

MARDEN PARISH COUNCIL

Minutes of the meeting of the Parish Council held on 13 June 2022 at 19.00 in the Community Lounge

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

In Attendance: Ward Cllr Guthrie; Parish Clerk Alison Sutton; and 9 members of the public.

1. **Apologies for absence** – Cllrs Patrick Meredith and Lesley Hayward; Parish Clerk Jeremy Stephens.
2. **Declarations of interest and written applications for dispensation** – None declared.
3. **Police, Ward Councillor and Public Forum** –
 - 3.1. Presentation from S&A – Presentation NOTED.
 - 3.2. West Mercia Police and Fire & Rescue Service – Report in Clerk's Information Sheet NOTED.
 - 3.3. Ward Councillor – Report NOTED: delighted to attend Jubilee events; attended annual Herefordshire Council meeting on 20 May and reappointed Vice Chair of Council; Birmingham 2022 baton relay in Herefordshire on 5 July, details on website; consultation on cycling in St Owen St; Place Shaping consultation live; phosphates – progress with integrated wetland scheme, phosphate credit process, allocation and procedure agreed, credits cannot be sold until second report released. Question about second river crossing, Rotherwas to Ledbury Road, being evaluated, will follow up.
 - 3.4. 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 – Previously organised to get trees removed from River Lugg in 2014-15, trees in river since September need removing; A – Clerk waiting to speak to landowner, at Balfour Beatty request, as riparian responsibility; if unable to contact landowner, will revert to Balfour Beatty.
4. **Minutes of the last meetings – 9 May 2022** – Contents of email from planning applicant and PC's actual response last month read out and NOTED. ADOPTED without change and SIGNED. Clerk INSTRUCTED to add issue of time Cllrs arrive late to next agenda.
5. **Financial Procedures** – The balance of the current account of £119,926.78 as at 7 June was NOTED. Balance includes: committed reserves of: 1. £7,038.15 for donations for Community Facilities (CF), 2. £53,173.52 for loan repayments/CF work, 3. £20,000 for village green, 4. £2,000 for Marden Recreation Ground Trust, 5. £506.96 for Marden Links. RESOLVED to undertake virement of £3 from Contingency to Insurance and virement of £421 from Contingency to Fundraising:
 - 5.1. Frank's Luxury Biscuit Company, Jubilee event, £41.52 – Paid online 19/5/22 under delegation at mtg on 14/2/22 and confirmation from 2 signatories.
 - 5.2. Its Cold Inside Ltd, Jubilee event, £354 (inc. £59 VAT) – Paid online 23/5/22 under delegation in Financial Regulations and confirmation from 2 signatories.

- 5.3. The Herefordshire Flower Studio, Flowers for Jubilee event, £41.00 (inc. £6.83 VAT) – Paid online 1/6/22 under delegation in Financial Regulations and confirmation from 2 signatories.
- 5.4. DC Gardening Services, Lengthsman and PROW for May, £2,552.40 (inc. £425.40 VAT) – Paid online 14/6/22 following delegation at mtg 13/6/22.
- 5.5. PIP Printing, June News & Views, £217.78 – Paid online 14/6/22 following delegation at mtg 13/6/22.
- 5.6. Microshade Business Consultants Ltd, End-of-year Internal Audit, £118.80 (Inc. £19.80 VAT) – Paid online 14/6/22 following delegation at mtg 13/6/22.
- 5.7. Bateman Buildings Leominster Ltd, Postcrete for new noticeboards, £229.35 (inc. £38.22 VAT) – Paid online 14/6/22 following delegation at mtg 13/6/22.
- 5.8. Roundabout Stationery, Stationery for Clerks' use, £37.89 (inc. £6.31 VAT) – Paid online 14/6/22 following delegation at mtg 13/6/22.
- 5.9. Alison Sutton, Refund of items for Jubilee event and other PC purchases, £1,099.43 – Paid online 14/6/22 following delegation at mtg 13/6/22.
- 5.10. Jeremy Stephens, Refund of items for Jubilee event, £44.94 – Paid online 14/6/22 following delegation at mtg 13/6/22.
- 5.11. Income from VAT refund from 2021-22, £5,233.15.
- 5.12. Income from Tillington Soft Fruit, Sponsorship of Jubilee event, £250.
- 5.13. Income from The Pumpkin Patch, Sponsorship of Jubilee event, £250.
- 5.14. Income from Fundraising Group, Race Night (part), £70.

6. Internal Audit report and Annual Governance and Accounts Return

- 6.1. Internal Audit report and documents for Annual Return NOTED and ADOPTED.
- 6.2. RESOLVED to adopt Annual Governance Statement and SUBMIT for External Audit.
- 6.3. RESOLVED to adopt Accounting Statements and SUBMIT for External Audit.
- 6.4. Dates of Period for Exercise of Public Rights NOTED – 15 June – 27 July 2022.

7. Planning Applications – To comment on applications to be determined by Herefordshire Council

- 7.1. 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 – RESOLVED to support (5 for, 2 against) and comment: No environmental assessment, request biodiversity and ecological features; very large in proportion to main dwelling; conforms to made NDP policy M3.
- 7.2. P221295/FH, Litmarsh House, HR1 3EZ – Proposed conservatory to south elevation – RESOLVED to support and comment: No environmental assessment, request biodiversity and ecological features; conforms to made NDP policy M3.
- 7.3. P221618/PA4, Agricultural building to the 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 – RESOLVED to support and comment: no details available for sewage management; no environmental assessment, request biodiversity and ecological features; conforms to made NDP policy M3.
- 7.4. 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 – RESOLVED to support and comment: No environmental assessment, request biodiversity and ecological features; conforms to made NDP policy M3.
- 7.5. NOTED 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 – Approved with conditions.
- 7.6. NOTED P220930/FH, 1 Hawkersland Cottages, HR1 3EP – Proposed first floor rear extension – Approved with conditions.

- 7.7. NOTED P220988/F, Vine Villa, HR1 3HA – Proposed agricultural building for storage of straw, hay, straw and agricultural machinery associated with a small sheep herd – Approved with conditions.

8. Parish reports and Issues –

- 8.1. Lengthsman and maintenance – Report in Clerk's Information Sheet NOTED. Representation for Locality Steward drive-round 21.6.22 AGREED as Cllrs Bennett and Lees (to be confirmed).
- 8.2. Parish Footpath Officer – Report in Clerk's Information Sheet NOTED. Clerk INSTRUCTED to contact landowner again and ask for kissing gate or dog-friendly gate.
- 8.3. Enforcement issues – Report in Clerk's Information Sheet NOTED.
- 8.4. Environment & Sustainability Group – Report NOTED: flower seeds were given at Big Lunch; recycling centre being changed; no-one signed up for Jubilee trees; items on website and media regularly; need to relaunch The Great Collaboration.
- 8.5. Updated Business Plan 2022-25 – AGREED distribution by Cllrs and other volunteers.
- 8.6. Marden Links – Update NOTED: updating of new community website nearly complete; community forum for questions and debate will be moderated before items published; Cllrs Bennett and Ryan trained to manage website.
- 8.7. Response to economic distress in parish – NOTED anecdotal stories of hardship but no local data available; Herefordshire collect data but not for PC use; Marden Links needs to find right communication channels to support parishioners who come forward for help. AGREED Marden Links will discuss way forward with local stakeholders and interested Cllrs.
- 8.8. Installation of new noticeboards – Report NOTED: 4 new boards installed; last 3 will be installed soon. Grateful thanks to Cllrs and volunteers for work. Clerk INSTRUCTED to: check site at Kitten Gate with Balfour Beatty; keep trying to contact Amberley Arms.
- 8.9. Postal redirection – Report in Clerk's Information Sheet NOTED. AGREED redirection for 6 mths, starting on 1.7.22.
- 8.10. BT box – AGREED PFO and others can undertake maintenance on box.
- 8.11. Fundraising Jubilee Events – Report in Clerk's Information Sheet NOTED. Update NOTED: £714.50 made on Race Night; Big Lunch raffle made £300.50. Very grateful thanks to all the volunteers who made lunch such a good event. Clerk INSTRUCTED to: add Christmas event to next agenda; arrange Fundraising Group meeting afterwards. NOTED that all raffle prizes were taken at event.
- 8.12. Payment to PCC for mowing/maintenance – Report in Clerk's Information Sheet about advice from NALC re conflicting legal position NOTED. RESOLVED to make payment of £1,150. Clerk INSTRUCTED to action.

9. Communication, Email, Relations with Press And Media, Unreasonable Complainant Behaviour and Urgent Planning Matters Policies; Complaints Procedure; Councillor-Officer Protocol – Documents dated June 2022 ADOPTED and SIGNED.

10. Correspondence – in Clerks Information Sheet NOTED.

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

Next agenda

- Change of meetings to Tuesday.
- As above.

Clerk's action:

- Pay invoice, Marden Community Centre, Hire of Community Centre, £192.50.
- Appeal on refusal of 211063 – submit comment that draft Review NDP was withdrawn 1 October 2021.
- As above.

- 12. Date of next meetings NOTED – Monday 20 June** to respond to S&A planning application 221524; 11 July at 19.00 – all in Community Centre.

This meeting was declared closed at 21.04.

SIGNED:

DATE:

Marden Chair