



## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12<sup>TH</sup> MARCH 2019 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

### **133/19 PRESENT**

Cllrs Boswell, Jones, Mannington, Newton, Robertson, Tippen (in the Chair) and Turner.  
The Clerk and four members of the public were also in attendance.

### **134/19 APOLOGIES FOR ABSENCE**

Cllrs Adam, Brown, Harvey and Stevens together with PCSO Nicola Morris had given their apologies.

### **135/19 COUNCILLOR INFORMATION**

#### **Changes to Register of Interests**

There were no changes to the register of interest

#### **Declaration of Interests**

There were no declarations of interest

#### **Granting of Dispensation**

There were no requests for dispensation.

### **136/19 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 12<sup>th</sup> February 2019 had been circulated and were agreed and signed as a true record.

### **137/19 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

#### **Update from Parish To Do List**

The Clerk had circulated a new updated version which the Chairman read through and reported on any action to Cllrs.

*19:33 Cllr Turner arrived at the meeting*

### **138/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:**

1 Member of the public was interested in item 143/19 Speed Indicator Device

2 members of the public were interested in item 143/19 Traffic Regulation Orders

1 member of the public wished to speak in the public forum.

The Chairman proposed that item 143/19 be brought forward to which all Cllrs agreed.

The meeting was adjourned for the following items:

### **PUBLIC FORUM**

Member of the public raised concern over the road closure of Albion Road which commenced today. This closure had been reported by the Parish Council prior following notification from Kent Highways however signage and notifications to residents and businesses had only been done a few days prior to work commencing. The Clerk had contacted Kent Highways but no response had been received.

### **EXTERNAL VERBAL REPORTS (if in attendance)**

#### **County & Borough Councillors**

Not in attendance

#### **Police**

Not in attendance

**Community Warden**  
Not in attendance

The meeting to be reconvened for the rest of the agenda.

## **143/19 HIGHWAYS AND PUBLIC TRANSPORT**

### **Highways**

#### Speed Indicator Device (SID)

Location responses and Cllr agreement. Three locations at Howland Road, Thorn Road and Goudhurst Road had been agreed with Kent Highways. The Clerk had written to all neighbouring properties and one resident had responded in regard to the location of Thorn Road stating that the light pollution from the flashing sign would be seen from the front windows of his property. Cllrs discussed this and agreed that Thorn Road would be taken off the list. The Clerk would contact Kent Highways to continue with the other two locations only.

#### Parking Traffic Regulation Orders

These had been advertised in Kent Messenger and on the Parish Council website. It was also in the Newsletter which was due to be delivered this week. The Clerk had received a letter opposing the Pattenden Lane proposals which had been circulated to Cllrs and resident informed to send comments back to Maidstone Borough Council.

The two residents spoke to Cllrs also regarding the Pattenden Lane proposals and issues raised included: Accepts there is a problem at the pinch point where the road narrows however whilst the cars are parked at the junction it does not seem to cause a problem; Adding Double Yellow Lines outside the business would impede with the running of said business; The restrictions on the single yellow lines would impact on all the businesses in the area for lunchtime trade; concerns had been raised by clients attending the business as to where they could park when the need arose to spend more than an hour at the business; Do not feel there is a problem with commuter parking in that area; Could consideration be given to moving the start of the double yellow lines slightly further down from the junction.

Cllr Tippen thanked the residents for attending and gave a background of why the restrictions were reviewed following the public parking consultation in February 2018.

Cllrs discussed whether the proposals should stand as published or consider making an amendment to the double yellow lines at the top of Pattenden Lane. Cllr Turner proposed that the proposals go ahead and, although it may go to the Joint Transportation Board, the issue of parking would constantly be reviewed. All Cllrs agreed.

*4 members of the public left the meeting 19:58*

## **139/19 PARISH MATTERS**

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

County Councillor grant: This item was raised at February Full Council for decision to be made on possible grant applications to County Councillor Hotson but was deferred until tonight's meeting so that some thought could be given. A discussion took place as to where the grant could possibly be spent including new picnic benches and picnic area at Southons Field; refurbishment of the cast iron fingerpost signs; new chairs and/or projection screen at Marden Memorial Hall. A meeting was due to be arranged with Eric Hotson shortly and these would be put forward to him. The Memorial Hall would be asked to submit their own application.

### **Meetings**

The Clerk had circulated the updated S106 contributions to Borough and County Cllrs and once a response had been received a meeting would be arranged with both.

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

An email had been received from PCSO Morris providing details of crime etc since last meeting: 2 crimes: 1 arson in Pattenden Lane and 1 burglary in Summerhill Road. There had been 5 reports of anti-social behaviour; a stolen tractor had been recovered in Howland Road;

a lamp post at The Parsonage had been fitted with a commando point so a CCTV camera can be installed; surgery dates had been advertised and some joined up working has been happening over the past few weeks with Maidstone Police and British Transport Police.

### **Communication**

#### Newsletter

These had now been received back from the printers, flyers inserted and due to be delivered this week.

#### Social Media and Website

Nothing to report

### **Cemetery**

#### Exclusive Right of Burial Certificates

No certificates to sign

### **Update regarding Flooding/Water issues**

No further information received

### **Health and Safety Policy**

The Clerk had circulated the draft of this Policy to Cllrs and thanks were expressed to Cllr Adam for amalgamating the Policy and Statement. Cllrs approved and the Chairman duly signed the statement.

### **Health and Safety Statement**

No longer required (see item above).

### **Parish Council Risk Assessments**

The Clerk has viewed and updated the Parish Council risk assessments which were made available to Cllrs at the meeting and are on the Parish Website. Cllrs agreed all the documents and thanked the Clerk for her work on these.

### **Deputy Parish Clerk advert**

This has been advertised from 1<sup>st</sup> March on MPC Facebook and Website and in the newsletter. It has also been placed on KALC vacancy page of their website. Cllrs would review next week if they wished to advertise in the Wealden Advertiser.

### **Kent Resilience Forum**

A document had been received entitled “Preparing for Emergencies in Kent” which had been emailed to Cllrs prior to meeting. Cllr Turner took away the paperwork to review and would start to look into this once the Neighbourhood Plan had been submitted to MBC.

### **Marden Youth Club**

An email had been received from KCC regarding the proposed closure of the Wednesday evening Youth Club. The Chairman and Clerk had met with KCC representatives and the parent volunteer from the Friday night group to discuss in more detail and notes of the meeting had been circulated to Cllrs. Cllrs discussed whether to bring the Youth Club under the Parish Council umbrella and this was agreed. The Clerk had obtained details from the insurance company in regard to information giving cover under the public liability policy. Cllrs agreed to give support to this group and the Clerk was still pursuing the grant offered by Borough Councillors.

### **125 years of Parish Councils**

Marden Parish Council was celebrating its 125<sup>th</sup> anniversary, along with other Parish Councils, this year. It was proposed that previous Cllrs and employees be invited along to the Annual Parish Meeting for a group photograph to be taken. Marden History Group had also been approached to put on a display at the library.

## **140/19 COMMITTEE REPORTS**

### **Amenities Committee**

There was no Amenities Meeting held in February.

### **Planning Committee**

Minutes of Planning Meetings held on 19<sup>th</sup> February and 5<sup>th</sup> March had been previously circulated and were available on the Parish Council website.

### **Finance Committee**

There was no Finance Committee meeting held in January.

### **HR Sub-Committee**

Draft Minutes of the HR Committee Meeting held on 26<sup>th</sup> February had previously been circulated and were available on the Parish Council website.

### **Other Conferences/Meetings attended**

SLCC Meeting – 1<sup>st</sup> March – Aylesford Community Centre. The Clerk reported that Tracey Crouch MP had spoken on the Loneliness and Civic Society Strategies and CCLA (Churches, Charities and Local Authorities) Bank also gave a presentation.

MBC – CIL Training – 20<sup>th</sup> February – Maidstone Town Hall – notes had previously been circulated.

Interim Internal Auditor Visit – 11<sup>th</sup> March – Parish Office – report received and would be discussed at item 142/19(c).

KALC Area Committee – 11<sup>th</sup> February – Minutes had been circulated.

### **Conferences/Meetings for the coming months**

KALC Planning Conference – 15<sup>th</sup> March – Lenham Community Centre

Maidstone BC Local Plan Review – 13<sup>th</sup> (Lenham) and 21<sup>st</sup> March (Yalding)

Parish Litter Pick – 16<sup>th</sup> March

Memorial Hall AGM – 18<sup>th</sup> March

Marden Children's Centre Network Lunch – 19<sup>th</sup> March

Annual Parish Meeting – 16<sup>th</sup> April

## **141/19 CORRESPONDENCE**

### **Marden Parish Church Magazine**

Noted

### **Clerks & Councils Direct**

Noted

## **142/19 FINANCE**

### **Bank Statements:**

Revenue:

Nat West Business Reserve: £13,733.00

Nat West Current: £0.00

Unity: £35,106.67 (-£13,280.98 to be transferred to Santander capital account)

Capital:

Santander: £33,391.74 (£13,280.98 to be transferred from Unity account)

NS&I: account closed

### **Payments for Approval**

#### Electronic Payments

Auditing Solutions – Interim Internal Audit £516.00

Ian Jones – Southons Field/Toilet locking £200.00

Citizens Advice – outreach session £50.00

Alison Hooker – Travel, postage and newsletter delivery £103.67

Jo Rhodes – Youth Club purchases £78.45

Santander – Capital Transfer £13,280.98

Viking – Toilet supplies £50.36

Howland Electrical – Repairs to ladies toilet light £99.95

ACRK – Annual membership £75.00

Total: £14,454.41

Invoices agreed and Cllrs Mannington and Tippen initialled invoices and would authorise payments.

### **Internal Auditor report**

An interim internal audit had been undertaken on 11<sup>th</sup> March and a report had subsequently be received and circulated to Cllrs. Recommendations included:

Bank reconciliations to be reviewed along with invoices and bank statements quarterly by at least two Cllrs – proposal: two Cllrs to meet prior to a quarterly Finance meeting to view this (in line with Financial Regulations;

Cllrs to consider retaining the Nat West bank accounts (ie transferring all Revenue funds to Unity) – proposal: to be discussed at Finance Committee meeting;

VAT coding to be reviewed – proposal: The Clerk to look into and speak with financial software company if required;

Two Cllrs to initial all invoices put before Council for payment – proposal: undertaken. The Clerk to view whether a rubber stamp would assist with this as outlined in R4 of IA report;

A breakdown of interment fees to be added to forms alongside whether deceased lived in the village at time of death or moved away – proposal: The Clerk to review.

Unity Bank – Following the Assistant Clerk's retirement the details needed to be removed from Unity Bank. The relevant form was signed and the Clerk would pass to Unity for the necessary work required.

## **143/19 HIGHWAYS AND PUBLIC TRANSPORT**

### **Highways**

#### Speed Indicator Device (SID)

Discussed at start of meeting.

#### KM281 surfacing

The resident who lives adjacent to this had contacted the Parish Council and although is happy to maintain the hedging etc asked whether it would be possible to have road plaining/bark laid to help resolve the problem of mud now that the PROW is used more regularly. The Clerk had contacted the PROW Officer who was happy for road plainings and questioned whether Millwood would agree to undertake this. The Clerk had contacted Millwood and was waiting for a response.

#### Directional Signage for Great Cheveney Farm, Goudhurst Road

Following a request from the Parish Council the owner of Great Cheveney Farm had contacted Kent Highways to investigate the possibility of installing directional signage for lorries travelling to this cold store. The Clerk had received notification that Kent Highways would not permit this.

#### Parking Traffic Regulation Orders

Discussed at start of meeting

#### Other

The Clerk was asked to put together a spreadsheet of all highways issues outstanding.

### **Public Transport**

#### Meetings

Dates had been given to Southeastern by the Clerk as to when Cllrs were able to attend but no response had been received. The Clerk would chase.

There being no further business the meeting closed at 9.24pm

Date: 9<sup>th</sup> April 2019

Signed:

Cllr Kate Tippen

Marden Parish Council Chairman

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