



**MINUTES OF THE FULL COUNCIL MEETING OF MARDEN PARISH COUNCIL ON
TUESDAY 10TH AUGUST 2021 HELD IN THE JOHN BANKS HALL, GOUDHURST
ROAD COMMENCING AT 7.30PM**

043/21 PRESENT

Cllrs Barker, Boswell, Burton, Newton, Tippen and Turner. The Clerk, Borough Councillor Russell and one member of the public were also in attendance.

044/21 APOLOGIES FOR ABSENCE

Cllrs Adam, Besant, Gibson, Robertson and Stevens had given their apologies. PCSO Nicola Morris also gave her apologies.

045/21 COUNCILLOR INFORMATION

Register of Interest

No changes to registers of interests

Declarations of Interest

Cllr Burton declared an interest in item 051/21 (MBC Elections) as in his previous role as MBC Cllr he had discussed/voted on this.

Granting of Dispensation

There were no requests for granting of dispensation.

046/21 MINUTES OF THE PREVIOUS MEETING

Minutes of the Parish Council meeting held on 13th July 2021 were agreed and signed as a true record.

047/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No member of the public wished to speak.

The meeting was adjourned for the following items:

PUBLIC FORUM

No item was raised.

EXTERNAL REPORTS

County Councillor Report

No report received

Borough Councillors Report

Communities, Housing and Environment Committee have invited all social housing associations to attend meetings and Cllrs are welcome to log in to view it remotely.

Democracy and General Purposes Committee to be held on 13th October 2021 are due to deciding what format Committee decision making system will be.

MBC Garden waste collection has been impacted this week due to staffing issues

Lot of activities over the summer have been planned which are being advertised on MBC's website

Ward Cluster Meeting on 12th October to be held virtually. It is understood that this will replace the Police Forum to involve Kent Police, MBC Crime Prevention Team, MBC and Parishes. An email had been circulated by the Clerk. However, the Clerk will review the email to see if it included an invite to respond. An item would be placed on next month's agenda regarding this to discuss further.

Chairman's Initials

Police Report

No report received – see below for crime figures

Community Warden Report

No report received.

The meeting was reconvened for the remainder of the meeting.

048/21 CLERK'S REPORT

The Clerk's report had been circulated prior to the meeting and included staff Annual Leave and Flexi, future Parish Council events and an update on cast iron fingerpost renovations. Also discussed was the format for MPC's Open Morning on 25th September. The Deputy Clerk had proposed a small gift for volunteers which the Cllrs agreed to consider at the next meeting.

049/21 PARISH MATTERS**Reports from MBC and KCC**

See above for MBC report from Borough Cllr Russell.

Police Update/Report from Police ForumCrime Figures

6 Crimes reported since June: 2 burglaries, 2 thefts from motor vehicles and 2 thefts of motor vehicles.

Other Police Issues

3 reports had been received on anti-social behaviour/noisy and nuisance bikes.

Marden PCSO

An email received from MBC / Police Inspector Kent regarding the restructuring of PCSOs. The relocation process has been suspended for six weeks to allow consultations with all parishes involved. The Clerk was asked to reiterate MPC's previous comments to Inspector Kent.

Communication

The next newsletter was due to go to print on 22nd October 2021. The Clerk requested that all items to be in with Cllr Boswell to finalise before sending to Deputy Clerk by 4th October. Leaflets had been received from Southern Water which could be included in this edition.

Marden Flooding

There had been isolated flooding in several areas around the parish over the past couple of weeks following heavy rainfall. Cllr Newton would report the area of flooding in Maidstone Road.

CemeteryExclusive Right of Burial Certificates

This item was deferred until the next meeting.

Marden Summer Play Scheme

The Clerk provided a report on the two weeks of Summer Play Scheme and a draft budget. However, an invoice was still awaited from Marden Primary Academy for the use of the facilities. Once this had been received the Clerk would confirm the income and expenditure for this year.

It was another successful, albeit challenging year, due to the lateness of starting registrations but numbers were at the maximum for majority of the days of the scheme. Thanks were expressed to the Play Scheme Manager and staff for an excellent timetable of activities.

Resuming of Meetings

Cllrs considered moving back to original locations (ie The Allens – Full Council and Parish Meeting Room – Committees). However, after a detailed discussion it was agreed to book the Old School Room for all meetings until the end of the year and to review at each meeting. It was felt that the Parish Meeting room was too small to return to Committee meetings at any time in the future and the Clerk would look into what venues could be used free of charge in line with our Standing Orders.

Chairman's Initials

Administrative Assistant Role

Interviews

Interviews are taking place this week. HR Sub-Committee were given delegated powers to recruit and appoint and Cllrs would be informed, via email, of the successful applicant. This would be reported to the September Full Council meeting.

Office Set up and Purchases

Once the appointment had been made it was envisaged that the new member of staff would commence the role early September and would use the Parish Meeting room as their office. Cllrs considered, and agreed, purchase of laptop, with ancillary equipment, and office chair.

050/21 COMMITTEE REPORTS

Amenities Committee

Draft Minutes of the Amenities Meeting held on 27th July had been previously circulated and were available on the Parish Council website. Cllr Boswell requested that Climate Change and Biodiversity be placed on the next Full Council agenda.

Planning Committee

Draft Minutes of Planning Meetings held on 20th July and 3rd August had been previously circulated and were available on the Parish Council website.

Finance Committee

No Finance meeting held. The Clerk will be calling a Finance Committee meeting on 31st August to discuss additional cemetery expenditure.

Conferences/Meetings/Webinars attended

23rd July and 2nd August – HR Sub-Committee – meeting held to discuss Admin Assistant role, interview questions and shortlisting of applicants.

26th July – Maidstone KALC Area Committee – Cllr Tippen gave a report on the meeting at which was discussed Parish Charter, changes to PCSOs, Local Plan Regulation 19 and Rural Affordable Housing Scheme

31st July – Emergency Planning Steering Group – Good response and a high level of interest from residents who had experience of emergency planning, event planning and risk assessment. All were keen to assist and take the lead. The Clerk to update most recent document and circulate.

2nd August – County Councillor Meeting – Cllr Tippen and the Clerk met with County Cllr Parfitt-Reid. The Clerk to circulate the notes and Cllr Tippen updated the meeting stating the County Cllr grant was now £10,000 for this financial year across all the parishes. County Cllr was asked to facilitate a site meeting at Howland Road along with the Highways Manager for this area. She was also happy to attend a meeting with KCC regarding parish flooding and to speak to Kent Highways regarding the flooding pilot scheme for road closures.

3rd August – Tree Charter Sub-Group – Cllr Boswell had circulated some notes from a meeting regarding the Tree Charter Day which would be taken back to the next Amenities Committee.

Conferences/Meetings/Webinars forthcoming

28th August – Emergency Planning Steering Group

051/21 CORRESPONDENCE

Cllr Burton refrained from taking part in this discussion.

Maidstone Borough Council – Whole Council Election Consultation: The consultation document had been sent to selected number of residents across the Borough and was on MBC's website for any resident/parish to respond.

Two questions were asked: (a) Election by two thirds; or (b) whole Council election. Cllrs discussed and agreed to submit their response to propose Whole Council elections.

Marden Parish Magazine – August 2021 - for information

MBC Parish Newsletter – July 2021 - for information

Clerks & Councils Direct – July 2021 - for information

Chairman's Initials

052/21 FINANCE**Bank Statements:**Revenue Accounts

Nat West Business Reserve Account (3rd August 2021): £12,160.75

Nat West Current Account (3rd August 2021): £0.00

Unity Trust Bank (10th August 2021): £123,662.50

Capital Account

Santander (19th July 2021): £71,582.25

Payments for ApprovalElectronic Payments

The following invoices were submitted to Cllrs:

Treecare Treecycle: Tree work at Playing Field/Napoleon Drive: £864.00

Alison Hooker: Play Scheme supplies: £282.41

Kerry Underdown: Office Cleaning: £40.00

Ian Jones: Southons Field and Public Conv. locking/unlocking: £200.00

Total: £1,386.41

Cllrs also agreed a revenue transfer of £34,000 from Unity Trust Bank to Nat West Account.

The Clerk would add to Unity on her return to the office.

Cllrs agreed payments and Cllrs Newton and Turner would authorise on Unity.

Other

There were no other financial issues raised.

053/21 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan

Cllr Burton raised an item that he wished Cllrs to consider for inclusion in the Highways Improvement Plan. He requested that the issue of signage in Pattenden Lane regarding the industrial units within the area be considered. HGVs are missing some of the smaller industrial units and are having to turn in other business units or park in the road. Cllr Burton requested that street signage primarily at Underlyn Lane end be included in the HIP. Cllr Burton would draft details of the proposals and circulate to all Cllrs. Cllr Turner suggested a walking site visit to Pattenden Lane by interested Cllrs to plot what businesses, industrial units etc formed the industrial area.

Fingerpost Signs

Cllr Turner had forwarded the most up to date photographs to the Clerk and the Clerk had drafted a specification which Cllr Turner would review. Once this had been agreed the Clerk would contact companies for quotes.

Other Highways Issues

Cllr Boswell will put an item in the newsletter asking for a volunteer co-ordinator for Speed Watch.

Public Transport

Cllr Tippen reported that she understood that trains were due to revert back to half hour services in September.

There being no further business the meeting closed at 9.06pm

Date: 14th September 2021

Signed:

Cllr Kate Tippen, Chairman

Marden Parish Council

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