



Marden Parish Council

Minutes of the Parish Council Meeting at 7.30 pm on 17th May 2026 at
Marden Community Centre Hall.

Minutes

Present:

Cllr Kate Ryan (Chair), Cllr Richard Paske, Cllr Chris Morgan, Cllr Rod Lees, Cllr Paula Barrett, Cllr Lesley Hayward and Cllr Mike Blake.

In Attendance:

Mr Richard James (Clerk)
1 x Members of the Public.

1. To elect a Chair and for them to sign the Acceptance of Office.

The Clerk said that he had received a nomination for Chair from Cllr David Bennett. The Clerk asked if there was a seconder for this nomination. Cllr C Morgan seconded the nomination.

There were no other nominations.
This was put to the vote.

Resolution - *Cllr D Bennett was unanimously elected as the Chair of the Parish Council and will sign the Acceptance of Office at his earliest convenience.*

2. To elect a Vice Chair and for them to sign the Acceptance of Office.

The Clerk asked if there were any nominations for Vice Chair.
Cllr L Hayward nominated Cllr Kate Ryan.
Cllr C Morgan seconded this nomination.

There were no other nominations.

Resolution - *Cllr Kate Ryan was unanimously elected as the Vice – Chair and then duly signed the Acceptance of Office.*

3. To receive Apologies.

To Note - *There were apologies from Cllr D Bennett & Cllr Peter Hamblin (Ward Member)*

4. To receive declarations of interest and written requests for dispensations.

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

5. To approve the minutes of the meeting held on the 21.04.26.

Resolution - *The draft minutes of the 21.04.26 were adopted and duly signed by the Chair.*

6. Open Session.

Ward Member.

The Ward Member was not present but had supplied a written report.

To Note - *This noted by the Council and the report can be found on the Parish Council website.*

Public Session.

Q1. A resident asked why there was an increase in the funds in the Saver Account.

A1. The Clerk said this was due to a surprise deposit from HMRC Vat, they have been informed.

7. Finance Matters.

7.1 - Financial Summary Report – April 26.

Resolution - *The Council approved the Account Summary.*

7.2 - Budget Monitoring – April 26.

Cllr R Lees said he had a couple of small questions on the budget monitoring but will contact the Clerk directly.

To Note - *This was noted by Council.*

7.3 - Bank Rec - April 26.

Resolution - *The Bank Rec was approved.*

7.4 - HUB Accounts - April 26

Resolution – *There was a discrepancy of £10 which the clerk will correct then they were approved.*

7.5 - Bank Accounts - 30.04.26.

7.5a - Unity Main - April - £5,696.45

7.5b - Unity Reserve - April - £621,350.50

To Note - *The Council noted the bank statements.*

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

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

Resolution - *The Council approved the AGAR Sections 1 & 2 and were duly signed by the Chair & Clerk.*

7.8 - VAT Reclaim - £10,222.71

7.9 - Lengthsman Grant Re-Claim - £4050.00

To Note - *The Council noted the VAT reclaim and the Lengthsman grant.*

7.10 - Council Insurance - £600.41

The Clerk informed Council that the insurance was due at the end of the month, and last year Council decided to go with our current insurer for 3 years.

Resolution - *The Council agreed this insurance quotation.*

7.11 - Repair Café Insurance - £242.70.

The Clerk informed Council that the Repair Café insurance was due at the end of the month, and this insurer remains to be competitive. Cllr K Ryan said that maybe in the future the Repair Café could be covered by the Herefordshire Repair Café Network.

Resolution - The Council agreed to remain with this insurer.

8. Payments.

	Payments	Net	Vat	Total
8.1	Clerks Salary - May 26	As per Contract		
8.2	Signworx	262.00	0.00	262.00
8.3	Eukhost - mardenherefordshire-pc.gov.uk	104.97	20.99	125.96
8.4	Cllr Reimbursement Vouchers	60.00	0.00	60.00
8.5	D C Gardening - SI 2470	700.00	140.00	840.00
8.6	Gallagher Insurance	536.08	64.33	600.41
8.7	SJ Roberts	52,581.20	10,581.20	63,487.21
8.8	Wessex Insurance	242.70	0.00	242.70
8.9	R James – Pink Spray Paint	64.51	0.00	64.51

Resolution- Council agreed to pay all the invoices.

9. Payment made under emergency policy and regular payments.

		Payment	Net	Vat	Total
9.1	D/D	BT – Broadband & Phone - May 26	52.01	10.40	62.41
9.2	S/O	HUB Rent - May 26	450.00	0.00	450.00
9.3	S/O	Community Garden - Rent - May 26	15.00	0.00	15.00
9.4	DD	Unity Trust - Service Charge - May 26	7.00	0.00	7.00

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

10. Planning.

	Application No	Address	Permission sought
10.1	260740	Highwood Croft, Marden, Hereford, Herefordshire HR1 3EW	Ancillary annex above the existing garage to provide garage, workshop and storage at ground floor level and ancillary bedroom accommodation at first floor level. PV panels to be mounted on dwelling.

Resolution - The Marden Parish Council SUPPORTS this application if the following condition is attached. That this Annex can never be used for an AirBnB or rented out as a separate unit.

10.2 - License to Sale/Supply of Alcohol (for consumption off the premises)

Marden Mini Market, 7-8 Walker Green, Marden, Hereford. HR1 3DN

Monday – Sunday 10:00 – 22:00

Resolution - *The Marden Parish Council SUPPORTS this application, especially as the current retail position is very difficult and the Parish would not like to lose a local business.*

10.3 - Enforcement.

- a) Farmer John's Signage.
- b) Small Ashes. Both a planning and footpath issue.

The Clerk reported that that he has not received any update from the Ward Member or the Herefordshire Council.

To Note - *This was noted by the Council.*

11. New Parish Hall.

11.1- Update.

Cllr K Ryan read out the following update.

Construction has gone well in over the last four weeks. All the external doors and windows have been installed, the internal blockwork completed, most of the 1st fix mechanical and electrical work as well the stoning of the car park area prior to Tarmac providing 200 tons of tarmacadam.

The handover date of the 20th August 2026 remains and with the building now watertight this should not be an issue.

The project cost remains at £976,460. The spend to date as at 30 April of £603,526 (62%). An analysis of cost savings a project addition is still to be finalised, but current indications are that we will in within budget even with the significant additions already approved.

The Design and Build contract remains at £746,425 with a current spend of £464,491 (62%). Retention at 5% of spend is now £23,225. Note these figures include the latest invoice of £52,906 and all numbers exclude VAT.

Top of the outstanding list is the need to finalise the management lease. While both MPT and the Parish Council have been encouraging their respective solicitors to finalise the draft over the last month little tangible progress appears to have been made. The first draft is anticipated this any day, but to be clear, this is totally unacceptable.

The Parish Hall Transition group met on 12th May. Some of the topics covered were:

1. Colour schemes for walls, floors, doors, chairs etc. have been finalised and passed to SJR.
2. Both the MVT Trustees and the Marden Links Hub continue to define what furniture and equipment is required from day one and what can be acquired later.
3. The kitchen design has finally been agreed as has the entrance canopy. Both have been approved and SJR have ordered.
4. Further discussion and planning for the Grand Opening Day. At the Financial Advisory Group Meeting to was proposed that the Parish Council set a budget for the event of £3,000 and your approval is requested.

The May Site meeting with SJR took place on 12th. The main focus being on current progress

and the updated work schedule going forward and reviewing potential contract savings. The external lighting (LUX) review remains outstanding.

To Note – *This was noted by the Council.*

11.2 - Newsletter No 15.

The Chair presented the New Parish Hall Newsletter No 15.

To Note – *The Council noted the latest newsletter which can be found on the Parish Council website.*

12. Working Group Reports.

12.1 - Marden Links

a) Hub activity update.

Cllr K Ryan reported that the HUB is still very much supported and Cllr L Hayward and Lorna Wathen were now organising the volunteer router.

To Note – *This was noted by the Council.*

b) Repair Café Update.

Cllr K Ryan reported that the Repair Café had a new volunteer who was trained to use the grinder, making the sharpening so much easier.

To Note – *This was noted by the Council.*

c) Community Garden.

Cllr K Ryan reported that the working group had been busy tidying the Garden getting it ready for the summer months. There will be another working group day on the 24th May 2026

To Note – *This was noted by the Council.*

12.2 - Neighbourhood Development Plan.

There has no correspondence from the Herefordshire Council about their new local plan.

To Note – *This was noted by the Council, but the Clerk was asked to find out the results of the call for sites.*

12.3 - Finance & Administration.

The working group had met to finalise the End of Year accounts.

To Note – *This was noted by the Council, however another meeting was due and the Clerk would send around possible meeting dates and times.*

12.4 - Events Group.

Cllr K Ryan said that the group was going to hold a meeting on the 09.06.26. Cllr K Ryan asked for Council approval for a budget of up to £3000.00 for the New Hall Opening Event.

Resolution – *Council approve a budget of up to £3000.00 for the New Hall Opening event and noted the next meeting date.*

12.5 - Transport Working group.

There has been no meetings.

To Note - This was noted by the Council.

13. Working Group Membership.

a) Finance & Administration.

The Following Councillors volunteered to be on the Working Group.
Cllr's D Bennett, R Lees, R Paske, K Ryan & the Clerk.

b) Neighbourhood Development.

The Following Councillors volunteered to be on the Working Group.
Cllr's D Bennett, R Lees, M Blake, R Paske & K Ryan.

c) Marden Links. (HUB, Repair Café & Community Garden)

The Following Councillors volunteered to be on the Working Group.
Cllr's L Hayward, P Barrett, K Ryan & D Bennett.

d) Highways. (S106, Highways & Flooding)

The Following Councillors volunteered to be on the Working Group.
Cllr's D Bennett, P Barrett, M Blake, L Hayward & R Lees.

e) Events & Fundraising.

The Following Councillors volunteered to be on the Working Group.
Cllr's K Ryan, P Barrett, D Bennett & L Hayward.

f) New Parish Hall.

The Following Councillors volunteered to be on the Working Group.
Cllr's D Bennett, P Barrett, L Hayward & K Ryan.

To Note - Council noted the appointments to each of the Working Groups

14. Policy Review.

a) Standing Orders.

b) Code of Conduct.

c) Financial Regulations

Resolution - The Council approved all the Policies.

15. Community.

15.1 - HGV Signage – update.

The Clerk reported that the Ward Member was now dealing with this matter but haven't received any update.

To Note - This was noted by the Council.

15.2 - S & A Drakeley - Councillor Tour.

The clerk reported that he had not received any request from Councillors to visit S & A. Following discussion, Councillors said they would like to visit S & A but were happy to go on a public open day, rather than a special arranged day.

To Note - Council noted this and the Clerk was asked to contact S & A for the next public open day date.

15.3 - Amberley Arms.

The Clerk said he had received an email from the owners of the old Amberley Arms Public House, asking if any Councillors would to visit the site to better understand the complexities.

To Note - Council noted this and several Councillors expressed an interest to visit the site.

15.4 - Plugtest - PAT Tester Calibration - £70.00 +vat

The Clerk said he had received an email informing the Repair Café that their Pat Tester needs re-calibration.

To Note - Council noted this and agreed that this was ideally a Repair Café issue and not the Parish Councils.

16. Renew the Power of Competence.

The Clerk informed Council that the Power of Competence needs to be renewed every year and has to be minuted.

Resolution - The Council reaffirmed the Council's power of competence.

17. Action Log.

The Clerk said the Dog Poo paint and the Volunteer vouchers had been purchased and removed off the Action Plan.

To Note - This was noted by the Council.

18. Future Agenda Items.

The Clerk ask the Councillors to contact him, if they had future agenda items.

To Note - This was noted by the Council.

The Next Parish Council Meeting on the 16th June 2026 at 7.30pm in the Marden Community Centre.

The Chair closed the meeting at 8.42pm.



Signed:
Chair of the Council
16th June 2026