

Marden Parish Council

Minutes of the Meeting of the Parish Council held on the 17th January 2023
at 19:30 in the Community Centre

Present: David Bennett (Chair); Kate Ryan; Paula Barrett; Mike Blake; Lesley Hayward; Chris Morgan.

In Attendance: Parish Clerk, Jeremy Stephens; 1 member of the public.

1. **To receive apologies for absence:** Richard Paske, Patrick Meredith, Rod Lees and the Ward Councillor Kema Guthrie
2. **To receive declarations of interest and written applications for dispensation:** Lesley Hayward item 8.12.
3. **Police, Ward Councillors and Public Forum:**
 - 3.1. West Mercia Police, Fire & Rescue Service report in CIS. Noted
 - 3.2. Report from Ward Councillor. No report this month
 - 3.3. Local Residents Session: *(not part of the meeting, meeting adjourned for this item)*

Question / Statement	Response
Council was asked to confirm that the amendment to the Budget & Precept document was delivered to all houses.	The clerk confirmed that this was the case. To cover any missed houses an announcement was put on the Parish Council Website indicating that additional copies would be provided by the Clerk.
A request was made to include detailed accounting summaries of working groups at least on a quarterly basis.	The Financial Advisory Working group will review the request at its next meeting
A question regarding the latest costs involved with the Community Facilities Project.	The Parish Council has spent £54.1k to date of which Architects fees included of £44.2k. Other than a small amount of £4 nothing has been spent this financial year.
Points were raised regarding the current Asset Register, last posted on the website in June 2022.	It was explained that the current agenda had an item to discuss the updated and revamped Asset Register which, when approved, would be posted on the website.
A question was raised regarding the publication of key Hub documents.	The website had been updated very recently to add a Working group page for the MLPH and key documents have been added.
It was suggested that when clearing the land at the back of the Hub care should be taken to determine what services cross the land.	Parishioner thanked and suggestion was noted.
Differences on the accounting documents presented relating to the 23/24 budget were raised.	Due to the length of time this session had already take (25mins) the parishioner was asked to email his findings to the Clerk and it would be investigated.

4. **Minutes** of the meeting of 20th December 2022 were ADOPTED.
5. **Financial Procedures:** To consider actual payments and receipts and review against budget (circulated).
Virements: RESOLVED to undertake virements of 1. Move £405 from contingency to Clerks total Salary 2. Move £1370 (£500 from Clerks expenses, £370 from Contingency and £500 from Lengthsman) to PROW. 3. Move £15 from Stationery & Postage to Website & Communication.
Bank Account: The balance of the current account £121902.78 as of 9th January 2023 NOTED. Balance includes approved committed reserves of £6798.65 for donations for community facilities, £53,173.52 for future loan repayment/community facilities work, £20,000.00 for village green, £2,000.00 for Marden Recreation Ground Trust and £406.96 for Marden Links.

Payments:

Please note that the following list is not consistent with the published agenda but reflects those payments RESOLVED to pay.

Payable To	Reason	Gross Amount	VAT	Net Amount	Budget Line	Paym't Method
PIP Printing Inv. 74256	Printing of N&V November 2022	£236.60		£236.60	News & Views support	Online
Eukhosts Inv. 1093323	Domain renewal – marden-links.org 1 year to 31st Jan 2024	£14.39	£2.40	£11.99	Website & Communication	Online
Woodcock Web Services Inv. 2996	MPC Website – Operation London Bridge / Unicorn updates	£46.00		£46.00	Website & Communication	Online
DC Gardening Inv. SI-1462	Lengthsman/P3 duties December 2022	£216.00	£36.00	£180.00	Lengthsman, maintenance	Online
Petty Cash initial float	Petty cash start-up	£100.00		£100.00	Petty Cash initial Float	Cheque
Petty Cash	Top up December 2022	£38.30		£38.30	Marden Links (Parish Hub)	Cheque
Clr. K Ryan	Expenses re start-up costs approved 20/12/22	£288.63		£288.63	Marden Links (Parish Hub)	Online
Marden Village Trust	Room Hire – September to December 2022	£105.00		£105.00	Room hire	Online
Jeremy Stevens	Clerk Salary October – December 2022	As per contract		As per contract	Clerks total salary	Online
Clerks Expenses	Expenses associated with 'Christmas Cracker' event	£243.27	£29.12	£214.15	Events & Fundraising group	Online
DC Gardening	Purchase 3 x Kissing Gates	2042.00	£332.00	£1710.00	PROW	Online
O2 Contract	Clerks phone SIM rental January 2023	£13.20	£2.20	£11.00	Website & Communication	DD-Noted
S E Ellison	Hub rental – January 2023	£450.00		£450.00	Marden Links (Parish Hub)	DD - Noted

Income NOTED: Income from N&V, £1,100.00 Received Jan 2023

Budget and precept for 2023

Councillors considered a written response received prior to the meeting on behalf of two parishioners relating to the Marden Parish Council budget & precept for 2023/24. Following confirmation that councillors understood the content and the response sent to the parishioners by the Chair, Council

- RESOLVED to adopt budget of £63,610 for 2023-24
- RESOLVED to adopt precept requirements of £51,500 for 2023-24

- 6. Planning Applications:** To comment on applications to be determined by Hereford Council P224013/ - Drakeley Farm, Marden, Herefordshire HR1 3ES. The demolition and clearance and replacement of two existing cottages and a disused operational farm building with three new detached dwellings. RESOLVED to Object. While the Parish Council would be minded to support an appropriate planning application the current proposal is in non-conformity with the current Core Strategy for development in open countryside. Accepting this application is only for outline permission there are specific concerns around access via a Bridleway, the viability of the current septic tank and management of water runoff in general.
- 7. Working Group Reports:** to receive reports and proposals:
- 7.1. Neighbourhood Development Plan Working Group:** There are no new updates with an impact on Marden from HC. AGREED to hold a meeting of the NDP working group in February to review the sustainability criteria applied by HC and develop a draft plan of action for 2023.
- 7.2. New Community Facilities Working Group:** Architect has been asked to contact developer/builder of the houses on the NHF land as soon as the planning application is approved by Herefordshire Council in order to discuss working on areas of synergy that might lead to a reduction in the construction costs of the proposed new Community Centre.
- 7.3. Marden Links Working Group:** A summary of hub current operations currently operating on Wednesday & Friday afternoons, costs to date being within allocated budget, and next steps to expand as demand and volunteer numbers allow was given and NOTED.

One grant to support the Hub operation has been submitted to Herefordshire Community Foundation (max £5,000) while a second grant application will be submitted to Herefordshire Council for Repair Café start-up (max £2,500).

NOTED that the Election Office has formally written to the Parish Council confirming the intent to use the 'Hub' as a polling facility in the elections in 2023. The Clerk INSTRUCTED to confirm with the property owner and the owner of the Chiroprapist that they have no objection.

- 7.4. **Environment & Sustainability Working Group:** NOTED the report that was circulated and supported the next public meeting with be held on 13th February 2023, Plan to update parishioners on items raised at the previous meeting held last November followed by a representative from Herefordshire Council giving a talk on the proposed Waste Management & Collection System.

A proposed general correspondence to Agriculture and Business organisations asking them to share plans they may have to reduce their carbon footprint and improve biodiversity to meet the objective of getting to newt zero by 2030. AGREED and NOTED.

- 7.5. **Events Group:** The next event will be the Quiz night on Saturday 18th February followed by a Race Night on Saturday 25th March. NOTED and supported.

- 7.6. **Transport Working Group:** No Report this month. Meeting of group to be arranged when appropriate.

8. Parish Reports and Issues.

- 8.1. **Internal Audit Status:** RESOLVED to discuss the status of the internal audit and anticipated completion date as part of item13.

- 8.2. **Update on Clerks training:** RESOLVED to receive an update on the Clerks training as part of item 13.

- 8.3. **Communication Policy:** It was agreed that Marden Parish Council is one of the most transparent in the area and currently uses a variety of communication channels to impart information. AGREED that this item could be closed. NOTED that the agreed purchase of 3 x kissing gates would be stored with the Lengthsman and installed early in the 23/24 financial year.

- 8.4. **Parish Footpath Officer:** NOTED the report in the CIS. Again, the Parish Council would like to thank the Footpath Officer for all the hard work undertaken as a volunteer.

- 8.5. **Lengthsman;** Clerk INSTRUCTED to arrange a drive round the parish with the BB Locality Steward as soon as possible. This should highlight the potholes that require immediate. The Parish council will then review following the reported work being carried out.

- 8.6. **Asset Register:** NOTED the circulated revised and extensively updated (including purchased items for Hub start-up) Asset register and RESOLVED to sign and post on the website.

- 8.7. **Reed Bed Sewerage System:** NOTED the report as circulated. Many thanks to Moreton on Lugg Parish Council.

- 8.8. **Planning Enforcement Update:** No progress made.

- 8.9. **S106 & Parish Gain:** AGREED that the chairman would develop and circulate a list of current ideas for a review at the next meeting.

- 8.10. **Proposed Sites for remaining two Notice Boards:** No update this month.

- 8.11. **Land at rear 9/10, Walkers Green, Marden.** NOTED that the lease has been sent to the owner for signature.

Cllr Hayward made to leave the meeting at 21:20 for the item on Scout Hut Land but the chairman suggested that she remain and take no part in any discussion as this was only an update.

- 8.12. **Scout Hut Land:** NOTED discussions have taken place in both the Parish Council and Marden Village Trust meetings in recent weeks with both groups aligned on the need to try and keep this asset in community ownership. A letter has been sent to Hereford Scouts to further explore possible options.

Cllr Hayward rejoins the meeting at 21:25.

- 8.13. **Sandbags:** With current stocks nearly exhausted in was RESOLVED to replenish levels. The Clerk instructed to obtain quotes and purchase at the best price.

- 8.14. **Parish Council website update:** the Marden Links Parish Hub working group pages has been add, further

updates to the website in general will continue.

9. Correspondence in Clerks information sheet NOTED.

10. Matters for the next Agenda or for Clerk's action under delegated authority.

Next Agenda

- As above.
- Proposal to acquire a permanent Christmas Tree for the parish.

Clerks Action

- As above
- Clerk to liaise with Cllr. Lees re quarterly bank reconciliation review.
- Clerk to hold a Financial Advisory work group meeting in early February.
- Follow up on notice board relocation to Wyatt Road and at Kitten Gate.
- Marden Links Parish Hub. Monitor energy use weekly as a regular process.
- Post updated Asset Register on website.

11. Date of next meeting: 21st February 2023 19:30 at the Community Centre

12. RESOLVED to exclude public from item 13.

13. Employee. Review – discussion took place and a plan of action developed. A status review will be held at the end of the February meeting.

Meeting Closed at 21:50

Signed:

Marden PC Chair

Jeremy Stephens, Marden Parish Clerk.
83 Walkers Green, Marden Hereford HR1 3EA
Tel: 07856 282 037. Email: parish.clerk@mardenherefordshire-pc.gov.uk