



MINUTES AGREED AT MEETING HELD ON 11TH AUGUST 2020 BUT NOT SIGNED

MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL HELD ON 28TH JULY 2020 COMMENCING AT 7.30PM

Due to the Coronavirus outbreak all Parish Council meetings will be held remotely via Zoom virtual conferencing until further notice.

244/20 PRESENT

Cllrs Adam, Boswell, Jones, Mannington (in the Chair), Newton, Robertson, Stevens, Tippen and Turner. The Clerk, Deputy Clerk and one member of the public were also in attendance.

245/20 APOLOGIES

Cllrs Barker and Brown had given their apologies. County Cllr Hotson had also sent his apologies.

246/20 APPROVAL OF PREVIOUS MINUTES

Approval of the minutes of the Council meeting held on 14th July 2020 were agreed but will be signed at the next meeting when the Full Council convenes in person.

247/20 COUNCILLORS INFORMATION

Registers of Interest

There were no changes to Cllrs Registers of Interest

Declarations of Interest

Cllr Boswell declared an interest in item 250/20 as a neighbour of Southons Field

Cllr Jones declared an interest in item 250/20 as a neighbour of Marden Playing Field

Granting of Dispensation

There were no requests for dispensation on any item on this agenda

248/20 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

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

The Chairman adjourned the meeting for the following item

PUBLIC FORUM

No issues were raised in the public forum

The Chairman reconvened the meeting for the remainder of the agenda

249/20 CLERK'S REPORT

The report had previously been circulated to Cllrs. The Clerk and Deputy Clerk were slowly being able to use up hours owing together with taking annual leave. It was hoped that there would not be any need to carry over anymore that the contracted 5 days into next year. The Deputy Clerk had provided a report on the Community Assistance Group and stated that there were 7 volunteers still assisting with residents who were shielding/self-isolating.

250/20 AMENITIES

Update on any open space issues (Southons Field, Playing Field or Cemetery)

There had been anti-social behaviour at the youth shelter and criminal damage to the litter bin at the rear of the playing field over the previous weekend which had been reported and crime

references had been received. Cllr Jones also reported other anti-social behaviour on the playing field. The PCSO would be contacted to continue to visit the areas when on call. Cllrs agreed that the litter bin be placed back to where it was moved to and the Clerk would continue to chase the installation of the CCTV. Signage was agreed for criminal damage and drug use to be placed on the youth shelter.

Legionella Risk Assessment

A quote had been received for £255 to undertake a risk assessment at the changing rooms and public conveniences. Cllrs agreed to proceed with the risk assessment and the Deputy Clerk would arrange with the company to undertake site visits.

Caretakers To Do List

The updated document had been sent to Cllrs of work undertaken and work still outstanding. Cllrs agreed to obtain quotes for the surfacing of Southons Field driveway to be available for the budget meeting when future projects/expenditure were discussed.

Contract Mowing of Southons Field

Cllr Tippen and the Clerk had an informal meeting with the village caretaker. To allow him to undertake other duties which he had been unable to complete it was proposed that Cllrs consider a contractor to gang mow Southons Field from now until end of September together with rolling of the field (when conditions dictate) – total cost £560.00. Cllrs agreed in principle to go forward with contractor mowing and the Clerk was asked to confirm the cost with the contractor.

Litter Pick

Cllrs agreed to undertake an Autumn Litter Pick on 17th October. As no newsletter was due before that date advertising of the event needed to be promoted via Facebook and posters.

Changing Room Deep Clean

The Clerk had met with the public toilets cleaning contractor to discuss a deep clean of the changing rooms prior to any football matches commencing. The quote received was £400 and Cllrs agreed to accept this and arrange for the cleaning to be undertaken.

251/20 PLANNING

Planning applications

20/503065/FULL – The Old Forge, Barrel Arch Close

Alterations to windows and doors, erection of single storey rear extension and conversion of loft into habitable space with insertion of dormers and rooflights

No objection

MBC Planning Decisions

19/506358/SUB – Marden Cricket & Hockey Club, Stanley Road – approved

20/502075/SUB – Little Hertsfield, Staplehurst Road – approved

20502326/PNEXT – Gate Field, Goudhurst Road – prior approval is not required

Other Planning Issues to report

A Cllr wished to report an alleged enforcement issue. The Clerk requested that this be sent via email so that it can be passed to MBC and reported back to the next meeting.

252/20 UPDATE ON ANY MEETINGS HELD / DUE TO BE HELD

Highways Improvement Plan Meeting

A Highways Improvement Plan meeting was held on 20th July attended by Cllrs Adam and Tippen, the Clerk and Jennie Watson from Kent Highways. Notes of the meeting and updated HIP had been circulated to Cllrs prior to the meeting. Cllr Tippen updated the Cllrs and reported that some funding may need to be forthcoming from the Parish Council. One of the items in the HIP was dropped kerbs and Kent Highways had asked Marden PC to look at areas where it was felt a dropped kerb would be beneficial – these would then be sent to Highways for consideration. It was proposed, and agreed, that the HIP form part of the Infrastructure Spend Plan to look at funding from any Community Infrastructure Levy. The Clerk was asked to arrange a meeting with County Councillor Hotson to discuss Member funding. Cllrs also agreed to undertake a similar process to the HIP in regard to priority

criteria and a meeting was arranged for 4th August at 7.30pm via Zoom – Cllrs Adam, Boswell, Mannington, Tippen and Turner would attend along with the Clerk. Jennie Watson had provided highway boundary plans which had been circulated to all Cllrs. The Clerk was asked to contact Jennie Watson to confirm what data was used to prepare the highway boundary plan extracts that had been sent to us because the extents seem to match the Ordnance Survey base exactly. However, from my experience, this is rarely the case. It is understood that the KCC Highway Definition Team should have an accurate Geographical Information System (GIS) layer that can be overlaid on the OS base mapping. If not, could extracts be obtained at a larger scale with the Highway Definition Team's GIS layer used instead?

Borough Councillor Meeting

Borough Councillor meeting held on 27th July with David Burton attended by Cllrs Boswell, Mannington, Robertson and Tippen along with the Clerk. Cllr Mannington reported to Cllrs on what was discussed which mainly concerned the public consultation for the Local Plan which is due in November. Cllr Tippen informed Cllrs that the MBC's Strategic Infrastructure and Planning (SPI) Committee was due to meet in September when the evidence details for the sites would be made public. Cllrs were encouraged to view these documents when published and any lobbying, gaps in the evidence produced to be raised with SPI at their October meeting. Marden Planning Opposition Group offered to help with any information gathering.

253/20 FINANCE

Invoices for Payment

Electronic Payments

Postage by Phone – Newsletter postage £100.00
 Pitney Bowes – Franking Machine Rental £15.54
 P&P Signs – Toilet/play area CoVid-19 signage £378.00
 Viking – Ink cartridges and 2 x mouse £54.91
 RJP Cleaning – Public Conv. cleaning £635.00
 Business Stream – Waste water – toilets £185.09
 Alison Hooker – Grounds/office/misc supplies £633.75
 Total: £2,002.29

Invoices were approved and Cllrs Mannington and Tippen would authorise.

254/20 HIGHWAYS

Proposed Diversion of PROW KM237(part)

The documents had been circulated to Cllrs prior to meeting and Cllrs raised no objection to the proposals.

255/20 OTHER URGENT PARISH MATTERS:

For Decision

Parish Councillor Code of Conduct Consultation

All Cllrs had had the opportunity to read through this document and were all in agreement with the proposals. Cllr Tippen raised that the definition of Sensitive Interests and how Dispensation is applied had not been included in the new Code and asked that this be raised when responding – all Cllrs agreed. The Clerk would complete on behalf of the Parish Council but stated that Cllrs could also respond as individuals if they wished.

KCC Budget Consultation

It was proposed, and agreed, that this should be answered on an individual, personal basis rather than as a body,

Clerks return to office working

The Clerk had provided options for a return to work, possibly in September. However, it was agreed that the Clerk and Deputy Clerk would discuss in more detail when they both returned from leave and report back to Council at the meeting on 25th August. Cllr Adam also brought to the attention of the meeting a document on the NALC website giving a checklist on

returning to public meetings. This would be viewed and Cllrs to consider when meetings could be held face to face in the future.

Pear Technology – website accessibility to cemetery database

There was now a possibility of having the cemetery information available on the website at a cost of £100 per year (plus a setup fee of £350). Although the Clerk felt this was a good idea it was proposed that a log be kept of how often requests came through regarding information on grave plots and a report would be provided to the budget meeting later this year as to whether this should be something to be considered for the next financial year.

For Discussion / Information

Christmas 2020

Christmas Sub-Committee agreed to meet on the Deputy Clerk's return from leave to discuss the Marden at Christmas celebrations and what options may need to be considered. Several Cllrs would meet with the Deputy Clerk to view the possibility of new Christmas lighting on street columns.

Email from resident regarding litter bins along Plain Road

MBC had responded to the resident and Cllrs felt that the majority of the litter was possibly being left by contractors on the nearby developments. The Clerk was asked to contact the developers with a request that contractors refrain from dropping litter and to take it away with them.

Other Items Raised by Cllrs

Cllr Boswell asked about the removal of the yellow developer signage – the Clerk had been in correspondence with Kent Highways to ascertain which signage could be removed and would now contact the caretaker to take down those without a reference/markings. Signs would be retained and returned to Kent Highways.

Cllr Tippen requested that Cllrs consider the funding of a new website at the budget meeting. The current website did not have a search engine and it was felt that with the large amount of information that the Parish Council had on their website it needed to have a facility to enable searches to be made. The Clerk was asked to investigate other websites and obtain costings. Cllr Tippen asked the Clerk to contact MBC to update their Parish Council section on their website in regard to Marden Parish Council Chairman and Vice-Chairman.

There being no further business the meeting closed at 8.55pm

Date:

Signed:

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The next meeting of the Full Council will be held on 11th August 2020