

**BRIEFING NOTE FOR FULL COUNCIL MEETING TO BE HELD ON 14TH JANUARY 2025
AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

093/25 PRESENT

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will be taking part in the meeting.

094/25 APOLOGIES FOR ABSENCE

To receive apologies for absence.

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be taking part in the meeting.

095/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

096/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held on 10th December 2024.

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

097/25 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 REPORTS - VERBAL

County Councillor Report

Borough Councillors Report

The meeting to be reconvened to discuss item 098/25 onwards.

098/25 CO-OPTION OF COUNCILLOR

One application had been received to fill the remaining vacancy on the Parish Council and the candidate had been invited to attend the meeting.

Cllrs to vote to fill vacancy via co-option.

Application form has been circulated to Cllrs prior to the meeting – [in confidential meeting pack](#).

Co-opted Cllr, if appointed, to sign the Declaration of Office before taking part in the rest of the meeting.

099/25 CLERK'S REPORT

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

100/25 PARISH MATTERS**Written Reports received from MBC and KCC****Police Update**Crime Figures

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

Other Police Issues**Communication**Newsletter**Marden Flooding/Water**

Cllrs to discuss recent flooding, especially Maynards manhole, and work undertaken by Southern Water

Marden Changing Room

Cllrs to discuss details received from architect regarding additional works/fees

CemeteryExclusive Right of Burial Certificates

Exclusive Rights of Burial certificates to be signed by Cllrs

KALC Community Award Scheme 2025

Cllrs to consider nominations for the above award – closing date for nominations 6th February 2025. [Nominations circulated to cllrs in confidential meeting pack \(winner will be announced at the Annual Parish Meeting\)](#)

Public Conveniences Solar Panel Project

Cllrs to consider information received from MBC regarding the licence fee to undertake the installation of solar panels.

Cllrs to consider and agree solar panel contractor.

[Costings circulated in meeting pack](#)

Playing Field CCTV

Cllrs to consider draft contract received from Golding Homes regarding electricity supply for CCTV.

[Draft contract circulated in confidential meeting pack](#)

Parish Council Policies

Cllrs to consider and approve the following draft policies. Once agreed these will be incorporated into the Employees Handbook:

Sexual Harassment Policy

Annual Leave Policy

[Draft policies circulated in meeting pack.](#)

101/25 COMMITTEE REPORTS**Amenities Committee**

There was no Amenities Committee meeting held in December.

Planning Committee

Cllrs to note the Minutes of Planning Committee meeting held on 17th December and available on the Parish Council website.

[Planning Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

Planning Application

The following application is due to go to MBC Planning Committee on 16th January. Cllrs consider response and attendance:

[24/503556/PSINF – Marden Primary School, Goudhurst Road, Marden](#)

Construction of a new single storey school building (four classrooms, dining hall, kitchen and staff room) hard surfacing play area, provision of 11 additional car parking spaces, retrospective stationing of two storey temporary classrooms and demolition of dining hall building.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Website: www.mardenkent-pc.gov.uk



[24/503556/PSINF | Construction of a new single storey school building \(four classrooms, dining hall, kitchen, and staff room\), hard surfacing play areas, provision of 11 additional car parking spaces, retrospective stationing of two storey temporary classrooms, and demolition of dining hall building. | Marden County Primary School Goudhurst Road Marden Kent TN12 9JX](#)

Finance Committee

There was no Finance Committee meeting held in December.

Conferences/Meetings/Webinars attended

Those in attendance to update the meeting on the following:

Independent Advisory Group – 10th December

PPG Meeting – 12th December

HR Sub-Committee – 6th January

Employment Law Webinar – 8th January

Marden Neighbourhood Plan – 11th January

Conferences/Meetings/Webinars/Events forthcoming

Environmental Workshop (office staff) – 16th January

Memorial Hall Trustees meeting – 20th January

Communications Meeting – 27th January

Website Publishing Webinar – 30th January

Website Accessibility Webinar – 5th February

Website Tips Webinar – 12th February

Resilience Planning meeting – to be arranged

Community Assets meeting – to be arranged

102/25 CORRESPONDENCE

MPC Correspondence Log

Cllrs to receive office correspondence log for December

[Correspondence Log - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

Cllrs to receive the following correspondence:

Marden Parish Church Magazine

February edition for information

KALC Newsletter

February edition

The Clerk magazine

January edition for noting

KCC – Proposed Changes to Wellbeing Services in the Community Consultation

[Proposed changes to wellbeing services in the community | Let's talk Kent](#)

Closing date 27th January 2025.

National Highways and Transport Survey 2024/2025

[National Highways and Transport Survey 2024-25 | Let's talk Kent](#)

Closing date 28th February 2025

103/25 FINANCE

(A) Bank Statements:

The Clerk to provide details at the meeting.

(B) Payments for Approval

Invoices due for payment to be submitted to the meeting.

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104/25 HIGHWAYS AND PUBLIC TRANSPORT**Highways**

Councillors to consider the following:

- (1) Additional information regarding Single Yellow Line proposals in Goudhurst Road and Double Yellow Lines in Albion Road.
- (2) Design proposal for junction of Pattenden Lane and West End.

[Papers in additional meeting pack.](#)

Public Transport

Any updates will be provided at the meeting.

Alison Hooker

Alison Hooker (Mrs)
Clerk to Marden Parish Council
Tuesday 7th January 2025
01622 832305 / clerk@mardenkent-pc.gov.uk