



**MINUTES OF THE FULL COUNCIL MEETING OF MARDEN PARISH COUNCIL ON  
TUESDAY 8<sup>TH</sup> FEBRUARY 2022 HELD IN THE OLD SCHOOL ROOM, GOUDHURST  
ROAD, MARDEN COMMENCING AT 7.30PM**

**119/22 PRESENT**

Cllrs Adam, Barker, Besant, Boswell, Burton, Gibson, Newton, Robertson, Tippen (in the Chair) and Turner. The Clerk was also in attendance.

**120/22 APOLOGIES FOR ABSENCE**

Cllr Stevens had given his apologies. Apologies were also received from PCSO Nicola Morris and Borough Cllr Claudine Russell.

**121/22 COUNCILLOR INFORMATION**

**Changes to Register of Interest**

No changes to registers of interest

**Declarations of Interest**

Cllr Boswell declared an interest in item 125/22 (KALC Community Award)

Cllr Barker declared an interest in item 125/22 (Village Club hire of Southons Field).

Both Cllrs would leave the meeting when these items were discussed.

**Granting of Dispensation**

There were no requests for dispensation

**122/22 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 11<sup>th</sup> January 2022 and the Extra Ordinary Full Council meeting on 25<sup>th</sup> January 2022 were agreed and signed as true records.

**123/22 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

The meeting was adjourned for the following items:

**PUBLIC FORUM**

No public in attendance

**EXTERNAL REPORTS**

**County Councillor Report:**

Not in attendance

**Borough Councillors Report:**

Not in attendance. Written report received and would be given at item 125/22

**Police Report**

Not in attendance report would be given at item 125/22

**Community Warden Report**

Not in attendance

The meeting was reconvened to discuss item 124/22 onwards.

**124/22 CLERK'S REPORT**

Report had been circulated prior to the meeting. The Clerk reported that Redrow were due to install the street name plate and bench in memory of Trevor Simmons at The Parsonage open space. A response from Redrow on the notice board was still awaited. A planter had been

donated by Maidstone Borough Council and the Clerk would contact the Memorial Hall Trustees to site it at the front of the Parish Office (the Clerk and Deputy Clerk would maintain). Work had been completed on the side of the library footpath. Unfortunately the Parish Council was unable to apply for funding from the Reconnect Locality Grant for play scheme as this was not a new addition to normal parish council activities.

## **125/22 PARISH MATTERS**

### **Reports from MBC and KCC**

The written report from Borough Cllr Russell had been circulated prior to the meeting. Cllr Russell thanked the Clerk for her help in sorting out S106 contributions held by Maidstone Borough Council for Marden. The Gypsy and Traveller Call for Sites consultation was now open until 31<sup>st</sup> March 2022. Information had been received on Regulation 25 from the applicant of Reed Court Farm planning application. This was now available on MBC website and was out for consultation. It is envisaged this will go to the April MBC Planning Committee but this has not yet been confirmed. Business owner had contacted Cllr Russell regarding the on street parking in Pattenden Lane and she will raise this at the next Ward Cluster meeting.

No report received from County Cllr Parfitt-Reid.

### **Police Update/Report from Police Forum**

#### Crime Figures

Crime figures received from 17<sup>th</sup> January to date include: 2 burglaries, 3 criminal damages, 1 arson, 1 theft, 1 theft from motor vehicle and 2 attempted criminal damage. Enquiries were ongoing.

One report of anti-social behaviour had been reported.

#### Other Police Issues

No other police issues raised

### **Communication**

#### Communication Sub-Group Meeting held 24<sup>th</sup> January 2022

Notes of meeting had been circulated to all Cllrs and discussed at the Amenities Committee held on 25<sup>th</sup> January 2022.

#### Newsletter

The newsletter had been drafted by Cllr Boswell and circulated to Cllrs who had made comments and returned to the Clerk. The Deputy Clerk was due to start typesetting it this week for it to go to print on 24<sup>th</sup> February. The office staff would photocopy the community contact list to be inserted and it was hoped that members of the PPG would be able to assist with delivery.

### **Marden Flooding**

No new information to report

### **Cemetery**

#### Exclusive Right of Burial Certificates

Cllrs signed ERB Certificates for new burials and interment of ashes

### **Climate Change, Biodiversity and Carbon-Neutrality**

No information to report

### **Lifting of Covid Restrictions**

Cllrs discussed meeting venues and reviewed the meeting risk assessment. After discussion it was agreed that the Parish Office meeting room was still too small to accommodate committee meetings. Therefore, it was proposed to trial the next two Amenities meetings (February and March) at The Allens. If this was suitable the Full Council meetings would be moved to The Allens from April. The Planning and Finance Committees would continue to

meet in the Old School Room for the time being as they required access to the projector screen.

### **KALC Community Award Scheme (closing date 14<sup>th</sup> February 2022)**

Three nominations had been circulated to Cllrs prior to the meeting and the decision would be kept confidential until awarded to recipient at the Annual Parish Meeting in April.

The Chairman proposed, and all in attendance agreed, that a written record of the voting would be kept by the Clerk.

As Cllr Boswell was a nominee for this award for her work with Marden in Bloom the Clerk recommended that she cast her vote and then leave the meeting.

Once Cllr Boswell had left the meeting the remaining Cllrs voted. After two rounds of voting the Clerk announced the recipient and she would contact KALC for the certificate to be prepared in readiness for presentation at the Annual Parish Meeting on 5<sup>th</sup> April.

*Cllr Boswell returned to the meeting*

### **Marden Parish Council Risk Assessments and Policies**

#### Review of Existing Risk Assessments and Policies

The list of all policies and risk assessment had been circulated to Cllrs and were available to view on-line. Cllrs were asked to let the Clerk know if a hard copy is required.

The Clerk would read through all documents and make track changes and circulate to Cllrs.

Any recommended changes from Cllrs should be with the Clerk by 28th February for Cllrs to discuss and agree at the March Full Council meeting.

#### Consideration of New/Draft Policies

The Clerk requested the Cllrs consider adopting a Noticeboard Policy now that the Parish Council had been given the notice board at Campion Way and a possible one at The Parsonage. This would help the office staff make the decisions as to what could and could not be placed in the notice boards. It was agreed that the Clerk would draft the policy and circulate to Cllrs. Once this had been agreed at the March meeting it would then sit with Amenities Committee.

### **Infrastructure Spend Plan (ISP) and Highways Improvement Plan (HIP)**

#### Results from Surveys

The Admin Assistant had downloaded all the responses from the online surveys for both the ISP and HIP which had been circulated to Cllrs prior to the meeting.

Cllrs agreed that Cllrs Besant and Boswell together with the Clerk form a Sub-Group to review the ISP survey results. This would then be circulated for Cllrs to agree a meeting to prioritise the list similar to what has been done for the HIP. Once adopted this item would sit with the Finance Committee to make recommendations on how any money should be spent with it going to Full Council for ratification.

The HIP had been updated following a Highways meeting held last week with representatives of KCC. This had been circulated to Cllrs and would also be reviewed following the online survey. Would also sit with the Finance Committee for any financial decisions and on Full Council for any proposals for work to be undertaken.

### **Request for Hire of Southons Field**

*8.27pm - Cllr Barker left the meeting*

A request had been received from the Village Club for use of Southons Field on 16<sup>th</sup> April. The meeting was informed that although the event (Pram Race) would be going ahead the date had changed and would be notified to the Clerk when rearranged.

Cllrs agreed to this request and Cllr Barker would be passed the relevant forms to complete and would be required to undertake a risk assessment and provide the necessary insurance cover.

8.30pm - Cllr Barker returned to the meeting

## 126/22 COMMITTEE REPORTS

### **Amenities Committee**

Draft Minutes of the Amenities Committee meeting held on 25<sup>th</sup> January 2022 had been previously circulated and available on the Parish Council website.

### **Planning Committee**

Draft Minutes of Planning Committee meeting held on 1<sup>st</sup> February 2022 had been previously circulated and available on the Parish Council website.

### **Finance Committee**

Draft Minutes of the Finance Committee meeting held on 18<sup>th</sup> January 2022 had been previously circulated and available on the Parish Council website.

### **Conferences/Meetings/Webinars attended**

KALC Dynamic Cllr Training – 20<sup>th</sup> January 2022 - Cllr Besant attended

Marden Neighbourhood Plan meeting – 22<sup>nd</sup> January 2022 - Notes of meeting circulated to Cllrs with recommendations/action points.

Communications Sub-Group – 24<sup>th</sup> January 2022 - Notes circulated to Cllrs and discussed at Amenities Committee on 25<sup>th</sup> January 2022..

Village Events Sub-Group – 24<sup>th</sup> January 2022 - Notes circulated to Cllrs and discussed at Amenities Committee held on 25<sup>th</sup> January

KALC Appraisal Skills Workshop – 27<sup>th</sup> January 2022 - Cllr Tippen attended and would report to the next HR Sub-Committee meeting.

MBC – Boundary Review webinar – 31<sup>st</sup> January 2022 Cllr Tippen and the Clerk attended and Cllr Tippen would update at item 127/22.

KALC Area Committee meeting -31<sup>st</sup> January 2022 Cllr Tippen attended – minutes had been circulated.

Highways (HiP) meeting – 1<sup>st</sup> February 2022 - Cllrs Boswell and Tippen attended along with the Clerk

Housing Needs Survey meeting – 8<sup>th</sup> February 2022 Cllrs Boswell and Tippen together with the Clerk attended and Cllr Tippen updated meeting regarding information of housing needs surveys and whether Marden required one. Cllrs agreed in principle to express an interest in conducting a survey and requested that the Clerk contact ACRK and ask how much cost would be reduced if MPC cover delivery costs and possibility of online survey.

### **Conferences/Meetings/Webinars/Events forthcoming**

KALC Dynamic Cllr Training – 9<sup>th</sup> February 2022 Cllr Gibson to attend – cancelled

KALC Improving Internal Council Communication – 10<sup>th</sup> February 2022 Deputy Clerk to attend

MPC Christmas Meeting – 21<sup>st</sup> February 2022 Cllrs, Deputy Clerk and village groups to attend

KALC Working with Local Media to Engage Your Community – 3<sup>rd</sup> March 2022 Deputy Clerk to attend

MBC Planning Training – Trees and Heritage – 7<sup>th</sup> March 2022 Cllr Boswell to attend

KALC Chairmanship Conference– Cllr Tippen attending

KALC Health and Wellbeing Conference - 22<sup>nd</sup> February 2022 – Deputy Clerk attending

Marden Neighbourhood Plan meeting – 24<sup>th</sup> February 2022 – all Cllrs invited to attend.

MBC Borough Cllr Meeting -24 February 2022

## 127/22 CORRESPONDENCE

Marden Parish Church Magazine – February 2022 edition - for information

Local Government Boundary Commission Review – Maidstone - consultation (closing date 4<sup>th</sup> April 2022) – Cllr Tippen gave the meeting an update on the Boundary Review webinar held on 31<sup>st</sup> January. Cllr Burton agreed to look at electorate figures and Cllr Tippen would draft a response on Marden.

Kent Libraries Consultation (closing date 7<sup>th</sup> March 2022)

The consultation document was read through, and Cllrs made responses to the questions. This would be completed online by the Clerk and submitted before the closing date.

## 128/22 FINANCE

### **Bank Statements:**

#### Revenue Accounts:

Nat West: £47,389.60 (£17,935.20 cheque for Wicksteed to be cashed)

Unity: £26,094.09

#### Capital Account:

Santander: £71,585.26

### **Payments for Approval**

#### Electronic Payments

Employees Salary and HMRC: £6,364.42

Ian Jones Toilet and Southons Field locking/unlocking: £200.00

Alison Hooker: Toilet Rolls: £60.89

Graham Carey: Grounds Maintenance: £360.00

Rams Hill: Mower and equipment servicing: £541.20 & 116.40

KALC: Training x 5: £252.00

Aragon Locks: New locks for Campion Way Notice Board: £112.00

Wicksteed Leisure: installation of Outdoor Gym: £678.00

TOTAL: £8684.91

### **Other**

No other financial issues raised.

## 129/22 HIGHWAYS AND PUBLIC TRANSPORT

### **Highways**

#### Highways Improvement Plan

To be discussed at item 125/22

#### Fingerpost Signs

Cllr Turner and the Clerk had met a contractor on site on 3<sup>rd</sup> February. Cllr Turner gave a report stating that the contractor had provided options that could be done on the three cast iron signs (a) rubbing down and painting on site or (b) removing the fingers and roundel and sandblasting and painting off site and the post would be refurbished in situ. He would be providing quotes and once received would be circulated. The contractor also had a contact who may be able to assist with the wooden sign at Sheephurst Lane junction. Again, a quote would be submitted.

#### Other Highways Issues

Cllr Turner reported that the small area of parking in Lucks Way was up for auction.

### **Public Transport**

No items raised under public transport.

There being no further business the meeting closed at 9.25pm

Date: 8<sup>th</sup> March 2022

Signed:

Cllr Kate Tippen, Chairman

Marden Parish Council

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Marden

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