

Marden Parish Council

Tuesday 18 October 2022 at 19.00 in the Community Centre

DRAFT Minutes

Present: David Bennett (Chair); Lesley Haywood; Chris Morgan; Mike Blake; Rod Lees; Patrick Meredith; Paula Barrett; Richard Paske.

In Attendance: Parish Clerk Jeremy Stephens and one member of the public.

- 1. To receive apologies for absence:** Cllr. Kate Ryan & Ward Cllr. Kema Guthrie
- 2. To receive declarations of interest and written applications for dispensation:** None
- 3. Police, Ward Councillor and Public Forum –**
 - 3.1. NOTED: West Mercia Police and Fire & Rescue Service as in CIS.
 - 3.2. NOTED: Ward Councillor report included in the CIS
 - 3.3. Local Residents Session – None.
- 4. Financial Procedures –**To consider actual payments and receipts and review against budget:
 - 4.1. NOTED: DC Gardening Services, Lengthsman and PROW for August, £612 (inc. £102 VAT) paid by BACS as per delegation on 5th October 2022
 - 4.2. NOTED: PIP Printing, September News & Views, £283.30, October News & Views £213.51 paid by BACS as per delegation on 5th October 2022
 - 4.3. NOTED: PKF Littlejohn LLP, AGAR Audit Invoice £360.00 (inc £60.00 VAT) paid by BACS as per delegation on 5th October 2022
 - 4.4. NOTED: Precept Received from Hereford Council 16th September 2022 £25,750.00.
 - 4.5. NOTED: MPC October 2022 Budget.
- 5. Planning Applications –** To comment on applications to be determined by Herefordshire Council
 - 5.1. NOTED P222655/L, Ashgrove Farm, Marden, Hereford, Herefordshire HR1 3EY. Proposed repairs to internal load bearing structural oak frame and to short length of existing brickwork external southeast wall. Not Determined.
 - 5.2. NOTED: P222337/F, Horseshoe Cottage, Sutton St Nicholas, Hereford, Herefordshire HR1 3BU. Proposed Horse Stables for personal use. Supported by MPC.
 - 5.3. P222990/FH, 1 Wallsend, Marden, Hereford, Herefordshire HR1 3EL. Proposed extensions to existing single storey side extension to create a porch to rear and a first-floor extension. Agreed to Object due to the significant size of the proposed extension (NDP Objects M3 and M10 apply).

General note

The Parish Council wish to extend an invitation to all those who have planning applications to come to the Parish Council Meeting where the application will be discussed. Further information can be found on the Marden PC website <https://www.mardenherefordshire-pc.gov.uk>

6. Parish reports and Issues –

- 6.1. Lengthsman and maintenance. NOTED report in CIS. Additional work: 30mph sign by the Old School needs hedge to be cut back.
- 6.2. Parish Footpath Officer – NOTED report received from Footpath Officer. Problems with stiles have been reported to HC & BB. Potentially 6 new stiles will be required; 3 to 4 in next year. Funds are available. NOTED: Stile at north end of MR30 needs handrail or extra pole for safety. Extra steps are required on some of the other stiles. Need to create a plan for all paths, stiles and bridleways. Clerk to instigate. *The MPC Cllrs agreed a motion of thanks to the Footpath Officer for the wonderful work and dedication to the PROW and the 'Walkers and Talkers' Group.*
- 6.3. Caravans – NOTED: information in CIS. Clerk instructed to check local Bye Laws.
- 6.4. Environment & Sustainability Group (E&S) – NOTED: Report received:
 - a. There will be an E&S meeting on 21st November 2022 at 7pm at the Community Centre. All parishioners are invited to come along and see what the group is about. There will be information and tea and cake. From January 2023 it is proposed to hold monthly meetings with a speaker.
 - b. The Great Collaboration. Reference was made to the case study from Llangarron Parish Council. More information can be found here: <https://twitter.com/TheGreatCollab1/status/1578034431990042627>
 - c. Hereford Green Network: HGN have been holding a number of talks on heat pumps, waste etc via Zoom. The recordings are available on their website: <https://hgnetwork.org>

- d. Cycle Routes: Provision of cycle routes avoiding traffic. The Ward Cllr and Cllr Harrington have been sent a letter by a parishioner asking them to identify cycle routes to Hereford and farther afield in order to preserve them and increase the number available. Also noted the routes and cycle stands are not monitored regularly. It was AGREED that Cllr R Lees follow up as a representative of MPC.
- e. Noted: Mr R Lees has written to enquire re the new S&A reservoir; there is no provision for the disruption of wildlife especially the Great Crested Newts. It is also noted the electricity supply is being increased to the S&A site. It was AGREED that Mr R Lees pursue the enquiry as a concerned parishioner.
- f. The mowing of verges by BB requires a meeting of all parties on site to agree a strategy. Clerk to arrange site meeting as part of the normal parish driveround.
- 6.5. Proposal re Sandbags: NOTED report in CIS. AGREED to purchase 50 filled bags in collaboration with Marden Church. (40 bags for MPC and 10 for the Church – the cost to be invoiced appropriately). Clerk Instructed to Purchase and inform all parties.
- 6.6. Timing of meetings and Submissions to N&V: NOTED:
 - a. The MPC approved the move to the third Tuesday of the month in order to allow more Cllrs to attend.
 - b. The Community Room is currently in constant use and this was the only time available. It is noted that this may change in the future.
 - c. The current 'deadline' for submission to N&V is the 15th of the month.
 - d. Therefore, in most months, the MPC meeting will occur after the N&V deadline.
 - e. Communication by MPC to parishioners is a major objective of the council.
 - f. In order to look at further options the Clerk instructed to:
 - 1. Contact N&V to see if it is possible to move deadline
 - 2. Check with Booking Officer if it might be possible that other groups could change their current booking in the future. It is recognised that current books are made with speakers.
- 3. Table an item re 'Communication' in the next Agenda.
- 6.7. Events Group: NOTED: Next Meeting of the Events Group is 23rd November at 7.00pm at the 'Marden Links Parish Hub' to finalise the arrangements for the Xmas event.
 - a. The event 'Marden's Christmas Cracker' will take place on the 20th December 2022 outside the Community Hall between 5-7 pm.
 - b. Anyone who would like to be involved with the group contact the Clerk and/or come to the meeting on the 23rd.
 - c. More information will be posted closer to the date.
- 6.8. Marden Links – NOTED: Update received from the Chair. An article has been placed in N&Vs re Marden Links Parish Hub.
- 6.9. NOTED: the proposal for a 'vote of thanks' to Jan Stephens for the splendid commemorative flowers on the War Memorial was AGREED.
- 6.10. NOTED: Statement by the Chair re Online Email and Scams:
 - a. Many Parish Councils in the U.K. have been receiving scam emails purporting to be from the Chair of the Parish Council.
 - b. The Chair of Marden Parish Council made the following statement: "There is no way whatsoever that I or any other Cllrs would ask anyone for money or services via email or any other form of communication. Please be very aware of all online scams as they are very common now."
 - c. Help is available from: <https://www.ncsc.gov.uk/collection/phishing-scams/report-scam-website>
- 6.11. NOTED: Report re Unit at 9 Walkers Green. 'Marden Links Parish Hub'.
 - a. The lease is secured dated 14th October 2022
 - b. Terms of reference accepted with the addition of storage space and an increase in Councillor representation to 6.
 - c. Working group to be established as per terms of reference. (Cllrs; Bennett, Ryan, Barratt, Haywood, Morgan & Blake agreed to be part of the working group. Parishioner representation will be recruited from volunteers.)
 - d. Internet to be provided by Gigaclear. Clerk to action.
 - d. 'Fastershire' will provide free computer training.
 - e. HC can provide furniture; working group to decide what is required.
 - f. Agreed to approve £500.00 for start-up costs.
 - g. Agreed to approach external support groups to use the space for the benefit of Parishioners.
- 6.12. NOTED: Proposal for printing of Marden Parish Budget document AGREED. Clerk to arrange printing and distribution ideally to be completed by the end of October.
- 7. NOTED correspondence mentioned in CIS.
 - a. Cllr asked Clerk to ask HC what they have achieved in relation to the OFSTED Action Plan.

8. To raise matters for next agenda or for Clerk's action under delegated authority.
- a. As above
 - b. Cllr Barrett informed the meeting that she will provide mince pies and festive drinks at the next MPC meeting
 - c. Remembrance Day Wreath. AGREED to purchase from Royal British Legion. Cost of £150.00 to include donation.
 - d. The Chair asked if any Cllr would like to read the Lesson at the Remembrance Service. Cllr Chris Morgan AGREED.
 - e. NOTED: 'Marden Litter Pick' will take place on the Saturday 12th November 2022 at 10am. Meet at the school. Equipment will be provided.
 - f. Clerk to begin arrangements for year-end Internal Audit.
 - g. Table Agenda item re Items to be included in list for Parish Gain from future planning applications (S106 agreements).
 - h. Table Agenda item re approval of lease agreement for Land at rear of 9/10 Walkers Green, Marden.
 - i. Follow up signs for school.
 - j. Follow up Drainage Grant.
 - k. Meet Lengthsman re core costs and monthly additions with Cllr, and as above.
 - l. Reinstate action list and send monthly to councillors with other meeting documentation.
 - m. Restart the use of MailChimp
 - n. Add enforcement items to the agenda and obtain updates.
 - o. Add notice board installation to agenda and follow up with BB and The Amberley.
 - p. With regard to Unit 9, update the insurance company and confirm premium and check with the local authority and confirm that the PC has exemption from business rates.

9. To note date of next meeting: 15 November 2022 at 19.00 in Community Centre

Signed:

Jeremy Stephens, Marden Parish Clerk.

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