

Marden Parish Council Meeting

Adopted Minutes from Tuesday 15th November 2022 at 19.00 in the Community Centre

Present: David Bennett (Chair); Kate Ryan; Paula Barratt; Mike Blake; Lesley Hayward; Rod Lees; Patrick Meredith; Chris Morgan; Richard Paske.

In Attendance: Parish Clerk Jeremy Stephens, The Footpath Officer and 2 members of the public.

1. **To receive apologies for absence:** Ward Cllr Kema Guthrie.
2. **To receive declarations of interest and written applications for dispensation:** None declared
3. **Police, Ward Councillor and Public Forum –**
 - 3.1. NOTED: West Mercia Police and Fire & Rescue Service as in CIS.
 - 3.2. Ward Councillor Kema Guthrie Report. Via Email: 'I have asked for a summary update from the Chief Executive. Once this is received it will be passed to the Parish Council.'
 - 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: Is the flower tub at Rudge Grove going to be moved? A: Not at this time. The position of the utilities in the ground must be identified before anything is done.
Q/S: Would it be okay to plant some bulbs in the meantime? A: Yes. PC RESOLVED to allow.
CLERK to inform the Guides.
Q/S: The phone box by the Mini Market is overgrown, could it be cleaned up?
A: Marden Links will be looking after the whole area potentially with the Gardeners Association once the lease is agreed.
Q/S: Website: The Declaration of Interests needs to be updated?
A: The PC are totally revamping the website and all areas will be updated but this area will be updated by the end of the year
Q/S: Are the PC iPads available for loan?
A: This has been found not to be viable due to the need to keep a standard configuration. They will be used at the Hub and for training.
Q/S: Has there been any further development re JED Lorries application.
A: There has not been any further information, although applications are monitored. Please NOTE: These applications are not in the jurisdiction of a Parish Council.
Q/S: Is there a PC litter bin missing from the recreation ground?
A: The one bin remaining is owned by the PC as MRGT decided not to replace the one written off the PC asset register. Update post meeting – the original green cover has been replaced by a blue cover, this will be noted in the asset register.
Q/A: What are the dimensions of the rooms at the Hub.
A: The larger room is 7.6 by 3.8 metres, and the smaller room is 2.5 x 3 metres.
Q/A: Are the Terms of reference on the website?
A: They will be added to both the Marden Community – Marden Links website and to the MPC website during the update of the site.
Q/S: Why were PC meeting moved to a Tuesday?
A: It was a decision made by Marden Parish Council to enable full attendance.
Q/S: CIS?
A: Printed copy provided
Q/S: It has been noticed that the Lugg Bridge has lost a stone.
A: Clerk to check.
Q/S: MPC Budget, I think you should delete the £13.5k.
A: Point NOTED. The Budget is being published, please make any comments in writing when you receive it.
4. **Minutes** of the meetings of 5th October and 18th October 2022 ADOPTED
5. **Financial Procedures –** To consider actual payments and receipts and review against budget:
 - 5.1. Jeremy Stephens, Salary as per contract. Paid online 16/11/22 following delegation at meeting 15/11/22.
 - 5.2. Clerk expenses. £150.00. Paid online 16/11/22 following delegation at meeting 15/11/22.
 - 5.3. DC Gardening Services Lengthsman/P3 duties for October 2022. Invoice SI-1430. £618.00 (inc £103.00 VAT) cf CIS for work carried out. Paid online 16/11/22 following delegation at meeting 15/11/22.

- 5.4 DC Gardening Services Drainage Grant Works November 2022. Invoice SI-1437. £4,569.00 (inc £761.50 VAT) of CIS for work carried out. Paid online 16/11/22 following delegation at meeting 15/11/22.
 - 5.5 DC Gardening Services Lengthsman/P3 duties for November 2022. Invoice SI-1438. £102.00 (inc £17.00 VAT) Paid online 16/11/22 following delegation at meeting 15/11/22.
 - 5.6 DC Gardening Services Lengthsman/P3 duties for September 2022. Invoice SI-1386. £312.00 (inc £52.00 VAT) of CIS for work carried out. Paid online 16/11/22 following delegation at meeting 15/11/22.
 - 5.7 DC Gardening Services Lengthsman/P3 duties for July 2022. Invoice SI-1332. £678.00 (inc £113.00 VAT) Paid online 16/11/22 following delegation at meeting 15/11/22. Paid online 16/11/22 following delegation at meeting 15/11/22.
 - 5.8 Woodcock Web Services. Marden Links Visual Identity including logo redesign and signage layout. Upload logo to website. Invoice 3003. £108 (no VAT) Paid online 16/11/22 following delegation at meeting 15/11/22.
 - 5.9 MVT – Hire of Community Centre Rooms for PC, NDP & Events meetings, £60.00. Paid online 16/11/22 following delegation at meeting 15/11/22.
 - 5.10 Now 8.8
 - 5.11 Alison Sutton Pay Claim for Back Pay 1.4.22-30.6.22 details in CIS. Paid online 16/11/22 following delegation at meeting 15/11/22.
 - 5.12 NOTE: Marden Links Parish Hub. Deposit of £450 and monthly rent of £450 paid online 2/11/22 following delegation and 2 signatures.
 - 5.13 NOTE School Signs. Signworx Hereford Ltd. PAID £350.40 (inc £58.40 VAT) paid online 2/11/22 following delegation and 2 signatures. (Original resolution April 2022)
 - 5.14 NOTE: Sandbags. The Sandbag Company. Paid £119.20 (inc £19.87 VAT) paid online 2/11/22 following delegation and 2 signatures.
 - 5.15 NOTE: Income New NRG, Solar Farm Community Benefit of £ 727.50 received 29 Sept 2022
- 6. Planning Applications – To comment on applications to be determined by Herefordshire Council**
- 6.1. P223290/FH - Longland Cottage, Marden, Hereford HR1 3ES. The proposed erection of a garden room and store following the dismantling of a temporary aviary. Resolved to SUPPORT.
 - 6.2. *P222887/F - Lugg View Industrial Estate, Moreton-On-Lugg, Herefordshire, HR4 8DP
Proposed erection of two incubation (Class E) units for small businesses. Please NOTE this application, although sent to MPC, is just over the Moreton on Lugg bridge towards Moreton and is therefore outside the Marden Parish border. Resolved to SUPPORT with conditions.*
- 7. Working Group Reports – to receive reports and proposals as appropriate**
- 7.1. Neighbourhood Development Plan Working Group:
The following was Noted:
 - NDPWG has been unable to meet because of the lack of updates from HC re the NDP. There is no indication when we will get the information.
 - There has been a ‘Call for Sites’.
 - Need to update NDP existing Policies will be reviewed in January 2023 if no further information is received from Herefordshire Council.
 - 7.2 New Community Facilities Working Group.
The following was Noted:
 - Approval of NHF site is expected in early 2023.
 - Updated Reserve Matters. Information has been received and will be discussed at the next meeting.
 - 7.3 Marden Links Working Group.
The following was Noted:
 - Volunteers are being signed up to help out at the ‘Hub’.
 - There will be an open day on the 10th December 2023 from 10am to 4pm
 - Policy and Procedures for the operation of the Hub are being created.
 - A programme of events and meetings will begin in January
 - The facilities of the Hub are being improved in conjunction with Environmental Health and other advisors
 - The next meeting of the working group will be 22 November 2022 at 2pm.
 - 7.4 Environment & Sustainability Working Group.
The following was Noted:
 - There will be an open evening on the 21st November 2023 in the Community Room at 7.00pm. All are welcome to attend.
 - The intention is to expand the group and gain environmental ideas and activities.
 - Proposal: Request for funds to run the event, £100.00, APPROVED.
 - Cycleways: An email has been received from Cllr Harrington. He will attend Moreton PC meeting in February to talk about cycle routes into Hereford. Agreed that Cllr Lees contact Sutton and Wellington PCs with a view to a collaboration.
 - Cllr Lees has attended Colwall Eco Day.
 - Discussion re engaging local farmers in the projects.

7.5 Events Group:

The following was Noted:

- 'Marden Christmas Cracker': A sum of £320.00 was APPROVED.
- Notices will appear in the N&Vs, FB pages, PC website and on the Parish Notice Boards.
- Next Events Group meeting will be on the 23rd November 2023 at 7pm in the Community Room.

7.6 Transport Working Group:

- Will be reconstituted in January.
- The Speedwatch Group has received an apology from the Police re the allegations made previously.

8. Parish reports and Issues –

8.1 Standing orders: Proposal to add location of building keys and Council position of holders. Proposal was APPROVED. Clerk to create form of words to be agreed at next PC meeting.

8.2 Proposal to discuss Parish Council Communications in general & timing of N&V submission.

- Attention drawn to general the legal obligations contained in 'Local Government Transparency Code 2015'.

It is Noted:

- That most information is now on the internet and those that do not use the internet still rely on a paper based communication system.
- The PC has 2 websites; the 'Marden Parish Council' site at <https://www.mardenherefordshire-pc.gov.uk/> and the 'Marden Links' at <https://www.marden-links.org/>
- Social media is also used with a 'Parish Council' Facebook page and a 'Marden, A Herefordshire Community' Facebook page.
- There are also several other Facebook pages relating to Marden.
- Other social media is available, Twitter, Instagram and will be investigated.
- The 'Hub' will become a centre of information for the parishioners who do not use the internet. It will also be a point of guided internet access as many Government applications and forms are now internet based.
- The Parish Notice Boards will continue to provide an important role in parish communication.
- The PC should encourage more and varied input to N&Vs from the parish.
- The PC Communications Policy should be updated with the use of new, and old, technologies.

8.3 Notice board installation. Proposal to move the Amberley Board to new location.

- No communications have been received from the owners of the Amberley for a considerable time.
- Agreed a new location should be found in the same area, possibly on Wyatt Road. Clerk to ask BB for a suitable position.
- No decision from HC re the Kitten Gate notice board. Clerk to investigate.

8.4 NOTED: School 'Switch Off Engines' signs now at Academy.

- The Academy will inform the PC where and when they will be placed.

8.5 Marden Links Parish Hub – Business rates – HC have been informed of the PC occupation of 9, Walkers Green. HC currently has a minimum 12 week processing time.

8.6 To NOTE Internal Auditor appointed; Paul Russell of Microshade VSM.

8.7 Lengthsman and maintenance – Noted: report in CIS.

- Additional; The signs at Frankland's Corner are very green. Clerk to enquire re cleaning.

8.8 Parish Footpath Officer –

- Noted: Report in CIS.
- Proposal to replace 3 old stiles on MR36 with metal kissing gates. Total including installation £2189.40 (inc 364.90 VAT) Construction of a bridge over a ditch on MR36. Total including installation £282.00 (inc £47.00 VAT). RESOLVED to discuss and plan for next year.
- Currently 6 stiles have been bought and are to be placed by the landowners.
- No kissing gates are due to be installed
- Bridleways MR12 & 19:
 - There is continued cause for concern as unsuitable vehicles are still using them as a 'short cut' and for recreation.
 - Noted: The Landowners are responsible for the maintenance of the bridleways.
 - Noted: There have been suggestions re a way of restricting vehicular access to the bridleways. Horse gates, concrete blocks, bollards, heavy gates, and etc, have all been suggested each with their own pros and cons. The Landowners will still need access to their land, and the restriction should not be easy to remove.

- The Footpaths Officer will talk to the Landowners to see if an agreed solution is possible

NOTED: Proposal to continue meeting over the allotted time. AGREED.

8.9 NOTED: Asset Register: Proposal to note additions and amendments.

- Noted: The road at the Memorial is C1120.
- Clerk to clearly identify and describe assets.
- Noted: The Asset Register is being updated continually and will be tabled at the next PC meeting.

8.10 NOTED: N&Vs proposed increase in advertising rates.

8.11 NOTED: Sandbags for flood control have been delivered to New House Farm and are available for parishioner use. Those requiring sandbags should call Andy Owens; 07792 827 184.

8.12 NOTED: Proposal to change PC meeting start time to 7:30, AGREED starting in January 2023.

8.13 Land at Rear 9/10 Walkers Green. Lease agreement APPROVED. Clerk to add 'before' photographs of the site to the lease.

8.14 Enforcement Report: No report from HC Enforcement Officer. Clerk to collate sites with enforcement issues and ask for specific updates.

8.15 NOTED. Remembrance Wreath received from Royal British Legion and placed on the Memorial.

8.16 'S106'. Cllrs to consider a list of desired items for 'Parish Gain'. DEFERRED to next meeting.

8.19 Marden Flag. Proposal to purchase a replacement Marden Flag. 5 by 3 foot replacement flag. Cost £77.08 APPROVED. Clerk to action.

8.20 'Signworx' have asked via email if they can quote for the monthly printing of N&Vs. Email forwarded to N&Vs.

8.21 Invitation by Marden PC to attend a Zoom meeting on "Progress on tackling Phosphates in rivers" AGREED Attendees: David Bennett, Kate Ryan, Chris Morgan, Rod Lees and Lesley Haywood.

8.22 Purchase of Christmas Tree for Parish. AGREED. Clerk to Action. Delivery Date 26th November 2022 and liaise with will all interested parties. Clerk to apply to S&A for sponsorship.

8.23 Reinstate the Councillor review of the bank reconciliation quarterly. Clerk to Action with a Parish Councillor. AGREED. Cllr R Lees and Clerk

9. To note correspondence – See CIS

9.1 NOTED. Clerk's email address is now 'parish.clerk@mardenherefordshire-pc.gov.uk'

9.2 NOTED. Sutton Walls Conservation Group – Grant Application for contribution for an Information Board. DEFERRED to next meeting.

10. To raise matters for next agenda or for Clerk's action under delegated authority

- As Above.
- Review of all outstanding policies.
- Petty cash policy to be created and discussed at next meeting.
- Clerk to table virements at next meeting.

11. Date of next meeting: 20 December 2022 at 19.00 in Community Centre.

12. AGREED: Proposal to exclude public from item 13

13. NOTED: Employee 6 month review was carried out.

Meeting closed at 21:46