



## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9<sup>TH</sup> JULY 2019 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

### **034/19 PRESENT**

Cllrs Adam, Barker, Boswell, Jones, Mannington, Newton, Robertson, Stevens and Tippen were in attendance. The Clerk was also present.

### **035/19 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Brown and Turner.

### **036/19 COUNCILLOR INFORMATION**

#### **Welcome to new Parish Councillor**

Cllr Barker was elected at the By-Election on 27<sup>th</sup> June and was welcomed onto the Council. Cllr Barker had signed the Declaration of Office prior to the meeting in the presence of the Clerk.

#### **Register of Interest**

No amendments were made. Cllr Barker had completed his register of interest which would be sent to MBC and placed on the Parish Council website.

#### **Declarations of Interest**

There were no declarations of interest

#### **Granting of Dispensation**

There were no requests for dispensation.

### **037/19 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 11<sup>th</sup> June 2019 were agreed and signed as a true record.

### **038/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

The Chairman adjourned the meeting for the following items:

### **PUBLIC FORUM**

There were no members of the public in attendance

### **EXTERNAL REPORTS**

#### County & Borough Councillors

Not in attendance – details under item 039/19(Reports from MBC and KCC).

#### Police

Not in attendance – report under item 039/19(Police Update).

#### Community Warden

Not in attendance

The Chairman reconvened the meeting for the rest of the agenda.

### **039/19 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

There were no matters arising from previous minutes

## **040/19 PARISH MATTERS**

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

Borough Councillor meeting arranged for 22<sup>nd</sup> July at 9am / County Councillor Meeting on 23<sup>rd</sup> July at 9am: Cllr Tippen had met with the Primary School headteacher who was meeting with the Education Director and Chair of Governors. The Clerk was asked to contact the Chair of Governors to ask if they had any preference on how the S106 contribution should be spent with a request that a response is back by 23<sup>rd</sup> July. The item would be added to the agenda with County Cllr Hotson, also to be added to the agenda was the lighting of the pedestrian crossing on Church Green.

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

Police Surgery to be held on 20<sup>th</sup> July from 10am to 12noon. Cllr Mannington will be in attendance with PCSO Nicola Morris. PCSO Morris had emailed the latest crime figures: 5 since the last meeting of 3 thefts, 1 arson and 1 burglary. 2 reports of anti-social behaviour had also been reported. PCSO Morris also reported on stolen items being recovered from two areas in Marden.

### **Communication**

#### Newsletter

The Summer edition of the newsletter had been printed and circulated to residents. The next edition is due to be printed at the end of October.

#### Social Media & Website

Website Accessibility Requirements - New regulations came in on 23<sup>rd</sup> September 2018 and Parish Councils have until 23<sup>rd</sup> September 2019 to publish an accessibility statement – changes also may need to be done to the MPC existing website. The Clerk was asked to look into and provide more information at the next meeting.

### **Communication Sub-Committee**

Meeting held 24<sup>th</sup> June 2019 previously circulated to Cllrs. Social Media policy currently being amended by the Sub-Committee.

### **Cemetery**

#### Exclusive Right of Burial Certificates

There were no certificates to sign

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

Emails previously circulated including one from Environment Agency regarding Flood and Coastal Risk Management (FCRM). It was noted that Marden was not listed on parishes affected by flooding. The Clerk had contacted the EA and was waiting for a response.

### **Marden Parish Council – GDPR Policies**

The Clerk had amended all the GDPR policies as the Parish Council no longer had a contract with a Data Protection Officer. Cllrs agreed the changes and the amended policies would be placed on the website.

### **MPC Insurance Policy 2019/20 / Cyber insurance**

Insurance Policy has been renewed from 1<sup>st</sup> June (3 year agreement expires 2020). The Clerk would review the policy and to add any large items that weren't included. Cllrs asked the Clerk to obtain more information/ criteria regarding Cyber cover. The Clerk would add to the Finance Agenda for 30<sup>th</sup> July.

### **KALC Parish Liaison Meeting**

Cllr Tippen attended the KALC Parish Liaison Meeting and an item was raised regarding illegal encampments- the Clerk was asked to contact MPC's insurance company to ascertain whether cover is included or not.

### **Assets of Community Value Steering Group**

The notes of the meeting had been circulated to Cllrs and the Steering Group had requested that Marden Parish Council facilitate any nominations to Maidstone Borough Council. Cllrs agreed to facilitate any nominations to MBC which were referred to them by the Steering Group.

### **Marden in Bloom Scarecrow Safari**

The Parish Council would take part with the Clerk and Deputy Clerk making a scarecrow for outside the Parish Office.

**Water Meter**

Meeting with Castle Water regarding the meters at public conveniences arranged for 15<sup>th</sup> July 2019

**Marden Parking Restrictions**

MBC/KCC Joint Transportation Board Meeting 10<sup>th</sup> July. Cllrs Mannington and Tippen would be attending. The statement that Cllr Tippen would read out had been circulated and agreed.

**041/19 COMMITTEE REPORTS****Amenities Committee**

There was no Amenities Meeting held in June. Site meetings had been held and the notes had been circulated to Cllrs.

**Planning Committee**

Draft Minutes of Planning Meetings held on 18<sup>th</sup> and 25<sup>th</sup> June had been previously circulated and were available on the Parish Council website. Thanks were expressed to Cllr Adam for finding MBC's comments on Marden's Neighbourhood Plan on MBC's website.

**HR Sub-Committee**

There had been no HR meeting held during June

**Finance Committee**

There had been no Finance Meeting held during June

**Other Conferences/Meetings attended**

KALC Area Committee – 17<sup>th</sup> June. Cllrs Mannington and Tippen attended. Cllr Tippen now sits on the KALC Parish Liaison Group.

Memorial Hall Trustees Meeting – 24<sup>th</sup> June 2019

SLCC Conference in Ashford – 26<sup>th</sup> June 2019 – the Clerk and Deputy Clerk attended.

**Conferences/Meetings for the coming months**

MBC Briefing: Review of Local Plan (Scoping Themes and Issues document) – 22<sup>nd</sup> July 2019. Cllrs Mannington and Tippen to attend.

KALC Cllr Conference – 18<sup>th</sup> July 2019 – Cllr Mannington is attending.

Children's Centre Networking lunch – 2<sup>nd</sup> July. Sessions at the Centre are very well attended.

Clerks Conference in Darlington – 3<sup>rd</sup> July 2019 – Deputy Clerk attended

**042/19 CORRESPONDENCE****Email regarding Climate and Biodiversity**

This has previously circulated to Cllrs. Content was noted and the item would be placed on the next Amenities agenda.

**Live Streaming of Meetings**

Request for Cllrs to consider live streaming/web cam at meetings raised by resident. Cllrs discussed this however it was felt that it could not be achieved due to the number of venues that the Parish Council used for meetings.

**Marden Parish Church Magazine**

For information

**MBC – Clean Streets Parish Survey**

Cllrs completed the survey and the Clerk would respond on line.

**MBC – Members' Community Grant 2019/20**

Letter received from Borough Cllrs. Cllrs wished to discuss the content of the grant with Borough Councillors at the meeting on 22<sup>nd</sup> July.

**KCC – Kent Nature Partnership Biodiversity Draft Strategy**

Consultation closing date 1<sup>st</sup> September. The Clerk to pass to a resident who had expertise in this area for completion on behalf of the Parish Council.

**KALC – Emergency Plan survey**

Completed and the Clerk would respond.

**ACRK – Oast to Coast Magazine**

For information

**KALC – News June edition**

For information

**043/19 FINANCE****Bank Statements**Revenue Accounts:

Nat West Business Reserve Account (as at 3<sup>rd</sup> July 2019): £16,941.64

Nat West Current Account: 0.00

Unity Account (as at 9<sup>th</sup> July 2019): £85,318.58

Capital Accounts:

Santander Account (as at 22<sup>nd</sup> April 2019): £46,724.97

**Payments for Approval**Electronic Payments

Rachel Gillis-Coates – Conference expenses £100.48

HMRC/Employees – June/July PAYE/NIC & July Salaries £4,458.54

SLCC – Publications £62.00

SLCC – Ashford Conference (Deputy Clerk) £48.00

KCC – Play Scheme supplies £183.15

Pitney Bowes – Franking Machine Rental £15.54

Citizens Advice – outreach session £50.00

KCS – Photocopier Rental £141.90

Graham Carey \_ Grounds maintenance £714.00

Office Depot – Public Conv. and office supplies £57.19

Ian Jones – Public Conv./Southons Field locking £200.00

Total: £6,265.00

Invoices agreed and Cllrs Newton and Stevens would authorise payment.

**Cllrs to discuss payment of eye test for the Clerk**

Cllr agreed to pay £30 and amend the Travel and Subsistence Policy

**Petty Cash for Marden Play Scheme**

Cllrs agreed for the Clerk to calculate how much petty cash was required for Play Scheme and a cheque would be signed at the Planning Committee meeting on 16<sup>th</sup> July.

**044/19 HIGHWAYS AND PUBLIC TRANSPORT****Highways**Highways Improvement Plan for Marden

Any highways requests from the Parish Council need to be added to this for Kent Highways to investigate.

Lorry Watch

The Clerk was asked to start advertising for volunteers to assist with Lorry Watch around the parish.

**Public Transport**

Cllr Adam reported that the Department of Transport has a pot of money for accessibility aids such as handrails, textured paving etc. The Clerk would obtain more information.

Lighting was still a problem at the station together with road/car parking lining – South Eastern to be contacted.

The Clerk was asked to contact South Eastern and Network Rail for a further meeting.

**Other Items raised by Cllrs:**

Cllr Tippen attended the Patient Reference Group AGM and it was reported that they had received an “Excellent” award in the recent Care Quality Commission audit. They were still conscious that S106 is being held and are looking at how they can extend the building.

Cllr Tippen attended the KALC Parish Liaison meeting and items raised including planning update information and training from MBC; MBC will circulate a guidance sheet on illegal encampment; Operation London Bridge is currently being updated regarding proclamations but should not affect the plans that Marden has put together; MBC and KCC are working

together to form a Strategic Information Board following the Judicial Review regarding the Wheatsheaf Junction.

There being no further business the meeting closed at 9.33pm

Date: 13<sup>th</sup> August 2019

Signed:

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