



**MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON TUESDAY 12TH
MARCH 2024 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT
7.30PM**

132/24 PRESENT

Cllrs Adam, Besant, Boswell, Gibson, Newton, Rabot, Robertson, Stevens, Summersgill, Tippen (in the Chair) and Turner. The Clerk, Borough Cllr Russell and one member of the public were also in attendance. County Cllr Parfitt-Reid arrived during the meeting.

133/24 APOLOGIES FOR ABSENCE

There were no apologies.
Cllr Stevens was not in attendance.

134/24 COUNCILLOR INFORMATION

Declaration of Interest

Cllr Gibson declared an interest on item 138/24 (Allotments) as a resident of Highwood Green.

Cllr Rabot declared an interest on item 138/24 (Allotments) as spouse is on the waiting list.

Changes to Register of Interest

There were no changes to Cllrs Registers of Interest.

Granting of Dispensation

There were no requests for dispensation.

135/24 MINUTES OF THE PREVIOUS MEETING

Minutes of the Parish Council meeting held on 13th February 2024 were agreed and signed as a true record.

136/24 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

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

The meeting was adjourned for the following items:

PUBLIC FORUM

Members of the public will be given the opportunity to raise any issue under this item.

19:40 County Cllr Parfitt-Reid arrived at the meeting.

EXTERNAL REPORTS

County Councillor Report

County Cllr Parfitt-Reid had submitted a written report. Community Warden review outcome was raised as to parish council employment of wardens. This had not been considered when setting the budget but Cllrs would welcome details as to how this was being proposed.

Borough Councillors Report

Cllr Russell had provided a report prior to the meeting and gave a verbal report at the meeting which included ongoing activities within the borough; MBC fly tipping and waste crime team had investigated 103 offences since January 2021 and issued fixed penalty notices; fourth phase of the Resilience Fund open until 24th March; budget has passed through Full Council without any amendments; local plan timeline is very close to the elections and not all groups are supportive of the plan.

Community Warden Report

Not in attendance.

The meeting was reconvened to discuss item 137/24 onwards.

137/24 CLERK'S REPORT

The Clerk had circulated her report for this month detailing letter to Southern Water had been drafted, MPC had been successful in obtaining a grant for the food bank from the Parish Council Winter Support Scheme; An application for the CCLA (to transfer capital funds from Santander) would be made following the elections; update on the newsletter, litter pick and CCTV.

138/24 PARISH MATTERS

Reports from MBC and KCC

Reported at item 136/24.

Police Update/Report from Police Forum

Crime Figures can be found at: [Marden and Yalding | Your area | Kent Police | Kent Police](#)

The Clerk had contacted the local Police regarding increased crime figures in certain areas. No response had been forthcoming and the Clerk was asked to chase again along with reporting a couple of other concerns and copy in the Inspector for this area.

Communication

Newsletter

The newsletter had been received back from the printers and all delivered.

Marden Flooding

The letter had been drafted to Southern Water and would be sent out this week.

Cemetery

Exclusive Right of Burial Certificates

Cllrs signed one ERB certificate.

Allotments

Application for S106 transfer is still with Maidstone Borough Council for a decision.

Local Council Award Scheme – Quality Gold Level

Cllrs had been circulated the application to review the submission papers for the above accreditation. Cllrs agreed all statements relevant to Quality Gold and these would be uploaded to the website. The Chairman proposed that the links be checked prior to submission and ratified at April Full Council and Cllrs Besant, Boswell, Newton, Rabot, Tippen and Turner would undertake this. The Clerk would update the links following this meeting and sent to relevant Cllrs.

MPC Action Plan

Cllrs had been sent the revised current year/5-year action plans and agreed content and the proposed priority list. Cllr Boswell had a couple of questions which she would raise with the Clerk after the meeting.

Assets of Community Value – West End Tavern

A response had been received from MBC regarding the above application confirming that West End Tavern had been added to the MBC Asset of Community Value list. Cllrs asked that a meeting be arranged to discuss the list of parish assets.

Open Morning – 9th March 2024

Feedback seemed positive from those who came to the open morning. A full report of the feedback would be presented to the April Amenities Committee meeting.

MPC and Committee Policies and Risk Assessments

Committees had reviewed the policies and risk assessments relevant to them and these were put before Full Council for ratification. Cllrs agreed to adopt the Committee policies.

Full Council agreed to adopt Council policies and risk assessments.

Cllr Rabot had suggested putting the risk assessments in another format and the Clerk would review this over the coming months and report back to Cllrs.

Council Meetings

Motions

In line with Standing Order 9 – “Motions for a Meeting That Require Written Notice to be Given to the Proper Officer”; the Clerk had circulated a template report form to use when

Cllrs submit a motion to be added to a Full Council/Committee agenda. Cllrs agreed to trial this form, along with Clerk/Deputy Clerk for a period of six months with a review to producing guidelines for completion.

Transparency Code

It is best practice for Councils with expenditure in excess of £200,000 to comply with the Transparency Code 2015. The Clerk had provided a report to Cllrs in regard to this. Cllrs agreed that the non-confidential meeting packs be uploaded to the website.

Cllr Emails and Use of Microsoft Teams

The Clerk had circulated a report for Cllrs to consider sharing of documents and MPC calendar. Cllrs requested that Sharepoint be used rather than Microsoft Teams and the Clerk would look into what was required.

The Clerk also reminded Cllrs that Cloudy IT had training, which had been paid for, for Cllrs and two separate sessions could be booked.

Speed Watch

The Clerk had contacted Kent Police regarding setting up the Speed Watch and a link had been provided to the training. This would be given to interested people and Kent Police would look at locations to assess if they still met the criteria and if there were any other locations that could be used.

The Allens Community Room

Request from Golding Homes received asking for access to the storage area. The Clerk had met with Golding Homes on site and Golding Homes Fire Risk Assessment Team were due to provide information as to what could be kept in there. No response had been received prior to this meeting so further discussion on this would be deferred until the next meeting.

Golding Homes also requested that a key to this storage area be kept in the key safe at The Allens. Cllrs did not agree to leave a key in the key safe but for an appointment to be made when access was required.

139/24 COMMITTEE REPORTS

Amenities Committee

Draft Minutes of Amenities Committee meeting held on 27th February 2024. The next meeting will be held on 26th March 2024. The March Amenities Committee meeting had been cancelled. The next meeting will be held on 23rd April 2024.

Site meetings arranged for 12th and 13th April.

Planning Committee

Draft Minutes of Planning Committee meetings held on 20th February and 5th March had been previously circulated and available on the Parish Council website. The next meeting will be held on 19th March 2024.

Finance Committee

There was no Finance Committee meeting held in February.

Conferences/Meetings/Webinars attended

14th February – SLCC Allotment training (Site Facilities/Health and Safety). The Clerk had attended and provided notes of the meeting to Cllrs.

20th February – SLCC VAT Seminar. The Clerk had attended this seminar but information from this was not relevant to MPC at the current time.

21st February – SLCC Engaging with Your Community. The Deputy Clerk had attended and provided a report to Cllrs. This would be discussed at the next Communications Sub-Group meeting.

27th February – Meeting with Principal at Marden Primary Academy. The Chairman and Deputy Clerk had attended and the Chairman gave a report to the meeting.

1st March – Hall Trustees meeting. The hall has been successful in obtaining funding for solar batteries.

5th March – Office training on Microsoft 365. All office staff had undergone some training on the use of Microsoft 365 which would assist with the sharing of documents with Cllrs.

9th March - Consultation re Changing Rooms and ISP – reported at item 138/24.

12th March – KALC Planning Conference. The Chairman and Clerk attended and an update would be given at the next Planning Committee meeting.

Conferences/Meetings/Webinars/Events forthcoming

14th March – Community Forum
 15th March – Events Sub-Group
 16th March- Village Litter pick
 19th March – SLCC AGM
 19th March – Carbon Literacy Training
 20th March – Internal Audit
 25th March – Nominations for Elections open (closing date 5th April at 4.00pm)
 25th March – KALC Area Committee meeting
 26th March – Carbon Literacy Training
 28th March – PPG Meeting
 2nd April – APM

140/24 CORRESPONDENCE

Parish Church Magazine – March edition – noted.
 Clerks & Councils Direct – March 2024 – noted.
 KALC News – March 2024 – noted.

141/23 FINANCE**Bank Statements:**Revenue Accounts

Nat West: £13,369.57

Unity: £20,540.03

Capital Account:

Santander: £72,206.33

Payments for ApprovalElectronic Payments

The following invoices were submitted for payment:

Kent County Council – photocopier rental - £108.02

Gallagher – motor insurance - £714.06

Cloudy IT – IT support - £106.56

Four Jays Group – site toilet (cemetery) £128.40

Castle Water – toilet water supply - £7.88

Cllrs agreed payments and Cllrs Tippen and Turner would authorise on Unity.

Other

Quote received from Cloudy IT regarding ongoing annual support for office staff and Cllrs.

Increase in Microsoft fees and additional Cllr support – Cllrs agreed and to review prior to the next financial year.

142/23 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan

An email had received from Kent Highways regarding MPC's highway priorities and had been circulated to Cllrs:

Goudhurst Road single yellow lines (SYL) – Kent Highways are against implementation and Cllrs wished Kent Highways to reconsider based on road and pedestrian safety concerns.

However, police/parking enforcement is required as there are three conflicting issues (driving on footway, speeding and parking) and Cllrs asked the Clerk to arrange a meeting with Police, Maidstone Borough Council and Kent Highways to discuss holistically.

Pattenden Lane – agreed to fund design fee for narrowing of junction at Church Green.

Maidstone Road Village Gateway – The Clerk to contact Kent Highways for costings.

Maidstone Road HGV signage – Cllrs feel this should be covered by Kent Highways due to being placed in the wrong position when installed.

Public Transport

An email had been received from South Eastern regarding changes to the timetable. The Clerk was asked to contact South Eastern to be sent a copy.

The Clerk was trying to obtain contact details of British Transport Police to raise the issues discussed at the last meeting.

There being no further business the meeting was closed at 9.00pm

Signed:

Cllr Kate Tippen, Chairman, Marden Parish Council

Date: 9th April 2024

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