



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 9TH MAY 2017 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

Cllr Tippen opened the meeting and then handed over to Cllr Adam for the first item of the agenda.

- 001/17 **ELECTION OF CHAIRMAN:** Cllr Mannington proposed and Cllr Childs seconded that Cllr Tippen be elected as Chairman for the forthcoming year.
Vote: 10 For : 0 Against : 0 Abstained
Cllr Tippen accepted the chair and Signing of Chairman's Declaration of Office
- 002/17 **ELECTION OF VICE-CHAIRMAN:** Cllr Brown proposed and Cllr Newton seconded that Cllr Adam be elected as Vice-Chairman for the forthcoming year.
Vote: 10 For : 0 Against : 0 Abstained
Cllr Adam accepted the position
- 003/17 **PRESENT:** Cllrs Adam, Boswell, Brown, Childs, Cowin, Harvey, Mannington, Newton, Robertson, Tippen and Turner were present. The Clerk, County Councillor Eric Hotson, Community Warden Mira Martin and one member of the public were also in attendance.
- 004/17 **APOLOGIES FOR ABSENCE:** PCSO Nicola Morris gave her apologies.
- 005/17 **(a)REGISTERS OF INTEREST** Cllrs Harvey and Tippen reported that they needed to amend their registers of interest
(b)DECLARATIONS OF INTEREST: Cllrs Newton and Tippen declared an interest as Trustees of Marden Memorial Hall.
(c)GRANTING OF DISPENSATION: There were no requests for dispensation
(d)
- 006/17 **MINUTES OF THE PREVIOUS MEETING**
The Minutes of the Parish Council meeting held on 11th April 2017 were agreed and signed as a true record.
- 007/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** Member of the public wished to raise the South Eastern Franchise and allotments.

The meeting was adjourned for the following items:

EXTERNAL REPORTS

Borough Councillors – not present but a meeting was held to Councillors Blackmore and McLoughlin and the notes of the meeting had been circulated.

County Councillor present: Cllr Tippen welcomed County Councillor Eric Hotson who now represented Marden at Kent County Council level. He reported that the number of County members had been reduced following the boundary changes which an overriding majority of Conservative Members. Cllr Hotson had been appointed a Cabinet Member for Democratic Services which included IT, Legal and Land & Property). He is aware of the majority of problems regarding County issues in the Parish and will very much welcome regular meetings with the Chairman, Clerk and Cllrs to discuss these. Grants of £22k had been allocated to County Members but this was between six parishes however Cllr Hotson welcomes all requests for funding.

Cllr Hotson left the meeting

Police: Crime Figures since 11th April – 5 include 2 burglaries, 1 theft, 1 theft of motor vehicle and 1 theft from motor vehicle. A number of abandoned vehicles had been reported and details of these had been passed to the local authority.

Community Warden: Mira informed the Parish Council that a "Men's Shed" had been set up in Staplehurst which is open to Marden residents. Details would be added to the newsletter.

PUBLIC FORUM:

Member of the public raised the question as to the current situation regarding the allotment site at Highwood Green. It was reported that the decision was still with Maidstone Borough Council and until such time that the outcome is known the Parish Council is unable to look into this further. It was also questioned whether the developers were aware of the South Eastern Consultation due to the fact that they are publicising new houses as being on the main line to London. The Clerk reported that they had been informed. The item in detail would be discussed at the end of the meeting. The Member of the public was invited to stay but comments would be taken on board.

The meeting was reconvened for the rest of the agenda.

Member of the public left the meeting

008/17 APPOINTMENT OF COUNCILLORS ON COMMITTEES

- (i) **Amenities:** Cllrs Adam, Boswell, Cowin, Harvey, Newton, Robertson, Tippen and Turner
- (ii) **Finance:** Cllrs Adam, Boswell, Cowin, Mannington and Tippen
- (iii) **Planning:** Cllrs Adam, Brown, Childs, Mannington, Newton, Robertson, Tippen and Turner

009/17 APPOINTMENT OF COUNCILLORS ON SUB-COMMITTEES

- (i) **Cemetery:** Cllrs Boswell, Newton, Robertson, Tippen and Turner
- (ii) **Human Resources:** Cllrs Boswell, Brown, Childs, Mannington and Tippen
- (iii) **Open Spaces:** Cllrs Adam, Boswell, Cowin, Harvey, Newton, Robertson, Tippen and Turner
- (iv) **Public Conveniences:** Cllrs Adam, Robertson, Tippen and Turner

010/17 APPOINTMENT OF COUNCILLORS ON ACTION GROUPS

- (i) **Byelaws:** Cllrs Adam and Newton and Parish Clerk
- (ii) **Emergency Planning:** Cllr Turner and Assistant Clerk
- (iii) **Neighbourhood Plan:** All Cllrs
- (iv) **Newsletter:** Cllrs Boswell and Newton
- (v) **Play Scheme:** Cllr Cowin, Parish Clerk and Assistant Clerk
- (vi) **Stilebridge:** Cllrs Boswell, Cowin, Newton and Turner
- (vii) **Village Celebrations:** Cllrs Boswell, Harvey, Robertson, Parish Clerk and Assistant Clerk
- (viii) **Village Spring Clean/Litter pick:** Cllr Boswell

011/17 APPOINTMENT OF COUNCILLORS ON OUTSIDE BODIES

- (i) **KALC (2 representatives):** Cllrs Childs and Mannington
- (ii) **Memorial Hall:** Cllr Newton
- (iii) **Parish & Police Forum:** Cllr Turner
- (iv) **Public Transport & Highways:** Cllrs Adam and Childs
- (v) **Speeding Working Group:** Cllr Childs
- (vi) **Patients Reference Group (PRG):** Cllr Childs

012/17 **APPOINTMENT ON ALLEN & MAPLESDEN CHARITY:** Cllrs Newton and Tippen, Anne Cox, Ian Ballard and Robin Judd were all nominated as Council representatives in 2016 and they will remain in post until 2020.

013/17 AGREEMENT OF FUTURE MEETING DATES

Draft schedule of future Council meetings – agreed and these would now be published

014/17 MARDEN PARISH COUNCIL – ACTION PLAN & OTHER DOCUMENTS

Action Plan – circulated to Cllrs but no further additions have been made since last meeting

Terms of Reference – These were updated in January following amendments to the HR Terms of Reference section. Cllrs proposed, and agreed, that the member numbers for Committees would be amended as follows:

Amenities – Chairman, Vice-Chairman and minimum of 3 and maximum of 6 Cllrs.

Finance – Chairman, Vice-Chairman and minimum of 2 and maximum of 4 Cllrs

Planning – Chairman, Vice-Chairman and minimum of 3 and maximum of 6 Cllrs

HR- Chairman and minimum of 2 and maximum of 4 Cllrs

Policies and Procedures – An amendment had been made to the Newsletter Policy and this was agreed. The Clerk had separated the policies and procedures for each committee

and these would be reviewed at the next relevant meeting. A new policy has been drawn up and this will be discussed under item 020/17(i) for electronic payments.

015/17 MATTERS ARISING FROM PREVIOUS MINUTES (for information only):

DCLG had telephoned the Parish Office informing MPC that the Byelaws would be refused in the current format - Cllrs Adam and Newton would revisit the document and make the recommended amendments before resubmission.

The Chairman reported with regret that Colin Judge had tendered his resignation by reason of retirement as this takes effect from 18th May. Formal thanks would be passed to Colin for his work over the past seven years. Agreement had been made at the HR Sub-Committee for the advert and job description to be published from 19th May.

016/17 PARISH MATTERS

- (a) Local Needs Housing – Golding Homes had reported that they were currently out to tender for the scheme and the closing date for these is 12th May.
- (b) Business Forums
MBF: The Business Forum now send out monthly newsletters and these were circulated to Cllrs when received in the Parish Office.
NRBF: Nothing to report
- (c) Police Forum: no meeting held
- (d) Communication
 - (i) Newsletter – The draft had been circulated and after this meeting it would be updated and sent for editing. The print date was 19th May and it was hoped that it would be returned for distribution the following week.
 - (ii) Website – Details of new website and email addresses had been received together with confirmation that MPC has been granted a .gov domain. The Clerk was in the process of getting the new website made live and the emails set up.
- (e) Cemetery – Exclusive Right of Burial Certificates – Outstanding certificates would be signed at the next meeting.
- (f) General Power of Competence: Cllrs agreed to continue to use the GPC for the forthcoming year.
- (g) Parish Asset Review The asset register has been updated as at the end of the 2016/17 financial year and this was circulated to Cllrs.
- (h) Medway, Beult and Teise Additional Flood Alleviation Options – Initial Assessment previously emailed to Cllrs. Cllr Turner took document away to read.
- (i) Middle Medway Flood Resilience Scheme – drop in sessions were being organised with a provisional date of Tuesday 13th June at the Memorial Hall.

017/17 COMMITTEE REPORTS

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 25th April had been previously circulated. Some grounds maintenance to be undertaken along Rookery Path – the Clerk would speak to Graham Carey to assist.
- (b) **Planning Committee** – Minutes of Planning Meeting held on 2nd May had been previously circulated.
- (c) **External Committees:** No other external committees have been attended
- (d) **Other Conferences/Meetings attended:**
27th April – Meeting with Borough Councillors – Attended by Cllrs Tippen and Mannington and the Clerk. Notes previously circulated
- (e) **Conferences/Meetings for the coming months:**
11th May – Marden Children's Centre Networking Lunch: Cllrs Tippen and Boswell together with the Clerk would be attending
15th May – 9th Rail Summit Meeting – Cllr Adam to attend

018/17 **CORRESPONDENCE**

- (a) Beult SSSI Newsletter and Information sheet. A meeting had been held last month and the clerk would enquire on the outcome of this. Cllrs wished to respond outlining countryside access along the river and partnership working with other agencies
Other: Details had been received on the Tunbridge Wells Local Plan and Cllr Adam asked that this be added to next planning committee agenda.

019/17 **FINANCE**

- (a) Balances as at 3rd May 2017
Post Office £17,881.33: Santander Account £50,038.62
Unity Bank £481.85: Nat West Account: £214,140.70
- (b) Payments for Approval (list available at meeting): Invoices were agreed and cheques signed.
- (c) Millhouse Leasing – Lease agreement for van contact details of the signatory is required. Cllrs Adam, Harvey, Tippen and Turner agreed for their details to be added.
- (d) Update from Internal Auditor visit on 3rd May – Cllr Tippen had met the Internal Auditor as the Clerk was out of the office. There were no issues with any of the financial aspects of the Council and the Internal Auditor informed Cllr Tippen that the Clerk was in the top 5 of the 40 Parishes that he dealt with. The Clerk was thanked for her work in the annual accounts
- (e) MBC – Parish Services Scheme report – The Clerk had completed the details for the past financial year and the document was signed by the Chairman and Clerk (RFO).
- (f) Renewal of Insurance policy which was due on 1st June. A Representative of Came & Company had visited the Parish Council on 8th May and discussed with the Clerk the three different quotes. The details had been circulated to Cllrs and it was proposed and agreed that Axa would be the preferred insurers for the next 3 years.
- (g) Salary Mandates for 2017/18 salaries – Mandates were signed for the three members of staff
- (h) Updated Financial Risk Assessment – The Clerk had made amendments to incorporate electronic banking and these were agreed and adopted by Cllrs.
- (i) Electronic Payments Policy – The Clerk had drafted the policy which had been circulated to Cllrs prior to the meeting. This policy expanded on the details contained in the Financial Risk Assessment. The content was agreed and the policy adopted.
- (j) Agreement of continuing Direct Debits – A list was provided at the meeting of all Direct Debits and these were agreed for the forthcoming year.
- (k) Transfer of funds to Unity Bank – The Clerk reported that the Precept grant had been received in the Nat West bank. Cllrs discussed the issue of Financial Services Compensation Scheme (FSCS) and the limit of £85,000. It was therefore agreed that £84,500 would be transferred to Unity Bank and a cheque was duly signed.
The Clerk was requested to add this into the Financial Risk Assessment.

21.15 *Community Warden left the meeting*

- (l) Transfer of funds from Santander (Capital) to Nat West (Revenue) for capital expenditure during 2016/17 financial year – A Letter requesting the transfer of £11,667.87 was signed by Cllrs Mannington, Newton and Tippen.

020/17 **HIGHWAYS AND PUBLIC TRANSPORT**

- a) **Highways**
Highways Issues – Traffic Calming and other highways issues
Other Highways Issues
An email from Kent Highways had been received regarding the repairing of the barrier at Battle Lane. This was not part of their repair plans this year but Cllrs felt that it should be inspected and does need replacing/repairing. Kent Highways was also due to replace the fingerpost opposite Sherenden Lane.
Cllr Adam reported that the gulley at the bottom of Church Hill is completely full and needs emptying urgently.
The hedge/vegetation was overhanging the grass verge along Maidstone Road just before Church Farm corner.

(b) **Public Transport**

Update from South Eastern following the meeting in July 2016: No update had been received and the Clerk would chase again.

Network Rail Kent Route Study – consultation: This included a range of potential improvements across Kent which would increase capacity. Cllrs noted the content and would encourage continued financial input into the management of the railway.

South Eastern Railways – Rail Franchise consultation. Each individual question was discussed with comments recorded on the response form. Cllrs strongly oppose questions 12 and 17.

There being no further business the Chairman the meeting closed at 10pm

Signed: Date: 13th June 2017
Chairman, Marden Parish Council