

**MARDEN PARISH COUNCIL**

**Minutes of the Annual Meeting of the Parish Council held on 9 May 2022  
at 19.00 in the Community Lounge**

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

**In Attendance:** Parish Clerk Alison Sutton; and 7 members of public.

1. **Chair and sign Acceptance of Office** – Cllr Bennett was ELECTED Chair and SIGNED Acceptance of Office.
2. **Vice Chair** – Cllr Ryan was ELECTED Vice Chair.
3. **Apologies for absence** – Cllrs Rod Lees and Paula Barrett; Ward Cllr Guthrie; Parish Clerk Jeremy Stephens.
4. **Declarations of interest and written applications for dispensation** – None declared.
5. **Cllrs for Working Groups** – AGREED.
  - 5.1. Community Facilities Group – Cllrs Bennett and Ryan.
  - 5.2. Neighbourhood Development Plan Review Group – Cllrs Bennett, Blake, Paske, Lees and Morgan.
  - 5.3. Traffic Management Group – Cllrs Ryan and Hayward.
  - 5.4. Financial Advisory Working Group – Cllrs Bennett, Ryan and Lees.
6. **Code of Conduct** – Document dated May 2022 ADOPTED unanimously.
7. **Police, Ward Councillor and Public Forum** –
  - 7.1. West Mercia Police, Fire & Rescue Service and Useful Information – Report in Clerk's Information Sheet (CIS) NOTED.
  - 7.2. Ward Councillor – No report.
  - 7.3. 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: Re item 11.1 – Very retrospective as trading and paying guests since last year; extensive groundwork facilities undertaken; access replaced traditional field gate with 6ft gates, greatly widened, completely out of keeping with area; access onto private unadopted road, maintained by residents; no turning on road until right at end of road, already damage to cars parked at properties; access then onto 60mph road at blind junction; site is farthest from applicant's property; access could have been from applicant's own property; described as moveable tourist accommodation but huts plumbed and wired in and large septic tank installed, Enforcement Officer said Portaloo would suffice if truly moveable; no reason why application is for whole field for change of use not just area of huts. A: Cllrs will discuss application later in meeting.  
Q/S: Asked in November that point when Cllrs arrive late to meeting be marked, suggest yet again that show when Cllrs arrive, will ask again if not done. A: No legal obligation to do this and Cllrs do not wish to.

Q/S: No other points as answers to questions last month unsatisfactory, discussed outside meeting, don't know who is contributing. A: Council wishes to move forward positively. Reasonable questions, reasonable proposals – if not answered during meeting, PC should consider at end of meeting if it wishes it to go on agenda or not. However, vast majority of questions raised over last year related to how Council runs its business; PC decides business not parishioners, so those sort of questions will either be noted or get a specific response. This position unanimously AGREED.

- 8. Minutes of the last meetings – 11 and 25 April 2022 ADOPTED unanimously and SIGNED.**
- 9. Financial Procedures –** The balance of the current account of £116,524.49 as at 3 May was NOTED. Balance includes: committed reserves of: 1. £6,968.15 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, 5. £506.96 (suggested) for Marden Links:
- 9.1. SLCC, Membership and training for Clerk, £316 (inc. £27 VAT) – Paid online 27/4/22 as contractual requirement and confirmation from 2 signatories.
  - 9.2. DC Gardening Services, Lengthsman and PROW for April, £414 (inc. £69 VAT) – Paid online 10/5/22 following delegation at meeting 9/5/22.
  - 9.3. PIP Printing, May News & Views and Big Lunch invitations, £396.99 (inc. £18.95 VAT) – Paid online 10/5/22 following delegation at meeting 9/5/22.
  - 9.4. eUKhost, Renewal of PC site domain name for 2 yrs, £125.96 (inc. £20.99 VAT) – Paid online 10/5/22 following delegation at meeting 9/5/22.
  - 9.5. Income from Herefordshire Council, Part precept, £25,750.
  - 9.6. Income from Fundraising Group from Table-top Sale and Race Night, £169.50.
- 10. Report from Financial Advisory Working Group – Report NOTED.**
- 10.1. Recommendation 3 – Reserves Proposal for 31.3.22 ADOPTED.
  - 10.2. Recommendation 4 – Change heading and combine Gardeners' Association and Parish Enhancement lines ADOPTED.
  - 10.3. Recommendation 5 – Ideas for next year's budget; to set cost for parishioners' ideas ADOPTED. AGREED budget up to £2k. Clerk INSTRUCTED to advertise in News & Views, website, social media.
  - 10.4. Recommendations 6-9 – Financial Regulations, Electronic Banking Policy, Risk Register & Actions, Standing Orders – Documents dated May 2022 ADOPTED. AGREED to stop Zoom Pro subscription.
  - 10.5. Recommendation 10 – Purchase O2 E-SIM for 6GB data £11.00 +VAT per month, Direct debit from PC account ADOPTED. Clerk INSTRUCTED to action.
  - 10.6. Recommendation 11 – SLCC membership, ILCA and webinar fee paid as above ADOPTED.
- 11. Planning Applications –** To comment on applications to be determined by Herefordshire Council
- 11.1. P221112/F, Land adjoining Sutton Lakes House, HR1 3NS – Retrospective planning application for the change of use of agricultural land and associated development to site 2 Shepherd's Huts for holiday accommodation – RESOLVED to object unanimously and comment: retrospective application not acceptable, particularly as applicant said some time ago that proposed to do this, but did not apply for permission; size of change of use from agriculture use suggests more development in future, in non-conformity with NDP policies M3 and M10; access onto private unadopted lane unacceptable and in non-conformity with policy M3, especially as could access from own property; although appropriate tourism in parish can be acceptable, this application not acceptable; if huts are truly moveable as stated, then should be removed by Enforcement until application decided, not retrospective application; significant permanent drainage and facilities installed, including decking, not suitable for moveable structures.
  - 11.2. P221199/FH, The Old Vicarage, HR1 3EN – Demolition of single storey extension to form 2 storey extension to rear and side – RESOLVED to object unanimously and comment:

proposal too big, greatly increases footprint so not subservient to building, therefore non-conformity with policy M3; increase in size and change to windows affects neighbouring listed building in non-conformity with M3.

- 11.2. NOTED 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 – Approved with conditions.

## 12. Parish reports and Issues –

- 12.1. Lengthsman and maintenance – Report in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to get road signs cleaned when splays cut back.
- 12.2. Drainage Grant application – Report in Clerk's Information Sheet NOTED. RESOLVED to accept £3,807.50 for ditching and grips paid by drainage grant.
- 12.3. Parish Footpath Officer – Report in Clerk's Information Sheet NOTED. AGREED quote for gates and other PROW work for £1,582+VAT.
- 12.4. Enforcement issues – Report in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to: check with Officer in 2 wks whether had update from agent; check when access achieved at workshop; add advice to report violations of timings for lights to Herefordshire at time of issue.
- 12.5. Environment & Sustainability Group – No report.
- 12.6. Updated Business Plan 2022-25 – Draft document AGREED. Clerk INSTRUCTED to: add distribution decision to June agenda; arrange print when new Clerk's phone number arranged.
- 12.7. Marden Links – Update NOTED: training on new website for administrators.
- 12.8. Area behind shops – Report in Clerk's Information Sheet NOTED. RESOLVED to accept landowners' offer. Clerk INSTRUCTED to arrange agreement document.
- 12.9. NDP Review Group – Terms of Reference ADOPTED. Report in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to draft budget for work and clarify exact funding and services available.
- 12.10. Traffic issues – Update in Clerk's Information Sheet on Study on Laystone and Moreton Bridges NOTED. Sites for verge markers where verges eroded by heavy traffic AGREED, from MR19/C1124 junction to The Wheatlands or even Small Ashes for reference to Locality Steward. RESOLVED to make complaint to Police and Crime Commissioner re allegation made about Speedwatch Group. Clerk INSTRUCTED to ask Locality Steward for drive-round with parish.

## 13. Correspondence in Clerk's Information Sheet NOTED.

## 14. Matters for next agenda or for Clerk's action under delegated authority

### Next Agenda:

- Response to economic distress in parish.
- Installation of new noticeboards.
- As above.

### Clerk's Action:

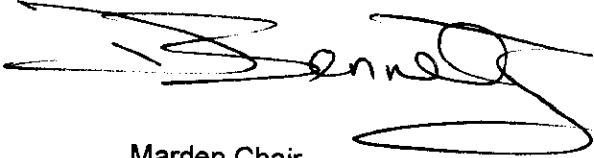
- Jubilee event details, 70 booked at present, only 10 children + few toddlers/babies, decision needed at last minute re numbers for catering – AGREED Clerk and Chair of Fundraising Group decide. Cllrs asked to help with and attend event. Advertise through Academy and Pre-School.
- Pay invoice: UK Ambulance Transport Ltd, First Aid for Jubilee event, £330 (inc. £55 VAT).
- Pay invoice: B Woodcock, Website issues and updates, £180.
- Pay invoice: AJGIB (Gallagher), Insurance premium, £517.39.

15. Date of next meetings NOTED – Annual Parish Meeting Monday 16 May at 19.00; Monday 13 June at 19.00 – in Community Centre.



This meeting was declared closed at 20.36

SIGNED:

A handwritten signature in black ink, appearing to read 'Marden', written over a horizontal line. The signature is stylized and includes a large loop at the end.

Marden Chair

DATE: 13/6/22

MARDEN PARISH COUNCIL ACCOUNTS 2022-23

2022/29

APPENDIX for 9.5.22										
Payments	2021-22 Actual receipts & payments	2022-23 Budget	Virements	2022-23 Budget at 9.5.22	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
<b>STAFF AND CLLRs</b>										
Clerks total salary - incl. Employers' NI	£10,020.87	£12,320.00		£12,320.00	£3,340.16	£8,979.84	27.1%	1 of 4 paid		
Clerks expenses	£472.60	£1,700.00		£1,700.00	£479.79	£1,220.21	28.2%	1 of 4 paid		
Cltr training	£359.14	£400.00		£400.00	£0.00	£400.00	0.0%	Ongoing		
<b>ADMINISTRATION AND MANAGEMENT</b>										
Insurance	£503.97	£515.00		£515.00	£0.00	£515.00	0.0%	Due May		
Subscriptions	£834.44	£850.00		£850.00	£40.00	£810.00	4.7%	Ongoing		
Room hire - PC, NDP, CF, FR	£237.50	£700.00		£700.00	£0.00	£700.00	0.0%	Ongoing		
Website and communication	£2,134.08	£500.00		£500.00	£148.14	£351.86	29.6%	Ongoing		
Stationery & postage	£40.62	£300.00		£300.00	£6.66	£293.34	2.2%	Ongoing		
Elections										
Audit fees	£498.00	£500.00		£500.00	£0.00	£500.00	0.0%	0 of 3 paid		
<b>MAINTENANCE, PROW &amp; PARISH ENHANCEMENT</b>										
Lengthsman Maintenance	£4,500.00	£6,500.00		£6,500.00	£395.00	£6,105.00	6.1%	2 of 12 paid		
Drainage Grant work						£0.00				
PROW	£3,974.00	£3,000.00		£3,000.00	£165.00	£2,835.00	5.5%	2 of 12 paid		
Parish enhancement	£6,019.43	£1,000.00		£2,000.00	£0.00	£2,000.00	0.0%	Ongoing		
Gardeners' Association project	£1,223.99	£1,000.00								
<b>PARISH SERVICES</b>										
News & Views support	£2,402.26	£2,500.00		£2,500.00	£566.30	£1,933.70	22.7%	2 of 10 paid		
Marden Links (Parish Hub)	£1,983.04									
<b>GRANTS AND RESERVES</b>										
Small grants	£597.67	£600.00		£600.00	£0.00	£600.00	0.0%	Ongoing		
Support - MVT/MRGT										
Old Churchyard	£1,150.00	£1,150.00		£1,150.00	£0.00	£1,150.00	0.0%	Paid in full		
<b>PROJECTS AND WORKING GROUPS</b>										
Traffic mgmt/SID room & exps										
Fundraising Group	£976.60	£1,500.00		£1,500.00	£155.74	£1,344.26	10.4%	Ongoing		
Facilities project	£6,655.09	£13,500.00		£13,500.00	£4.35	£13,495.65	0.0%	Ongoing		
NDP	£0.00	£500.00		£500.00	£0.00	£500.00	0.0%	Ongoing		
Environment & Sustainability	£7.19	£1,500.00		£1,500.00	£0.00	£1,500.00	0.0%	Ongoing		
<b>VAT AND CONTINGENCY</b>										
VAT	£5,229.72				£180.27	£5,049.45				
Contingency	£0.00	£6,575.00		£6,575.00	£0.00	£6,575.00	0.0%			
<b>Total expenses</b>	<b>£49,830.21</b>	<b>£57,110.00</b>		<b>£57,110.00</b>	<b>£5,481.41</b>	<b>£51,628.59</b>	<b>9.6%</b>			
<b>Receipts</b>										
Drainage grant	£0.00									
<b>Precept</b>	<b>£51,500.00</b>	<b>£51,500.00</b>		<b>£51,500.00</b>	<b>£25,750.00</b>	<b>£25,750.00</b>	<b>50.0%</b>	Due April/Sept		£51,500.00
VAT reclaim	£7,438.70				£0.00	£0.00		2021-22 reclaim		£5,233.15
Advertising in News & Views	£1,100.00	£1,000.00		£1,000.00	£0.00	£1,000.00	0.0%	As received		
Sundry	£205.00	£200.00		£200.00	£0.00	£200.00	0.0%	As received		
Donations for CF	£139.50	£1,500.00		£1,500.00	£169.50	£1,330.50	11.3%	As donated		
Solar farm	£2,910.00	£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	£0.00				
Marden Links (Parish Hub) SEED grant	£2,500.00				£0.00	£0.00				
From reserves for Marden Links										
<b>Total receipts</b>	<b>£66,983.20</b>	<b>£57,110.00</b>		<b>£57,110.00</b>	<b>£25,919.50</b>	<b>£31,190.50</b>	<b>45.4%</b>			

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 3 May 2022	
Current account	£116,524.49
	<u>£116,524.49</u>
Less: uncleared payments at 3 May 2022	
C/N	
Net balances as at 3 May 2022	<u>£110,524.49</u>

**Cash Book**

Opening balance at 1 April 2022	£95,150.75
Add: receipts in the year	£25,919.50
Less: payments in the year	<u>-£4,545.76</u>
Closing balance per cash book at 3 May 2022	<u>£116,524.49</u>

**RESERVES ANALYSIS**

	2019-20	Incl(dec) at year end	2020-21	Incl(dec) at year end	2021-22	Incl(dec) at year end	Draft 2022-23
Cash book balance at 31 March for new financial year 1 April	£52,063.18	£25,924.58	£77,987.76	£17,162.99	£85,150.75		
<b>Committed reserves</b>							
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	£8,659.15	£0.00	£8,659.15	£139.50	£8,798.65	£169.50	
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		
<b>Marden Links</b>				£506.96	£506.96		
<b>Uncommitted reserves</b>							
General reserve	£11,404.03	£595.97	£12,000.00	£871.62	£12,871.62		
<b>Total</b>	<b>£52,063.18</b>	<b>£25,924.58</b>	<b>£77,987.76</b>	<b>£17,162.99</b>	<b>£95,150.75</b>		

