



Marden Parish Council

Minutes of the Parish Council Meeting at 7.30 pm on 19th August 2025 at
Marden Community Centre.

Minutes

Present:

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

In Attendance:

Due to health issues the Clerk was not in attendance and the councillors present nominated the Vice Chair to take notes on the meeting and the Chair would write them up in the standard format and send to the Clerk.

2 x Member of the Public.

1. To receive Apologies.

To Note – *Apologies were received from Cllr Rod Lees and 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 15.07.25.

Resolution – *The draft minutes of the 15.07.25 were adopted and duly signed by the Chair.*

4. Open Session.

The Ward Member was not in attendance and did not submit a report for this meeting.

The Chair said that the Ward member had been in discussion with the MVT Booking Secretary regarding arranging the use of the Hall for a multi Parish meeting associated with Child Care with an update being given by Ivan Powell, the cabinet member for Children's Services.

To Note – *The Ward Member to arrange meeting for September / October as appropriate to the anticipated audience size..*

(Members of Public)

The following questions were raised which the Chair indicated would be answered as part of agenda item 10 if not answered here.

Q1. How long do we have to spend the loan.

A1. 12 months from receipt. The loan was received on the 31st July 2025 and is in the bank reserve account earning interest.

Q2. When will the contractor start.

A2. Offsite design work and planning has already begun and the latest date to begin onsite is 15th September.

Q3. It is felt that the current compound entrance is being used too much.

A3. The Council disagreed and stated that both the new entrance and this entrance were now being used and at times of heavy traffic there were contractor personnel directing operations.

Q4. What items are included in the land transfer agreement.

A4. The main items are drainage and service connections, and temporary access to allow construction of the new hall independently from the main site.

Q5. Is landscaping included.

A5. As part of the land transfer agreement / licence to occupy there is a requirement for Citizen to meet the planning requirements for the village green as part of handing back the land following completion of the main site.

5. Footpaths Officer Report & to Consider actions.

Mr Kieran Merrick had been interviewed and has accepted the role of Footpath Officer

To Note – *The Council approved the appointment of a new Footpaths Officer.*

6. Finance Matters.

6.1 - Financial Summary Report.

To Note – *Council noted the financial summary for July 25. And noted that VAT was now being recovered monthly*

6.2 – Monthly Bank Transactions

6.3 – Bank Reconciliation – Main Account -July 25

6.4 – Bank Reconciliation – Reserve Account – July 25

6.5 – Budget Monitoring – July 25

To Note – *Council noted the Bank Rec and the Budget monitoring for July 25.*

6.6 Bank Accounts – 31.07.25.

6.2a - Unity Main – July - £2,264.46

6.2b - Unity Reserve – July - £584,315.87

To Note – *Council noted the Bank Statements.*

6.7 - HUB Accounts.

To Note – *Council noted the HUB accounts including cash held.*

7. Payments.

	Payments	Net	Vat	Total
--	----------	-----	-----	-------

7.1	Clerks Salary – August 25	As per Contract		
7.2	D C Gardening – SI-2271	760.00	152.00	912.00

Resolution – Council agreed to pay all the invoices.

8. Payment made under emergency policy and regular payments.

		Payment	Net	Vat	Total
8.1	D/D	BT – Broadband & Phone – July 25	49.51	9.90	59.41
8.2	S/O	HUB Rent – July 25	450.00	0.00	450.00
8.3	S/O	Community Garden – Rent – July 25	15.00	0.00	15.00
8.4	BACS	Unity Trust Service Charge	6.00	0.00	6.00
8.5	BACS	S Lewis – July Electric	31.01	0.00	31.01
8.6	BACS	W Architecture – 1600-252	3017.50	603.50	3621.00
6.7	BACS	NALC – Beyond the Precept 24.09.25	35.00	7.00	42.00

Resolution – Council agreed all the payments made under emergency policy and regular payments.

9. Planning.

	Application No	Address	Permission sought
9.1	252175	Dovedale 12 Little Paradise Marden Hereford Herefordshire HR1 3DR	Proposed single storey front and side extensions.

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

	Application No	Address	Permission sought
9.2	252268	Berrington Bower Holiday Let Litmarsh, Marden Hereford HR1 3EY	Proposed removal of condition 3 of planning permission 222295 (proposed change of use of building to holiday let) – to enable the unencumbered use of the building as an open market dwelling

Resolution – The Marden Parish Council **STRONGLY OBJECTS** to this application on the following grounds.

- This property has had a very long and checkered planning history with a number of attempts to gain permission to convert to a residential and every other type of property. The last being approval for a holiday let rather than residential.
- It does not meet M3, M10 & M11 of the Marden Neighbourhood Development Plan.
- Prior applications made in 1985 / 1986 / 1998 and 2001 covering a potential

holiday let, a cottage and garage, and accommodation associated with adjacent horticultural facilities – all refused essentially for the same reasons, and nothing has changed in the years since.

- To the Parish Councils knowledge this has never been let and looking at the supplied photographs would not meet fire safety standards, additionally the photographs show a balcony that should have been removed.
- Many of the conditions put in place as part of the holiday let approval still apply.
- Overlooking and loss of privacy relating to the neighbouring property still remains a key issue. removal of condition 3 should not automatically mean the removal of all other conditions that were put in place to protect this issue.
- In general, the building would appear to be unsuitable for a residential property and should not avoid the requirement to obtain planning permission by the removal of condition 3.

10. New Parish Hall – Update.

10.1 - Update.

The Chair reported that the following key activities had taken place over recent week and days:

- a. The Public works loan was received on the 31st July 2025 for £500k less an arrangement fee of £175, to be spent within 12 months.
- b. The MPT has formally minuted the intent to purchase a 50yr operating lease for £300k and this was shared with the PWL board as part of the approval process.
- c. Bridging loans are being evaluated for the 6 to 9 months between the time the PWL funds are fully used and the receipt of the sale of the operating lease. Other funding options are being looked at such as parishioner loans which could reduce the cost to the parish while befitting parishioners that participate.
- d. The detailed cash flow forecast has been updated for the latest information and has been incorporated in the draft budget for 2025/26.
- e. The first onsite meeting was held the S J Roberts. This meeting was largely a get to know meeting but did discuss some urgent design issues. Agreement was reached regarding the colour of the Roof (New anthracite) and the external walls (Goosewing Grey). These have been submitted to Herefordshire Council Planning to discharge planning condition 2 of permission 201008.
- f. A document highlighting the notional costs savings associated with the project and in particular the positive interaction with Citizen Housing was shared with councillors for future reference.

Further details are contained in the Parish Hall Newsletter No6 circulated prior to the meeting which will be published on both the Parish Council and Marden Links websites.

To Note – Council noted this informative update.

10.2 – To seek approval to sign the following documents

- a. Contract with S J Roberts to build the New Parish Hall at a cost of £746, 424.81 (excluding VAT).
- b. The Transfer of Land Agreement with Citizen Housing
- c. The Agreement for the developer to use part of the New Parish Hall site as a compound.
- d. To authorise Cllr's D Bennett & K Ryan to sign all legal documents to do with the

Transfer and Land Agreement.

Resolution – The Marden Parish Council resolved to Approve and Authorise Cllr's Bennett & Ryan to sign all legal documents including the execution of deeds.

The contract with S J Roberts follows on from the previously approved letter of Intent for £30,000 and as with common practice, additional amounts will be requested under the letter of intent until such time as the contract is signed.

Relevant draft documents and associated plans had been circulated prior to the meeting. The Parish Council's solicitor had provided a detailed report associated with the land transfer and licence to occupy documents which was discussed. It was important to understand that in acquiring the land early that the transaction was now seen as a contract rather than a gift and as such led complicated legal documents.

Resolution – Council approved the signing of the documents listed.

The Chair closed the meeting at 9.02pm.



Signed:
Chair of the Council
16th September 2025