

BRIEFING NOTE FOR FULL COUNCIL MEETING

AGENDA

040/25 PRESENT

041/25 APOLOGIES FOR ABSENCE

Apologies for absence to be received.

Cllrs to inform the Clerk by 5.00pm on 12th August if they will not be attending the meeting.

042/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

043/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held on 8th July 2025.

[Full Council Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](https://www.mardenkent-pc.gov.uk/Full-Council-Minutes-&Agendas-Marden-Parish-Council-Marden-Parish-Council-Marden-Tonbridge)

044/25 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 045/25 onwards.

045/25 CLERK'S REPORT

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

046/25 PARISH MATTERS

Reports from MBC and KCC

Cllrs to receive and note written report from Borough and County Councillors

Offer of Funding from County Councillor

Cllrs to discuss offer for funding of projects within the Parish.

[County Councillor Black has offered funding to support a parish council project. Cllrs to consider where funding would be more appropriate.](#)

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot to provide a report on receive crime figures.

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

[Other Police Matters](#)

Communication

[Newsletter](#)

[MPC Newsletters - Marden Parish Council Marden, Tonbridge, Kent - Marden Parish Council, Marden, Tonbridge](#)

Latest newsletter has been delivered to all residents and uploaded to website.

Marden Flooding

Cllrs to receive response from Southern Water

Sent previous letters to new contact at Southern Water. No response received at time of publishing agenda.

Infrastructure Spend Plan (ISP)

Cllrs to receive any updates on the ISP

[MPC Infrastructure Spend Plan - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Changing Rooms Refurbishment

Cllrs to receive any updates on the refurbishment and discuss next steps.

Assets of Community Value

Cllrs to receive updated ACV document and accept proposals for priority submissions to MBC.

Cllrs Adam and Boswell along with the Clerk had met to go through the ACV list which had been circulated to Cllrs prior to the meeting.

Engagement with Katie Lam MP

Cllrs to consider inviting Katie Lam MP to Marden

A suggestion has been made to invite Katie Lam to Marden. Cllrs to discuss possible dates.

Parish Open Spaces Byelaws

Cllrs Adam and Newton to confirm statements to be submitted to Secretary of State

The Clerk had emailed Cllrs Adam and Newton the statements to be submitted for the Byelaws application – confirmation required prior to submission.

Hedge/Tree Planting – Marden Cemetery

Cllrs to note application for additional hedging/trees for Marden Cemetery

Report would be circulated prior to the meeting.

Amendments to Parish Council Documents

Cllrs to accept and adopt changes to Standing Orders, Financial Regulations and Value for Money Policy

Following changes to Financial Regulations Cllrs to receive amended Financial Regulations, Standing Orders and Value for Money Policy

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

047/25 COMMITTEE REPORTS

Amenities Committee

To note the draft Minutes of Amenities Committee meeting held on 22nd July 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 5th August 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

To note the draft Minutes of Finance Committee meeting held on 29th July which had been previously circulated and available on the Parish Council website.

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

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

Finance and Governance Networking – 10th July

Marden Memorial Hall Trustees meeting – 14th July

Asset Transfer Webinar - 16th July – [in meeting pack](#)

Community Forum – 17th July

Assets of Community Value Meeting - 19th July (*discussed at item 047/25*)

KALC Area Committee Meeting – 28th July

Environmental Sub-Group Meeting – 29th July

Summer Play Scheme – 23rd July to 1st August

Conferences/Meetings/Webinars/Events forthcoming

Marden in Bloom Dog Show (Marden Playing Field) – 10th August

Blue Light Event @ Staplehurst – 16th August

Meet the Cllrs (outside Marden Library) – 23rd August

Resilience Planning Meeting – 28th August

Police Surgery – 28th August

KALC Procurement Webinar – 8th September

Memorial Hall meeting – 8th September

048/25 CORRESPONDENCE

Marden Parish Council Office Correspondence Log – July – [in meeting pack and on website: Correspondence Log - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Marden Parish Church Magazine [available at meeting](#)

KALC Newsletter – [previously circulated to Cllrs](#)

Clerk/Council publications – [available at meeting](#).

049/25 FINANCE

Bank Statements:

The Clerk to provide details at the meeting.

Payments for Approval

Invoices for Payment

Invoices due to payment to be submitted to the meeting.

Other Financial Issues

Blue Light Event – 16th August

Cllrs to consider funding to support this event.

[Cllr Rabot to provide a verbal report to the meeting.](#)

Assertion 10 – Annual Governance and Accountability Return (AGAR) 2025/26

Cllrs to note the report from the Clerk and action changes to the 2025/26 AGAR

[Report in meeting pack.](#)

050/25 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

New priority list submitted to Kent Highways.

[MPC Highways Improvement Plan - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Fingerposts

Cllrs to receive update from County Cllr Black on the Plain Road fingerpost sign.

Speedwatch

Cllrs to note dates for future sessions.

Other Highways Issues

Highways Working/Advisory Group

Cllrs to discuss the setting up of a Working/Advisory Group for Highways issues.

[Report in meeting pack.](#)

Public Transport



**DRAFT MINUTES OF THE PARISH COUNCIL MEETING
HELD ON TUESDAY 8TH JULY 2025 AT THE ALLENS,
ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

029/25 PRESENT

Cllrs Adam, Boswell, Dobinson, Gibson, Goda, Griffiths, Newton, Rabot (in the Chair), Summersgill, Tippen and Turner were present. Pembury Assistant Clerk also in attendance.

030/25 APOLOGIES FOR ABSENCE

There were no Parish Cllr apologies.
The Clerk and Borough Cllrs Couch and Russell had given their apologies.

In the Clerk's absence to Pembury Assistant Clerk was in attendance to take minutes.

031/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllr Dobinson declared an interest in item 039/25 Highways Improvement Plan (HIP) as resident of Howland Road.

Changes to Register of Interest

There were no changes of Cllrs Registers of Interest.

Granting of Dispensation

There were no requests for dispensation.

032/25 MINUTES OF THE PREVIOUS MEETING

Cllrs received and accepted as a true record the Minutes of the Parish Council meeting held on 10th June 2025. These were duly signed by the Chairman.

033/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

The meeting was not adjourned as no verbal reports were received.

PUBLIC FORUM

There were no members of the public in attendance

EXTERNAL VERBAL REPORTS (if in attendance)

No verbal reports were given.

034/25 CLERK'S REPORT

Cllrs received and noted the Clerk's report. Cllr Tippen updated on the Santander account and that it will be closing soon.

035/25 PARISH MATTERS**Reports from MBC and KCC**

Cllrs received and noted the written reports from Borough Councillors

Police Update/Report from Police ForumCrime Figures

Cllr Rabot reported on the most recent crime figures for Marden which included 13 offences including burglary, drugs, weapons and antisocial behaviour. All offences were typical to the same locations as previous months.

Other Police Matters

Cllrs were advised on the various anti-social behaviour in the village, majority of which had been reported via 101 and the Ward Police were aware. These included an incident on 12th June with police raid involving drugs and firearms. 4 people under caution. Residents in the area are very concerned; report on damages to bench on Southons Field, toilets and antisocial behaviour increasing this time of year; CCTV from the Village Club was reviewed but the Police were not able to identify suspect. Residents need to be encouraged to contact 101 if they have any information.

CommunicationNewsletter

The summer edition of the newsletter had been received back from the printers and was currently being delivered around the parish.

Marden Flooding

There were no issues to report

Infrastructure Spend Plan (ISP)

The latest version, as agreed at the last Full Council meeting, had been uploaded to the website. No further information had been received to add to the ISP.

Changing Rooms Refurbishment

The Clerk had responded to the architect in regard to obtaining costings and issues raised from the planning decision but no further information had been received. It was proposed that Cllr Turner review the email received regarding the condition in question and ask for this to be withdrawn.

036/25 COMMITTEE REPORTS**Amenities Committee**

There was no Amenities Committee meeting held in June.

Planning Committee

Cllrs noted the draft Minutes of Planning Committee meeting held on 17th June and 1st July which had been previously circulated and available on the Parish Council website. Cllr Tippen reported that the Neighbourhood Plan Review had failed Regulation 14 as a summarised statement of the modifications is required. This would be discussed at a meeting of the MNP with a further consultation required.

Finance Committee

There was no Finance Committee meeting held in June.

Conferences/Meetings/Webinars/Other attended

Those in attendance updated the meeting on the following:

AI Webinar: 18th June: The Clerk had provided a report on the webinars attending for AI which had been circulated to Cllrs.

KALC EFCM (Reorganisation/Devolution): 19th June: Cllr Tippen gave an update on the EFCM and slides from the presentation had been circulated. Two proposals are being put forward and £500,000 is being provided by the government although the expectation of cost is going to be a lot more. All Local Authorities in Kent will need to put in submissions by 28th November 2025 with feedback expected from government early in 2026 and elections held in May 2027 to create shadow councils. Parish Cllrs were encouraged to look at page on KALC website regarding devolution.

Highways Improvement Plan Meeting: 24th June. Reported at item 039/25 below.

Rude Mechanicals at Southons Field – 27th June

Cloudy IT File Management Webinar: 1st July. The Clerk and Deputy Clerk attended but no information had been provided at the time of the meeting.

Scribe HR Webinar: 2nd July. The Clerk attended and a report would be submitted to the HR Sub-Committee's next meeting.

Conferences/Meetings/Webinars/Events forthcoming

Finance and Governance Networking – 10th July

Marden Memorial Hall Trustees meeting – 14th July

KALC Clerks Forum Webinar - 15th July

Asset Transfer Webinar - 16th July

Assets of Community Value Meeting - 19th July

KALC Chairmans Forum Webinar - 22nd July

Summer Play Scheme – 23rd July to 1st August

MPC Meetings to be arranged:

Resilience Planning

037/25 CORRESPONDENCE

Marden Parish Council Office Correspondence Log – June. Circulated to Cllrs prior to the meeting - Noted.

Marden Parish Church Magazine - Noted

KALC Newsletter - Noted

Letter of thanks from Paddock Wood Community Advice Centre - Noted

KALC - Local Government Reorganisation Survey - Cllrs completed at the meeting following the report on the KALC EFCM meeting.

Golding Homes – Consultation for change of name of The Allens. Although not officially consulted Cllrs did not support this change due it being part of the Marden history. Clerk to respond not to support this.

038/25 FINANCE

Bank Statements:

Reserve Accounts

Nat West: £52,685.77

Unity: £125,580.86

Capital Account

Santander: £72,582.55

Grant Request

Cllrs considered a grant request from Air Ambulance Charity which had been circulated to Cllrs prior to the meeting. Cllrs discussed and agreed to grant £200 to match the donation last year and review again at the end of the financial year. If any funds are left over, they will review to donate more.

Payments for ApprovalInvoices for Payment

There were no invoices for payment.

039/25 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan (HIP)

Update from meeting held on 24th June.

Cllrs Goda, Newton and Tippen, along with the Clerk met to discuss the additional items to be added following the consultation and to review the criteria matrix for the Priority List. These were circulated to Cllrs prior to the meeting.

Cllrs agreed, in principle, to submit the Priority List to Kent Highways.

However, it was raised that the comments on the HIP for Howland Road - Rose & Crown Cottages item, did not reflect what was reported by residents and that the wording needs updating. Once updated the document would be submitted.

Fingerposts

No update had been received from County Cllr Black on this item.

Speedwatch

Cllrs Summersgill and Rabot reported to Cllrs that the next date for a Speed Watch session would be held on Friday 11th July.

Public Transport

An update on items raised at the recent meeting with South Eastern had been received and circulated to Cllrs.

There being no further business the meeting was closed at 21.01

Cllr Adrian Rabot

Chairman

Date: 12th August 2025

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk /

www.mardenkent-pc.gov.uk

Clerk's Report – Full Council 12th August 2025

Meetings etc 13th August to 9th September:

Planning Committee: 19th August: 7.30pm – Parish Office
Meet the Councillors: 23rd August: 11.00am to 12noon at Marden Library
Clerk/Chairman/Vice-Chairman: 26th August: 10.00am – Parish Office
Amenities Committee: 26th August: 7.30pm – The Allens (tbc)
Resilience Planning: 28th August: 2.00pm – Parish Office
KALC Procurement Webinar: 8th September: 10.00am to 11.30am – virtual
Clerk/Chairman: 8th September: 12noon (tbc) – Parish Office
Memorial Hall Meeting: 8th September: 4.30pm – Parish Office
Mulberry Procurement/Tendering Webinar: 9th September: 10.30am - virtual

Correspondence Log

This has been updated with July's correspondence and is available in the meeting pack and on the website.

Full Council Action Log

Action Log updated following July's meeting – available in the meeting pack and on the website.

Clerk's Outstanding Issues:

Allotments

No further updates received.

Bank Mandates

Applications submitted for Nat West and Unity – Not received any correspondence yet as to whether Cllrs have been set up – chasing both banks for update.

Cemetery – Pear Technology

Installed onto my desktop. Speaking with Cloudy IT and Pear Technology to see if it can be downloaded onto Sharepoint for all office staff to access.

Fingerposts

Timeline/information sent to County Cllr Black who is looking into issues raised by Kent Highways

Single/Double Yellow Lines

No update received on designs to be sent through by Kent Highways. Now have new contact so will email in the next couple of days to see where this is at.

Play Scheme

Finished on Friday 1st August with a party and inflatable assault course which was enjoyed by all in attendance. Trialling the party in the afternoon, rather than a Thursday evening, worked better so will continue with this next year. I have a meeting with the School Principal in September to discuss 2026 play scheme and the possibility of holding in at the school as this will give us more space to have a further 16 to 24 children (depending on staffing). Can I propose that meeting of the

Play Scheme Sub-Group (Adrian, Anne and Kate) be held after my meeting with the principal to discuss options for next year.

Public Conveniences Solar Panels

Currently being discussed by Amenities Committee

Southern Water

Letters sent to a different contact at Southern Water – waiting for response

Other Information

10th August – Dog Show at Marden Playing Field

Saturdays 9.30am to 10.30am – Rugby Taggers – Southons Field

Transfer of Assets Webinar

16th July 2025 – virtual

Attended by Cllr Kate Tippen and the Clerk

Webinar run by KALC

Given by John Rivers of New Romney Town Council

Submission from all districts and KCC to be received by government in November 2025
Decision made by February 2026.

Slides are due to be sent through which will be circulated to Cllrs once received.

- Parishes should speak with MBC/KCC to ascertain the list of assets held by them for the relevant parish.
- What if parishes don't take on assets? Could possibly be sold off on the open market
- Start up a dialogue with MBC/KCC once assets known
- Suggested undertaking this asap rather than waiting for unitary councils to be elected.
- Produce a table of assets within the parish, what is included? is there any income streams? Ongoing maintenance? Etc
- Prepare costings and consult with residents as additional expenditure may need to be added to precept
- Develop business plan (is there any outstanding loans/debts on asset being transferred).
- Possible collaboration with neighbouring parishes
- Additional costs to consider:
 - Professional fees
 - Insurance
 - Additional staff
 - Ongoing maintenance costs
 - Replacement costs
 - Business rates

Could be a reverse clause in the transfer added to halt any decision by parishes to sell on asset/land.

LOG OF CORRESPONDENCE AND HOW DEALT WITH?

No names/contact details should be added here

Jun-25

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
02/06/2025	Email	Ali	Play Scheme Manager - activity plan	Amenities - Play Scheme	Printed off for parents/ carers
02/06/2025	Email	Ali	Request for play scheme forms x 2	Amenities - Play Scheme	Emailed across
02/06/2025	Face to Face	Ali	Play Scheme initial registration forms collected, completed and/or delivered x 24	Amenities - Play Scheme	Put in file for Lisa to respond
02/06/2025	Email	Ali	Play Scheme queries and initial registration forms received x 22	Amenities - Play Scheme	Printed and put in file for Lisa to respond
02/06/2025	Email	Ali	MBC Planning requesting more info for TPO application	Planning	Submitted
02/06/2025	Face to Face	Rachel/Ali	Resident asking about community gardens	General	Obtained contact details to send to Allotment Assoc and to provide him with Welcome Pack/village organisations
03/06/2025	Email	Ali	Play Scheme queries and initial registration forms received x 15	Amenities - Play Scheme	Passed to Lisa
03/06/2025	Face to Face	Ali	Play Scheme initial registration forms collected, completed and/or delivered x 2	Amenities - Play Scheme	Passed to Lisa
03/06/2025	Email	Ali	MBC confirmation of TPO application	Planning	Noted - to be placed on next Planning agenda
03/06/2025	Email	Ali	Resident regarding parking in Albion Road	Highways	Responded re location of DYL - resident to raise concern with Golding Homes/Highways
03/06/2025	Email	Ali	KALC - confirming attendance at EFCM	General	Noted
05/06/2025	Email	Ali	Confirmation from Motor Club for 2026 booking	Amenities - Open Space	Added to 2026 diary
05/06/2025	Email	Ali	Play Scheme queries and initial registration forms received x 7	Amenities - Play Scheme	Responded to say fully booked but will add to waiting list
06/06/2025	Face to Face	Rachel	Request for play scheme form to be printed off (registered)	Amenities - Play Scheme	Emailed and printed forms off for parent to complete.
06/06/2025	Face to Face	Rachel	Resident reporting abandoned vehicle in Chapel car park after reporting to 101	General	Will take photos and report to local PCSO/Police to see if stolen or where registered keeper is.
09/06/2025	Email	Ali	Resident asking for County Cllr contact and HIP request	General	Provided Brian Black's email - HIP currently being reviewed
09/06/2025	Email	Ali	Request to hire Southons Field	Amenities - Open Space	Passed to Rachel

09/06/2025	Email	Ali	Resident requesting footpath to cemetery be strimmed	General	Sent text to Graham
09/06/2025	Email	Ali	MBC - electoral role update	General	Passed to Lisa
09/06/2025	Email	Ali	Parents not receiving notification of play scheme place x 4	Amenities - Play Scheme	Responded with details
09/06/2025	Telephone	Ali	Parents not receiving notification of play scheme place x 3	Amenities - Play Scheme	Responded with details
09/06/2025	Telephone	Ali	Pear Technology to update cemetery database	Office	Completed - new version on system
09/06/2025	Telephone	Ali	Resident reporting damaged to street light	Highways	Reported to Kent Highways - ref 882683
10/06/2025	Face to Face	Ali	Another resident reported damaged street light	Highways	Reported above
10/06/2025	Email	Ali	CPT confirming attendance at Village Café on 13/6	General	Provided details to Cllrs at FC meeting
16/06/2025	Email	Ali	Application for play scheme	Amenities - Play Scheme	Passed to Lisa
16/06/2025	Email	Ali	Scouts - provided details of flyer for newsletter	Newsletter	Confirmed flyer ok - provided dates for insertion/delivery
16/06/2025	Email	Ali	Memorial stonemason - application for inscription	Amenities - Cemetery	Confirmed inscription ok - returned signed paperwork
16/06/2025	Email	Ali	Resident reporting overflowing dog bins at Highwood Green	General	Management Company responsibility - contact Parish Office if any problems
16/06/2025	Email	Ali	Resident concerned about parking outside memorial hall	General	Passed to Hall Committee
16/06/2025	Email	Ali	Play Scheme manager regarding booking of external session x 2	Amenities - Play Scheme	Confirmed - within budget
16/06/2025	Email	Ali	Confirmation from Mazars for AGAR submission	Finance	Noted
16/06/2002	Email	Ali	Marden History Group asking for poster to be added to e-newsletter	General	Passed to Rachel
17/06/2025	Email	Ali	Hirer confirming receipt of risk assessment for Southons Field x 2	Amenities - Open Space	Noted
17/06/2025	Email	Ali	Scouts confirming assistance with newsletters	Newsletter	Noted
17/06/2025	Face to Face	Ali	Golding Homes to sign CCTV licence	General	With Cllr Griffiths
17/06/2025	Email	Ali	MBC confirming S106 developer contributions is still available	Planning	Noted - S106 proforma filed for completion when money to be drawn down.
18/06/2025	Email	Ali	Scouts providing roads for newsletter delivery	Newsletter	Noted

19/06/2025	Email	Ali	HML - emptying dog bins	General	Due 20/6/25 - let resident know
19/06/2025	Email	Ali	Volunteer newsletter delivery - confirming x 3	Newsletter	Noted
19/06/2025	Face to Face	Ali	Resident reporting fencing following dog reports	General	Noted
19/06/2025	Face to Face	Ali	MoP asking for pre-school access x 2	General	Told which door to go to.
20/06/2025	Telephone	Rachel	Call to speak with Ali regarding planning	Planning	Took message for Ali to call back Monday on return to office
23/06/2025	Email	Ali	Volunteer newsletter delivery - confirming x 2	Newsletter	Noted
23/06/2025	Email	Ali	Parish Councils regarding planning training	Planning	Passed to Cllrs
23/06/2025	Email	Ali	Report of BBQ being used at Southons Field	Amenities - Open Space	Passed to Rachel to add rules to social media/e-newsletter
23/06/2025	Email	Ali	Report of overflowing litter bin at Plantation Lane	General	Reported to MBC - Ref: DIG725117043
23/06/2025	Telephone	Ali	Staplehurst FC requesting hire of playing field for football training	Amenities - Open Space	Emailed Amenities Committee for agreement
23/06/2025	Email	Ali	Resident asking for Napoleon Drive hedges to be cut	Amenities - Open Space	Responded - policy is that they are left until after bird nesting season (31st July - Natural England).
23/06/2025	Face to Face	Ali	Someone asking for MP details	General	Provided email for Katie Lam MP
26/06/2025	Face to Face	Rachel	Resident reporting horse and trap on Playing Field	Amenities - Open Space	Would report to PCSO to raise awareness

Report to Marden Parish Council

Meeting date: 12th August 2025

Author: Alison Hooker, Parish Clerk/RFO

Subject: Changes to Annual Governance and Accountability Return (AGAR)

Purpose: To inform Councillors of changes for financial year 2025/26

Recommendations: That Council note/consider the changes to the AGAR for end of year audit 2025/26

1. Background

Councils are guided by the Practitioners Guide published by the Smaller Authorities Proper Practices Panel each year which is referred to for the end of year audits.

Amendments made for 2025/2026 financial year is the addition of “Assertion 10 – Digital and Data Compliance”.

This is in regard to emails, websites and IT.

The following is required so that the AGAR can be correctly submitted at the end of the financial year 2025/26.

Carry out council-wide audits of “personal data” Marden PC processes, why you hold it, who has access, and your lawful basis for processing.

Risk assessing all of the personal data processed by Marden PC and identifying mitigations to reduce risk to the council and data subjects.

Having appropriate data protection and information compliance policies in place that reflect how the council operates

Putting in place regular and relevant data protection training for Marden PC employees and Cllrs.

Email Management: Every authority must have a generic email account (either .gov.uk or .org.uk) hosted on an authority owned domain. *Marden PC as this with all office staff and Cllrs with .gov.uk email*

Website: All smaller authorities (ie Parish Councils) must meet legal requirements for all existing websites regarding of what domain is being used – *Marden PC meets this.*

Website: All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2019 – *currently being reviewed*

GDPR: All smaller authorities must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 – *have policies but confirming meets requirements.*

IT Policy: All smaller authorities must have an IT policy. This explains how everyone (Clerks, Cllrs and other staff) should conduct authority business when using IT equipment and software (this relates to the use of authority-owned and personal equipment). *Marden PC currently has a Communication Policy which will need to be reviewed (and possibly renamed) to include new details.*

2. Options for Council

- a. Note: defer to Finance
- b. To do: agree for Clerk to draft new IT policy (defer to Comms Sub-Group?)

Report to Marden Parish Council

3. Reason for recommendation

Changes/Agreement needs to be made for Marden PC to meet new AGAR Assertion 10.

4. Appendices

Attached:

NALC Advice Note on Parish Council email address:

Quick guide to AGAR Assertion 10

Fact Sheet – Use of personal email addresses

5. Further information

CLLrs to note that only Marden PC emails (cllrname@mardenkent-pc.gov.uk) should be used for Parish Council business and should not be linked to personal email addresses.

Reference is made to parish councils appointing a Data Protection Officer (DPO) – this is being challenged as Councils do not need to appoint a separate DPO.

Further explanation of Assertion 10: [Assertion 10 \(SAPPP 2025\) - a simple explanation for parish & town councils | Aubergine](#)

Transparency Code: [Transparency code](#)

I am attending training on 2nd October on this (run by Mulberrys – our External Auditor) if anyone wishes to join me

A quick guide to the AGAR Assertion 10 and UK GDPR Compliance

What Local Councils need to know (and do) before their next AGAR Submission

From the 2025/26 AGAR, parish and town councils will be required to complete a new Assertion 10 as part of its Annual Governance Statement. This new requirement goes beyond the previous expectations bundled together under Assertion 3.

The 2025 Practitioners' Guide, issued by the Smaller Authorities Proper Practices Panel (SAPPP) (*formerly JPAG*), sets out the requirements of Assertion 10.

Assertion 10 will not only require councils to use a council-owned domain for email and to operate an accessible website, it also explicitly requires parish and town councils to:

- **Comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018**
- **Process personal data lawfully, fairly, and in line with UK GDPR principles**
- **Recognise their roles as both a Data Controller and a Data Processor**

But what does UK GDPR and Data Protection Act compliance mean in practice for parish and town councils?

This means councils should have a holistic understanding of all of the personal data they process, their purpose for processing it, where it's stored, who has access (and why), whether that data is ever shared, and when, ultimately, that data is deleted.

To credibly declare UK GDPR and Data Protection Act compliance, councils are also advised in the guidance to undertake activities such as data audits, staff training and policy reviews in line with sector guidance, where relevant.

To sign off Assertion 10 with confidence, your council should have already taken steps during the current financial year to ensure your compliance. For many councils, this may involve:

- **Carrying out council-wide audits** of 'personal data' your council processes, why you hold it, who has access, and your lawful basis for processing.
- **Risk assessing all of the personal data** processed by the council and identifying mitigations to reduce risk to the council and data subjects.

- **Having appropriate data protection and information compliance policies** in place that reflect how the council operates (not what it did in 2018)
- **Putting in place regular and relevant data protection training** for council staff and councillors

There's a lot of work to do, and yet for many councils, it can be a challenge to know where to start, or what to actually do to achieve compliance with the UK GDPR and Data Protection Act.

There's a lot to take care of, which is why acting now can help avoid unnecessary stress, frustration, and headaches further down the line.

From Practitioner's Guide 2025

Assertion 10:

Assertion 10 - Digital and data compliance (Assertion 10 added to clarify data compliance, previously covered under Assertion 3) **Note: Assertion 10 will not appear on the AGAR until 2025-26.**

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 **Email management** - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct

authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

AGS Assertion 10 — Digital and data compliance

5.117. **Data protection and security** - Using authority-owned email accounts ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality.

5.118. **Accountability and transparency** - authority-owned email accounts provide a clear record of communications, which is essential for transparency and accountability. This helps in maintaining an audit trail and ensures all authority-related communications are accessible for review if needed.

5.119. **Consistency, trust and professionalism** - it is best practice to use .gov.uk domains for smaller authorities' emails and websites (excluding parish meetings). This helps maintain a consistent and professional image for the authority and ensures all communications are easily identifiable as coming from the authority. This is increasingly important as cyber scams are on the rise. For support on setting up a gov.uk domain for your smaller authority you can follow the guidance on moving your parish council to a .gov.uk domain.

5.120. Having authority-owned email accounts also makes Data Subject Access and Freedom of Information Requests easier to manage.

5.121. **Compliance with policies** - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations.

5.122. **IT Policies** - An IT policy prevents misunderstandings when using IT equipment for authority business and makes sure that there can be no excuses for anyone in your authority not protecting their data or working safely. If your authority does not have a policy, you might like to use this IT policy template. It is important to personalise the template for the specific use of your authority and add links to guidance where needed.

5.123. **Website accessibility** - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum 47 of 74 all authorities' websites must include an accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.

5.124. **Data Protection** - To ensure compliance with data protection regulations, smaller authorities must:

- Appoint a Data Protection officer to oversee data protection and ensure
- compliance with GDPR.
- Conduct regular data audits to identify what personal data is held, how it is
- used and make sure it is processed lawfully.
- Implement a Data Protection policy on data handling, storage and sharing.
- Provide regular training to ensure all staff and members are trained on data
- protection principles and practices.
- Secure data using appropriate technical and organisational measures to protect
- personal data from breaches.

5.125. The Freedom of Information Act places a duty on every public authority to adopt and maintain a publication scheme which details the publication of information by the authority and is approved by the Information Commissioner; adoption of the Information Commissioners Office model publication scheme meets this requirement.

5.126. In addition to this the Transparency Code for Smaller Authorities requires parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 to publish certain information set out in the code. This enables local electors and local taxpayers to access relevant information about the authority's accounts and governance.

5.127. Smaller Authorities with total turnover or expenditure greater than £25,000 should as best practice comply with the Local Government Transparency Code 2015; the government believes that in principle all data held and managed by local authorities should be made available to the public unless there are specific sensitivities to doing so.

5.128. Monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that internal auditors would review this control area.

NALC ADVICE NOTE

Parish and town council email addresses

This advice note was last updated on 6 August 2025

More and more parish and town council business is being conducted online, which means that all council staff should be aware of and follow best email use and management practices. This resource describes the importance of using official council email accounts and offers practical guidance on email security.

The importance of using official email addresses

The [Practitioners' Guide 2025](#) requires every authority to “have a generic email account hosted on an authority-owned domain, for

Example `clerk@abcparishcouncil.gov.uk` or `clerk@abcparishcouncil.org.uk`” (1.47).

We strongly advocate the use of official email addresses by all elected members and staff for council work.

We have teamed up with the Government Digital Service (GDS), the Information Commissioner's Office (ICO) and the Society of Local Council Clerks (SLCC) to recommend using an official gov.uk email domain.

The [ICO factsheet](#) states that "councils must process data securely, which may be more difficult to achieve if it is being processed through personal email accounts". There are some significant reasons for using official, rather than personal, email addresses:

- Official correspondence should reflect the professionalism of the council. An official email address enhances the credibility of the sender and the council itself. Emails sent from gov.uk addresses are less likely to be sent to spam or blocked and more likely to be read and responded to quickly.
- With an official email address, changes in council staff or members are easier to manage. Compliance with the council's legal obligations around data protection is more straightforward; information can be retained or archived appropriately. Before closure, the clerk can complete administrative tasks, such as accessing historic emails/data. Residents will not be confused, and former staff or members will not accidentally receive council-related emails.
- By separating your personal life from your professional life, you ensure members of the public, partners, and suppliers understand you are emailing them in your role as a councillor or clerk. Recipients will be clear about who the email is from and in what capacity it is being sent.
- Suppose a subject access or freedom of information request is made, and then all emails to and from that account about that request may need to be reviewed and/or released. Using a personal email account can be a complex and invasive process. Using an official account protects your personal information and makes managing such a request straightforward.
- Council email accounts facilitate the creation and maintenance of official records. This is crucial for the proper functioning of the council, for auditing purposes, transparency,

and accountability. It helps track decisions, discussions, and other vital communications.

- Official gov.uk email addresses are continuously monitored by central government for potential security vulnerabilities and give better legal protection because they're based in a UK jurisdiction.

How much does a gov.uk domain cost?

- The wholesale cost of a gov.uk domain has reduced significantly and is now in line with other domains.
- The cost to the council depends on the services the council takes alongside the domain name. Always check that you are only buying services that your council needs.
- Approved registrars have different price points, with some offering incentives to switch, so it is worth shopping around.
- Councils should get at least three different quotes before they choose a registrar and ask for a full breakdown of costs, as prices can vary.
- As a rule, keeping your existing website and opting for a simple webmail service, as opposed to one of the big suppliers like Microsoft, is cheaper. You do not have to buy a new website to get a new domain or comply with accessibility laws if doing so places a disproportionate burden on the authority. However, you must include an [accessibility statement](#) on your website and review it regularly.
- Ask around, speak to other councillors and clerks who have switched to gov.uk recently and ask what they paid.

Support to help you switch to a gov.uk email address

- There is comprehensive guidance on [moving your parish council to a gov.uk domain](#) on the GOV.UK website. Set out in easy-to-follow steps, this guidance takes you through the whole process, from getting approval to the move to a gov.uk domain and understanding the services your parish or town council needs, to choosing a registrar to set up your domain and being your point of contact if you need help. A list of suppliers who have experience of working with parish councils and have agreed to provide extra support to help you move to, or set up, a gov.uk domain can be found on the [GOV.UK website](#).
- You can also [sign up for a 45-minute workshop for more information on moving to a gov.uk domain](#).

Roles

While the parish or town council must decide to move to a gov.uk domain, it is the clerk's role to facilitate and manage the move. This is because the clerk is a permanent council staff member, and only they have the authority to complete some of the key steps required, such as being named the domain registrant.

Need help deciding your email address or website name?

- Website: [acmeparish.gov.uk](#), [acmeparishcouncil.gov.uk](#) or [acme-pc.gov.uk](#)
- Councillor email addresses: [cllr.firstname.lastname@xyz.gov.uk](#)

- Clerk email addresses: clerk@xyz.gov.uk

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Good practice in password management and email security

To comply with privacy and data protection rules, council staff must securely operate their email account. Here is some crucial advice on keeping your email account secure:

- Choose a strong password. [The National Cyber Security Centre's guidance](#) recommends combining three random words to create a strong password.
- Do not share your password with anyone else or write it down where others can find it.
- Use [multi-factor authentication](#) (MFA). This means providing additional information alongside your password to log in, providing the best security.
- Ensure your computer is password protected and automatically locks if you are away from it for more than five to 10 minutes. You can also lock it manually: on Windows devices, this is usually done by pressing CTRL + ALT + DELETE at the same time.
- Do not routinely redirect council emails automatically from one account to another.
- Make sure other staff (where these exist), or the chair, know the process and who to contact in an emergency, such as a sudden absence. This is best achieved through contacting the IT/email provider and arranging for an out-of-office, with alternative contact details to be added to the inaccessible account, or by forwarding emails to someone else for a very limited period. As a precaution, you should not store crucial information that colleagues may need within your email system.
- Clerks should be able to get access to mailboxes if needed for specific purposes, for example, in the event of a Freedom of Information request. Clerks also need to be able to reset accounts and retain information in an inbox in the event of a change in council staff or members. Such access to emails should be properly managed, usually via your email host or IT provider, to ensure compliance with data protection. Providers should have clear instructions on who is able to request access or changes to accounts to maintain security and ensure all staff members and councillors have confidence in the privacy of their emails.
- We offer [online courses](#), such as basic cybersecurity, password management, and phishing.

Fact sheet for councils: the use of personal email addresses and devices

This factsheet has been produced following a series of workshops and discussions with local councils across the UK and will be of interest to parish council clerks looking for steps they can take to improve their council's data protection compliance.

The majority of parish clerks attending the Society of Local Council Clerks (SLCC) Leadership in Action Conference 2019 ranked the use of personal email addresses and devices for council business as their top data protection concern.

The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) don't say which email systems or devices should be used. But if the use of personal email addresses and devices is something your council does, you should be aware of the risks and the council's data protection obligations and responsibilities.



Fact: Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately-owned device.

As a data controller, a council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the council is accountable for any council business conducted involving personal data on any device or through any email account.

The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the council should ensure they know their responsibilities in terms of only using personal data for the purposes which the council obtained it.

If copies of data (such as email attachments) are stored on many different devices, there's an increased risk that it'll become out-of-date or inaccurate over time. There's also an increased risk that it'll be retained for longer than necessary, because it's difficult to keep track of copies.

You may also find it difficult to respond on time to a subject access request if you have to search multiple devices or if you aren't aware of all the devices on which personal data may be stored.

Questions to ask:

- What types of devices are in use?
- Who else uses the personal email account or privately-owned device, and who else has access?
- How can you control the data on the personal email account or privately-owned device (eg accuracy and retention)?
- How much consideration has been given to the data on the device being overlooked?



Fact: Councils must process personal data securely – which may be more difficult to achieve if it's being processed through personal email accounts or is stored on privately-owned devices.

Councils must have 'appropriate technical and organisational measures' in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability.

There's no 'one size fits all' solution to information security. The UK GDPR doesn't define the security measures that you should have in place. It requires you to have a level of security that is 'appropriate' to the risks presented by your processing. What's appropriate for your council will depend on your own circumstances, the information you're processing, and the risks it presents.

As the data controller, the council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used

to carry out the processing. If there's a personal data breach, you must be able to demonstrate that you've secured, controlled or deleted all personal data on a particular device.

Questions to ask:

- How secure are the devices (eg is the device password-protected and what is the risk of malware)?
- What if the device is lost or stolen – can you remotely locate it and wipe the data?
- What operating system is the privately-owned device running?
- How is data transferred to other devices, and how secure are these systems and/or devices?
- Is your council using or considering cloud storage?



Fact: Councils must demonstrate that they are UK GDPR-compliant, and the use of personal email accounts and privately-owned devices may make this more complicated.

The principle of accountability requires you to be able to demonstrate that you are complying with the UK GDPR, and have appropriate policies and processes in place. If personal devices or email accounts are being used, you should have an effective organisational policy in place to ensure that the associated risks are managed.

You'll also need to take steps to make sure your members are aware of the policy and that it is implemented. This could include training, monitoring and audits.

Questions to ask:

- If you're using personal email addresses and/or devices to process data for council business, do you have an acceptable use policy in place to manage this?
- Have you implemented appropriate security measures as outlined above?
- Have you documented the associated risks and subsequent decisions?
- Does your council need to review/update its current approach?

More information

For more information about the accountability principle with the UK GDPR, visit ico.org.uk and search '[accountability principle](#)'.

The challenges of using a personal email system or device are set out in more detail in the ICO's [Bring your own device \(BYOD\)](#) guidance – visit ico.org.uk and search 'BYOD'.

Report to Marden Parish Council

Meeting date: 12 August 2025

Authors: Kate Tippen

Subject: Highways Working Group

Purpose: For decision

Recommendations: That Council forms a Highways Working Group that reports to Full Council
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1. Background

The results of the recent Marden Community Survey placed residents concerns about highways issues in the top 3 issues they want the Parish Council to address.

The Highways Improvement Plan (HIP) is a Full Council agenda item, under Highways and Transport, and comes at the end of the agenda usually after many other detailed items have been discussed so highways issues may not always receive full focus.

The proposal is to set up a Highways Working Group of the Full Council with no delegated decision making. All recommendations will be referred to Full Council for approval.

Objectives of the Working Group

- Monitor HIP progress
- Recommend to FC any additions to the HIP
- Recommend to FC HIP prioritisations
- Monitor outstanding highways maintenance issues
- Complete the annual Highways and Transportation Survey

The Working Group to consist of 4 councillors plus The Clerk.

To meet at least 4 times per year.

Review the need for the Working Group annually.

2. Options for Council

- a. Do nothing – leave as is
- b. Agree to set up a Highways Working Group

3. Reason for recommendation

To put more focus on highways issues

4. Expected benefits

To demonstrate that we are listening to residents

More focus on highways issues

Proactively identify where there are highway concerns and seek appropriate solutions

**Full Council Meetings Action Log
2023/2024**

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A18	138/24	13th February 2024	Risk Assessments - review format (see A109)	Clerk	ONGOING: Continuing to be updated.	
A27	153/24		Review faint yellow lines in village	Cllrs	ONGOING: To report to the Clerk	

2024/2025

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A37	024/24	9th July 2024	CLLrs and office staff to undertake Carbon Literacy Training	All	Look at SLCC training	
A105	125/25	10th December 2024	Update Word documents to meet new Accessibility regulations	Ali	ONGOING	
A109	136/25(F)	11th March 2025	Update Risk Assessments and upload to website	Ali	ONGOING	
A111	137/25(D)(e)		Trial Sharepoint with a few CLLrs	Ali/Rachel		
A113	138/25(B)(f)		Prepare file with parish assets (devolution)	Ali	ONGOING	
A114	139(C)(a/b)		Set up bank mandates for CLLrs Dobinson, Goda and Griffiths	Ali	Unity/Nat West Chasing banks for update	
A117	148/25(D)		Chase Southern Water	Ali	Chased 16/4/25	
A119	148/25(H)		Review format of APM	Clerk/CLLrs	Meeting to be arranged	

2025/26

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A126	012/25	13th May 2025	Finalise Byelaws paperwork	Ali/Cllrs Adam and Newton	Waiting for response from Cllrs Adam and Newton - once received submit to Secretary of State	
A137	024/25	10th June 2025	Chairman's Board to be updated	Admin Assistant	Obtain further quotes from other companies	
A143	035/25	8th July 2025	Review email regarding planning condition for changing rooms application	Cllr Turner	Ask for condition to be withdrawn	
A144	035/25		MNP - Reg 14 to be repeated / modifications statement to be drafted	MNP Steering Group	Meeting arranged 30/9/25	