



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 10<sup>TH</sup>  
SEPTEMBER 2019 IN THE OLD SCHOOL ROOM, MARDEN MEMORIAL HALL,  
GOUDHURST ROAD, MARDEN COMMENCING AT 7.30PM**

**056/19 PRESENT**

Cllrs Adam, Barker, Brown (*late*), Jones, Newton, Robertson, Tippen and Turner. The Clerk, the Deputy Clerk, PCSO Nicola Morris, Cllr Paddy Riordan (Chairman of Staplehurst Parish Council), Cllr Peter Spearink (Staplehurst Parish Council), and 25 members of the public were also in attendance.

**057/19 APOLOGIES FOR ABSENCE**

Cllrs Boswell, Mannington and Stevens had given their apologies.  
 Cllr Brown apologised that she would be late to the meeting.

In the absence of the Chairman, Cllr Tippen, as Vice-Chairman of the Council, would chair this meeting.

**058/19 COUNCILLOR INFORMATION:**

**Register of Interest**

Cllr Barker to amend his register of interest.

**Declarations of Interest**

There were no declarations of interest.

**Granting of Dispensation**

There were no requests for dispensation.

**059/19 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 13th August 2019 were agreed and signed as a true record.

**060/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:**

PCSO Nicola Morris to speak on Police Matters

Cllrs Riordan and Spearink wished to speak on the Local Plan.

The Chairman asked the members of the public who else wished to speak as this evening was for the Parish Councillors to debate on the Local Plan but would be willing to hear from those who wished to speak: 2 members of the public requested the opportunity to speak at item 063/19(Local Plan)

The Chairman proposed, and all agreed, that this item would be discussed following the Police matters.

The Chairman adjourned the meeting for the following items

**PUBLIC FORUM**

All members of the public wished to speak on the Local Plan

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

**County & Borough Councillors**

Not in attendance

**Police**

PCSO Nicola Morris gave an update of the crime figures over the past month: 3 crimes – 1 attempted burglary, 1 burglary and 1 arson. There had also been 7 reports of anti-social behaviour. PCSO Morris encouraged everyone to report to 101 when any incidents occur. Any incidents at the station should also be reported to the British Transport Police as this is their jurisdiction.

**Community Warden**

Not in attendance.

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

**061/19 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

There were no matters arising from previous minutes

**062/19 PARISH MATTERS****Reports from MBC and KCC**

The Clerk to arrange a meeting with the Borough and County Cllrs.

**Police Update/Report from Police Forum**

No date had been given for the next Police Forum meeting. The Clerk was asked to contact the KALC Area Chairman for information.

**Parish/Police Surgeries – future dates: 19<sup>th</sup> October and 21<sup>st</sup> December**

Would be held at the Library from 12 to 1pm with the one on the 16<sup>th</sup> November being held in the Memorial Hall to coincide with the Parish Council consultation morning.

Item 063/19 – Local Plan was then discussed:

**Local Plan Review**

The Chairman opened the item inviting those members of the public who had indicated they wished to speak to make their comments known to the Councillors (*these can be viewed at Appendix A to these minutes*).

Following this the Chairman raised some comments brought to the attention by a member of the public who couldn't be in attendance tonight – this involved deleting the last sentence of MPC's response to TQ11. This was agreed and the document would be amended accordingly. Cllr Adam also raised that there was a duplication in Option (C) of TQ11 – Cllrs agreed to also delete the second sentence to this option.

Cllr Adam raised a further comment on TQ24 in regard to the potential designation of the Greensand Ridge as an AONB and warned of the potential intended consequences. Cllrs agreed to consider the comments raised at tonight's meeting and to discuss and finalise the full response at the Planning Committee on 17<sup>th</sup> September. The Clerk would amend TQ11 and upload onto the website before the weekend.

*Following this item 21 members of the public left at 20:04*

The Chairman then resumed the remainder of the agenda.

**Communication****Updates from the Communications Sub-Committee**

The Deputy Clerk updated the Council following the recent Communications Sub-Committee meeting: the analysis of the 200+ survey responses from hard copies and from Survey Monkey had been finalised and circulated to Cllrs. 30 people had volunteered to help with events etc and the Deputy Clerk asked to be permitted to contact these and to place an item on Facebook and in the next newsletter of a breakdown of the feedback – this was agreed and it was also proposed to place on the website. The Deputy Clerk would also look to see what information could be made available at the Parish Consultation. The two Clerks were to hold a Clerks Surgery at the Village Café on 20<sup>th</sup>. Sub-Committee to meet again on 23<sup>rd</sup> September to discuss the suggestions made.

*20.11 Cllr Brown arrived.*

#### Newsletter

Future editions and budgeting:

The Clerk would obtain quotes for printing and would submit to the Finance Committee for next year's budget.

#### Social Media & Website – Parish Council statements

The Deputy Clerk had drafted a Parish Council statement which included how to contact the Council, what information is available and where to find it and what the Council can do etc. Cllrs agreed for this to be placed on the Parish Council's Facebook page and website and this could then be shared to other pages by members of the public.

#### **Cemetery**

##### Exclusive Right of Burial Certificates

One certificate was sign

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

There had been no updates received since the last meeting.

#### **Request for Clean Air Sensors/Diffusion Tubes**

A request had been received from a resident asking if the Parish Council could consider Clean Air Sensors. The Clerk had contacted MBC for further information from MBC and was awaiting a response.

#### **VE Day Sub-Committee Proposals**

Meeting held on 27<sup>th</sup> August and notes had previously circulated to Cllrs. Armed Forces Charity had written to Parish Councils asking for them to get involved and assist with organising events. The Sub-Committee had proposed that the Parish Council would host a full 3 day event where village organisations could run their own events but would be in contact with the Council so as not to clash with any other group – a timetable would be produced for residents to know what was happening. It was also proposed that the Council would have its own event on Saturday 9<sup>th</sup> May at Southons Field which would involve a family picnic with music, fancy dress, village organisations to be approached to be involved – all with the 1940s theme. Donations on the day would go to RBL. Cllrs agreed in principle subject to the Deputy Clerk obtaining costs to put before October Finance meeting. Staplehurst PC gave a brief report on what Staplehurst would be doing and it was agreed to work together and share information and timetables.

## **063/19 COMMITTEE REPORTS**

#### **Amenities Committee**

No Amenities Committee meeting held in August

#### **Planning Committee**

Draft Minutes of Planning Meetings held on 20<sup>th</sup> and 27<sup>th</sup> August and 3<sup>rd</sup> September had been previously circulated and were available on the Parish Council website. Vice-Chairman thanked the members of the public who attended the meetings to offer comments on the Parish Council's response to the Local Plan.

#### S106 FAQs document

Cllr Adam was thanked for drafting this FAQs document. Cllrs agreed the content and this would now be made available on the website.

*20.31 Member of the public left the meeting.*

#### **Finance Committee**

No Finance Committee meeting held in August. The Clerk informed Cllrs that she would be on leave when the proposed Finance Committee meeting was to be held (22<sup>nd</sup> October). It was agreed, therefore, that the date of the meeting would be moved to either 15<sup>th</sup> October or 5<sup>th</sup> November (Planning would then move to the 22<sup>nd</sup>). Cllr Adam, as Chairman of the Finance Committee, would confirm with the Clerk the preferred date.

### **HR Sub-Committee**

No HR Sub-Committee meeting held in August. Next meeting to be arranged to discuss employees annual leave entitlement on 23<sup>rd</sup> September

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

Assets of Community Value Steering Group Meeting – 27<sup>th</sup> August 2019 – deferred and replaced with Planning Committee meeting – although this had been rescheduled for 29<sup>th</sup> October it was agreed that a Saturday morning meeting would be arranged at The Stilebridge following reports that this was now up for sale. Cllr Brown would email the ACV Steering Group to arrange a date.

MBC Planning Workshop – 5<sup>th</sup> September 2019: Cllrs Brown and Turner attended and the powerpoint presentations would be circulated. Once all the MBC training sessions had been attended in-house training would be undertaken for all Cllrs.

MBC Strategic Planning & Infrastructure Committee – 10<sup>th</sup> September 2019. Cllr Mannington was attending and the Clerk had received a telephone message to say that the parking proposals went through unanimously.

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

KALC Clerks Conference – 17<sup>th</sup> September 2019: The Clerk and Deputy Clerk to attend.

KALC Area Committee Meeting – 23<sup>rd</sup> September 2019: Cllr Mannington to attend

MBC Planning Training – 23<sup>rd</sup> September 2019: Cllrs Brown and Turner to attend

MPC Christmas Meeting – 23<sup>rd</sup> September 2019: All Cllrs welcome

MBC Planning Training – 10<sup>th</sup> October 2019: Cllrs Brown and Turner to attend

KALC Finance Conference – 12<sup>th</sup> October 2019: The Clerk to attend

KALC Transport Conference – 26<sup>th</sup> October 2019: Cllrs Barker, Boswell and Tippen to attend

Assets for Community Value Meeting – 29<sup>th</sup> October 2019 (*see 062/19(f) above*)

## **064/19 CORRESPONDENCE**

### **Marden Parish Church Magazine – September edition**

Noted

### **Kent and Medway Energy and Low Emissions Strategy Consultation**

Closing date 23<sup>rd</sup> September – Cllr Turner to draft a response and circulate to all Cllrs.

### **Annual Policing Survey**

Closing date December – deferred to November meeting.

### **Drainage and Planning Policy Statement**

Closing date 30<sup>th</sup> September Cllr Brown to draft a response and circulate.

### **Transport for South East**

“Drop in” Information Events between 16<sup>th</sup> and 24<sup>th</sup> October. Cllr Barker to attend the Canterbury session on 22<sup>nd</sup> October.

### **Not on the agenda:**

The Clerk magazine and the Clerks & Councils Direct magazine had been received. There was an article regarding Byelaws and Cllr Adam asked that this item be placed back on the agenda for the next Full Council meeting.

## **065/19 FINANCE**

### **Bank Statements as at 10<sup>th</sup> September 2019.**

#### Revenue Account:

Nat West: £37,799.97

Unity: £77,507.45

#### Capital Account:

Santander: £46,724.97

### **Payments for Approval**

#### Electronic Payments

Ian Jones – Southons Field/Toilet locking – September £200.00

KCC – Play Scheme supplies £6.42

Citizens Advice – outreach session £50.00

Marden Memorial Hall – MPC Hall Hire and Office Rent £368.00

KALC – Finance & Transport Conferences £216.00

Total: £840.00

Invoices agreed and Cllrs Newton and Tippen would authorise payment.

#### Cheque Payment

A cheque for £329.91 for cash was signed for overspend of play scheme and office cleaning for August.

It was noted that the payments from the meeting on 3<sup>rd</sup> September had not been authorised at the time of this meeting. The Chairman asked that if those Cllrs authorised to make the online payments were unable to do so they should contact the Clerk and other Cllrs immediately. Unfortunately, one of the payments was for the Clerk's salary and Cllr Tippen agreed to authorise this immediately after the meeting for payment tomorrow.

#### **Financial Regulations**

These had been circulated to Cllrs following update received from NALC and the suggested amendments made by the Clerk were agreed including the following:

3.1 To add "The RFO would provide a financial forecast at end of 2<sup>nd</sup> quarter"

4.1 Cllrs agreed for the amounts to remain as previous years

5.1 Councillors agreed not to undertake credit checks for Cllrs on the basis that all payments are authorised in public meetings prior to the payments being authorised by the bank.

Therefore the Clerk was asked to delete the last sentence.

11.1(h) Cllrs agreed to amend (a) to "the RFO shall obtain 3 quotations where the value is below £5000 and above £500 ...."

The Cllrs agreed these changes and adopted for 2019/20.

The Deputy Clerk had requested to purchase book "Keeping Volunteers – A guide to retaining good people" – Cllrs agreed.

### **066/19 HIGHWAYS AND PUBLIC TRANSPORT**

#### **Highways**

##### Parking restrictions at Pattenden Lane

As mentioned above these were agreed at the Strategic Infrastructure and Planning Meeting this evening. These would now need to be signed off by the County Councillor but it is hoped that they will be in place later this year.

##### Other

Cllr Adam had circulated some photographs of bollards in the footpath in Chantry Road. The Clerk had reported this to Kent Highways who were investigating.

Kent Highways had circulated a programme of works which were available to view on their website.

The Clerk was asked to chase Kent Highways again regarding the Church Green crossing lights.

#### **Public Transport**

The Clerk was asked to chase South Eastern and Network Rail again in regard to a meeting and to ask if S106 money had been received by them regarding the cycle storage.

MPC wished to thank South Eastern for the flower beds at the station.

### **Other Items raised by Cllrs**

Cllr Brown apologised for being late but passed some comments regarding the Local Plan Review response to Cllr Tippen.

There being no further business the meeting closed at 9.17pm

Date: 8<sup>th</sup> October 2019

Signed:

Cllr Lesley Mannington

Marden Parish Council Chairman

Marden Parish Council

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## Full Council Meeting 10<sup>th</sup> September 2019

### Appendix A

#### Item 062/19

##### Comments from residents:

Resident 1: Been involved with the consultation of Marden Neighbourhood Plan (which is now with the Independent Inspector). Want to ensure that MBC work closely with Parishes who have a NP

Important to retain the rural character of the village

Important to note that there is Rural/Seasonal accommodation

Community facilities, open spaces and village clubs and societies need to be used and looked after otherwise residents may go elsewhere and therefore make Marden a dormitory village.

Plan a 5-year plan of education not just September to September.

Health care –Not fair to allocate so many needy patients to a village GP service without offering additional support

Resident 2: OQ2/TQ5 – should be protecting the “settlement boundary” not allow for facilities outside village envelope.

TQ10: Ask MPC to request a review of the criteria for RSC’s

TQ11: Amend penultimate paragraph to read ‘Clear distinction between a free standing Garden Community village and an extension to an existing settlement’

TQ17 – can this be the only questions where G&Ts are referred to

TQ24: MBC should give due consideration to the AONB application for the Green Sand Ridge because the vistas across the Low Weald are a very important environmental asset.

Settlement hierarchy could parish councils challenge the classification for Marden being a RSC.

PR – Staplehurst PC: Thanks MPC for all the good work and offered SPCs support on the Local Plan. Staplehurst NP has been adopted – really struggled with the consultation process with MBC – MPC to be aware.