

MARDEN PARISH COUNCIL

**Minutes of the meeting of the Parish Council held on 11 April 2022 at 19.00
in the Community Lounge**

Present: Cllrs David Bennett (Chair), Kate Ryan, Rod Lees, Chris Morgan and Patrick Meredith.

In Attendance: Parish Clerk Alison Sutton; and 6 members of the public.

1. **Apologies for absence and note co-option process** – Cllrs Mike Blake, Paula Barrett and Richard Paske; Ward Cllr Guthrie. NOTED no response to co-option yet.
2. **Declarations of interest and written applications for dispensation** – None declared.
3. **Police, Ward Councillor and Public Forum** –
 - 3.1. West Mercia Police and Fire & Rescue Service – Report in Clerk's Information Sheet NOTED.
 - 3.2. Ward Councillor – No report.
 - 3.3. 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: Comments on minutes –

 1. Not in minutes when Cllrs arrive late. A: Clearly stated in minutes if Cllr only attends part of meeting.
 2. £10,000 refugee payment. A: Noted.
 3. Franklands Corner work. A: Noted. Franklands Corner, being investigated by relevant HC officer.

Q/S: Items not on agenda and Clerk's Information Sheet (CIS) today –

 1. Manège lights. A: In future all outstanding enforcement investigations will be listed.
 2. Details of A-boards to be purchased. A: Noted.

Q/S: Comment in last News & Views that not able to use Community Centre for computer training, available for whilst, so should take up with MVT. A: Noted.

Q/S: CIS says News & Views deliverers will deliver Jubilee invitation, PC should ask deliverers direct not expect News & Views editors to contact them. A: As previously stated, not within remit of PC to contact deliverers direct, role of editors.

Q/S: Since Opinion Poll result did not support £500k Public Works Loan, should withdraw £13.5k from Precept and cancel contract with CBW though have to pay for 2 tasks. A: Noted. Opinion Poll only asked if parishioners supported an increase of £200k.

Q/S: As no immediate solution to facilities, PC should take action with MVT so parishioners can use Community Centre in daytime, move Pre-School to Academy and portable building. A: Noted. Not appropriate for PC to suggest how MVT should run Community Centre as this is responsibility of Trustees.

Q/S: Mud on road from Drakeley Farm both ways, should write to S&A. A: Will be reported online.

Q/S: A-boards, why can't Covid board be used, not on Asset Register. A: Given to MVT, understood will be offered to Fundraising Group.

Q/S: i-Pad purchased in January not on Asset register. A: Not yet received due to stock delays, will be added when received.

Q/S: Other i-Pads on Asset Register as with Chair, Vice Chair or Community Centre. A: For insurance, location given as either stored by Chair or Vice Chair or in use at Community Centre.



Q/S: Subsidising Academy with notices, expensive, where are PC getting quotes from, paying a lot in past and present. A: Agreed previously to sponsor notices as part of Environment & Sustainability work.

Q/S: Why are items such as cancelling walk not on main page of website, page still has past items, not up to date. A: News sent out as MailChimp, notices on boards, Facebook and relevant page on website. News items move to archive as new items put on.

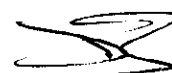
4. **Recruitment Process** – Report NOTED and Jeremy Stephens APPOINTED from 12 April 2022, working alongside retiring Clerk until 30 June.
5. **Minutes of the last meeting** – 14 March 2022 ADOPTED and signed.
6. **Financial Procedures** – The balance of the current account of £95,150.75 as at 31 March 2022 (end of year) and at 5 April 2022 was NOTED. Balance includes: committed reserves of: 1. £6,798.65 for donations for Community Facilities (CF), 2. £53,173.52 (suggested figure) for loan repayments/CF work, 3. £20,000 for village green (suggested), 4. £2,000 (suggested) for Marden Recreation Ground Trust. AGREED Financial Advisory Working Group will consider reserves and adding Marden Links underspend as committed reserve:
 - 6.1. HM Revenue and Customs, Employer's NI for January salary, £70 – Paid online 15/3/22 following delegation in Financial Regulations and confirmation from 2 signatories.
 - 6.2. B Woodcock, Community website build (from SEED grant), £1,727.21 – Paid online 30/3/22 following minutes 10/1/22 and confirmation of 2 signatories.
 - 6.3. DC Gardening Services, Lengthsman and PROW for March, £258 (inc. £43 VAT) – Paid online 12/4/22 following delegation at meeting 11/4/22.
 - 6.4. PIP Printing, April News & Views, £283.30 – Paid online 12/4/22 following delegation at meeting 11/4/22.
 - 6.5. Information Commissioner's Office, Data protection fee, £40 – Paid online 12/4/22 following delegation at meeting 11/4/22.
 - 6.6. Alison Sutton, Salary, expenses, extra hours, back pay, refunds for items purchased for PC, £2,972.47 – Paid online 12/4/22 following delegation at meeting 11/4/22.
 - 6.7. HMRC, PAYE paid on behalf of Clerk, £668.00 – Paid online 12/4/22 following delegation at meeting 11/4/22.
 - 6.8. Income from Marden News & Views, £1,100.
7. **Planning Applications** – To comment on applications to be determined by Herefordshire Council
 - 7.1. P220581/F, Cressfield Cottage, HR1 3NS – Proposed two storey side extension to existing dwelling and change of use of land comprising 0.018Ha from agricultural to residential where the footprint of the proposed extension is located – RESOLVED to support and comment that hedging that is removed should be replanted, in situ or elsewhere.
 - 7.2. P214046/F, Land at Lyde Court, Lyde Cross, 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 – Additional documents – RESOLVED to object as against Carbon Zero aims and policy.
 - 7.3. P220988/F, Vine Villa, HR1 3HA – Proposed agricultural building for storage of straw, hay, straw and agricultural machinery associated with a small sheep herd – RESOLVED to support and comment that conforms to policy M3.
 - 7.4. P220930/FH, 1 Hawkersland Cottages, HR1 3EP – Proposed first floor rear extension – RESOLVED to support and comment that conforms to policy M3.
 - 7.5. 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 description and plans – RESOLVED to support and comment: work on garden removing hedges and grass not appropriate; new surface on garden and car park needs to be porous not impermeable to reduce flooding risk and to conform to policy M11.



- 7.6. NOTED P220204/FH, Newlands, HR1 3DF – Proposed single storey, flat roof extension to form sun room at rear of bungalow – Approved with conditions.
- 7.7. NOTED P220115/FH, Park Lodge, HR1 3EZ – Rear extension to existing dwelling with single and 2 storey elements, as well as internal works – Approved with conditions.
- 7.8. NOTED P220112/FH, 16 Burmarsh Cottages, HR1 3BW – Demolition of existing dilapidated garage and erection of new extension, part being over existing ground floor accommodation – Approved with conditions.

8. Parish reports and issues –

- 8.1. Lengthsman and maintenance – Report in Clerk's Information Sheet NOTED.
- 8.2. Parish Footpath Officer – Report in Clerk's Information Sheet NOTED. RESOLVED to approve funding for 3 new gates.
- 8.3. Enforcement issues – Report in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to list planning referred to enforcement if outstanding at each meeting.
- 8.4. Consultation from Marden Primary Academy – RESOLVED to respond: advise of financial liability of clawback clause in leases with MVT, unable to support process without more data and consider should be available to parishioners as well.
- 8.5. NDP – RESOLVED that Cllrs Bennett, Ryan, Lees and Morgan should represent PC at meeting on Monday 25 April. Clerk INSTRUCTED to contact other Cllrs.
- 8.6. Environment & Sustainability Group – No report.
- 8.7. Notices in car parks – Report in Clerk's Information Sheet NOTED. RESOLVED to purchase x6 A2 Dibond and x2 Aluminium notices, 2 each of 4 designs from pupils' competition.
- 8.8. Fundraising Group – Report in Clerk's Information Sheet NOTED – Table-Top and Car Boot Sale now 24 April. RESOLVED to: fund cost of £94.74 for Jubilee invitations; Cllrs will deliver News & Views and invitations for rounds where deliverers do not wish to undertake delivery of invitations.
- 8.9. Updated Business Plan 2022-25 – Clerk INSTRUCTED to: ask Cllrs for comments so document can be finalised at next meeting; draft actual document putting Sustainable Communities and Climate Change sections early in document.
- 8.10. Installation of new noticeboards – AGREED to over few months. Clerk INSTRUCTED to: check with Balfour Beatty and landowners that current concrete can be left in situ; purchase Postcrete x10 initially.
- 8.11. Community Facilities – RESOLVED to adopt recommendations from Group: thank community for participating in Opinion Poll, presentation at later date on other funding strategy; meet with Academy, Pre-School and MVT to consider what issues are, what trying to achieve, whether possible to change leases, agree solutions; no further architectural work until planning approval given; no further Fundraising Group events after Jubilee Race Night until approval given, community engagement events may be considered; once approval given talk first to developer.
- 8.12. Marden Links – Update NOTED: 5 volunteers now trained and about half of Covid volunteers willing to continue; Age UK already working with parishioner one-to-one, though did not consider local venues appropriate for group sessions currently; new community website, data being updated; paper copy planned to include some information from new website as Marden Guide, aimed at new residents and those not using computers; however previous Marden Guide editor doing final edition but will not include new data; this is in conflict with funding offer, options are return funding for paper Guide or provide separate document using funding. RESOLVED to provide separate document using funding and amalgamate with Guide next edition. NOTED editor of Guide will fund this year, no support from PC.
- 8.13. Core Strategy Review Policy Options Consultation – RESOLVED to have extra meeting following NDP meeting (approx. 8.00 pm) on Monday 25 April for this item. NOTED high level results from Spatial Option consultation: 4,483 visitors to consultation, 550 responses, 954 comments; 25 responses to SLAA with land for allocation; 64% respondents support Vision (Marden did not), 63% support Objectives including Marden; options in order of importance, urban – 3, 1, 2, 5, 4c, 4a, 4b, rural – 4, 2, 1, 3, Marden – 3, 5, 4c, 4b, 4a, 1, 2; June/July draft allocations for consultation.



9. **Financial Regulations** – Defer to May meeting.
10. **Financial Advisory Working Party** – AGREED: 6.00 pm on 21 April. RESOLVED to submit end-of-year accounts to Internal Auditor after meeting.
11. **Annual Parish Meeting** – RESOLVED to: have separate Annual Parish Meeting on 16 May at 7.00 pm; invite Age UK and The Great Collaboration to do 10 min. presentation.
12. **Correspondence** in Clerks Information Sheet NOTED.
13. **Matters for next agenda or for Clerk's action under delegated authority**
 - Next agenda
 - Application 221112
 - As above.
 - Clerk's action:
 - Pay invoice, Roundabout Stationery, Stationery items, £7.99 (inc. £1.33 VAT)
 - As above.
14. **Date of next meetings NOTED** – Monday 25 April following NDP meeting (approx. 20.00); Annual Meeting of Parish Council Monday 9 May 2022 at 19.00; Annual Parish Meeting Monday 16 May at 19.00 – all in Community Centre.

This meeting was declared closed at 21.01

SIGNED:



Marden Chair

DATE:

9/5/22

MARDEN PARISH COUNCIL ACCOUNTS 2022-23

2022/23

APPENDIX for 11.4.22										
Payments	2021-22 Actual receipts & payments	2022-23 Budget	Virements	2022-23 Budget at	2022-23 Actual receipts & payments	Variance 2022-23 budget to actual	% Variance 2022-23 budget to actual	Notes for 2022-23	Estimated actual 2022-23	2023-24 Budget
STAFF AND CLLRs										
Clerks total salary - incl. Employers' NI	£10,020.87	£12,320.00			£3,340.16	£8,979.84	27.1%	1 of 4 paid		
Clerks expenses	£472.60	£1,700.00			£190.79	£1,509.21	11.2%	1 of 4 paid		
CLLRs training	£359.14	£400.00			£0.00	£400.00	0.0%	Ongoing		
ADMINISTRATION AND MANAGEMENT										
Insurance	£503.97	£515.00			£0.00	£515.00	0.0%	Due May		
Subscriptions	£834.44	£850.00			£40.00	£810.00	4.7%	Ongoing		
Room hire - PC, NDP, CF, FR	£237.50	£700.00			£0.00	£700.00	0.0%	Ongoing		
Website and communication	£2,134.08	£500.00			£43.17	£456.83	8.6%	Ongoing		
Stationery & postage	£40.62	£300.00			£0.00	£300.00	0.0%	Ongoing		
Elections						£0.00				
Audit fees	£498.00	£500.00			£0.00	£500.00	0.0%	0 of 3 paid		
MAINTENANCE AND PROW										
Lengthsman, Maintenance	£4,500.00	£8,500.00			£215.00	£8,285.00	3.3%	1 of 12 paid		
Drainage Grant work						£0.00				
PROW	£3,974.00	£3,000.00			£0.00	£3,000.00	0.0%	1 of 12 paid		
Parish enhancement	£8,019.43	£1,000.00			£0.00	£1,000.00	0.0%	Ongoing		
Gardeners' Association project	£1,223.99	£1,000.00			£0.00	£1,000.00	0.0%	Ongoing		
PARISH SERVICES										
News & Views support	£2,402.26	£2,500.00			£283.30	£2,216.70	11.3%	1 of 10 paid		
Marden Links (Parish Hub)	£1,993.04				£0.00	£0.00				
GRANTS AND RESERVES										
Small grants	£597.67	£600.00			£0.00	£600.00	0.0%	Ongoing		
Support - MVT/MRGT						£0.00				
Old Churchyard	£1,150.00	£1,150.00			£0.00	£1,150.00	0.0%	Paid in full		
PROJECTS AND WORKING GROUPS										
Traffic mgmt/SID room & exps						£0.00				
Fundraising Group	£976.60	£1,500.00			£61.00	£1,439.00	4.1%	Ongoing		
Facilities project	£6,655.09	£13,500.00			£4.35	£13,495.65	0.0%	Ongoing		
NDP	£0.00	£500.00			£0.00	£500.00	0.0%	Ongoing		
Environment & Sustainability	£7.19	£1,500.00			£0.00	£1,500.00	0.0%	Ongoing		
VAT AND CONTINGENCY										
VAT	£5,229.72				£43.00	£5,272.72				
Contingency	£0.00	£6,575.00			£0.00	£6,575.00	0.0%			
Total expenses	£49,830.21	£57,110.00			£4,220.77	£52,889.23	7.4%			
Receipts										
Drainage grant	£0.00									
Precept	£51,500.00	£51,500.00			£0.00	£51,500.00	0.0%	Due April/Sept		£51,500.00
VAT reclaim	£7,438.70				£0.00	£0.00		2021-22 reclaim		£5,229.72
Advertising in News & Views	£1,100.00	£1,000.00			£0.00	£1,000.00	0.0%	As received		
Sundry	£205.00	£200.00			£0.00	£200.00	0.0%	As received		
Donations for CF	£139.50	£1,500.00			£0.00	£1,500.00	0.0%	As donated		
Solar farm	£2,910.00	£2,910.00			£0.00	£2,910.00	0.0%	0 of 4 quarterly		£2,910.00
Donations for Gardeners' Assoc project	£1,200.00				£0.00	£0.00		As received		
Groundwork NDP Grant						£0.00				
Marden Links (Parish Hub) SEED grant	£2,500.00				£0.00	£0.00				
From reserves										
	£66,993.20	£57,110.00			£0.00	£57,110.00	0.0%			

NB: Receipts & 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 5 April 2022

Current account £95,150.75

Less: uncleared payments at 5 April 2022

C/N £95,150.75

Net balances as at 5 April 2022

£95,150.75

Cash Book

Opening balance at 1 April 2022

£95,150.75

Add: receipts in the year

Less: payments in the year

Closing balance per cash book at 5 April 2022 £95,150.75

RESERVES ANALYSIS

	2019-20	Incl(dec) at year end	2020-21	Incl(dec) at year end	Suggested 2021-22
Cash book balance at 31 March for new financial year 1 April	£52,063.18	£25,924.58	£77,987.76	£17,162.99	£95,150.75
Committed reserves					
Community facilities - Building	£27,000.00	£14,328.61	£41,328.61	£11,844.91	£53,173.52
Community facilities - Village green	£5,000.00	£10,000.00	£15,000.00	£5,000.00	£20,000.00
Community facilities - Fundraising	£6,659.15	£0.00	£6,659.15	£139.50	£8,798.65
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	£1,000.00	£2,000.00
Uncommitted reserves					
General reserve	£11,404.03	£595.97	£12,000.00	£1,178.58	£13,178.58
	£52,063.18	£25,924.58	£77,987.76	£17,162.99	£95,150.75

