 VAT) – Paid online 15/3/22 following delegation on 14/3/22.
  - 6.8. Inn Supplies (UK) Ltd, Items for Jubilee event, £172.51 (inc. £28.74 VAT) – Paid online 15/3/22 following delegation on 14/3/22.
  - 6.9. TrophyStore.co.uk Ltd, Items for Jubilee event, £62.49 (inc. £10.42 VAT) – Paid online 15/3/22 following delegation on 14/3/22.
  - 6.10. Income from Herefordshire Council, SEED grant for Marden Links, £2,500.
- 7. Core Strategy Review Spatial Options consultation – Response to consultation AGREED.**
- 8. Planning Applications –** To comment on applications to be determined by Herefordshire Council
- 8.1. 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) – Amended plans – RESOLVED to support but comment that not appropriate for area.
  - 8.2. NOTED P193182/F, Marden Primary Academy, Marden, HR1 3EW – Proposed provision of mobile classroom for use by Marden Pre-School – Approved with conditions.
  - 8.3. NOTED 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 – Appeal & cost application refused.
- 9. Parish reports and Issues –**
- 9.1. Traffic calming –
    - a) RESOLVED to contact highways re Franklands Comer traffic measures, ask if work going to be done and if not explain why not.
    - b) RESOLVED that Working Group should consider best way to engage community about traffic calming within Marden village
  - 9.2. Talk Parish meeting 22 March 19.00-20.30 on new Waste Strategy – Representation AGREED as Cllrs. Bennett and Ryan.
  - 9.3. Verge cutting for 2022-23 – RESOLVED to request only one cut throughout parish.

- 9.4. Enforcement issues – Report in Clerks Information Sheet NOTED. RESOLVED follow up. Clerk INSTRUCTED to contact Enforcement about Ashgrove Croft, Amberley workshop and Amberley Court menage lights.
- 9.5. NDP – Report in Clerks Information Sheet NOTED and RESOLVED to set up new NDP Review Group, meeting on 25 April at 7.00pm.
- 9.6. Environment & Sustainability Group – Report NOTED: Not many residents signing up to The Great Collaboration; continue to put items in News and Views with tips such as energy saving; will attend parish events to promote project.
- 9.7. Fundraising Group – RESOLVED to allow use of Clerk’s personal card to purchase Jubilee event items.
- 10. Update of Marden Business Plan** – Timetable and ownership of actions AGREED: Cllrs and Clerk allocated to draft sections for next meeting.
- 11. Recruitment Process** – Report NOTED: 2 candidates. Clerk INSTRUCTED to arrange dates to use Community Lounge for interviews, late March/early April and inform Chair.
- 12. Code of Conduct consultation** – Response AGREED that as PC already adopted Local Government Association model Code, content for Herefordshire to adopt Code.
- 13. Environmental Building Standards draft Supplementary Planning Document** – Response AGREED.
- 14. Appointment of Internal Auditor** – RESOLVED to reappoint Auditor for 2021-22 end of year and 2022-23 Interim Audits.
- 15. Asset Register** – RESOLVED to adopt and sign document dated March 2022 with one amendment.
- 16. Correspondence** in Clerks Information Sheet NOTED. Clerk INSTRUCTED to send consultation letter from Marden Primary Academy to Cllrs and add to next agenda.
- 17. Matters for next agenda or for Clerk’s action under delegated authority**  
 Next agenda
- Notices in car parks.
  - Marden Academy consultation.
  - 220581 if extension to response agreed.
  - Updated Financial Regulations.
  - Details of A-boards for Fundraising Group
  - As above.
- Clerk’s action:
- Request verge markers on village end of war memorial.
  - Advertising for new Tree Warden in News & Views, website, social media.
  - Complete application for credit from Bookers to allow Direct Debit rather than invoice for payment.
  - Inform Fundraising Group of no charge for non-parishioners attending Big Lunch.
  - Inform Fundraising Group that purchase of A-boards on next agenda.
  - 220581 – under Urgent Planning Matters Policy if extension not agreed.
  - As above.
- 18. Date of next meeting** NOTED – Monday 11 April 2022 at 19.00 in Community Centre.
- 19. RESOLVED to exclude public from item 20.**

20. **Employee remuneration** – RESOLVED to increase Clerk's salary and extra hours to SCP 18, backdated to 1 April 2021 and to include recent national pay increase, also backdated to 1 April 2021.

This meeting was declared closed at 21.06

SIGNED:



Marden Chair

DATE: 11/4/22

## MARDEN PARISH COUNCIL ACCOUNTS 2021-22

2022/16

APPENDIX for 14.3.22										
Payments	2020-21 Actual receipts & payments	2021-22 Budget	Virements	2021-22 Budget at 14.3.22	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	£1,000.00	£10,120.00	£10,020.87	£99.13	99.0%	4 of 4 paid	£10,021.00	£12,320.00
Clerks expenses	£625.47	£1,700.00	£1,006.00	£694.00	£472.60	£221.40	68.1%	4 of 4 paid	£473.00	£1,700.00
Cllrs training	£0.00	£400.00		£400.00	£359.14	£40.88	89.8%	Paid in full	£359.00	£400.00
<b>ADMINISTRATION AND MANAGEMENT</b>										
Insurance	£546.01	£800.00	£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	£230.00	£70.00	£40.62	£29.38	58.0%	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	£498.00	£500.00
<b>MAINTENANCE AND PROW</b>										
Lengthsman, Maintenance	£2,165.84	£3,910.00	£590.00	£4,500.00	£4,500.00	£0.00	100.0%	12 of 12 paid	£4,500.00	£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%	12 of 12 paid	£3,974.00	£3,000.00
Parish enhancement	£701.85	£1,000.00	£3,068.00	£6,068.00	£6,019.43	£48.57	99.2%	Ongoing	£6,020.00	£1,000.00
Gardeners' Association project			£800.00	£1,800.00	£1,223.99	£576.01	68.0%	Ongoing	£1,224.00	£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	£103.00	£2,403.00	£2,402.26	£0.74	100.0%	10 of 10 paid	£2,403.00	£2,500.00
Marden Links (Parish Hub)				£2,500.00	£265.83	£2,234.17	10.6%		£266.00	
<b>GRANTS AND RESERVES</b>										
Small grants	£146.74	£600.00		£600.00	£597.67	£2.33	99.6%	Ongoing	£598.00	£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
<b>PROJECTS AND WORKING GROUPS</b>										
Traffic mgmt/SID room & exps	£80.00									
Fundraising Group	£460.02	£500.00	£564.00	£1,064.00	£976.60	£87.40	91.8%	Ongoing	£976.00	£1,500.00
Facilities project	£6,590.00	£48,200.00		£21,200.00	£6,655.09	£14,544.91	31.4%	Ongoing	£6,655.00	£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	£985.00	£15.00	£7.19	£7.81	47.9%	Ongoing	£8.00	£1,500.00
Covid Volunteer Group	£2,019.80									
<b>VAT AND CONTINGENCY</b>										
VAT	£7,438.70				£5,229.72	£2,208.98			£5,230.00	
Contingency	£0.00	£2,000.00	£2,000.00	£0.00	£0.00	£0.00			£0.00	£6,575.00
<b>Total expenses</b>	<b>£62,488.47</b>	<b>£82,410.00</b>		<b>£61,110.00</b>	<b>£48,103.00</b>	<b>£13,007.00</b>	<b>78.7%</b>		<b>£48,103.00</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	£3,291.39	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	£260.00		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	£2,500.00	£0.00	100.0%		£2,500.00	
From reserves for notice boards				£2,000.00						
From reserves		£27,000.00		£0.00						
	£87,585.05	£82,410.00		£61,110.00	£65,165.70	£4,055.70	106.6%		£66,903.70	£57,110.00

NB: Receipts &amp; payments made at current meeting included

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

**BANK RECONCILIATION**

Balance per bank statement at 6 March 2022	
Current account	£100,628.17
	<u>£100,628.17</u>
Less: uncleared payments at 6 March 2022	
C/N	
Net balances as at 6 March 2022	<u>£100,628.17</u>
<b>Cash Book</b>	
Opening balance at 1 April 2021	£77,987.76
Add: receipts in the year	£65,165.70
Less: payments in the year	<u>-£42,525.29</u>
Closing balance per cash book at 8 February 2022	<u>£100,628.17</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	£78,127.26	£18,800.70	£96,927.96
<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	-£2,000.00	£0.00
Marden Recreation Ground Trust		£1,000.00	£1,000.00		
<b>Uncommitted reserves</b>					
General reserve	£11,404.03	£595.97	£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	£9,159.00			
April @ 2,227.66/qtr				
July, Oct, Dec @ xxx/qtr			£8,910.72	
CF hrs (main)	£1,320.90			
April @ 12.24/hr				
July, Oct, Dec @ xx/hr			£746.64	
Fundraising Group hrs	£251.60			
April @ 12.24/hr				
July, Oct, Dec @ xx/hr			£85.68	
NDP hrs	£188.50		£134.64	
Backpay				
Employers' NI	£200.00		£73.19	
TOTAL	£11,120.00		£9,950.87	
		Current mth mileage	Cost	
Basic hrs mileage - at 45p/mile			£356.40	
CEG Mileage			£90.00	
FR mileage			£25.20	
Parking			£1.00	
TOTAL			£472.60	

**ANALYSIS OF EXPENDITURE BY WORKING GROUPS**

	2020-21 budget	2020-21 actual	2021-22 budget	2021-22 actual	Within Room hire budget	20-21	21-22
<b>FUNDRAISING GROUP</b>	£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		£375.00			£375.00		
Event items					£194.00		
<b>Total non-salary expenses</b>		<b>£460.02</b>		<b>£777.33</b>			
<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			£6,050.00		
<b>Total non-salary expenses</b>		<b>£6,590.00</b>		<b>£6,546.82</b>			
			<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		£8,314.51			
<b>NEIGHBOURHOOD DEVELOPMENT PLAN</b>			<b>Payments budget</b>				
			2020-21 budget	2020-21 actual	2021-22 budget	2021-22 actual	Within Room hire budget
							2020-21
							2021-22
			£15,523.00				
Room hire							
Consultants' fees				£13,320.00			
Refreshments mtgs/events							
Office supplies/printing				£1,250.25			
<b>Total non-salary expenses</b>				<b>£14,570.25</b>		<b>£0.00</b>	
			<b>Salary budget</b>				
Clerk's salary - NDP Group	£815.00	£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>			£15,222.49		£134.64		

