



## Marden Parish Council

Minutes of the Parish Council Meeting held on Tuesday 15<sup>th</sup> October  
2024 at 7.30pm at the Marden Community Centre.

### Minutes

**Present:**

*Cllr David Bennett (Chair), Cllr Kate Ryan, Cllr Chris Morgan, Cllr Rod Lees, Cllr Mike Blake, Cllr Richard Paske & Cllr Lesley Hayward.*

**In Attendance:**

Richard James (Clerk)  
Sally Postlethwaite (Footpaths Officer)  
3 x Members of the Public.

**1. To receive Apologies.**

*To Note – Apologies were received from Cllr Paula Barrett.*

**2. To receive declarations of interest and written requests for dispensations.**

*To Note – There were no declarations of interest and written requests for dispensations.*

**3. To approve the minutes of the meeting held on the 17.09.24**

**Resolution** – The minutes of the 17.09.24 were adopted as a true record which were then all signed by the Chair.

**4. Open Session.**

(Ward Member)

*To Note – The Clerk reported that the Cllr Peter Hamblin the Ward member had given his apologies.*

*(Public Session)*

Q1 - Can the Ward Members Reports be published.

A1 -The Parish Council will not publish a report which has or could have a political position.

Q2 - I understand the clerk does not put items on the website.

A2 - Currently that is actioned by the Chair or Vice Chair. The Clerk is having Website training.

Q3 - The Council Asset register is not on the website.

A3 - It is on the page with the minutes and associated documents, as it has been for a number of years.

**5. Footpaths Officer Report & to consider actions.**

The footpaths officer presented the following report.

*No detailed Footpath Report this month as there have no issues flagged up by the general public and the nettles are receding, so the stiles are free from vegetation. Landowners have cut the hedges and crops have been harvested so the fields are easier to walk through although the paths have been covered by soil. Way markers are visible so walkers should follow them even if they are the first to try the walk.*

*No progress has been made on clarifying the Council 's permitted spend so planned improvements have not been able to commence. Possible interest shown in the Footpath Officer's Post but await further communication.*

**To Note** – The Council noted the footpaths officer report.

## 6. Finance Matters.

- a) - Financial Report

**Resolution** – The Council approved the financial report.

- b) – Bank Accounts – 30.09.24  
 6.2a - Unity Main – September - £31,925.86  
 6.2b - Unity Reserve – September - £78,388.56

**To Note** – The Council noted the position of the bank accounts.

- c) – Budget 2025 -26

**Resolution** – The Council agreed for the budget to go to the Finance & Administration Working Group. The Clerk was requested to move £20,000 from the main account to the reserve account in accordance with the recently agreed policy.

## 7. Payments.

	Payments	Net	Vat	Total
7.1	Clerks Salary – September 24	As per Contract		
7.2	D C Gardening Services - 2011	560.00	112.00	672.00
7.3	PIP Printing - 77588 - News & Views	303.31	0.00	303.31
7.4	Sara Lewis – HUB – Electric September	18.11	0.00	18.11
7.5	Radbourne’s – Sandbags	136.79	27.36	164.15
7.6	Marden Village Trust	30.00	0.00	30.00

**Resolution** – Council agreed to pay all the invoices.

## 8. Payments made under emergency policy and regular payments.

		Payment	Net	Vat	Total
8.1	D/D	BT – Broadband & Phone – September 24	32.11	6.42	38.53
8.2	S/O	HUB Rent – September 24	450.00	0.00	450.00
8.3	S/O	Community Garden – Rent – September 24	15.00	0.00	15.00

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

## 9. Planning.

- 9.1 - Planning Enforcement – Update

**To Note** – The Council noted that one of the sites has now been tidied up and is looking much better.

- 9.2 - Planning Application Protocol

Following some concerns around a recent planning application which could not come to the Parish Council for discussion and a decision was made by the clerk.

- Once the application comes to the Clerk the clerk is to send out to all Councillors for comment with a time limit for reply.
- Once all the replies are in then the Clerk formulates a suitable reply for the Planning authority.
- Once the reply has been written it is to be sent to all the Councillors for final comment.
- Every Councillor is expected to reply to the Clerk’s email.

- The Chair & or Vice Chair has the final decision.

It was agreed that the question of planning consultation and timing should be raised as part of the review of the Herefordshire and Parish Council Charter.

#### **10. Marden Parish Hall Working Group**

##### a) – Update on Progress

The Chair reported the following.

- Citizen has retendered for a building contractor to build the site.
- It was hoped that building would start in February 2025.
- The New Hall Working Group was going to meet with their preferred contractors.
- There will be a public meeting in the new year.

**To Note** – *The Council noted this report.*

#### **11. Working Group Reports.**

##### 11 - Marden Links

###### a) Hub activity update

It was reported that this month had been a quiet month, but still had received donations of £40.00. Following the success last year of the hot soup and roll, this would be done again this year, in December, January and February.

Heart start was going to run defibrillator training on the 16.11.24.

###### b) Repair Café Update

The repair café also had a quiet month, but again received £80.00 in donations.

###### c) Community Garden

The new seats look fantastic in the garden, and many positive comments have been received. Planting and weeding had taken place to get the garden ready for the working party weekend. Following a meeting with S & A Davies they had agreed to provide help and support with the Community Garden in some specific areas. The most important being the pathways.

**To Note** – *The Council noted all these reports.*

##### 11.2 - Neighbourhood Development Plan Review Working Group

**To Note** – *The Council noted that the working group would meet when it had new information from Herefordshire Council.*

##### 11.3 – Finance & Administration Working Group

The working group had not met but set a meeting date of the 31.10.24 which will then report back to the next Parish Council meeting in November.

#### **12. Community.**

Parish Council Summit – 8<sup>th</sup> October 2024

**To Note** – *The Council noted that no Councillor attend this meeting.*

##### – Christmas Tree

It was reported that last year the cost was split 50-50 between the Marden Parish Council and the Marden Playing Fields Association. However, we should give S & A the opportunity first as they used to supply the Christmas tree in the past.

**Resolution** – Council agreed to for the Clerk to contact S & A Davies and then Marden Playing Fields Association.

a) - Request for a List of Councillors & Contacts

This was discussed again, and it was general thought that the information should not go into the News & Views but maybe the upcoming Parish Council newsletter.

**Resolution** – Council agreed for this to go to the Finance & Administration Working Group.

b) - Herefordshire and Parish Council Charter.

**Resolution** – Council agreed for this to go to the Finance & Administration Working Group.

c) - Remembrance Day Wreath

**Resolution** – Council agreed to purchase a wreath. Cllr Ryan offered to lay the wreath and to give a reading, as Cllr Morgan was unavailable to do the reading this year.

d) - S & A Meeting update & follow up actions

**Resolution** – Council agreed that it would be a good idea to meet with S & A Davies and the Clerk should contact the ward member who help facilitate the last meeting.

e) - Sewerage / Drainage issues.

The chair had concern around the whole new way of administration of all the so-called grants from the Herefordshire Council, with regards to liabilities, and long term maintenance. The Clerk reported he had emailed Herefordshire Council for clarity on these points but had received no reply.

**To Note** – Council noted this and the Clerk should contact Herefordshire Council again.

f) - Amberley Chapel Project – consider financial support.

**Resolution** – Council agreed to give a donation of £300 toward the Amberley Chapel solely because it is a historical building and for no other reason.

### **13. Marden Post Office Update**

Cllr Bennett and Ryan met with the Post Office Counters Ltd (PO) regarding the Parish Council providing Post Office facilities at the Hun (Later at the New Parish Hall). The PO said they could not support this as they want their Post Offices counter to go into retail establishments. The Mini Market could be a possibility as it is in the process of acquiring new owners, however there would be a minimum £12k-£15k startup cost. Cllr Morgan said a Post Office Counter is required in the village and the Parish Council should do everything possible to keep it.

Cllr Bennett said it is most likely a business decision on why the Post Office Counter is being closed in the village stores. It was recognised that transactions had reduced over the years. The Parish Council would submit an article for inclusion in the next News & Views to keep the parishioners updated.

**To Note** – Council noted this report and thanked Cllr Bennett and Ryan for their work.

### **14. PROW.**

It was reported that there were 4 new kissing gates required on the PROW network, and the footpaths officer

had already obtained the necessary permission from the landowner.

**Resolution** – Council agreed to purchase 4 new kissing gates the Clerk will contact Herefordshire Council PROW team.

#### 15. Risk Register

**Resolution** – Council agreed for this to go to the Finance & Administration Working Group.

#### 16. Future Agenda Items or Clerk action under delegated authority.

The Chair read out the exclusion notice at 9.24pm and asked Council for approval to extend the meeting time, which was granted.

**To exclude the members Public and Press from this part of the meeting to discuss items of a confidential nature.**

#### 17. New Parish Hall.

The Chair gave an enthusiastic and up-to-date report on the position of the new Parish Hall, things were now starting to move forward, with not only the tender process but with Citizen Housing. The target completion date is still September 2025.

An overview of cost was discussed as was the position of the Marden Village Trust.

**To Note** – The Council noted the report.

The Chair closed the meeting at 10.05pm.



Signed:  
Chair of the Council

Date: 19<sup>th</sup> November 2024