

Marden Parish Council

Minutes of the Annual Parish Council Meeting held on Tuesday 16th May 2023 at 7.30pm at the Marden Community Centre.

Present:

Cllr David Bennett (Chair), Cllr Paula Barrett, Cllr Michael Blake, Cllr Lesley Hayward, Cllr Chris Morgan, Cllr Richard Paske and Cllr Kate Ryan (Vice-Chair)

In Attendance:

Richard James (Clerk) and 4 members of the Public.

The Clerk reported that all the Councillor's had signed their Declaration of Office.

1. Election of Chair.

Cllr David Bennett was proposed by Cllr Kate Ryan and seconded by Cllr Paula Barrett there was no other nomination.

Resolution – Cllr David Bennet was duly elected as chair.

2. Chair to Sign the Declaration of Office of Chair.

To Note – The Chair signed the Acceptance of Office of Chair

3. Election of Vice-Chair.

Cllr Kate Ryan was proposed by Cllr David Bennett and seconded by Cllr Chris Morgan there was no other nomination.

Resolution – Cllr Kate Ryan was duly elected as Vice Chair, and he then signed the Acceptance of Office of Vice Chair.

4. Apologies for absence - Cllr Rod Lees

5. **To receive declarations of interest and written requests for dispensation.** There were no declarations of interest or written dispensation requests.

6. To agree Working Groups and Membership.

6.1. Community Facilities Working Group.

To Note – Membership: Cllr's David Bennett & Kate Ryan.

6.2. Marden Links Parish Hub Working Group.

To Note – Membership: Cllr's David Bennett, Kate Ryan, Lesley Hayward, Mike Blake, Chris Morgan & Paula Barrett.

6.3. Neighbourhood Development Plan Review Group.

To Note – Membership: Cllr's David Bennett, Richard Paske, Rod Lee, Mike Blake & Chris Morgan.

6.4. Environmental & Sustainability Working Group.

To Note – Membership: Cllr's Rod Lees, David Bennett & Lesley Hayward.

6.5. Traffic Management Working Group.

To Note – Membership: Cllr's David Bennett, Kate Ryan & Lesley hayward.

Approved

6.6. Financial Advisory Group.

To Note – Membership: David Bennett, Kate Ryan, Rod Lees & Clerk.

6.7. Events Working Group.

To Note – Membership: Cllr's Kate Ryan, Lesley Hayward, David Bennett & Paula Barrett.

7. To Adopt the Code of Conduct.

The Code of Conduct was briefly discussed.

Resolution – Council Agreed to adopt the Code of Conduct for the time being and until such time when the new updated version could be reviewed by Council. The Chair signed the Code of Conduct policy.

8. Approve the Minutes of the meeting held on the 18th April 23.

Resolution – The minutes of meetings held on 18.04.23 were adopted as a true record and then signed & dated by the Chair.

9. Open Session.

There were no reports from the police or the Fire & Rescue services.
The new Ward member (Peter Hamblin) did not attend the meeting.

Q1. Why is the Clerks Information Sheet not published.

A1. The Clerks Information Sheet is for Councillor's information only as it may contain confidential information.

Q2. What is the budget for the new Community Garden

A2. There has been no budget allocated, it is hoped it will be funded initially by grants and donations with work done by volunteers.

10. Finance Matters.

10.1 - Section 1 – Annual Governance Statement - 2022/23

10.2 - Section 2 – Accounting Statements - 2022/23

10.3 - Financial Report

10.4 - Unity Trust Bank

10.5– Scribe Accountancy Software.

The chair explained that the AGAR forms were the annual accounts of the Council which are audited by an impartial internal auditor and an external auditor. The Financial report was presented to the Council, the Chair informed everyone that the Council Precept had not risen for 5 years. The Repair Café was well on track, with 50% of the grant funding being received and the other 50% will be spent by June. The Clerk reported that Unity Trust Bank did have sub accounts to Main account both accounts were £6 per month. SCRIBE Accountancy software was discussed following a zoom meeting where several Councillor's and the Clerk took part. SCRIBE was used by 1000 Councils across the Country with very good reviews. In fact, the software did far more than the Council presently required; however, it would be used in the future as more projects came onboard. The cost of the software would be £408 + vat per year with a one off set up fee of £249+ vat.

Resolution – (10.1 & 10.2) AGAR Section 1 & 2 were approved and duly signed by the chair. (10.3) The financial report was approved. (10.4) Council was now fully satisfied that the Unity Trust Bank could service the needs on the Council and approved that the Clerk should open the necessary accounts. (10.5) SCRIBE Accountancy Software was Approved and the Clerk was to progress the purchase.

11. Payments.

	Payment	Net	Vat	Total
11.1	Lengthsman – April 23	380.00	76.00	456.00
11.2	Clerks Expenses – April 23	169.18	0.00	169.18
11.3	Clerks Salary – May 23	As per Contract		
11.4	PIP – Printing	280.31	0.00	280.31
11.5	HALC – Clerk Recruitment	220.00	44.00	264.00
11.6	Sara Lewis – HUB Electric - April	51.34	2.70	54.04
11.7	Coronation Cake	160.00	0.00	160.00
11.8	Clerks Expenses – Booker – Coronation Event	682.87	103.35	786.22

Resolution – All payments were approved for payment.

12. Payments made under Emergency Policy.

	Payment	Net	Vat	Total
12.1	Lengthsman – Drain Jetting	2,118.00	423.60	2,541.60
12.2	C A Skyrme - HUB Water	26.15	0.00	26.15
12.3	Hampton Hire Ltd - Glasses	77.20	15.44	92.64
12.4	Lesley Hayward – Coronation Decorations	61.59	0.00	61.59
12.5	Plugtest – PAT Testing Training	195.00	39.00	234.00
12.6	Sara Lewis – HUB Electric – March	128.28	6.70	134.98

Automatic Payments

	Payment	Net	Vat	Total
D/D	HUB – Rent	450.00	0.00	450.00
S/O	Community Garden	15.00	0.00	15.00

Resolution – The Payments made under emergency policy were Approved and the Direct Debits and Standing Order payments were noted.

13. Planning

Application No	Address	Permission sought
P231321/XA2	Sutton Walls Land at White Gates Farm Litmarsh Hereford HR1 3EZ	Application for approval of details reserved by conditions 11 18 & 20 attached to planning permission 193227

Resolution – Approved to Raise No Objection.

13.1 - Determined Planning Applications

- P183737/F – Brook Farm, Marden, HR1 3ET.

Variation of condition 2 of planning permission 163158 and additional information in relation to conditions 6,8,10,13,14,17 &19

To Note – Council noted the determined planning applications.

13.2 - Planning Enforcement Issues update

The Chair mention that there were the following planning enforcement issues still outstanding, and they were as follows:

1. Ashgrove Croft there is a current application to discharge conditions ref 222739 awaiting determination, once that has been done, we can pick any outstanding matters.
2. Small Ashes- the case officer is on leave this week; I'll ask to update you on his return.
3. Pikestyle Farm – awaiting update from Conservation officer, I'll chase that as well.

Resolution – *The Council are getting frustrated with the lack of response from planning enforcement and that the Clerk should write to the Chief Executive of the Herefordshire Council.*

14. To Receive Reports

- 14.1 – New Community Centre - Update
- 14.2 - Community Facilities Working Group • Events Sub-Group – (coronation weekend)
- 14.3 – Marden Links Parish Hub Working Group
 - General update & accounts
 - Repair Café update
 - Community Garden update
 - Propose to contact local business for support with the Community Garden project.
- 14.3 – Neighbourhood Development Plan Review Working Group
- 14.4 – Environmental and Sustainability Working Group
- 14.5 – Traffic Management Working Group
- 14.6 – Financial Advisory Working Group

To Note – **New Community Centre** – *The Approval for the planning application which will release the land is imminent. Once this has taken place discussion and a Parish meeting will take place.*

Community Facilities Working Group – *Organised the Coronation event which was a huge success and well supported by the community it raised £1005.00.*

Marden Links Parish Hub Working Group – *the services of the HUB were well supported and new faces were turning up every week. The HUB is looking at hold internet training classes as it has had additional laptops donated by individuals.*

The New Repair Café was about to open there were a few items of equipment left to purchase which the Clerk was now authorised to do. They would still be interested to hear from volunteers to help run the Repair Café but also volunteers to help with advice and hands on repairing. The Repair Café will start small and slowly grow over time with a website and a booking in facility. The Repair Café will not just be for the residents of Marden but also the neighbouring parishes.

Community Garden update – *the Garden area was slowly being cleared by residents and it was hoped that Belfour Beatty Living People may help with the heavy work. It was agreed that the clerk should write to local businesses for support in this project, be that financial or other support. The garden had to be dug over worked and then fenced. Volunteers would be very welcome to help with this project. The Chair said that the community garden would be open to the whole of the Community.*

Neighbourhood Development Plan Review Working Group – *The Herefordshire Council will be going out to consultation in the next few months.*

Environmental and Sustainability Working Group – *No Meeting have taken place.*

Traffic Management Working Group – *No Meeting have taken place.*

Financial Advisory Working Group – *No Meeting have taken place.*

15. Community

- 15.1 – Lengthsman
- 15.2 – Parish Footpath Officer

To Note – *The drainage works had been completed by the lengthsman and he was continuing with his scheduled work for the month. The Footpath officer said that more finger posts were require and 2 more kissing gates.*

16. HUB Telephone / Broadband

- 16.1 – Fibre 2 - £29.99
- 16.2 – Essential Package - £32.95 + vat per month & £19.95 connection fee.
- 16.3 – Enhanced Package - £37.95 + vat month & £19.95 connection fee.

Resolution – *The Council Approved to go with option 16.2 the Essential Package at £32.95 + vat per month & £19.95 connection fee.*

17. Sutton Walls Conservation Group.

Lengthy discussion took place after receiving a letter, of funding of a display / notice board it was felt that this project was not in the Parish. There was some confusion on whether the Marden Parish Council was a stakeholder in the project.

Resolution – *It was agreed not to fund this project and for the clerk to write stating that the Council did not want to be a stakeholder if it ever was. But wished them well in their future endeavours.*

18. Future Agenda Items or Clerk's action under delegated authority.

- Notice Boards
- Council Policies
- War Memorial
- Planning enforcement
- Repair Cafe

Date of next Council Meeting 20th June 2023 at 7.30pm in the Marden Community Centre.

The meeting was closed at 9pm

Signed:

Dated: 20th June 2023