

Marden Parish Council

Minutes of the Meeting of the Parish Council held on the 11th July 2022
19:00 in the Community Hall

Present: David Bennett (Chair); Kate Ryan; Chris Morgan; Lesley Haywood, Mike Blake, Richard Paske, Patrick Meredith.

In Attendance: Parish Clerk Jeremy Stephens and a Parishioner.

1. **Apologies for absence:** Ward Cllr. Kema Guthrie
2. **Declarations of interest and written applications for dispensation:** AGREED. Clerk to check on current details.
3. **Public Forum**

3.1. Local Residents Session (not part of the of Council meeting, meeting adjourned for this item)

As per Standing Orders and at the Chairman's discretion, up to 10 minutes will be allocated for the public to make representations, ask questions and give evidence in respect of any item on the agenda. A maximum of 2 minutes per person per item is allowed. The time is not for comments on Parish Council decisions or discussions. 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 the minutes. Items raised will be marked Question/Statement (Q/S) and Answer (A).

Q/S. Mention was made of newspaper article concerning a transport company. A. Clerk did best to find the information. Further data required.

Q/S. Can the PC iPads be made available for Parishioner use? A. This is a good idea. It will be considered in relation to GDPR, legitimate use, insurance and a procedure for loans will be created.

4. **To adopt minutes of last meeting:** Minutes of 13th and 20th of June, referred to next meeting.
5. **Financial Proceedings – NOTED.**
 - 5.1. DC Gardening Services; Lengthsman and PROW for June, £528 (inc £88 VAT) – Paid online 12 July following delegation on 11 July 2022.
 - 5.2. PIP Printing, July August News & Views and Business Plan, £490.03 Paid online 12 July following delegation on 11 July 2022.
 - 5.3. HMRC, Employer's NI for Alison Sutton April Salary, £160.31. Paid online 12 July following delegation on 11 July 2022.
 - 5.4. B. Woodcock, Website work, £39.00 (inc VAT) Paid online 12 July following delegation on 11 July 2022.
 - 5.5. Marden Community Centre, Hire of Community Centre for PC and NDP meetings, £50.00 (no VAT). Paid online 12 July following delegation on 11 July 2022.
 - 5.6. Alison Sutton, Salary extra hours and expenses, £2,727.37. Paid online 12 July following delegation on 11 July 2022.
 - 5.7. HMRC, PAYE/NIC paid on behalf of Alison Sutton, £616.80 Paid online 12 July following delegation on 11 July 2022.
 - 5.8. Jeremy Stephens, Salary and expenses, £1,916.55. Paid on line 12 July following delegation on 11 July 2022.
 - 5.9. Income from Fundraising Group, Race Night (part) and Big Lunch raffle, £705.00 NOTED.

6. Planning Applications

- 6.1. NOTED. P221299/FH, Tradega, Litmarsh HR1 3EY. Detached double garage with a workshop and garden store including the installation of solar panels on the roof and works to amend the driveway layout. Approved with conditions.
- 6.2. NOTED. P221199/FH The Old Vicarage, HR1 3EN. Demolition of single storey extension to form 2 storey extension to rear and side. Refused
- 6.3. NOTED. P202010 Amberly Court, Outdoor riding area. Approval of reserved conditions (P220617/XA2) items 4, 5, 6, 7 & 9.
- 6.4. NOTED P221746/FH & P221747/L The Moors, HR1 3NS. Proposed replacement rear extension, demolition of existing garage with replacement, internal re-modelling, new conservatory, porch and replacement dormer windows. Determination made. Application Withdrawn.
- 6.5. NOTED. P221618/PA4. Agricultural building to west of Berrington Cottage, HR1 3EY. Prior approval for the change of use of one agricultural building and its respective curtilage to a dwelling and the building operations reasonably necessary to convert the building. Prior approval is not required subject to conditions.
- 6.6. REFERRED. P222126/FH, 1 Wallsend, Marden, Hereford, Herefordshire HR1 3EL. Proposed existing single storey side extension to create porch to rear and a first-floor extension with balcony. Referred to next meeting.

7. Parish Reports and Issues

- 7.1. Lengthsman & maintenance. NOTED report in CIS. Clerk required to check done work against planned work. Add cleaning of road signs in Burmarsh.
 - 7.2. Parish Footpaths Officer – NOTED report in CIS. Clerk INSTRUCTED to research work required on footpaths and create a plan of works.
 - 7.3. Enforcement issues. NOTED Report in CIS. Clerk INSTRUCTED to contact Enforcement Officer.
 - 7.4. NDP. NOTED report in CIS. The quotes were considered, and it was RESOLVED to appoint DJN Planning (David Nicholson). Clerk INSTRUCTED to contact consultant. Clerk also INSTRUCTED to email all NDP members the Place Shaping information and questionnaire. NOTED Next meeting Monday 25th July 2022 at 7pm to recommend responses to the Hereford Council rural questionnaire. NOTED. Additional Parish Council Meeting 28th July 2022 to agree and finalise questionnaire responses.
 - 7.5. Environment & Sustainability Group. NOTED. No report.
 - 7.6. Marden Links. NOTED. A Ukrainian family has been given accommodation in Bodenham. They have various needs. Needs will be placed on FaceBook (FB) page. NOTED. 'Repair Shed' funding is available. Needs to be publicised to gain interest; add link to FB Marden Community Network page and other appropriate social media. NOTED. Clerk INSTRUCTED to explore activities & events that might be required in the new Community Centre.
 - 7.7. Noting which agenda item is in progress when Cllrs. arrive during meeting. NOTED. Issue was considered and will continue to be considered.
 - 7.8. Fundraising Group. NOTED. RESOLVED. To change name from 'Fundraising Group' to 'Events Group'. Also RESOLVED for the group to consider future events.
 - 7.9. Change of meeting day to Tuesday. RESOLVED to change meeting day to Tuesday as of September 2022. Clerk to INSTRUCTED to Contact Marden Community Centre.
 - 7.10. Christmas Tree. RESOLVED to source Christmas Tree from Dinmore Christmas Trees with sponsor ship from S&A. Clerk INSTRUCTED to contact both parties.
 - 7.11. Speedwatch Group – NOTED case had been passed to a 'case' handler. Clerk INSTRUCTED to seek further information.
 - 7.12. NOTED. The posters re 'Turning off engines' have been received from Marden Academy. Clerk INSTRUCTED to produce posters.
8. **Asset Register.** NOTED and APPROVED the update of Asset Register.
9. **PC Storage of equipment.** NOTED and AGREED to explore the costs involved in the provision of a 20 foot secure container to store Parish Council Equipment. This will be in conjunction with MRGT Trustees.

10. Business Plan. NOTED. Delivery will be achieved by the end of August 2022 and will be coordinated by the Parish Clerk.

11. Policy Renewal.

11.1. NOTED the following policies were APPROVED and renewed as of July 2022 and signed by the Chair: Internal Audit; Expenses; Grants; Distribution of Funds Raised for Community Facilities; Volunteer Worker and Associated Expenses Policies; Standing Orders; Asset Register; Financial Regulations.

12. Financial Advisory Working Group.

12.1. NOTED. Next meeting dates to be decided at the Monthly Meeting of the Parish Council.

13. Correspondence: NOTED. Correspondence mentioned in the CIS.

14. Clerk instructed to action items as in minute; 2, 3 second item re iPads, 4, 6.6, 7.1, 7.2, 7.3, 7.4, 7.6, 7.9, 7.10, 7.11, 7.12, 9 & 10.

15. NOTED. Dates of next meetings 28 July 2022, 8 August 2022 (if required) and subject to minute 7.9 12th or 13th of September 2022.

The meeting was declared closed at 21:08.

Signed:

Date:

Marden Parish Council Chair.