



MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 11TH FEBRUARY 2020
HELD AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

125/20 PRESENT

Cllrs Barker, Boswell, Brown, Jones, Mannington (in the Chair), Newton, Robertson, Stevens, Tippen and Turner. The Clerk was also in attendance.

126/20 APOLOGIES FOR ABSENCE

Cllr Adam gave his apologies. PCSO Nicola Morris also gave her apologies.

127/20 COUNCILLOR INFORMATION

Register of Interest

Cllr Turner would need to amend his register of interest due to change of address.

Declarations of Interest

There were no declarations of interest.

Granting of Dispensation

There were no requests for dispensation.

128/20 MINUTES OF THE PREVIOUS MEETING

Minutes of the Parish Council meeting held on 14th January and the Extra Ordinary Full Council Meeting held on 28th January were agreed and signed as true records.

129/20 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

The Chairman adjourned the meeting for the following items:

PUBLIC FORUM

There were no members of the public in attendance

EXTERNAL VERBAL REPORTS (if in attendance)

County & Borough Councillors

Not in attendance

Police

Not in attendance

Community Warden

Not in attendance

The Chairman reconvened the meeting for the rest of the agenda.

130/20 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

PROW KM250

MPC's withdrawal of objection. Following Cllrs response, the Clerk had given notice on 21st January to the Planning Inspector of MPC's withdrawal of their objection.

131/20 PARISH MATTERS

Reports from MBC and KCC

Meeting held with County Councillor Hotson – 24th January 2020.

The notes had previously been circulated and the Clerk would email with the remainder of information.

Meeting to be held with Borough Councillors – 14th February 2020

Police Update/Report from Police Forum

Parish/Police Surgeries:

Next surgery: 15th February 2020. Cllrs Mannington and Tippen would be in attendance. Crime Figures: 4 in total – 2 theft, 1 robbery and 1 theft of vehicle. 1 report of anti-social behaviour had also been reported.

Communication:

Communications Sub-Committee

Met on 20th January 2020 and the notes had been circulated.

Newsletter

Has been sent to print and due back on Friday.

Parish Council IT

The Clerk and Deputy Clerk had attended a workshop on Website Accessibility. Work was being undertaken by the website provider and the Parish Council documents would be altered, if relevant, to meet the regulations from May 2020. Historical documents would be updated in due course.

Cemetery

Exclusive Right of Burial Certificates

There were no certificates to sign

Update regarding Flooding/Water issues

Following the recent flooding the Clerk had contacted Kent County Council in regard to the Collier Street/Yalding pilot scheme to close roads.

Marden Neighbourhood Plan – Referendum 27th February 2020

Correspondence received from MBC regarding attending the polling station, postal vote opening and counting of the votes. Cllrs Mannington and Tippen wished to attend the count along with the Clerk.

Marden Emergency Plan

The Clerk and Cllr Turner were due to meet prior to the March Full Council meeting and would report back at that stage.

Maidstone Borough Council - Call for Sites relevant to Marden Parish

Cllrs had started to view other sites within the parish and further discussions would take place at the Planning Meeting on 18th February.

Local Council Award Scheme – Reaccreditation

Cllrs to discuss and confirm that Marden PC has the following:

Risk Management Scheme – confirmed and on the website

Register of Assets – confirmed and on the website

Contracts for all staff – HR Sub-Committee members stated to all Cllrs that all staff had contracts

Discipline and Grievance Procedures – confirmed and on the website

Policy for training new staff and councillors – confirmed that Learning and Development Policy on the website

Record of all training undertaking by staff and councillors in the last year – The Clerk provided a spreadsheet of all training undertaken and made this available at the meeting for confirmation

A clerk who has achieved 12 Continuing Professional Development Points in the last year – The Clerk provided a list of her CPD for the previous year and Cllrs agreed this

A Scheme of delegation – confirmed and on the website

Up to date insurance policies that mitigate risks to public money – confirmed and details on the website

Addressed complaints received in the last year – one complaint received in writing which had been dealt with by the Clerk

At least two-thirds of its councillors stood for election – confirmed and details on the website

A printed annual report that is distributed to locations across the community

A qualified clerk – a brief report had been given in the Summer newsletter and hard copies were made available at the Parish Office and Library.

A clerk, and deputy, employed according to nationally or locally agreed terms and conditions – HR Sub-Committee members confirmed to all Cllrs that this was the case

A formal appraisal process for all staff – confirmed and Performance Reviews are detailed in the Performance Management & Staff Development Policy on the website

A training policy and record for all staff and councillors – see above

Cllrs agreed that all the information, other than what is listed on the application form is available to view on the Parish Council website and requested that the Clerk now submits the application.

MPC Social Media Policy

This Policy had been amended by the Communications Sub-Committee and circulated to all Cllrs prior to the meeting. The Policy was agreed and adopted.

132/20 COMMITTEE REPORTS

Amenities Committee

Draft Minutes of the Amenities Meeting held on 28th January had been previously circulated and were available on the Parish Council website. The Chairman confirmed that the new rocking horse had been installed and the old one had been collected and paid for.

Planning Committee

Draft Minutes of Planning Meetings held on 4th February had been previously circulated and were available on the Parish Council website.

Finance Committee

Draft Minutes of the Finance Meeting held on 21st January had been previously circulated and were available on the Parish Council website.

Other Conferences/Meetings attended

KALC Website Accessibility – 20th January 2020 & 24th January 2020 The Clerk and Deputy Clerk had attended these sessions – update provided at item 130/20(c)(iii)

Communications Sub-Committee – 20th January 2020

MBC Planning Training – Town Hall – 20th January 2020 – MPC were unable to attend

Meeting with Eric Hotson – 24th January 2020 notes of meeting previously circulated. Update given at item 130/20(a)

Meeting with Windsor Meadow Management Company – 24th January 2020- The representative of Trinity Estates had met with several Cllrs and had taken on board the main issue of the pond. Cllrs Boswell and Tippen had visited the development with the representative and maintenance programme for the whole site seemed to be in order.

VE Day Sub-Committee – 3rd February 2020 notes of the meeting had been circulated

Allotment Sub-Group – 3rd February 2020 – notes of the meeting had been circulated.

KALC Health and Wellbeing – 6th February 2020 Cllrs Boswell and Mannington together with the Deputy Clerk attended. Very interesting conference with good speakers and a lot of information being made available.

Conferences/Meetings for the coming months

Meeting with Borough Cllrs – 14th February 2020

KALC Area Committee – 17th February 2020

KALC Burial Law and Management – 19th February 2020

Neighbourhood Plan Referendum – 27th February 2020

KALC Dynamic Cllr Event – 27th February 2020

KALC Development and Infrastructure, S106 and CiL – 3rd March 2020

KALC Annual Planning Conference – 13th March 2020

KALC CiLCA workshops – 20th March, 3rd April and 17th April 2020

133/20 CORRESPONDENCE

Email from resident re Fibre Optic to premises (FTTP)

A copy of an email had been circulated to Cllrs prior to the meeting. The Clerk was asked to obtain information and possibly invite resident along to the next meeting.

Whitehead Monkton

The solicitors currently hold the various deeds and documents for MPC but needed to pass these back to the Council. A copy of the letter had been circulated to Cllrs. Cllrs agreed for the Clerk to contact the Solicitors to receive the documents, scan them and then arrange to transfer to County Archives.

KCC Consultation – Keep Maidstone Moving

The Clerk was asked to send out the pdfs of all the documents and add to the 10th March meeting.

Kent County Council – Strategic Statement – 5 year plan

Cllr Tippen had viewed the document and Cllrs discussed the comments made. The responses were agreed and the Clerk was asked to send back to Kent County Council.

KALC News – January edition

Includes KALC Survey 2020. The Clerk was asked to view and comment.

Government consultation – strengthening police powers to tackle unauthorised encampments.

Cllr Brown took away to view.

Kent County Council – National Transport and Highways Survey

Cllr Mannington took away to view.

134/20 FINANCE**Bank Statements:**Reserve Accounts:

Nat West: £25,692.70 (as at 3rd February 2020)

Unity: £19,384.62 (as at 10th February 2020)

Capital Account:

Santander: £46,936.61 (as at 20th January 2020)

Payments for ApprovalElectronic Payments

Viking – Copier Paper - £52.02

KALC – Dynamic Cllr workshop - £60.00

Marden Memorial Hall – Office rent/hall hire £630.00

HMRC – Employee/Employer PAYE/NIC £1,265.47

Citizens Advice – Outreach session £50.00

Ian Jones – S/Field & Toilet locking £200.00

Castle Water – Public Conv. water £40.96

ACRK – Membership Renewal - £80.00

Marden Scout Group – Scout HQ Hire – Play Scheme £250.00

All invoices were agreed and Cllrs Stevens and Tippen to authorise payments.

Cheque payment

Cash - Miscellaneous (office cleaning, travel, newsletter delivery) - £157.15

Agreed and cheque duly signed.

135/20 HIGHWAYS AND PUBLIC TRANSPORT**Highways**

Email from resident regarding parking in Gurrs Walk. A copy of the email circulated to Cllrs prior to the meeting. The Clerk had responded and the issues kept on file for Highways.

Public TransportUpdated Marden Station Usage graph

Cllr Adam had circulated to Cllrs prior to the meeting

Meeting at Marden Station

The Clerk was continuing to chase for a further meeting.

There being no further business the meeting closed at 9.00pm

Date: 10th March 2020

Signed:

Cllr Lesley Mannington
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