



If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 01622 832305 or email clerk@mardenkent-pc.gov.uk.

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BRIEFING NOTE – FULL COUNCIL MEETING 10TH JUNE 2025

017/25 PRESENT

018/25 APOLOGIES FOR ABSENCE

Apologies for absence to be received.
Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be attending the meeting.

019/25 ELECTION OF VICE-CHAIRMAN

Item deferred from May Annual Parish Council Meeting.

020/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests
Changes to Register of Interest
Granting of Dispensation

021/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Annual Parish Council meeting held on 13th May 2025.
[Full Council Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

022/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Members of the public to make themselves known to the meeting as to whether they wish to raise any issue under this item.

The meeting to be adjourned for the following items:

PUBLIC FORUM

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

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report
Borough Councillors Report
Police

The meeting to be reconvened to discuss item 023/25 onwards.

023/25 CLERK'S REPORT

To receive and note the Clerk's report.
[Report in meeting pack.](#)

024/25 PARISH MATTERS

Reports from MBC and KCC

[Reports in meeting pack.](#)

Police Update/Report from Police Forum

Crime Figures

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

Other Police Matters

[Details to be provided at the meeting.](#)

New Marden PCSO

Police Community Sports Day at Marden Sports Club on 16th August.

Communication

Newsletter

[Update to be provided by Cllr Boswell](#)

Marden Flooding

[Southern Water had been written to – response will be reported to the meeting if received by 10th June.](#)

Infrastructure Spend Plan

Cllrs to receive the updated Infrastructure Spend Plan

[Document had been reviewed/updated following the consultation. Copy will be available on website following the meeting.](#)

Marden Resilience Plan

Cllrs to receive the new draft Marden Resilience Plan and agree next steps.

[Draft document circulated to Cllrs prior to the meeting.](#)

Changing Rooms Refurbishment

Cllrs to note that the planning application has been approved by Maidstone Borough Council. Cllrs to consider emails from architect and next steps.

[Details of MBC Decision and correspondence from architect had been circulated to Cllrs prior to the meeting.](#)

CCTV Licence

Cllrs to receive and consider the draft licence agreement from Golding Homes for the connection of CCTV into their property.

[Circulated to the Cllrs prior to the meeting.](#)

Marden PC Open Spaces Byelaws

Cllrs to agree to submit the application to amend the Open Spaces Byelaws to the Secretary of State.

[No comments had been received following the consultation – document to be put before Cllrs at meeting.](#)

Chairmen's Board

Cllrs to receive information on updating the Parish Council Chairmen's Board in the Parish Office.

[Costings received for updating the Chairmen's Board with Parish Council Chairman from 2016.](#)

Parish Council Code of Conduct

Cllrs to receive and consider the draft Parish Council Code of Conduct sent by KALC Maidstone Area Committee.

[Document circulated to Cllrs prior to the meeting.](#)

025/25 COMMITTEE REPORTS

Amenities Committee

To note the draft Minutes of Amenities Committee meeting held on 27th May 2025 which had been previously circulated and available on the Parish Council website.

[Amenities Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Planning Committee

To note the draft Minutes of Planning Committee meeting held on 20th May and 3rd June 2025 which had been previously circulated and available on the Parish Council website.

[Planning Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Finance Committee

No Finance Committee meeting held in May.

Conferences/Meetings/Webinars attended

Those in attendance to update the meeting on the following:

Resilience Planning Meeting with Staplehurst Emergency Team: 15th May

KALC Area Committee Meeting: 19th May

AI Webinar: 21st May

Communications Sub-Group Meeting: 5th June

Web/Email Compliance Webinar: 5th June

HR Sub-Committee Meeting: 5th June

Marden Neighbourhood Plan Meeting: 7th June

Environmental Sub-Group Meeting: 10th June

Conferences/Meetings/Webinars/Events forthcoming

Asset Transfer Webinar: 16th June

AI Webinar: 18th June

KALC EFCM (Reorganisation/Devolvement): 19th June

Highways Improvement Plan Meeting: 24th June

KALC Clerks Forum Webinar: 15th July

Assets of Community Value Meeting: 19th July

KALC Chairmans Forum Webinar: 22nd July

MPC Meetings to be arranged:

Resilience Planning

026/25 CORRESPONDENCE

Marden Parish Church Magazine

KALC Newsletter

027/25 FINANCE

(A) Bank Statements:

The Clerk to provide details at the meeting.

(B) Accounts 2024/2025:

(B)(i) Statement of Internal Control

Cllrs to receive and agree statement previously circulated to Cllrs. Document to be signed by the Chairman and RFO.

(B)(ii) Internal Auditor Report

Cllrs to receive and note the end of year Final Report received from the Internal Auditor.

(B)(iii) Bank Reconciliation/Balance Sheet 31st March 2025

Cllrs to receive and accept the end of year bank reconciliation at 31st March 2025

Cllrs to receive and agree the end of year Balance Sheet as at 31st March 2025 - to be signed at the meeting.

(B)(iv) Annual Governance and Accountability Return (AGAR) 2024/2025

(B)(iv)(a) Section 1 – Annual Government Statement 2024/2025

The Clerk to read out the following statements to Cllrs:

(1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements;

- (2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;
- (3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances;
- (4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;
- (5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;
- (6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems;
- (7) We took appropriate action on all matters raised in reports from internal and external audits;
- (8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements;
- (9) Trust funds including charitable. In our capacity as the sole management trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. *Not appropriate to Marden PC as not a sole managing trustee of a local trust(s).*
The Chairman and Clerk (RFO) to sign and record minute number.

(B)(iv)(b) Section 2 – Accounting Statements 2024/2025

The Clerk had completed Section 2 with figures from 2023/2024 and 2024/2025 accounts and circulated to Cllrs (also discussed at Finance Committee meeting). Cllrs to confirm statements and the Chairman and Clerk (RFO) to sign and record minute number.

(C) Other Papers for External Auditor

Internal Auditor certificate

To receive and note the Internal Auditor's year-end AGAR certificate.

AGAR documentation:

To receive and note the additional documents to be sent to the External Auditor.

[The following papers are in the meeting pack.](#)

- i. Bank Reconciliation as at 31st March 2025
- ii. Statement of Variances – Year ending 31st March 2025
- iii. Explanation of differences between Box 7 and Box 8 on Annual Return
- iv. Explanation of Earmarked Reserves
- v. Contact Details of Parish Council Clerk and Chairman
- vi. Declaration and Notice of Appointment of Exercise of Public Rights
- vii. Assertions for Intermediate Audit

(D) Marden Sports Coaching

Cllr Rabot to provide a report on possible sports coaching in the summer and request for funding.

[Report will be forwarded to Cllrs prior to the meeting.](#)

(E) Payments for Approval

Invoices for Payment

Invoices due to payment to be submitted to the meeting.

028/25 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan

Meeting to be held on 24th June to view responses from consultation and to consider new priorities.

Fingerposts

Cllrs to be provided with update from County Cllr Black if received in time of the meeting.

Speedwatch

Cllrs to be given an update from the Speedwatch team who attended the Motor Show on 24th May.

Other Highways Issues

Public Transport