



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY
10TH May 2016 IN THE JOHN BANKS HALL, GOUDHURST ROAD, MARDEN
COMMENCING AT 7.30PM**

(VENUE MOVED DUE TO POWER FAILURE AT THE ALLENS)

This meeting was the first meeting of the new Council and will be opened by Cllr Dorothy Reed as outgoing Chairman.

- 001/16 **ELECTION OF CHAIRMAN** – Cllr Brown proposed and Cllr Newton seconded that Cllr Tippen be elected as Chairman for the forthcoming year. Cllr Tippen agreed the appointment.
Cllr Tippen, on behalf of the Parish Council, thanked Cllr Reed for her long service as a Parish Councillor and Chairman wished her all the best for the future.
Cllr Tippen then completed and signed the Chairman's Declaration of Office. The Clerk witnessed the document.
Mrs Reed then stepped down from the Parish Council.
- 002/16 **ELECTION OF VICE-CHAIRMAN** – Cllr Newton proposed and Cllr Robertson seconded that Cllr Adam be elected as Vice-Chairman for the forthcoming year. This was accepted by Cllr Adam.
- 003/16 **PRESENT:** Cllrs Adam, Boswell, Brown, Childs, Cowin, Mannington, Newton, Robertson, Tippen and Turner were in attendance. The Clerk, PCSO Nicola Morris and one member of the public were also present.
- 004/16 **APOLOGIES FOR ABSENCE:** There were no apologies for absence.
- 005/16 (a) **REGISTERS OF INTEREST & DECLARATIONS OF OFFICE TO BE COMPLETED BY CLLRS:** The Declarations of Office were completed by all Cllrs present and the forms for the Register of Interests of all Cllrs were handed out for completion.
(b) **DECLARATIONS OF INTEREST:** There were no declarations of interest.
(c) **GRANTING OF DISPENSATION:** There were no requests for granting of dispensation.
- 006/16 **MINUTES OF THE PREVIOUS MEETING**
The Minutes of the Parish Council meeting held on 12th April and Extraordinary Full Council meeting on 19th April were agreed and signed as true records.
The minutes of the Extraordinary Full Council meeting on 2nd February 2016 had not been agreed following deferment on 9th February. The amendments were read out and agreed and signed and signed as true record.

007/16 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

The member of the public did not wish to speak on any item.

The meeting was adjourned for the following items:

PUBLIC FORUM

The Chairman invited the member of the public who was in attendance to ask questions or make statements. No comments were raised.

EXTERNAL REPORTS

Borough Councillors – not present

County Councillor – not present

Police: 7 crimes since the last meeting: 1 theft from person, 2 thefts, 3 burglaries other than dwelling and 1 criminal damage. Other incidents in the last month included youths throwing mud and eggs at properties, all identified and spoken to with no further issues reported; youths seen with catapults but no trace of them or damage reported following a search by officers; CSU/CPT officers and seized a scooter and vehicle which had no insurance and a male was seen riding an off road bike.

Community Warden – not present

The meeting was reconvened for the rest of the agenda.

19:55 PCSO Morris left the meeting

008/16 APPOINTMENT OF COUNCILLORS ON COMMITTEES

- (i) **Amenities:** Cllrs Boswell, Brown, Cowin, Newton, Robertson and Turner
- (ii) **Finance:** Cllrs (Adam), Boswell, Childs, Cowin and Mannington
- (iii) **Planning:** Cllrs (Adam), Brown, Childs, Mannington, Newton, Robertson and Turner

009/16 APPOINTMENT OF COUNCILLORS ON SUB-COMMITTEES

- (i) **Cemetery:** Cllrs Boswell, Newton and Robertson
- (ii) **Human Resources:** Cllrs Boswell, Brown, Childs and Mannington
- (iii) **Open Spaces:** Cllrs (Adam), Boswell, Cowin, Newton, Robertson and Turner
- (iv) **Public Conveniences:** Cllrs (Adam) Robertson and Turner

010/16 APPOINTMENT OF COUNCILLORS ON ACTION GROUPS

- (i) **Bye Laws:** Cllrs Adam and Newton – The Clerk would also be co-opted
- (ii) **Emergency Planning:** Cllr Turner – The Assistant Clerk would also be co-opted
- (iii) **Neighbourhood Plan:** Cllrs Adam, Boswell, Childs, Cowin, Mannington, Newton, Robertson, Tippen and Turner – The Clerk would also be co-opted
- (iv) **Newsletter:** Cllrs Boswell and Newton
- (v) **Play Scheme:** Cllr Cowin – The Clerk and Assistant Clerk would be co-opted
- (vi) **Stilebridge:** Cllrs Boswell, Cowin, Newton and Turner
- (vii) **Village Celebrations:** Cllrs Boswell and Robertson – The Clerk and Assistant Clerk would be co-opted
- (viii) **Village Spring Clean/Litter pick:** Cllr Boswell

011/16 APPOINTMENT OF COUNCILLORS ON OUTSIDE BODIES

- (i) **KALC (2 representatives):** Cllrs Childs and Mannington
- (ii) **Memorial Hall:** Cllr Newton
- (iii) **Parish & Police Forum:** Cllr Turner
- (iv) **Public Transport & Highways:** Cllrs Adam and Childs
- (v) **Speeding Working Group:** Cllr Childs

012/16 APPOINTMENT ON ALLEN & MAPLESDEN CHARITY: Cllr Newton. The other three nominated Trustees of the Parish Council remain as Mrs Anne Cox, Mr Ian Ballard and Mr Robert Judd. Dorothy Reed would stand down and Cllr Tippen would sit on the Charity as Chairman of the Parish Council.

013/16 AGREEMENT OF FUTURE MEETING DATES

Draft schedule of future Council meetings previously circulated for information.

Parish Office, Goudhurst Road, Marden : 01622 832305

mardenpc@btconnect.com / www.mardenpc.kentparishes.gov.uk

Parish Office opening times:

Mondays, Tuesdays & Fridays: 10am to 12noon

014/16 MARDEN PARISH COUNCIL – ACTION PLAN & OTHER DOCUMENTS

Action Plan – agreed and an item would be added to all agendas.

Terms of Reference – agreed and adopted.

Policies and Procedures – those requiring signing by the Chairman were duly agreed and signed.

015/16 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

There were no matters arising.

016/16 PARISH MATTERS

- (a) Local Needs Housing: No further information available.
- (b) Business Forums
MBF: The next networking event was on 26th May at Turners Cider, Underlyn Lane.
NRBF: The Chairman of the MBF had emailed stating that membership for the following year would be free. The new directory had recently been delivered to all properties within the parish.
- (c) Police Forum: No further meeting had been arranged.
- (d) Communication
(i) Newsletter: The Clerk was asked to recirculate the draft Parking Consultation and it was proposed that a six-page newsletter will be published this time to incorporate the Annual Reports.
(ii) Website: Due to be updated with new Cllr information and 2015/16 minutes to be transferred to "Historical Minutes 2015/16".
- (e) Cemetery – Exclusive Right of Burial Certificates: No certificates to sign
- (f) General Power of Competence: Cllr Adam proposed and Cllr Turner seconded that the Parish Council adopts the General Power of Competence for the forthcoming year.
- (g) Uncontested Elections: As the May elections was uncontested and only 10 seats taken it was proposed that the Parish Council would advertise for co-option. An item would also be placed in the Summer Newsletter.
- (h) Parish Asset Review – Amendments to Parish Assets which were updated for 2015/16 were agreed. The Clerk would add the additional area of land to the Playing Field and the play equipment. The Insurance Company would also be contacted to add these to the insurance policy.
- (i) Parish Chairman board – A new Chairman's name will need to be added and the Clerk would arrange for the board to be taken down and the name of Cllr Tippen added. Once completed this would be erected in the Parish Office meeting room.

017/16 COMMITTEE REPORTS

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 26th April had been previously circulated.
- (b) **Planning Committee** – Minutes of Planning Meetings held on 19th April had been previously circulated.
- (c) **Other Conferences/Meetings attended:**
13th April – Kent Highways re High Street Tree: Cllr Boswell spoke to Kent Highways regarding the tree who agreed that it was dying and would replace in November. However after speaking to a local nursery owner that the tree was not suitable it was agreed to contact Kent Highways to arrange a further discussion to take place.
22nd April – Childrens' Centre Networking Meeting. Cllr Boswell attended and reported to the meeting. The Clerk was asked to contact MBC and Helen Grant regarding an update on The Cockpit play area.
10th May – Hall Meeting: The Clerk attended but no nothing to report.
- (d) **Conferences/Meetings for the coming months:**
16th May – 8th Rail Summit – Cllr Adam attending
19th May – Community Resilience & Emergency Planning – The Clerk attending
9th June – KALC Health and Safety Training – The Clerk to attend

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14th June – KALC Clerks Conference – The Clerk and Assistant Clerk attending
 11th July – Southeastern Stakeholder Forum – Cllr Childs attending
 13th July – Burial Law and Management – The Clerk attending. Cllrs Brown and Newton also showed an interest.
 MBC are running planning training so the Chairman encouraged anyone who was new to planning to try to attend at least one of these sessions.

018/16 CORRESPONDENCE

- (a) Marden Parish Church magazine – noted
- (b) Clerks and Councils Direct - noted
- (c) Other – arrived after agenda published:
 Thank you card from Dorothy Reed
 The Clerk Magazine
 Information regarding Kent Association of Playing Fields AGM
 All the above were noted.

019/16 FINANCE

- (a) Balances as at 27th April 2016
Post Office £17,774.54: Santander Account £49,840.67
Nat West Account: £207,760.21
- (b) Payments for Approval – invoices agreed and cheques signed.
 The Clerk would obtain mandate forms to update the list of signatories for the Nat West account.
- (c) Finance Committee Meeting held on 3rd May – It was agreed to defer agreement of these minutes until the June Full Council meeting as they had only been circulated in draft format today.
- (d) Update from Internal Auditor visit on 3rd May – The Clerk reported that the only issue raised was how the Public Works Loan was entered onto the financial software system. This was being rectified. Although the Internal Auditor agreed the figures he had asked that the Annual Return should not be put before Cllrs until the June meeting.
- (e) End of Year Balance Sheet for 2015/16 to be signed by the Chairman and RFO – deferred (see 019/16(d) above).
- (f) Annual Return – Agreement of Sections 1 and 2
 - (i) Section 1: Annual Governance Statement for 2015/16 to be completed and signed by the Chairman and Clerk
 - (ii) Section 2: Accounting Statement for 2015/16 to be signed by the Chairman and RFO
 - (iii) Documents required for Intermediate Audit
 The agreement of the Annual Return was deferred (see 019/16(d) above). An extension to the date for return to the External Auditor had been confirmed as 20th June.
- (g) Statement of Internal Control for 2015/16 –agreed and signed by the Chairman and RFO.
- (h) Renewal of Insurance policy – This was deferred to allow the Clerk to add the new area and play equipment to the policy.
- (k) Subscription renewals:
 Society of Local Council Clerks Membership for Asst Clerk – agreed and a cheque was duly signed.
- (l) Salary mandates for 2016/17 salaries – Mandates were signed for the Clerk, Assistant Clerk, Village Caretaker and Cemetery Caretaker.
- (m) Agreement of continuing Direct Debits – Agreed to continue for the forthcoming year for direct debits for BT, Biffa and Cam-Tech.

020/16 **HIGHWAYS AND PUBLIC TRANSPORT**a) **Highways**

Highways Issues – Traffic Calming and other highways issues

Other Highways Issues

Traffic Survey Data Report –Hunton Road, Chainhurst – noted and the Clerk was asked to contact Kent Highways again for an update.

Although the double yellow lines had been placed outside the Post Office there was still a number of people parking there. The Clerk was asked to contact MBC to ask whether more civil enforcement presence could be made.

Street naming plates – The Clerk to chase MBC regarding replacement/repair broken and missing street name plates.

The Clerk had received correspondence from MBC regarding street naming of The Parsonage development. As MBC wish a response within the next few weeks this would be discussed at Planning Committee for a decision.

Cllr Newton asked about the routes of the Public Rights of Way KM281 and KM283 to the rear of the playing field as the field is unwalkable at the moment due to the field being ploughed.

(b) **Public Transport**

Marden Station: A new rail timetable had been published but the “missing” train to Marden had still not been included.

The sign had been straightened but the other issues raised had still to be rectified.

Improve Rail and Bus Services and Facilities

There being no further business the meeting closed at 9.20pm

Public Forum:

Signed: Date: 14th June 2016
Chairman, Marden Parish Council