



**MINUTES AGREED AT MEETING HELD ON 28<sup>TH</sup> APRIL 2020 BUT NOT SIGNED**

**MINUTES OF THE MEETING OF THE MARDEN PARISH COUNCIL EMERGENCY COMMITTEE ON 14TH APRIL 2020 COMMENCING AT 7.30PM**

**Due to the Coronavirus outbreak all Emergency Committee meetings will be held remotely via Zoom virtual conferencing.**

**165/20 PRESENT**

Cllrs Adam, Barker, Boswell, Brown, Jones, Mannington (in the Chair), Newton, Robertson, Stevens, Tippen and Turner. The Clerk and the Community Warden were also present.

**166/20 APOLOGIES**

No apologies were received.

**167/20 APPROVAL OF PREVIOUS MINUTES**

Approval of the minutes of the Emergency Committee meeting held on 31<sup>st</sup> March 2020 were agreed as a true record. They would be signed at the next available meeting when the Full Council convenes in person.

**168/20 COUNCILLOR INFORMATION**

**Register of Interest**

There were no changes to the registers of interest

**Declarations of Interest**

Cllrs Adam, Newton and Robertson declared an interest in item 171/20 as members of Marden History Group. Cllr Jones declared an interest in 172/20 as a neighbour of Marden Playing Field.

There were no changes to the Register of Interests.

**Granting of Dispensation**

There were no requests for granting of dispensation.

**169/20 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

No members of the public were taking part in the meeting.

The Chairman adjourned the meeting for the following item

**PUBLIC FORUM**

Mira Martin, Marden Community Warden, continued to work from home but was liaising with the vulnerable residents of the parish. The Clerk asked that if she was aware of any of these residents needing assistance to contact the Parish Council to enable them to be paired with a volunteer.

The Chairman reconvened the meeting for the remainder of the agenda

**170/20 CLERK'S REPORT**

Report had previously been circulated giving information regarding Co-Vid19 volunteer co-ordination, provision of future Parish Council meetings during lockdown, Annual audit deferment and information regarding staff working – Noted by Cllrs.

**171/20 PARISH MATTERS****Police Update**

Crime figures had been received from Kent Police up to 7<sup>th</sup> April 2020 and included 1 theft, 1 vehicle interference, 1 criminal damage, 2 burglaries and 1 theft from motor vehicle. Various reports of people gathering contravening Government advice.

**CoVid-19 update**

Update provided in the Clerk's report as at item 020/20 above. Over 85 residents had come forward to volunteer with 50% being paired with vulnerable people to assist with shopping and collecting medication.

Cllrs wished to thank the Deputy Clerk, Rachel Gillis-Coates, for the extraordinary amount of work she had undertaken, and still continues to do, in co-ordinating the volunteers and vulnerable people.

**MPC Standing Orders**

Following the recent Government legislation of holding virtual meetings Cllrs agreed to refer to the MPC Virtual Meetings Policy and Guidelines and add this document as an appendix. There was scope in the new Regulations to revert to holding normal Council meetings via virtual means however it was agreed that Emergency Committee meetings would be held to enable all items to be discussed under one agenda.

**MBC Dog Control PSPO Review**

Parish Council consultation Survey previously circulated to Cllrs. Closing date 17<sup>th</sup> April. Cllrs were in agreement with the proposals and the Clerk was asked to complete and return.

**Parish Defibrillator - agreement for Parish Council to take responsibility.**

The Community Heartbeat has responded to the Council's request regarding responsibility. Cllrs agreed for the Clerk to complete the forms and return. Cllrs also proposed, and agreed, that items would be purchased on an ad hoc basis as the agreement for the current defibrillator was part way through the 10 years.

**Staff Annual Leave**

The Clerk and Deputy Clerk had booked leave in April and May but have now cancelled their annual leave. Cllrs agreed that this can be deferred to a later date when it would be discussed in more detail. Cllr Tippen understood that Government was looking at legislation regarding annual leave.

**Newsletter/IT**Newsletter

Cllrs discussed the next planned newsletter and whether one is required prior to the published date in June. It was proposed that Cllr Boswell would continue to draft the newsletter as normal, but it may be that it has to be an electronic format for the time being if it is not possible to arrange printing or postage.

IT

The Clerk had been able to reduce the storage on the web-based email system however this only seemed to be available to be done on the desktop computer. The Deputy Clerk, having to work on the laptop whilst at home, is looking into this.

Staff Mobile Phones

Both the Clerk and Deputy Clerk mobile phones are on pay as you go and cannot be transferred to a monthly contract. Usually £10 per month/bi-monthly is enough to top up however in the current situation this is proving more costly. Cllrs agreed to continue with the pay as you go sim cards.

**172/20 COMMITTEE REPORTS****Amenities Update**Open Space

Play areas are closed following government guidelines. Caretaker is continuing to litter pick. He is in agreement to carry on and is aware of self-distancing, hand washing etc. Mowing is due to commence on both the playing field and Southons Field following both areas of open space being rolled and gang mowed. Cllr Jones raised concern that there were still groups of people gathering on the playing field and using the sports wall. It was agreed that further

signage be erected but residents encouraged to report to 101 for Police intervention. An item would also be placed on Facebook informing residents that the sports wall was out of bounds.

#### Cemetery

The Cemetery remains open, but notices have been erected stating that the cemetery will be closed when funerals are taking place. The Caretaker continues to work as a lone worker and is aware of social distancing, hand washing etc. If Government advise that cemeteries need to close signage will be put up and padlocks fitted to all pedestrian gates.

#### Other

Public toilets are closed until further notice.

#### **Planning Update**

Maidstone Borough Council is running a planning webinar workshop on 17<sup>th</sup> April. Cllr Turner and the Deputy Clerk have expressed an interest.

#### **Planning Applications**

##### **20/501037/FULL – Pond Oast, Tanner Farm, Goudhurst Road**

Changes to previously proposed and approved garage to incorporate a shed and greenhouse. Cllrs raised no objection.

##### **20/501474/FULL – Widehurst Farm, Thorn Road**

Erection of a two-storey side extension and single storey front extension including insertion of front and rear dormers and internal alterations

Cllrs were unclear as to whether a previous application had been submitted as there was a document on the website entitled Approved plan. The Clerk was asked to investigate to report back to the next meeting on 28<sup>th</sup> April.

##### **20/501513/FULL – Khernfields Farmhouse, Tilden Lane**

Erection of a two-storey side extension

A further (third) application had been submitted for this site and Cllrs agreed to defer until the 28<sup>th</sup> April to discuss all applications together.

##### **20/501531/PNEXT – Khernfields Farmhouse, Tilden Lane**

Prior notification for a proposed single storey rear extension which (a) extends by 6 metres beyond the rear wall of the original dwelling; (b) has a maximum height of 3.4 metres from the natural ground level and (c) has a height of 2.4 metres at the eaves from the natural ground level.

See application 20/501513 above.

#### **173/20 CORRESPONDENCE**

No correspondence had been received since the last meeting.

#### **174/20 FINANCE**

##### **Bank Statements as at 14<sup>th</sup> April 2020**

##### Revenue Accounts:

Nat West as at 3<sup>rd</sup> March 2020 - £35,071.05

Unity as at 14<sup>th</sup> April 2020 - £158,157.78

##### Capital Account:

Santander as at 20<sup>th</sup> January 2020 - £46,936.61

##### **Invoices for payment**

##### Electronic Payments

Previously circulated to Cllrs prior to meeting

RJP Window Cleaning – Part payment for public conv. cleaning £317.50

Stanleys Garage – Mower and Vehicle fuel and padlock £132.31

KALC – Annual Subscription £1,623.98

Marden Memorial Hall – MPC & Youth Club hall hire/office rent £456.00

Pitney Bowes – Franking Machine Rental £15.54

Postage by Phone – Newsletter postage £200.00

Maidstone BC – Rates for Changing Rooms £354.29

Maidstone BC – Cemetery refuse £54.17

Rachel Gillis-Coates – Facebook Promotion £19.98

Rams Hill – Mower and Strimmer servicing £198.00

ICCM – Annual Subscription £95.00

Employees – April Salaries £4,995.25

HMRC – PAYE/NIC £1,281.20

Total: £9,743.22

Cllrs agreed invoices which had been scanned and circulated to Cllrs prior to the meeting.

Cllrs Mannington and Stevens would authorise payments.

**Grants applied for/Grants received**

The Clerk had applied for grants from KCC (agreed), MBC (agreed and received) and Kent Community Fund (waiting for decision). This money is proposed to aid the Marden Foodbank. Cllrs agreed for this grant money to be donated to Marden Church for the foodbank supplies.

**175/20 HIGHWAYS AND PUBLIC TRANSPORT**

Any items that have been brought to the attention of the Clerk prior to the meeting have been reported to Kent Highways. However, due to staff numbers only urgent work is currently being carried out.

Cllr Adam had sent an email regarding the high number of yellow development signage around the parish. He also reported the condition of Sheridan Lane. The Clerk would report this and obtain reference numbers, but it was unclear when work would be undertaken at the current time.

There being no further business the meeting closed at 8.30pm

Date:

Signed:

Cllr Lesley Mannington

Marden Parish Council Chairman

Marden Parish Council

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The next meeting of the Emergency Committee will be held on 28<sup>th</sup> April 2020