



## **DRAFT MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 13TH MAY 2025 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

Cllr Gibson, as Vice-Chairman, opened the meeting for the first item on the agenda.

### **001/25 ELECTION OF CHAIRMAN**

Cllr Tippen nominated and Cllr Goda seconded for Cllr Rabot to be Chairman for the forthcoming Council year. All in attendance agreed.

Cllr Rabot signed the Declaration of Office of Chairman and this was witnessed by the Proper Officer.

Cllr Rabot took the chair for the remainder of the meeting.

### **002/25 ELECTION OF VICE-CHAIRMAN**

Due to two Cllrs putting themselves forward for Vice-Chairman, one of which had given apologies for tonight's meeting, Cllrs agreed to defer this item to the next Full Council meeting in June.

### **003/25 PRESENT**

Cllrs Gibson, Goda, Newton, Rabot, Summersgill and Tippen. County Cllr Black and the Clerk were also in attendance.

### **004/25 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Adam, Boswell, Dobinson and Griffiths. Apologies were also received from Borough Cllrs Couch and Russell. Cllr Turner gave his apologies to the Clerk, via text, during the meeting.

### **005/25 COUNCILLOR INFORMATION**

#### **Declaration of Pecuniary and Non-Pecuniary Interests**

There were no declarations of interest

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

There were no changes to Cllrs Registers of Interest

#### **Granting of Dispensation**

There were no requests for dispensation.

### **006/25 MINUTES OF THE PREVIOUS MEETING**

Cllrs received and accepted as true records the Minutes of the Parish Council meeting held on 15<sup>th</sup> April 2025 and the EFCM on 29<sup>th</sup> April 2025. These were duly signed by the Chairman.

### **007/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

No member of the public in attendance.

The meeting was adjourned for the following items:

## **PUBLIC FORUM**

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

County Councillor Report:

County Cllr Black introduced himself to the meeting. County Cllrs were inducted last week and happy to help with any KCC issues.

Borough Councillors Report:

Borough Cllr Summersgill reported that due to the KCC elections no meetings, other than statutory committees, had been held. The Mayor ceremony is on Saturday. Committees will be appointed shortly. Borough Cllr Russell is the Deputy Leader of the Conservative Party

Police:

Not in attendance.

The meeting was reconvened to discuss item 008/25 onwards.

### **008/25 CLERK'S REPORT**

Cllrs received and noted the Clerk's report. Details included April's office correspondence log, Full Council action log (both of which were on the website); Resilience Planning (on agenda); End of year accounts had been submitted to the Internal Auditor and the paperwork for the External Auditor would be added to the June Full Council agenda; Cllrs Newton and Tippen were asked to sign the paperwork for Santander account closure.

### **009/25 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES**

Cllrs to be appointed to the following Committees and Sub-Committees

#### **Committees**

##### Amenities:

Cllrs Boswell, Dobinson, Goda, Newton, Rabot, Summersgill, Tippen and Turner.

##### Finance

Cllrs Adam, Dobinson, Gibson, Griffiths and Rabot (1 Vacancy – to be filled when Council Vice-Chairman elected).

##### Planning

Cllrs Adam, Gibson, Goda, Griffiths, Newton, Rabot and Turner (1 Vacancy – to be filled with Council Vice-Chairman elected)

#### **Sub-Committees**

##### Cemetery

Cllrs Boswell, Goda, Newton, Rabot, Summersgill and Tippen

##### Human Resources

Cllrs Boswell, Gibson, Newton, Rabot and Tippen

##### Open Spaces

Cllrs Boswell, Newton, Rabot, Tippen and Turner (1 Vacancy)

### **010/25 APPOINTMENT OF SUB-GROUPS AND OUTSIDE BODIES**

Cllrs to be appointed to the following Sub-Groups and Outside Bodies

#### **Sub-Groups**

##### Allotments

Cllrs Boswell, Rabot and Tippen

Assets of Community Value

Cllrs Adam, Boswell and Turner

Byelaws

Cllrs Adam and Newton

Communications

Cllrs Boswell, Rabot and Tippen

Resilience Planning

Cllrs Gibson, Goda, Newton, Rabot, Tippen and Turner

Environment

Cllrs Boswell, Dobinson, Rabot, Summersgill and Turner (1 Vacancy)

Play Scheme

Cllrs Boswell, Rabot and Tippen

Village Events

Cllrs Boswell, Newton, Rabot and Tippen (1 Vacancy)

Neighbourhood Plan Steering Group

Cllrs Adam, Boswell, Gibson, Goda, Rabot, Tippen and Turner

**Outside Bodies**Community Engagement Forum

Cllrs Boswell and Tippen

KALC Area Committee (Maidstone)

Cllr Summersgill (The Clerk would attend on behalf of MPC in Cllr Summersgill's absence)

Maidstone Borough Council Cluster Group

Cllr Rabot

Marden Dementia Group

Cllr Boswell

Memorial Hall

Cllr Turner (to be confirmed)

Patient Participation Group

Cllrs Boswell and Tippen

Public Transport & Highways

Cllr Adam

Marden CIO

As Chairman, Cllr Rabot, would become a Trustees on the Marden CIO

**011/25 PARISH COUNCIL INFORMATION****Parish Assets**

Cllrs received and agreed the list of parish assets at 31<sup>st</sup> March 2025.

**Dates of Parish Council Meetings for 2025/2026**

Cllrs received and noted the proposed dates for Parish Council meetings in 2025/2026.

**012/25 PARISH MATTERS****Reports from MBC and KCC**

Following County Council elections Cllr Brian Black was now the County Cllr for Marden. The Clerk has emailed inviting him to a meeting with Cllrs and once a date is confirmed Cllrs will be invited to attend.

An email had been received from Borough Cllr Russell. The first MBC Full Council following KCC elections is on 17<sup>th</sup> May together with the Mayor Making ceremony. The new Mayor is Martin Round (Headcorn) and his Deputy is Brian Clark (Loose).

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

#### Crime Figures

Figures very low – 14 crimes for March: two of which were burglaries.

#### Other Police Issues

Launch of the Marden parish neighbourhood watch scheme is due to be on 10<sup>th</sup> August at the dog show at Marden Playing Field.

### **Communication**

#### Newsletter

Cllr Boswell was currently drafting newsletter due to go to print 20<sup>th</sup> June with delivery week commencing 30<sup>th</sup> June. Marden Scouts had asked to have a flyer in this edition.

### **Marden Flooding**

The water leak at Church Green had now been repaired. Cllr Goda reported that the road still dipped and asked that the be monitored.

Although a response had been received in regard to the Parish Council letter sent in January 2025 it referred more to Horsmonden work rather than Marden. No information had been given regarding the Maynard drain.

The Clerk was asked to respond to Southern Water asking for full details on the questions raised in the letter sent in January.

### **Infrastructure Spend Plan**

See below

### **Survey Responses**

#### Infrastructure Spend Plan

There had been no specific items raised which weren't already in the survey. The Clerk asked that Cllrs update the document to ensure that anything which had been completed was removed.

#### Highways Improvement Plan

Discussed under item 016/25

#### Byelaws

No responses had been received on this. Therefore, the Clerk was looking to finalise the paperwork to send to the Secretary of State.

#### Community Survey

The responses to the Community Survey would be put before the meeting of the Communications Sub-Group to be held in June.

#### Marden Neighbourhood Plan

The responses to the Marden Neighbourhood Plan Regulation 14 would be put before the next meeting of the Planning Committee/MNP Steering Group

## **013/25 COMMITTEE REPORTS**

### **Amenities Committee**

Cllrs noted the draft Minutes of Amenities Committee meeting held on 22<sup>nd</sup> April had been previously circulated and available on the Parish Council website.

### **Planning Committee**

There have been no Planning Committee meetings held since 15<sup>th</sup> April 2025.

### **Finance Committee**

Cllrs noted the draft Minutes of Finance Committee meeting held on 29<sup>th</sup> April had been previously circulated and available on the Parish Council website.

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

Those in attendance to update the meeting on the following:

17<sup>th</sup> April: Neighbourhood Watch: Updated under Other Police Issues.

24<sup>th</sup> April: Communications Sub-Group Meeting: The Clerk had produced a report on website providers. This would be reviewed at the next Communications meeting and submitted to the Finance Committee when discussing the budget for 2026/27.

24<sup>th</sup> April: Events Sub-Group Meeting: Planning the VE Day. The next meeting will be to discuss Marden at Christmas.

24<sup>th</sup> April: South Eastern Meeting (virtual): minutes had been circulated.

7<sup>th</sup> May: AI Webinar (first of three webinars): Looking at ways AI can be used in the day to day work of the office.

8<sup>th</sup> May: VE Day celebrations – well attended and thanks expressed to the Clerk, Deputy Clerk and the Parish Groundsman.

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

15<sup>th</sup> May: Resilience Planning Meeting at Staplehurst PC

21<sup>st</sup> May: AI Webinar (second of three webinars)

18<sup>th</sup> June: AI Webinar (third of three webinars)

19<sup>th</sup> June: KALC EFCM (county devolution/re-organisation) at Aylesford

#### **MPC Meetings to be arranged:**

Resilience Planning – this would be arranged following the meeting at Staplehurst when the document would be circulated to Cllrs for comment.

Assets of Community Value – date to be agreed.

### **014/25 CORRESPONDENCE**

Marden Parish Church Magazine

KALC Newsletter – May edition

Other correspondence to note include The Clerk and Clerks & Councils Direct magazines.

Cllrs noted all the above.

### **015/25 FINANCE**

#### **(A) Bank Statements:**

##### Reserve Accounts

Nat West: £4,431.83

Unity: £203,961.02

##### Capital Account

Santander: £72,582.55

#### **(B) Financial Regulations, Policies and Risk Assessment**

The Finance Committee and reviewed the updates received from NALC regarding the Financial Regulations. The Clerk had contacted KALC for advice and received details of procurement. It was agreed to review this prior to putting before June Full Council meeting for ratification along with relevant policies and risk assessment.

#### **(C) Standing Orders/Direct Debits**

Cllrs received and agreed the standing orders and direct debits for 2025/26.

## **(D) Payments for Approval**

### Invoices

The following invoices were put before Cllrs for payment:

Chris Prince – Cistern fitting for public conveniences (Code 4328) - £11.99

Cloudy IT – monthly IT support (Code 4077) - £223.44

Q-Tec Solutions – installation of CCTV cameras (Code 4320) - £3,540.00

Paddock Wood Community Advice Centre – donation (Code 4155) - £300.00

Stanleys Garage – fuel (Code 4316) - £69.08

SLCC – Deputy Clerk membership (Code 4100) - £240.00

Graham Carey – grounds maintenance (Codes 4014/4235) - £384.00

Lawrence Containers – cemetery container (Code 4320) - £2,802.00

Alison Hooker – key cutting and travel (Codes 4005/4303) - £35.70

Total: £7,606.21

All above invoices agreed and would be authorised by Cllrs Gibson and Rabot.

May Salaries/HMRC payments were agreed and authorised on 7<sup>th</sup> May by Cllrs Rabot and Tippen.

It was agreed at Full Council meeting on 15<sup>th</sup> April to transfer £50,000 from Unity to Nat West (Reserve Accounts). This was authorised by Cllrs Gibson and Rabot.

## **016/25 HIGHWAYS AND PUBLIC TRANSPORT**

### **Highways**

#### Highways Improvement Plan

Fingerposts: Further information had been received from Kent Highways who would be required to obtain quotes for removal of the cast iron post along with costings for traffic control etc. County Cllr Black asked the Clerk to send details to him to see if he can help resolve this issue.

Email received from resident regarding Goudhurst Road. This had been circulated to Cllrs and the Clerk had added the concerns to the survey results. Single and Double Yellow Lines – results from Traffic Regulation Order. Kent Highways had confirmed that these were going ahead and designs were currently being drawn up.

Highways Improvement Plan Survey. Cllr Tippen had reviewed the survey and one of the main issues was the corner in Howland Road (Rose & Crown Cottages). Cllr Tippen proposed that this be added as priority 1 on the Highways Priority List. Other suggestions for priorities included Beech Bridge narrowing; dropped kerbs around the village.

Other items to add to HIP: bend by West End Tavern; pedestrian crossing in the High Street and double yellow lines at Pattenden Lane junction.

Cllrs was proposed that a meeting be held with Cllrs Tippen, Goda and Newton to look at the matrix for ascertaining the items to be added to the priority list for 2025/26.

#### Other Highways Issues

Cllr Summersgill asked for Speedwatch to be added as an agenda item for Full Council. A stall would be set up at the Motor Show on 24<sup>th</sup> May to publicise Speedwatch.

Speedwatch Day of Action on Friday 12<sup>th</sup> September.

**Public Transport**

South Eastern Meeting held on 24<sup>th</sup> April – notes previously circulated to Cllrs

There being no further business the meeting was closed at 8.46pm

Cllr Adrian Rabot

Chairman

Date: 10<sup>th</sup> June 2025

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