



Marden Parish Council

Minutes of the Parish Council Meeting at 7.30 pm on 16th June 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 receive Apologies.

To Note - There were apologies from Cllr D Bennett

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 17.05.26.

Resolution - The draft minutes of the 17.05.26 were adopted and duly signed by the Chair.

4. Open Session.

Ward Member.

The Ward member presented his report.

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

Public Session.

A resident asked the following questions.

Q1. The Footpath next to the hairdressers still has the roots of a tree growing through the tarmac surface.

Response – *The clerk will raise with the Parish lengthsman, and Ward Member will raise with Locality Steward*

Q2. Why has the amount of resident loans not been minuted or published on the website.

Response – *The amounts of parishioner loans may be financially sensitive and there are no plans to publish.*

Q3. Why did the Council not say it was an overpayment of VAT.

Response – The parish council did say that it an over payment of VAT

Q4. Why is the Council paying extra architect fees of £5306.40.

Response – Mainly in relation to alterations to plans needed to comply with updates to new building control regulation.

Q5. Planning application 261169 says that there has been a Long-Term Landscape Management Plan done on the site, who will be doing this long-term work.

Response – Likely to be undertaken by Parish Lengths man and volunteers - clerk asked to check and will report back to Parishioner

Q6. Why has there been drop kerbs been installed at the new Hall site.

Response - As per the plans for temporary entrance, will be removed once final access is instated.

Q7. Why is the asset register not on the Council website.

Response – Thank you for drawing this to our attention. The asset register has been updated and is now posted on the PC website

5. Finance Matters.

5.1 - Account Summary – May 26.

Resolution - The Council approved the Account Summary.

5.2 - Bank Accounts - 31.05.26.

5.2a - Unity Main - May 26.- £2,177.38

5.2b - Unity Saver - May 26.- £557,350.50

To Note - The Council noted the bank statements.

5.3 - HUB Accounts - May 26. 26.

To Note - The Council noted the HUB accounts.

5.4 - VAT Reclaim - May 26 - £10,752.59.

To Note - The Council noted the VAT reclaim.

5.5 - Repayment of VAT - £144,000.00.

Resolution – Council agreed to pay back the overpayment of the VAT.

6. Payments.

	Payments	Net	Vat	Total
6.1	Clerks Salary - June 26	As per Contract		
6.2	SJ Roberts	80,502.05	16,100.41	96,602.46
6.3	D C Gardening Services - 2497	225.00	45.00	270.00
6.4	Signworx - 0857	262.00	0.00	262.00

Resolution- Council agreed to pay all the invoices.

7. Payment made under emergency policy and regular payments.

		Payment	Net	Vat	Total
7.1	D/D	BT – Broadband & Phone - May 26.	52.01	10.40	62.41
7.2	S/O	HUB Rent - May 26.	450.00	0.00	450.00
7.3	S/O	Community Garden - Rent - May 26.	15.00	0.00	15.00
7.4	DD	Unity Trust - Service Charge - May 26.	7.00	0.00	7.00
7.5	BACS	W Architecture Ltd	4422.00	844.40	5306.40
7.6	BACS	S Lewis - May HUB Electric	38.73	0.00	38.73

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

8. Planning. (All Planning Applications and Determination are on the PC website)

	Application No <i>Not Taking Comments</i>	Address	Permission sought
8.1	P261478/V - Certificate of Lawfulness (CLOPD)	Ridge Acre Marden Herefordshire HR1 3ES	Application for a Lawful Development Certificate for the siting of a caravan within the residential planning unit for occupation by a family member in a manner integral to the prevailing C3 use.

	Application No <i>Not Taking Comments</i>	Address	Permission sought
8.2	P261354/AM - Non-Material Amendment	Willow Cottage Marden Herefordshire HR1 3HB	Non-material amendment to planning permission 251063 (Proposed erection of a replacement self-build dwelling together with ancillary development) - to amend condition 6 to read "That the foul water flows from the development permitted shall discharge to the existing septic tank as shown on drawing 2332 Anthony - BR3 and all surface water managed by onsite Sustainable Drainage System. The foul and surface water management shall hereafter be managed and maintained as approved"

	Application No <i>Not Taking Comments</i>	Address	Permission sought
8.3	P260951/XA2 - PP - Approval of details reserved by condition	Willow Cottage Marden Herefordshire HR1 3HB	Application for approval of details reserved by conditions 1, 3 & 4 attached to planning permission 251063

	Application No <i>Not Taking Comments</i>	Address	Permission sought
8.4	P261169/XA2 - PP - Approval of details reserved by condition	Land adjacent to New House Farm Marden Herefordshire	Application for approval of details reserved by conditions 8, 12 & 17 of planning permission 150989

To Note - The Council noted the Planning applications (8.1) (8.2) (8.3) & (8.4) and the fact that the Herefordshire Council were not taking comments on theses.

	<i>Application No</i> <i>Not Taking Comments</i>	<i>Address</i>	<i>Permission sought</i>
8.5	260104	Ashgrove Farm Marden Hereford HR1 3EY	Change of use of private swimming pool building to holiday letting unit and associated works

Resolution -The Marden Parish Council previously SUPPORTED this application and chooses not to make any further comments.

8.6 - Enforcement.

a) Farmer John's Signage.

The Ward Member Cllr Peter Hamblin said that the enforcement had written to the owner of the Farmer John's Stores to explain the following.

- 2 smaller signs are within size allowed
- The Larger sign on the shop front is larger than allowed and Owners have been asked what plans they have to comply?

To Note - The Council noted the report from the Ward member.

b) Small Ashes. Both a planning and footpath issue.

To Note - The Council asked the ward member what interaction he had had with enforcement. It appears that there has been some misunderstanding with the requested enforcement. Ward member was appraised of the PC concerns, and the clerk will send a precis of the items we wish enforcement to look into, together with any pertinent previous correspondence.

9. New Parish Hall.

9.1 – Update.

The Chair gave the following report.

With the building watertight construction has moved at a pace over the last four weeks. The main highlights being, 1st fix mechanical & electrical work has been completed as well as the completion of all internal plasterboard and skimming.

The handover date of the 20th of August 2026 remains.

The project cost remains at £976,460. The spend to date as at 31st May of £618,122 (63%). An analysis of cost savings and project additions is still to be finalised, but current indications are that we will be within budget but with a reduced contingency, particularly if the Tarmac grant is less than estimated.

The Design and Build contract remains at £746,425 with a current spend of £549,230 (74%). Retention at 5% of spend is now £27,461. Note these figures include the latest invoice of £80,502 and all numbers exclude VAT.

The management lease still remains at the top of the list of items to finalise. It would appear that the initial draft will be with the Parish Council solicitor this week and finally agreed by mid-July.

The Parish Hall Transition group has not met in the last month, but the following has been worked by the group

1. Internal door and associated ironmongery have been agreed with SJR.
2. Both the MVT Trustees and the Marden Links Hub have finalised the furniture and equipment requirements for opening the hall. A proposal for the parish council to purchase is on the agenda. These should be incorporated in the management lease and retained on the Parish Council Asset register.
3. The external solar lighting design has been received and will be reviewed in the near future. This lighting scheme and associated fees will be funded from the lottery grant already received.
4. Further discussion and planning for the Grand Opening Day.

The June Site meeting with SJR took place on 11th. The main focus being on current progress and the updated work schedule going forward and reviewing potential contract savings. Progress has improved over the last month as work has been on the interior and not impacted by the weather. The external lighting (LUX) review was proposed.

To Note - This was noted by the Council.

9.2 - Newsletter No 16

The Chair presented the New Parish Hall Newsletter No 16.

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

9.3 - Purchase of New Furniture.

The Chair said that the New Hall is looking for new furniture, as the current old furniture will not fit in the storage in the New Hall. They are looking for 100 Chairs, 10 Tables & the special stacking trollies at a cost of £12,000.00 + vat.

Cllr R Lees proposed that the Council purchase the 100 Chairs, 10 Tables & the special stacking trollies at a cost of £12,000.00 + vat. As long as they remain assets of the Parish Council and go onto the Asset Register.

Cllr M Blake seconded this proposition.

Resolution -The council unanimously approved this purchase.

9.4 - Approval for any purchases for the New Hall to be added to Asset Register.

Resolution -The council unanimously approved that the New Furniture would go on the Parish Council Asset Register.

10. Working Group Reports.

10.1 - Marden Links

- a) Hub activity update
- b) Repair Café Update
- c) Community Garden

The Chair reported that Marden links activity has continued to run successfully. Plans are in place to transfer the Marden links management and activity to Marden Parish Trust

To Note - This was noted by the Council.

10.2 - Neighbourhood Development Plan update.

Cllr Peter Hamblin (Ward Member) reported the following update.

The Local Plan will be developed under the new plan making regulations (Town & Country Planning Regulations 2026) which came into force end of March. We are currently working our way through the detail and not in a position to advise or share anything at this moment as there is a vast amount of new material and more still yet to come but we have a large amount of it so far. We will be able to advise once we have gone through these regulations on what our next steps will be but there is still a lot to be done with what we currently have. Regretfully it appears that we are a long way away from seeing this.

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

10.3 - Finance & Administration Working Group

To Note – *Meeting planned to finalise AGAR submission.*

10.4 - Events Group

To Note – *Next Meeting 07/07/2026*

10.5 - Transport Working group.
There had been no meeting.

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

11. Community.

11.1 - HGV Signage – update

The Ward Member Cllr Peter Hamblin reported the following.

Following a site assessment of the suggested locations for "Unsuitable for HGV" signage, we do not consider there to be sufficient justification for the installation of additional signs at these locations.

The routes concerned include a number of farm accesses, which are likely to account for some of the larger vehicle movements observed in the area. Whilst we appreciate the proximity of S & A Davies and understand concerns regarding associated HGV traffic, appropriate directional signage is already in place to guide their vehicles along the preferred route. As such, HGVs serving this business should not ordinarily be using the roads where additional "Unsuitable for HGV" signs have been proposed.

At Herefordshire Council, we seek to minimise the installation of unnecessary traffic signage wherever possible. This approach helps to preserve the character and appearance of the natural environment while also reducing ongoing maintenance liabilities. Consequently, new signage is only considered where there is a clearly demonstrable need that cannot be effectively addressed through existing arrangements or alternative measures.

Based on our assessment, we do not believe that the installation of additional "Unsuitable for HGV" signs at the suggested locations would be justified at this time. For your information, these signs are typically reserved for locations where HGVs are likely to become physically obstructed or unable to proceed safely along a route. By limiting their use to such circumstances, we help ensure that the signs retain their effectiveness and credibility, providing a clear and consistent message to drivers across the county.

To Note - This was noted by the Council.

11.2 - Amberley Arms site meeting - 25th and 26th June.

The Chair said that the Councillors would like to meet the owners of the Amberley Arms on Thursday 25th June at 3pm.

To Note - This was noted by the Council.

11.3 - HALC.

The Chair said that HALC are doing monthly reports which the Council could find useful and they asked if the Clerk could add this to the agenda in the future for discussion.

To Note - This was noted by the Clerk.

12. Action Log.

The Chair asked if the Clerk could update the Action Plan following the updates from the ward member.

To Note - This was noted by the Clerk.

13. Future Agenda Items.

Cllr C Morgan asked if the Post Office could be on the next agenda.

*Parish Council Meeting on the **21st of July 2026** at 7.30pm in the Marden Community Centre.*

The Chair closed the meeting at 8.38pm.

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Signed:
Chair of the Council
21st July 2026