

# Marden Parish Council

Minutes of the Parish Council Meeting held on Tuesday 20<sup>th</sup> June 2023 at 7.30pm at the Marden Community Centre.

Present:

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

In Attendance:

Richard James (Clerk) Cllr Peter Hamblin (Ward Member) and 4 members of the Public.

1. **To receive Apologies** – Cllr M Blake
2. **To receive declarations of interest and written requests for dispensations.**

**To Note** – Cllr's David Bennett, Lesley Hayward & Richard Paske declared at interest in item 8.4 planning application 231560 - Drakeley Farm Marden, Hereford, Herefordshire, HR1 3ES.

3. **To approve the minutes of the meeting held on the 16<sup>th</sup> May 2023.**

**Resolution** – The minutes of the meeting held on 16.05.23 were adopted as a true record and then signed by the Chair.

4. **Open Session.**  
Ward Member – Cllr Peter Hamblin

Cllr Hamblin introduced himself as the new ward member and was welcomed by the Chair. He said the new Conservative run Herefordshire Council had already put the bypass back onto the agenda. The upgrading of the museum was still going ahead and the new library which was going in Maylords was being look at. He had attended loads of training courses in the first month and was looking forward in supporting the Parish Council in their future endeavours.

Public Session

A local resident wanted to make a statement on 3 issues.

1. Could better attention be taken when cleaning the pavements and gullies around Walkers Green as things were being missed.
2. Wanted to thank a Parish Councillor for weeding around the front of the HUB.
3. Said would it be possible to have the Old Telephone Box painted Red again and not the horrible green.

5. **Finance Matters.**

5.1 – Financial Report

5.2 – Unity Trust Bank - Update

5.3 – To consider and Approve Internal Audit Report

5.4 - To consider and Approve the Annual Return Governance Statement - Section 1

5.5 - To consider and Approve the Annual Return Accounting Statements - Section 2

5.6 – Approve Notice of Public Rights – 26.06.23 to 04.08.23

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 clerk reported that the AGAR forms had to be signed after the internal auditor's report. The unity bank was being set up and would require signatures on a bank form. Once the main account had been opened then the other 2 accounts would be opened to become sub account on the main account. The Financial Advisory Working Group (FAWG) to meet in July to commence the 2024/25 budget development process. If

Councillors have specific ideas to be considered, they should bring them to the next Parish Council meeting.

**Resolution** – (5.1) The financial report was approved. (5.2) Unity Bank information was noted, and the form signed. (5.3 - 5.4 - 5.5) the AGAR forms were approved and duly signed by the chair. (5.6) the date of the Notice of Public Rights was noted.

## 6. Payments.

	<b>Payment</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
6.1	SCRIBE	657.00	131.40	788.40
6.2	Clerks Expenses – May 23	1387.69	270.24	1657.93
6.3	Clerks Salary – May 23	As per Contract		
6.4	HMRC – payroll tax	132.60	0.00	132.60
6.5	PIP – Printing	280.31	0.00	280.31
6.6	D C Garden Services - May 23	530.00	106.00	636.00
6.7	S Lewis – HUB Electricity - May 23	29.96	0.00	29.96
6.8	Mr Bamboozle – Fete Entertainer	230.00	0.00	230.00
6.9	Ben Woodcock	291.03	0.00	291.03
6.10	Hire of Hall - Fete	50.00	0.00	50.00
6.11	Sutton News – Repair Café Advertising	37.50	0.00	37.50
6.12	Marden News & Views – Repair Café Advertising	45.00	0.00	45.00

**Resolution** – All the Payments were approved.

## 7. Payments made under Emergency Policy and Regular payments.

	<b>Payment</b>	<b>Net</b>	<b>Vat</b>	<b>Total</b>
7.1	Repair Café – Insurance	206.50	24.18	230.68
7.2	Council Insurance – includes £50 Fees	566.34	61.97	628.31
7.3	I FIX IT EUROPE – Cllr expenses	6.86	1.14	6.86
7.4	Repair Café Membership - Cllr expenses	45.06	0.00	45.06
7.5	H Lees – Coronation Tea food	38.65	0.00	38.65
7.6	Plugtest – 2 <sup>nd</sup> training Repair Café	195.00	0.00	195.00
S/O	HUB Rent	450.00	0.00	450.00
S/O	Community Garden – Rent	15.00	0.00	15.00
D/D	O2 Mobile Phone	12.90	2.58	15.48

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

## 8. Planning.

	<b>Application No</b>	<b>Address</b>	<b>Permission sought</b>
8.1	213580	Amberley Court Sutton St Nicolas Herefordshire HR1 3BX	Proposed conversion of a redundant rural building into two one-bed dwellings.

**Resolution** – Marden Parish Council Supports this application if it meets Phosphate regulations.

	<b>Application No</b>	<b>Address</b>	<b>Permission sought</b>
8.2	P222770/L	Little Vault, Marden Hereford	To retain repair works already undertaken; the insertion of strip foundation beneath the western sole plate, the replacement of an element of timber

		Herefordshire HR1 3HA	framing on the western elevation to the northern range, the replacement of brick infill panels with woodwool, and for proposed works; the bracing of the chimney on the northern gable and for strengthening works to a cross beam cut through by previous owners.
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**Resolution** – Marden Parish Council Supports this application.

	<b>Application No</b>	<b>Address</b>	<b>Permission sought</b>
8.3	P231496/F	Land adjacent The Withies Marden Herefordshire HR1 3EZ	Proposed dwelling and detached garage

**Resolution** – Marden Parish Council Supports this application.

	<b>Application No</b>	<b>Address</b>	<b>Permission sought</b>
8.4	231560	Drakeley Farm Marden Hereford Herefordshire HR1 3ES	To erect up to 9.5 hectares of fixed Polytunnels over arable (soft fruit); the relocation and upgrading of a farm access/egress on the C127, the erection of a 648 m <sup>2</sup> profiled-steel-clad portal frame General Purpose Agricultural Storage Building; the erection of 6 no. 14.7 metre diameter 600 m <sup>3</sup> capacity Water Storage Tanks. Laying out and surfacing (in loose granular material) of internal farm tracks.

*Cllr's David Bennett, Lesley Hayward & Richard Ruske declared at interest in item 8.4 and all left the room.*

**Resolution** – Marden Parish Council strongly objects to this application. (Details will be attached to these minutes)

8.5. Planning Enforcement Issues.

**To Note** – The following enforcement issues were still outstanding and that the clerk would continue to pressure the enforcement department for updates.

- Pikestyle Farm
- Sutton Lakes House Sheppard's Huts
- Small Ashes
- Oak tree lodge Burmarsh

## 9. To Receive Reports

9.1 – Community Facilities Working Group

- Events Sub-Group

9.2 – Marden Links Parish Hub Working Group

9.3 – Neighbourhood Development Plan Review Working Group

9.4 – Environmental and Sustainability Working Group

9.5 – Traffic Management Working Group

9.6 – Financial Advisory Working Group

**To Note** – (9.1) **Community Facilities Working Group** – No Meeting until the planning application has been determined which will release the land.

**The Events & Fundraising Working Group** – Are presently organising the Village Fete which will be held on the 9<sup>th</sup> July they already have loads of stalls signed up to attend along with other amazing activities. Marden Links Working Group - the HUB had to close for 2 sessions due to Covid and now it has been agreed that the HUB will close if there are any signs of Covid to protect the community. The HUB has now had its own broadband installed so they can now offer internet training. The Hub sessions continue to be well supported.

**Repair Café** – Meets on the 1<sup>st</sup> Saturday of the Month between 10am and 1pm, they have had their 1<sup>st</sup> meeting which was well attended and received 21 items for repair, they managed to repair 18. While the weather was good the attendees could be outside, however there was concern there was no shade, likewise when the weather changed nowhere to shelter from the rain It was proposed that they should purchase either two parasols and bases or a gazebo. In addition, aprons for volunteers and a flag banner purchase were proposed. while there is some funding available in the Marden Links budget, it would not be enough. The Parish Council Agreed to add an additional **£200** to the repair café account from overall contingency. The repair café was looking at advertisement by way of a large banner and adverts in local newsletters.

**Community Garden update** – The Garden area is slowly being cleared. They have received a quote for fencing of between £1100 - £1500. They would like to thank the residents who have given their time to pull up weeds. The clerk had written to several local companies asking for financial support or support in other ways for this fantastic community project.

**(9.3) - Neighbourhood Development Plan Review Working Group** – The Herefordshire Council have put a temporary hold on the consultation, so the new Herefordshire Councillors can come up to speed with the core strategy the new date is likely to be October.

**(9.4) - Environmental and Sustainability Working Group** – No Meeting have taken place.

**(9.5) - Traffic Management Working Group** – No Meeting have taken place.

**(9.6) - Financial Advisory Working Group** – A meeting is going to take place in July.

## 10. Community

10.1 – Lengthsman

10.2 – Parish Footpath Officer report

10.3 – Purchase of a permanent Xmas Tree

10.4 – Purchase of a Bench for bus stop at the European Store car park

10.5 – Locality Steward update – Pavements & parish drive round

**To Note – (10.1)** – The Grant from the Herefordshire Council for the drainage work which the Lengthsman carried out has been received by the Parish Council.

**(10.2)** – Footpath officer report MR17A has been closed to the public for some time due to a large drainage hole, no directions of correct route and inadequate stiles. July 2022. Path checked by Parish Clerk, Landowner and Footpath Officer. Photographs taken. Landowner concerned about large hole dug by Balfour Beatty to remedy severe drainage problems. Verbal consent given for 3 kissing gates and a three-plank wooden bridge. A follow up appointment was made with Landowner, Parish Clerk, Length man and Footpath Officer.

Landowner unable to attend so no progress made. In June 2023, New Locality Steward has liaised with Balfour Beatty and Landowner. Large hole has been filled in by Balfour Beatty. Plank bridge no longer required. Landowner has erected two walls of railway sleepers, with the minimum width required and a metal gate which forms a type of kissing gate. The Landowner plans to have gaps rather than stiles or kissing gates and is working on having the path open soon. The stile at the junction MR17 has been reported as it is too high and there is no footplate. The Locality Steward will check that all regulations are complied with eg: Overall safety and sufficient signage before path is opened.

**(10.3)** – the clerk was to arrange for the purchase of a Christmas Tree between 12' and 17' to be planted in a tub to restrict growth. The Clerk to liaise with the Marden recreation Ground Trust.

**(10.4)** – The Parish Council agreed to purchase a new bench (Penzance Bench) at the cost of £230 +vat to be sited by the bus stop in front of Walkers Green complex. The Clerk to liaise with Balfour Beatty regarding the installation.

**(10.5)** – The Chair will participate in a drive around of the Parish with the Balfour Beatty Locality Steward. They will look at the pavements and other issues around the Parish on the 06.07.23.

**11. Clerk Report**

- 11.1 - Kitten Gate Notice Board
- 11.2 – S106 Portfolio of Works Delivery Update
- 11.3 – Laystone & Moreton Bridge Report – Bruce Evans

**To Note** – (11.1) – the permission to replace the Notice board at Kitten Gate had been refused due to underground utilities.

(11.2) – There was nothing to discuss at present.

(11.3) – The Chair had received correspondence from Bruce Evans who said he would supply the Parish Council with the bridge report in the next week.

**12. Review Council Policies.**

- 12.1 - Disciplinary & Grievance
- 12.2 - Equal Opportunities
- 12.3 - Health & Safety

**Resolution** – All the above policies were approved.

**Councillors resolved to continue the meeting past the two hours as per Standing Orders**

**13. Future Agenda Items or Clerk’s action under delegated authority.**

- Budget

Several Councillor’s brought up other matters concerning the parish.

- Dog fouling on the Marden Recreation Ground
- Children riding cycles around the “MUGA” Multi User Games Area
- Resident dumping weeds

Action – For the Clerk to contact the Marden Recreation Ground Trust for better signage. And to contact the resident about the dumping of weeds.

The Chair closed the meeting at 9.40pm

Approved

Signed:



Dated: 18<sup>th</sup> July 2023