



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 14TH
JANUARY 2020 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING
AT 7.30PM**

107/20 PRESENT

Cllrs Adam, Barker, Boswell, Brown, Jones, Mannington (in the Chair), Newton, Robertson, Stevens, Tippen and Turner were present. The Clerk and one member of the public were also in attendance.

108/20 APOLOGIES FOR ABSENCE

PCSO Nicola Morris had given her apologies.

109/20 COUNCILLOR INFORMATION

Amendments to Register of Interest

There were no changes to the register of interest

Declarations of Interest

No declarations of interest

Granting of Dispensation

No requests for dispensation.

110/20 MINUTES OF THE PREVIOUS MEETING

Minutes of the Parish Council meeting held on 10th December 2019 were agreed and signed as a true record.

111/20 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Member of the public wished to speak under Public Forum.

The Chairman adjourned the meeting for the following items:

PUBLIC FORUM

The member of the public raised with Cllrs that on Maidstone Road (by Church Farm) wooden posts have been erected – The Clerk to investigate and report obstruction to Kent Highways along with clearing the overgrowing shrubs.

EXTERNAL VERBAL REPORTS

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 Minutes.

112/20 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

The Clerk had received an email today stating that the two air diffusers had been installed at locations requested.

113/20 PARISH MATTERS**Reports from MBC and KCC**

Meetings arranged with KCC Cllr on 24th January and with MBC Cllrs on 14th February 2019.

19.37 – Cllrs Brown and Turner arrived at the meeting

PolicePolice Update

Crimes reported: 5 criminal damage; 1 arson; 1 burglary; 1 theft and 1 carrying a firearm/imitation firearm in a public place.

Report from Police Forum

No further information received

Parish/Police Surgeries

Dates agreed with PCSO are 18th January; 15th February; 21st March; 18th April and 16th May.

Communication:Communications Sub-Committee

Next meeting due to be held on 20th January 2020.

Newsletter

The Deputy Clerk had arranged the purchase of Canva software to help with the designing of the newsletter. Examples would be taken to the Communication Sub-Committee to discuss layout. Cllrs agreed that the Spring edition of the newsletter needed to go out earlier to promote the Neighbourhood Plan Referendum. It was therefore hoped that it would be ready to go the print by 10th February.

Website

HugoFox are still updating website for compatibility to the Website Accessibility Regulations. They are also looking to have 3 tariffs (Bronze, Silver and Gold) and there will be a charge for Silver and Gold. The current set up is “Bronze” status and the Clerk has received notification that this will still be free of charge.

Social Media & Other IT

Outlook set up for Clerk and Deputy Clerk for emails and training being undertaken later in the month for website accessibility.

CemeteryExclusive Right of Burial Certificates

There were no Exclusive Right of Burial Certificates to sign

Flooding/Water Issues

Marden had suffered flooding in several areas around the parish prior to Christmas. Yalding and Collier Street are part of a road closure pilot in regard to flooding and Cllr Tippen has raised with them that Marden needs to be included in this pilot scheme.

Marden Neighbourhood Plan

MBC have confirmed that the date of the referendum will be on 27th February. A letter will be sent to MPC shortly giving all the details and the Memorial Hall main hall has been booked by MBC. Cllr Adam agreed to update the FAQ on Neighbourhood Plans and Cllr Turner would arrange to have copies printed.

Parish Community Award Scheme

The closing date for nominations to KALC was 31st January 2020. Two nominations received from residents and details had been given to Cllrs under (1) and (2) for decision. Cllrs voted and agreed for nomination (1) to be put forward for the certificate. A short paragraph to be provided to KALC and presentation would be at the Annual Parish Meeting.

Marden Emergency Plan

Cllr Turner provided an update on the Emergency Planning workshop attended at Staplehurst. The Clerk is obtaining details from KCC Emergency Planning Team on the correct document to use and would meet with Cllr Turner to look at what is required on a document for Marden.

MBC Call for Sites

Several Cllrs had met on 11th January along with members of Marden Planning Opposition Group to finalise the response back to MBC on the 3 large sites. Cllr Tippen updated the

meeting on the Parish Liaison meeting held yesterday when Alison Broom gave a background on the work being undertaken on the Local Plan. Consultation which was due in February/March is not going ahead at the current time as more work is needed on assessing the sites together with working with infrastructure providers. Therefore, information will not be published until the end of the year. A press release from MBC is due out shortly. Cllr Brown made a couple of amendments and this would be incorporated into the response which the Clerk would then circulate to Cllrs for agreement. Following this Cllrs agreed to submit the comments on the three large sites in the next week and then to view all other sites, possibly grouping the sites geographically with volunteers assessing and commenting these groups using the same template as for the 3 large sites. Cllr Tippen would undertake the grouping and email out to Cllrs.

20.26 – Member of the public left the meeting

Operation London Bridge Policy

The Clerk had drafted a policy which had been circulated to Cllrs however information on MBC and KCC's procedures was still awaited. Cllr Turner was speaking with a work colleague in regard to KCC's policy. Cllrs agreed to adopt in principle and the Clerk would update as and when further information is received.

Marden PC Christmas Stallholders Policy

Amendments had been made following December Full Council meeting and recirculated to Cllrs. Cllrs agreed to adopt this policy in order for the Deputy Clerk to send out to interested stall holders for Christmas 2020.

114/20 COMMITTEE REPORTS

Amenities Committee

There was no Amenities Committee meeting in December. The next meeting will be 28th January 2020

It was reported that the YMCA had started the youth club on Thursday evenings and 18 young people attended on the first night. 114/20

Planning Committee

Draft Minutes of Planning Meetings held on 17th December and 7th January had been previously circulated and were available on the Parish Council website.

Finance Committee

There was no Finance meeting held in December. Budget meeting to be held on 21st January.

Other Conferences/Meetings attended

KALC Allotment Law and Management – 9th January 2020: Attended by Cllr Adam, the Clerk and Deputy Clerk and notes had been circulated to Cllrs prior to meeting along with a draft Policy which had been started by Cllr Adam. Cllrs were asked to view this policy and make comment for it to be put before Amenities Committee for agreement and adoption. A response had been received back from Redrow which would also be discussed at Amenities. Community Pay Back Team Meeting – 10th January 2020: Notes of meeting had been circulated to Cllrs. It was proposed that this would be placed on Amenities Committee for agreement to proceed.

Housing Association Meeting – 13th January 2020: A meeting had been held with Medway Housing Trust (housing provider for The Parsonage and Appledown Grange). This was a follow up meeting as MHT had been responsible for the social housing at The Parsonage for a year and all tenants, with the exception of a few issues, had seemed to be integrated into the village. MHT gave a background on the tenancy agreement procedure and the Director was invited to attend the APM in April to provide more details. The Clerk was also contacting MBC Housing Adviser for MBC's criteria on social housing.

Conferences/Meetings for the coming months

KALC Website Accessibility – 20th January 2020 & 24th January 2020

Communications Sub-Committee – 20th January 2020

MBC Planning Training – Town Hall – 20th January 2020

Meeting with Eric Hotson – 24th January 2020
 Meeting with Windsor Meadow Management Committee – 24th January 2020
 VE Day Meeting – 3rd February 2020
 KALC Health and Wellbeing – 6th February 2020
 Meeting with Borough Cllrs – 14th February 2020
 KALC Area Committee – 17th February 2020
 KALC CiLCA workshops – 20th March, 3rd April and 17th April 2020

115/20 CORRESPONDENCE

Marden Parish Church – January edition

Noted

Clerks and Councils Direct – January edition

Noted

The Clerk Magazine – January edition

Noted

Kent County Council – Strategic Statement

Cllrs agreed to defer until February 2020

116/20 FINANCE

Bank Statements:

Reserve Accounts:

Nat West: £35,234.32 (as at 2nd January 2020)

Unity: £26,324.86 (as at 14th January 2020)

Capital Account:

Santander: £46,866.47

Payments for Approval

Electronic Payments

Pitney Bowes – Franking Machine rental - £15.54

Cam-Tech – Annual maintenance for office alarm - £120.00

Alison Hooker – Canva software (newsletter) and travel £120.93

Citizens Advice – Outreach session £50.00

HMRC – Employee/Employer PAYE/NIC - £1,265.07

Ian Jones – S/Field and Toilet locking - £200.00

Total: £1,771.54

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

Cheque payment:

Cash - Office cleaning - £50.00

Agreed and cheque duly signed.

117/20 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Marden Parish Council Highways Improvement Plan

Document had been circulated to Cllrs. Additional information was discussed and Cllr Tippen would update and resend prior to submitting to KCC.

Cllr Adam left the meeting for this item

Other

It was been brought to light that the public inquiry for PROW KM250 to be held in April may incur costs. Cllrs asked for the paperwork to be scanned and sent out for a decision to be made urgently via email as to whether to withdraw MPC's objections. The Clerk asked for a confirmed response from all Cllrs by Monday 21st January.

Public TransportMeeting at Marden Station

The Clerk had emailed Southeastern for dates to meet with the Station Manager.

Other

Latest station usage numbers had been published today and Cllr Adam would review and update the graph relevant to Marden.

There being no further business the meeting closed at 9.46pm

Date: 11th February 2020

Signed:

Cllr Lesley Mannington

Marden Parish Council Chairman

Marden Parish Council

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