



MINUTES AGREED AT MEETING HELD ON 26TH MAY 2020 BUT NOT SIGNED

MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HELD ON 12TH MAY 2020 COMMENCING AT 7.30PM

Due to the Coronavirus outbreak all Parish Council meetings will be held remotely via Zoom virtual conferencing until further notice.

186/20 PRESENT

Cllrs Adam, Barker, Boswell, Jones, Mannington (in the chair), Newton, Robertson, Stevens, Tippen and Turner. The Clerk and Deputy Clerk were also present.

187/20 APOLOGIES

Apologies were received from Cllr Brown and PCSO Nicola Morris (report sent via email prior to the meeting).

188/20 APPROVAL OF PREVIOUS MINUTES

Approval of the minutes of the Emergency Committee meeting held on 28th April 2020 were agreed and will be signed at the next available meeting when the Full Council convenes in person.

189/20 COUNCILLORS INFORMATION

Register of Interests

There were no changes to Cllrs Registers of Interest

Declaration of Interest

Cllr Boswell declared an interest in 193/20 as resident of neighbouring property to Southons Field. Cllr Jones declared an interest in 193/20 as resident of neighbouring property to the playing field.

Granting of Dispensation

There were no requests for dispensation for any item on this agenda

190/20 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public had contacted the Clerk prior to the meeting to take part or raise any questions.

The Chairman adjourned the meeting for the following item

PUBLIC FORUM

There were no members of the public taking part in the meeting.

The Chairman reconvened the meeting for the remainder of the agenda

191/20 CLERK'S REPORT

The Clerk had circulated her report for the past two weeks. Items included update on the CoVid-19 co-ordination, staffing and ongoing projects – Cllrs noted the report.

192/20 EXTERNAL REPORTS

Police

The monthly update had been received with 5 crimes being committed since the last meeting which include: 1 theft from a motor vehicle; 2 thefts; 1 attempted theft and 1 attempted

burglary. 2 local arrests have been made, with vehicle seized which had been used in crimes targeting horse stables, investigation on going. 3 reports have been received on anti-social behaviour and 2 Community Protection Warnings have been issued to parents of young persons.

Cllr Jones had reported to Cllrs of a family riding a quad bike on the playing field on several occasions. An item would be placed on Facebook and in the next edition of the newsletter informing all residents that all mechanical vehicles were not permitted on the field and should be reported to 101 if this was seen to continue to happen.

County Councillor

No updates received

Borough Councillor

No updates received

Community Warden

No updates received

193/20 AMENITIES

Playing Field / Adjacent Open Spaces

Cllr Adam had circulated some information regarding the open spaces of Marden playing field, Windsor Meadow and The Parsonage. Cllrs discussed the content of this document and although no proposal was tabled Cllrs were asked to consider a strategy for management of all three areas and discuss further at a future meeting. Other items arose from this discussion regarding the management of the developments and details of road/pavement adoption of the new developments. The Clerk agreed to contact the Management Companies and Kent Highways to obtain further information and report back to Cllrs.

Lucks Way Open Space

Information had been provided to Cllrs prior to the meeting following a discussion with several Cllrs regarding the future use of this area. Cllr Tippen briefed the meeting and asked Cllrs to reconsider the splitting of the proposed Highwood Green allotment site into allotments and a dementia garden. Cllrs agreed that this site would just now be looked at for allotments. It was also proposed, and agreed, that Cllrs would look for potential pieces of open space in the parish to develop into a community garden. Cllrs agreed to pursue this option and one of the areas being looked at is the area of open space at Lucks Way – this being the first obvious piece of land being available, albeit owned by Maidstone Borough Council, but not being used to its full potential. Cllrs therefore agreed to open up a dialogue with MBC and if this is agreeable to consult with residents within the Sovereigns Way estate and the rest of the parish.

Update on any open space issues (Southons Field, Playing Field or Cemetery)

Both the Clerk and Deputy Clerk had undertaken a walkaround both the Playing Field and Southons Field earlier today (at a 2m distance apart). The Deputy Clerk provided a verbal update to Cllrs and Cllrs asked that, although the play area grass had been cut it had not been picked up, could the caretaker therefore arrange to rake this area or ask the contractor to return to rectify – The Clerk would action this. At the moment there was no news from government as to when the play areas could open up again. However, the area needed to be kept mown for when the time came to do so.

Other Amenities Issues to report

Cllrs agreed for the caretakers to trim 1m either side of Rookery Path to allow safe distancing when residents are out walking. The Clerk would contact the caretakers. Cllrs also agreed for the caretaker to empty the litter bins on Mondays, Wednesdays and Fridays rather than 5 days a week so that he can concentrate on mowing for his full hours on Tuesdays and Thursdays.

The Clerk would contact MBC regarding information on when they are considering opening public conveniences again and MPC would then follow their lead.

194/20 PLANNING**Planning Applications received for Marden Parish****20/501708/FULL – Dirt House, Summerhill Road**

Demolition of existing conservatory and garden room extension. Erection of single storey front extension with covered open porch and external alterations.

Cllrs had viewed this application prior to the meeting but raised no concerns on the proposals. Therefore, Cllrs had no objection to the application.

Other Planning Issues to report

No further planning issues to report

Decisions:

20/501145/FULL – Westlands Oast, Summerhill Road – Granted

195/20 COMMUNICATION**Newsletter**

Cllr Boswell was due to start the newsletter shortly but stated that the normal format would not be followed as she felt that this edition should be aimed at thanking volunteers, residents and businesses for their support during the current Coronavirus pandemic. Cllrs agreed with this. It was also proposed that, if confirmation is given that the printer is able to print the newsletters and the resident is able to deliver then the council goes ahead with delivering hard copies to all households. The Clerk and Deputy Clerk would obtain the information and report back to Cllrs with a final decision being made at the next meeting.

Social Media

The Deputy Clerk said there had been no major problems with Facebook and a lot of information was being made available through this platform. The Deputy Clerk had experienced a problem with connecting Facebook, Twitter and Instagram but this seems to be able to be resolved via use of a mobile phone rather than desktop computer. The Clerk had attended a webinar on the Website Accessibility Regulations due to come into force in September 2020. A follow up webinar is planned for 14th May with a further one being attended on 3rd June to deal with document uploading. Once these have been completed the Clerk will then look at all the information being made available to ensure that it is compatible.

196/20 CORRESPONDENCE**Letters from Ministry of Housing, Communities & Local Government - Letter of thanks to Councils****Letter re CoVid-19 testing for Council employees**

Both circulated to Cllrs and second letter sent to members of staff

Marden Neighbourhood Plan

Maidstone Borough Council had informed the Council that Marden Neighbourhood Plan would be heard before the MBC Full Council meeting in July for ratification.

197/20 HIGHWAYS/PUBLIC TRANSPORT**Marden Highways Improvement Plan (HIP)**

An updated version had been circulated to Cllrs prior to the meeting and Cllr Adam had provided more details regarding Beech Bridge. Cllr Adam raised concern that not enough detail was given in this document and provided a sample of what he proposed Cllrs should consider. The document outlined the issue, description of proposed works with timeline and photographs/map of area. Cllrs agreed to assist with looking at all the items on the HIP and to draft similar documents on all the issues. Cllr Tippen did state that the template of the current HIP document was set by Kent Highways and the priority list had already been agreed by Marden Parish Council. It was therefore agreed that any new documents would be added as an addendum to provide additional information to Kent Highways.

A meeting would be arranged with Kent Highways representatives at the first opportunity of meeting in the office.

It was also proposed, and agreed, that a similar format would be used for Marden's Infrastructure Spend Plan (ISP).

198/20 FINANCE**Bank Statements:**Revenue Accounts

Nat West Reserve Account (as at 1st May 2020) - £16,398.95

Unity Trust Account (as at 12th May 2020) - £147,948.14

Capital Account:

Santander (as at 27th March 2020) - £47,006.69

Invoices for payment:Electronic Payments

The following invoices had been circulated to Cllrs prior to the meeting:

Employees – May Salary £4,994.65

Marden Memorial Hall – Office Rent (April) £295.00

Cllr Andrew Turner – Southern Water drainage map £36.00

Auditing Solutions – Internal Audit – final report 2019/20 £402.00

SLCC – Webinar (Deputy Clerk) £18.00

Stanleys – Fuel and Miscellaneous supplies £123.92

RJP Window Cleaning – Public Conv. cleaning £635.00

Graham Carey – grounds maintenance £240.00

Rams Hill – Ride on mower service £336.00

HMRC – PAYE/NIC £1,281.20

Total: £8,351.77

Invoices were agreed and Cllrs Stevens and Tippen would authorise payments on Unity.

Internal Auditor Report

The end of year report had been received from Auditing Solutions and circulated to Cllrs prior to the meeting. There had been several recommendations which the Clerk had commented on. These would be discussed in more detail at the next Finance Meeting.

2019/20 End of Year Accounts

The Clerk had circulated the spreadsheets to Cllrs and the Annual Return would be put before Cllrs at the June meeting. The four-year financial plan had also been circulated with the Revenue being updated following the close of year 2019/20. However, the capital expenditure needed to be reviewed to ensure all monies had been ringfenced. This, again, would be discussed at the next Finance meeting.

The question was raised regarding obtaining a “wet signature” on the Annual Report (AGAR). It was proposed that the document for signing would be delivered to the Chairman and when the item was reached on the next agenda (28th May) the Chairman would sign with Cllrs using the video link to witness.

Statement of Internal Control as at 31st March 2020

This had been circulated to Cllrs prior to the meeting. Cllrs agreed the content and the document would be delivered to the Chairman as item (c) above for signing at the next meeting.

199/20 OTHER URGENT PARISH MATTERS:**For Decision**

Clerks return to office working (dependant on Government guidelines). Following the Government statement it was recommended that employees work from home if possible. Therefore, the Clerk and Deputy Clerk would continue to work from home until safe to return to the office environment.

For Information

The Clerk had contacted Kent Association of Local Councils to enquire about Marden Parish Council’s reaccreditation for the Local Council Award Scheme. Due to the current pandemic KALC have been unable to obtain the necessary information but would inform the Clerk within the next few weeks of the outcome.

Cllr Adam wished Cllrs to note that he had been in contact with the Kent Gazetteer Officer of KCC and the Street Naming Officer at MBC regarding the postal addresses of roads within

Collier Street parish. According to the Kent Gazetteer roads were in different postal areas of Collier Street, Marden, Yalding and Tonbridge. Although this was seen confusing MBC felt that it was best left well alone as was a big problem to resolve.

Other Issues Raised by Cllrs

The following items were requested to be added to the next agenda for discussion:

Marden Summer Play Scheme – decision to be made as to whether to go ahead this year or not.

Marden PC Insurance – The insurance was due for renewal on 1st June. The Clerk had provided quotes from Came & Company but was trying to contact Zurich. If further quotes were received this would be submitted before the next meeting.

Community Infrastructure Levy – Cllrs to discuss the receipt of any CIL money.

Marden Community Charitable Incorporated Organisation

There being no further business the meeting closed at 9.20pm

Date:

Signed:

Cllr Lesley Mannington

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The next meeting of the Full Council will be held on 26th May 2020