



## **MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 14<sup>TH</sup> MARCH 2023 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

Before the start of the meeting a minute's silence was held following the death of Mr Bev Reid who had been a previous Cllr on Marden Parish Council.

### **131/23 PRESENT**

Cllrs Adam, Barker, Besant, Boswell, Gibson, Newton, Robertson, Tippen (in the Chair) and Turner (arrived late). The Clerk, Borough Cllr Russell (arrived late) and one member of the public were also in attendance.

### **132/23 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Burton.  
County Cllr Parfitt-Reid and PCSO Nicola Morris also gave their apologies.

### **133/23 COUNCILLOR INFORMATION**

#### **Declaration of Interest**

Cllr Gibson declared an interest in item 137/23 (Allotments) as a resident of Highwood Green

#### **Changes to Register of Interest**

There were no changes to registers of interest.

#### **Granting of Dispensation**

There were no requests for dispensation.

### **134/23 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 14<sup>th</sup> February were agreed and signed as a true record.

### **135/23 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

Member of the public was in attendance to listen to the discussion on Marden Children's Centre and the Environment Sub-Group meeting.

The meeting was adjourned for the following items:

### **PUBLIC FORUM**

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

### **EXTERNAL REPORTS**

#### **County Councillor Report**

Not in attendance

#### **Borough Councillors Report**

Not in attendance at this point in the meeting but had submitted a report which would be read out under item 136/23.

#### **Police Report**

Not in attendance

#### **Community Warden Report**

Not in attendance

The meeting was reconvened to discuss item 136/23 onwards.

### **136/23 CLERK'S REPORT**

The Clerk reported on staff annual leave; the Admin Assistant leaving; date of 19<sup>th</sup> April for the migration of documents to Cloudy IT; update on Play Scheme staff which will be reported

to Amenities Committee in more detail; Access to insurers database now available for risk assessments so will review these to put to April meeting; and details of speakers booked for APM.

### 137/23 PARISH MATTERS

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

Borough Cllr Russell had submitted a report in case she hadn't arrived at the meeting by this item. This report included details of the Rural England Prosperity Fund which is due to go live shortly; notification of the Gypsy, Traveller and Travelling Showpeople DPD consultation; details of the opening of the Mote Park café and Youth Hub in The Mall along with other events planned for Maidstone town centre.

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

##### Crime Figures

4 crimes reported since last meeting included criminal damage of a wing mirror damaged on a vehicle; damage caused to a window; front door kicked (some doorbell footage viewed but unable to be identified); windows smashed on property.

Several ASB reports received of youths seen with catapults Napoleon Drive; noise nuisance Cascade Close and nuisance in and around Rookery Court.

##### Maidstone Task Force

No updates available but were still a presence in the village and continue to be in contact with the Parish Office.

##### Other Police Issues

No other police issues were reported.

7.38 *Cllr Turner arrived at the meeting.*

#### **Communication**

##### Newsletter

All newsletters should have been delivered. The Clerk reported that a note had been put in the postal newsletters asking people to contact the Parish Office if they were happy to receive their newsletters electronically instead. To date 10 residents had been in contact. Although this would not reduce the print run it would cut down on postage costs.

Thanks were expressed to Cllr Boswell for drafting it.

#### **Marden Flooding**

No updates to report.

#### **Cemetery**

##### Exclusive Right of Burial Certificates

No exclusive rights of burial certificates to sign.

7.42 *Cllr Gibson left the meeting for this item*

#### **Allotments**

An email had been received from Redrow regarding the S106 and that a deed of variation may need to be drawn up.

The Clerk was asked to respond to Redrow that it the Parish Council accept that it would need to sign documentation as and when it took ownership and it would be down to the Allotment Association regarding setting the plot fees.

7.49 *Cllr Gibson returned to the meeting*

#### **Cost of Living Roadshow**

Update from roadshow held on 23<sup>rd</sup> February. The Chairman reported that over 10 stalls were available including MBC, Golding Homes, MHS, South East Water and Involve.

Unfortunately, it was disappointing that only approx. 10 to 15 residents attended.

*7.59 Borough Cllr Russell arrived at the meeting during the next item.*

### **Marden Children's Centre / Community Services Consultation**

Update from recent meeting held with County Cllr Parfitt-Reid and KCC representative was given at the meeting. The Chairman had started to prepare a draft response which had been circulated prior to the meeting.

Borough Cllr Russell had attended the MBC meeting earlier this evening and reported on this and stated that MBC were against the closure.

Cllrs agreed that MPC was also against the closure and agreed the response. The Clerk would submit this prior to the closure date.

### **Marden Parish Council Policies and Risk Assessments**

#### Council Policies and Risk Assessments

The Clerk had circulated the proposed amendments to the Council Policies.

The Clerk requested that the risk assessments be deferred until the April meeting as now had access to insurers database and wanted to ensure MPC's documents were compatible. Cllrs agreed that the policies be adopted and risk assessments be deferred.

#### Health and Safety Policy

Cllrs agreed the proposal of the updated H&S Policy.

#### Committee Policies and Risk Assessments

The policies for the Amenities and Planning Committees had been viewed, amended and proposed to be submitted to Full Council at the relevant Committee meetings. Cllrs ratified this for the next Council year.

Those documents linked to Finance Committee and HR Sub-Committee would be brought to the Full Council meeting following the relevant Finance/HR meetings.

The risk assessments would be deferred until the April meeting as per above.

## **138/23 COMMITTEE REPORTS**

### **Amenities Committee**

Draft Minutes of Amenities Committee meeting held on 28<sup>th</sup> February had been previously circulated and were available on the Parish Council website.

Thanks were expressed to Cllr Besant for planting all the hedging and saplings on 11<sup>th</sup> March. Site meetings planned for 14<sup>th</sup> and 15<sup>th</sup> April.

### **Planning Committee**

Draft Minutes of Planning Committee meeting held on 21<sup>st</sup> February and 7<sup>th</sup> March had been previously circulated and were available on the Parish Council website.

The Planning Chairman reported that the Gypsy, Travellers and Travelling Showpeople DPD was out for consultation and was attending the KALC meeting on 27<sup>th</sup> March when this would be discussed.

### **Finance Committee**

No Finance Committee meeting had been held in February.

### **Conferences/Meetings/Webinars attended:**

SLCC Event Training (webinar) – 16<sup>th</sup> February

Cllr Parfitt-Reid (Community Services Consultation) – 17<sup>th</sup> February. Update provided under Community Services consultation above.

HR Sub-Committee Meeting – 20<sup>th</sup> February. Minutes of the meeting had been circulated.

Environment Sub-Group Meeting – 21<sup>st</sup> February. Notes of the meeting had been circulated.

MBC Ward Cluster Meeting – 21<sup>st</sup> February. The Chairman reported that there was a new neighbourhood policing module going live in June 2023. Marden ward cluster (which includes Staplehurst) will have 1 or 2 dedicated beat officers.

NALC Social Inclusion/Loneliness Conference (webinar) – 22<sup>nd</sup> February. Cllr Boswell gave an update at the Amenities Committee.

SLCC Event Training (webinar)– 23<sup>rd</sup> February. 3 weekly sessions had been attended by the Admin Assistant and all was in hand in regard to the Coronation event.

Cost of Living Roadshow – 23<sup>rd</sup> February. The Chairman had reported on this earlier in the meeting.

Meet The Clerks – 24<sup>th</sup> February. Both the Clerk and Deputy Clerk had attended and several people had approached them. It was also an opportunity chat to the Community Protection Team of any village issues.

Christmas Sub-Group Meeting – 27<sup>th</sup> February. Meeting notes previously circulated.

Risk Management webinar – 28<sup>th</sup> February – The Clerk attended and was currently reviewing MPC risk assessments following this webinar.

Marden Neighbourhood Plan – 4<sup>th</sup> March. Report to be made at the next Planning Committee meeting.

Parish Liaison Meeting – 6<sup>th</sup> March. The Chairman provided an update at the meeting mainly involving the Local Plan review.

Village Events Sub-Group – 7<sup>th</sup> March – Notes previously circulated.

South Eastern Stakeholder Forum – 10<sup>th</sup> March – Cllr Adam attended and gave a report.

Managed to speak in regard to the missing train and also to South Eastern representative in regard to a meeting.

Community Services Consultation Drop In Sessions – 10<sup>th</sup> March at Sessions House, Maidstone

Village Litter Pick – 11<sup>th</sup> March. Thanks were expressed to everyone who assisted on the day.

Tree Planting – 11<sup>th</sup> March – Thanks expressed to Cllr Besant

### **Conferences/Meetings/Webinars/Events forthcoming**

Internal Audit – 23<sup>rd</sup> March

Meet The Clerks – 24<sup>th</sup> March at The Village Café 10.00am to 11.00am

Golding Homes/MHS Neighbourhood Charter Meeting – 30<sup>th</sup> March

Annual Parish Meeting – 4<sup>th</sup> April

Migration of new IT system and training – 19<sup>th</sup> and 20<sup>th</sup> April

20.46 *Member of the public left the meeting.*

### **139/23 CORRESPONDENCE**

Marden Parish Church Magazine – March edition - noted

KALC Newsletter – March edition – noted

Clerks and Councils Direct – March edition - noted

The Clerk – March edition - noted

Kent County Council – Home to School Transport Consultation – Cllrs noted consultation document but did not wish to comment.

MBC Love Where You Live Grant – two proposals were put forward (1) to connect the pathway between The Parsonage and Windsor Meadow; and (2) an extension of the pathway linking the library path to the car park. Cllrs discussed both options and agreed to apply for £5000 for the pathway between Parsonage and Windsor Meadow.

Rural England Prosperity Grant (not on agenda) – for information only

### **140/23 FINANCE**

#### **Bank Statements:**

#### Revenue Accounts

Nat West: £21,831.34

Unity: £16,237.60

#### Capital Account

Santander: £71,735.07

#### **Payments for Approval**

#### Electronic Payment

HMRC – PAYE/NIC (March) £1,670.52

#### Cheque Payment

T Standen – preparation of plot: £45.00

**Bank Reconciliation – February**

Bank Reconciliations, together with the bank statements, were provided to Cllrs at the meeting. Cllrs signed to confirm bank recs agreed with statements.

Cllrs requested that the Clerk speak with the Internal Audit stating that production of the bank reconciliations, although undertaken monthly, would be presented to the quarterly Finance Committee meeting for ratification rather than Full Council.

**141/23 HIGHWAYS AND PUBLIC TRANSPORT****Highways**Highways Improvement Plan

An update on the proposed village gateway sign in Maidstone Road had been received. The previous location, which had been suggested, was not feasible due to the width of the verge not being wide enough. Kent Highways are therefore looking at other possible locations for the next HIP review.

**Public Transport**

Feedback from Stakeholder Forum given previously in the meeting.

The £2 bus fare scheme had been extended to end of July.

There being no further business the meeting was closed at 9.03pm

Cllr Kate Tippen, Chairman

Date: 11<sup>th</sup> April 2023

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