



TO ALL MEMBERS OF MARDEN PARISH COUNCIL

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of Marden Parish Council to be held on Tuesday 15th April 2025 at 7.30pm at The Allens, Albion Road, Marden, Kent.

Alison Hooker

Alison Hooker (Mrs)
Clerk to Marden Parish Council
Tuesday 8th April 2025
01622 832305 / clerk@mardenkent-pc.gov.uk

AGENDA

141/25 PRESENT

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

142/25 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.

143/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

144/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held on 11th March 2025.

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

145/25 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:

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk



PUBLIC FORUM

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

EXTERNAL REPORTS - VERBAL

- a) County Councillor Report
- b) Borough Councillors Report

The meeting to be reconvened to discuss item 146/25 onwards.

146/25 CO-OPTION OF COUNCILLOR

If applications are received prior to the meeting Cllrs to vote to fill vacancy via co-option.

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

147/25 CLERK'S REPORT

To receive and note the Clerk's report.

148/25 PARISH MATTERS

(A) Written Reports received from MBC and KCC

(B) Police Update

Crime Figures

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

Other Police Issues

(C) Communication

Newsletter

(D) Marden Flooding/Water

Cllrs to receive and discuss any updates on Marden flooding or water issues.

(E) Infrastructure Spend Plan

(F) Marden Changing Room

Planning Application had been submitted by the architect. Cllrs to view application at item 149/25 (B) below.

(G) Open Morning – 22nd March 2025 / Consultations

Closing date for consultations 25th April 2025

(H) Annual Parish Meeting

Update from the Annual Parish Meeting held on 8th April 2025

149/25 COMMITTEE REPORTS

(A) Amenities Committee

Cllrs to note the Minutes of the Amenities Committee meeting held on 25th March.

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

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(B) Planning Committee

CLLrs to note the Minutes of Planning Committee meetings held on 18th March and 1st April.

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

[25/501261/FULL – Marden Changing Rooms/Pavilion, off Church Green, Marden](#)

Refurbishment of pavilion building, erection of a single storey side extension and alterations to fenestration, to include a new community room, kitchenette, toilet facilities and storage facilities for grounds maintenance.

[25/501261/FULL | Refurbishment of pavilion building, erection of a single storey side extension and alterations to fenestration, to include a new community room, kitchenette, toilet facilities and storage facilities for grounds maintenance. | Marden Changing Rooms/Pavilion Off Church Green Marden Kent TN12 9TR](#)

[25/501260/FULL – The Clovers, Goudhurst Road, Marden](#)

Erection of an annexe ancillary to main dwelling including 2 rooflights

[25/501260/FULL | Erection of an annexe ancillary to main dwelling including 2no. rooflights. | The Clovers Goudhurst Road Marden Kent TN12 9LT](#)

[25/501402/FULL – 6 Thorn Close, Marden](#)

Erection of single storey annex in rear garden ancillary to dwelling.

[25/501402/FULL | Erection of single storey annex in rear garden ancillary to dwelling. | 6 Thorn Close Marden Thorn Kent TN12 9GU](#)

(C) Finance Committee

There was no Finance Committee held in March

(D) HR Sub-Committee

CLLrs to note the Minutes of the HR Sub-Committee held on 15th April.

CLLrs to receive notification of the successful applicant for the post of Groundsperson.

(E) Conferences/Meetings/Webinars attended

Income and Expenditure Audit Webinar – 13th March

KALC Cllr webinar – 17th March

Environmental Sub-Group meeting – 18th March

SLCC (Kent Branch) Mini Conference and AGM – 20th March

Police Surgery at Village Club – 20th March

Open Morning – 22nd March

PPG – 27th March

Litter Pick – 29th March

Memorial Hall AGM – 31st March

Kent Resilience Training – 3rd April

Nature Prescribing Meeting – 8th April

Mazars Webinar – 8th April

Marden Annual Parish Meeting – 8th April

(F) Conferences/Meetings/Webinars/Events forthcoming

Neighbourhood Watch meeting – 17th April

Communications meeting – 24th April

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Events meeting – 24th April
VE Day Beacon Lighting – 8th May
AI Webinars – 7th & 21st May and 18th June
Resilience Planning meeting – to be arranged
Community Assets meeting – to be arranged

150/25 CORRESPONDENCE

(A) MPC Correspondence Log

Cllrs to receive office correspondence log for March

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

(B) Other Correspondence Received

- (i) Marden Parish Church Magazine
- (ii) KALC Newsletter
- (iii) The Clerk magazine

151/25 FINANCE

(A) Bank Statements:

The Clerk to provide details at the meeting.

(B) Payments for Approval

Invoices due to payment to be submitted to the meeting.

(C) Other Financial Issues

- (i) Update from Santander – Clerk to provide a report if response received
- (ii) Cllrs to consider purchase of storage for Cemetery

152/25 HIGHWAYS AND PUBLIC TRANSPORT

(A) Highways

a) Highways Improvement Plan

Traffic Regulation Order – Goudhurst Road and Albion Road – update
Cast Iron Fingerpost - update

(B) Other

a) Public Transport

Any updates will be provided at the meeting

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.

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak will be given at the beginning of Council Business in line with MPC's Public Participation Policy [Microsoft Word - Public Participation Policy March 2024 \(mardenkent-pc.gov.uk\)](#)

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Clerk's Report – Full Council 15th April 2025

Meetings

Meeting to be arranged for:
Assets of Community Value
Resilience Planning (see below)

Correspondence Log

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

Full Council Action Log

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

Resilience Planning

Cllr Rabot attended a Resilience Forum event when he spoke to members of the Kent Resilience Forum – agreed to send the draft document to them for review. Once received back a meeting would be arranged for interested persons. Contact also made with Staplehurst Emergency Help team.

South Eastern Meeting

7th and 10th April went passed without confirmation of date/time. Chased again on 8/4/25 – several dates provided which have been passed to Cllr Adam's for his availability before confirming and sending to Cllrs.

Sharepoint

Still trying to find time to trial this with several Cllrs.

End of Year Accounts

Finalising end of year accounts to send to Internal Auditor. AGAR to be completed and to put on May/June meeting for signing off. EOY figures to be put to Finance meeting on 29th April.

Clerk Outstanding Issues:

Allotments

Reported to Amenities. No further update (Redrow still considering what to do with the parking spaces)

CCTV

Updated quote received and agreed – waiting for installation date. Require confirmation from Golding Homes that electricity supply is "live". Waiting to hear back from GH.

Fingerposts

On FC agenda to discuss – no update received.

SYL/DYL

Closing date passed – on FC agenda

Santander transfer

ID sent – awaiting reply.

Tree work at Rookery Path

Need to apply separately for TPO – in diary to do next week now that opening morning/APM/interviews have been done.

Changing Room Refurbishment

Planning application submitted and on FC agenda. Written to HMRC regarding VAT refund. Asked architect to obtain indicative costings.

Parish Groundsperson role

Interviews on 10th April – update at FC

Green Party Councillors' Report of **March 2025**, for Marden & Yalding Ward Parishes –

In a busy period within the Borough Council before election 'purdah' kicked in on 21st March, the Cabinet Meeting on 19th March dealt with over a dozen items for approval. This included agreeing a submission to central Government on reforming Kent Councils, which included our preferred option for a West Kent Authority covering four Boroughs; the Government will respond at the end of April. Only the monthly Planning Committee and a Scrutiny committee (Crime & Disorder) will meet during April, and then the next (mayor-making) Council meeting/event will be on Saturday 17th May.

Other items at Cabinet on 19th March included approving Mike's updated Biodiversity & Climate Change Strategy (now split into two strategies) and an update on Biodiversity Net Gain sites in the Borough; other matters were chiefly Financial, but also included details on Homes in Multiple Occupation (HMOs) and a strong rejection of the KCC scheme for the A229 changes on Blue Bell Hill.

Updates for Newsletters/Sharing with Residents:

Medieval Fayre at Brenchley Gardens on Saturday 12th April

The gardens (and the adjacent Museum) will have traditional crafts and skills being demonstrated (in costume) from 11am to 4pm, no charge. Find out more on www.visitmaidstone.com/whats-on.

Also happening all over town venues at the May Day Weekend is Maidstone Fringe musical festival, and 'Rock the Mote' takes place from 23rd-25th May, with a host of UK tribute bands in Mote Park.

Maidstone's 'Big Day Out' - MBC is inviting everyone to get out and enjoy our amazing parks and open spaces, and to be part of the first community-led 'Big Day Out.' Being held on Saturday 14 June 2025, this inaugural one-day festival is celebrating outdoor areas to be found all across the borough.

To find out more about the Maidstone Big Day Out, please visit the website: <https://bigdayout.info/>

Parish Matters –

Collier Street – Mike visited Crow Plain Farm to look at re-aligning drainage and re-working ponds.

Hunton – Liaison continues with upset residents over activities on a large 'agricultural' site, with 12 caravans moved onto site and heavy traffic movements causing verge damage on the minor roads.

Marden – Mike attended the Police liaison morning at the Club on 20th, and took away a couple of residents' concerns to be reported to MBC and/or KCC. We're attending Litter/Plastic Pick on 29th.

Nettlestead –The litter pick on Hempstead Lane & Station Road finally took place, after two delays.

Yalding – The Repair Café event in March was attended by Grace, and she deemed it a big success; the next one is at the end of April. Mike also chased up a couple of Planning enquiries/matters.

Borough Councillors Grace Couch & Mike Summersgill – 27th March 2025

Emails: michaelsummersgill@maidstone.gov.uk, gracecouch@maidstone.gov.uk

LOG OF CORRESPONDENCE AND HOW DEALT WITH?

No names/contact details should be added here

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Council/Committee	Outcome
03/03/2025	Email	Ali	Russet Runners regarding June booking	Amenities - Open Space	Provided required information
03/03/2025	Email	Ali	Plastic Free Campaign with questions re litter pick	Amenities - Spring Clean	Responded with answers
03/03/2025	Email	Ali	Litter pick volunteer	Amenities - Spring Clean	Passed to Lisa
03/03/2025	Email	Ali	Metal detecting contact asking for response regarding meeting	Amenities - Cemetery	Passed to Cllr Newton
03/03/2025	Email	Ali	Plastic Free Campaign asking further questions	Amenities - Spring Clean	Replied - will be back in touch nearer the time once we know numbers
03/03/2025	Email	Ali	Other PCs asking about environmental issues	Office	Provide info from MPC as to what we have been doing/available on website
03/03/2025	Email	Ali	Email enquiry regarding parish groundsperson role	HR	Emailed application form and job description
04/03/2025	Face to Face	Lisa	Resident regarding litter pick	Amenities - Spring Clean	Noted
04/03/2025	Email	Ali	MBC regarding VE day celebrations	Amenities - Events	Passed to Rachel to respond
04/03/2025	Email	Ali	Email enquiry regarding parish groundsperson role	HR	Emailed application form and job description
05/03/2025	Email	Ali	Resident enquiring about water leak at Church Green	General	Responded to say that this has been reported
06/03/2025	Email	Ali	Other PC asking about play equipment maintenance	Office	Responded with details of company MPC uses.
06/03/2025	Facebook	Ali	Reports for fouling on footpath between West End and Chantry Road	General	Reported to MBC
07/03/2025	Email	Ali	Resident raising concerns over farm shop	General	Unable to give any information of new owner/future use
07/03/2025	Email	Ali	Company asking to have information on MPC website regarding flooding	General	Passed to Comms S/G for advice
07/03/2025	Email	Ali	Resident reporting that draft Full Council minutes had not uploaded to the website properly	Office	Reviewed and amended
10/03/2025	Email	Rachel	Resident regarding changing date on SF booking	Office	Replied by email with response
10/03/2025	Email	Ali	2 responses to invite to Ian's retirement do	General	Noted
11/03/2025	Telephone	Ali	FD regarding 20/3 funeral	Amenities - Cemetery	Name of grave digger received

11/03/2025	Email	Ali	Other PCs requesting info on land sales	Office	Responded
11/03/2025	Email	Ali	FD regarding a funeral	Amenities - Cemetery	providing information and await form/date
12/03/2025	Email	Ali	Russet Runners regarding June booking	Amenities - Open Space	Additional parking found in Pattenden Lane - noted
13/03/2025	Email	Rachel	Response from Grave Digger regarding interment		
13/03/2025	Email	Ali	Plastic Free campaign - confirming poster	General	Requested email address added
13/03/2025	Email	Ali	Russet Runners regarding refuse disposal	Amenities - Open Space	Advised to obtain own commercial bins for event
13/03/2025	Email	Ali	Generic email from Tree surgeon company	General	Keep on file
13/03/2025	Email	Ali	Scout Group asking if bollards could be installed on grass verge next to their fencing as getting damaged	General	Would pass to MBC
13/03/2025	Email	Ali	Staplehurst PC asking where to find MNP	Planning	Send link to our website
13/03/2025	Email	Ali	Landscape Officer/ MBC Planning re tree application	Planning	Need to submit a TPO application
14/03/2025	Email	Ali	Grave digger regarding 20/3 funeral and Ian's retirement	Amenities - Cemetery	Noted
14/03/2025	Email	Ali	Other PC regarding Beacon lighting	Office	Provided details of what MPC are proposing
14/03/2025	Email	Ali	APM Speaker asking to meet prior to meeting to set up	Office	Meeting 8/4/25 at 4.30pm
14/03/2025	Telephone	Rachel	Funeral Directors booking a burial and requesting forms	Amenities - Cemetery	Emailed forms with rules and regulations. Information required.
14/03/2025	Email	Rachel	Resident giving dates of interment	Amenities - Cemetery	Email to grave digger with dates.
17/03/2025	Email	Ali	Internal Auditor requesting end of year documents	Finance	Noted - will send after close of year accounts
17/03/2025	Email	Ali	MBC - not continuing with waste disposal from 31/3/25	General	Obtaining quotes from other companies
17/03/2025	Email	Ali	KALC with S137 amounts for 2025/26	Finance	Not relevant to Marden
17/03/2025	Telephone	Ali	Resident raising concerns of unauthorised work being undertaken	Planning	Sent to Borough Cllr for reporting to enforcement
17/03/2025	Email	Rachel	Contact regarding the date and time for an interment	Amenities - Cemetery	Email confirmation of date and time
17/03/2025	Email	Rachel	Resident emailed regarding the measuring of Playing Field for football goals	Amenities - Playing Field	Emailed contact given to request date for site meeting

18/03/2025	Email	Ali	Peninsula - Risk Assessment Training 19/3/25	HR	Booked to attend (Virtually)
18/03/2025	Telephone	Ali	Resident with concerns of drug activity	Police	Sent details to local police
18/03/2025	Telephone	Ali	Request for job description and application form	HR	Collecting later today
18/03/2025	Email	Ali	Resident wish living accommodation issues	General	Passed details of MBC Housing
18/03/2025	Email	Ali	Request for job description and application form	HR	Emailed details
20/03/2025	Email	Ali	Resident regarding DoE volunteering	General	Provided details regarding litter pick
21/03/2025	Email	Ali	Resident regarding DoE volunteering	General	Provided information regarding volunteering
24/03/2025	Telephone	Rachel	Resident raising concerns of unauthorised work being undertaken	Planning	Sent to Borough Cllr for reporting to enforcement
24/03/2025	Email	Ali	Several emails regarding litter pick	Amenities - Litter Pick	Noted
24/03/2025	Email	Ali	Resident interested in junior play leader role	Amenities - Play Scheme	Passed name to Manager
24/03/2025	Email	Ali	Peninsula regarding HR document review	HR	Ali to provide details of employee handbook
24/03/2025	Email	Ali	MBC re litter pick equipment	Amenities - Litter Pick	Arrange collection 27/3/25
24/03/2025	Email	Ali	Request for defib funding from external parish	Full Council	Put on FC agenda for next financial year
25/03/2025	Telephone	Rachel	Architect called about planning application for Changing Rooms	Planning	Took message for Clerk but they will email as well.
27/03/2025	Face to Face	Rachel	Resident collecting litter pickers, vests and bin bags	Amenities - Litter Pick	Passed to resident and printed off Risk Assessment for signature.
27/03/2025	Email	Rachel	Resident to register details for litter pick	Amenities - Litter Pick	Added to list and replied with RA Information
27/03/2025	Email	Rachel	Resident to register details for litter pick	Amenities - Litter Pick	Added to list and replied with RA Information
27/03/2025	Email	Rachel	Resident to register details for litter pick	Amenities - Litter Pick	Added to list and replied with RA Information
27/03/2025	Face to Face	Rachel	Resident wishing to register details for Litter Pick	Amenities - Litter Pick	Added to list and emailed RA Information
27/03/2025	Email	Ali	Resident reporting rubbish at rear of property	General	Report to Golding Homes / MBC
27/03/2025	Email	Ali	Several emails regarding litter pick	Amenities - Litter Pick	Added to list
31/03/2025	Email	Ali	Scouts agreeing use of building for play scheme	Amenities - Play Scheme	Noted - pass to Manager regarding set up
31/03/2025	Telephone	Ali	Request to arrange a time to discuss interment of ashes	Amenities - Cemetery	Arranged for 3pm 31/3/25

31/03/2025	Face to Face	Ali	Resident reporting culverts requiring clearing	Amenities - Litter Pick	Report to management company
31/03/2025	Email	Ali	Structural Engineer (solar panels) asking for additional information	Amenities - Public Conv.	Send quote and gave contact details of TLGE company
31/03/2025	Email	Ali	Request for job description and application form	HR	Emailed details
31/03/2025	Face to Face	Ali	Resident to complete form for interment of ashes	Amenities - Cemetery	Placed on file (interment not until August)
31/03/2025	Email	Ali	Several reports of fly tipping following litter pick	General	Reported to MBC
31/03/2025	Face to Face	Ali	Resident returning litter picking equipment	Amenities - Litter Pick	Received
31/03/2025	Email	Ali	MBC regarding collection of rubbish	Amenities - Litter Pick	Noted
31/03/2025	Telephone	Ali	CCTV Company - cancelled installation as confirmation not received regarding electricity and wrong equipment received	Amenities - Open Space	Emailed Golding Homes to confirm electricity supply
31/03/2025	Email	Ali	Resident regarding road closure at Hawkhurst and lorries in the village	Highways	Discussed at Full Council - responded

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


Completed actions

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A1	126/24	13th February 2024	Cllrs to review Council policies prior to March meeting	All Cllrs	COMPLETED	12/03/2024
A2	127/24		Contact BTP regarding recent vandalism / update from CCTV	Clerk	contacted via online chat	
A5	127/24		Cllr Rabot to be MPC's representative on the Maidstone IAG	Clerk & Cllr Rabot	Clerk to contact Maidstone IAG with Cllr Rabot's details COMPLETED	14/02/2024
A6	127/24		Local Council Award Scheme: review Value for Money statement	Cllr Tippen & Clerk	Clerk to also ascertain what else is required for submission. Cllrs resolved that all documentation was in place to submit COMPLETED	12/04/2024
A7	127/24		Open Morning/Consultation 9/3/24	All Cllrs, Clerk & Deputy Clerk	Gather papers etc together for C/Rooms, Elections and ISP COMPLETED	09/03/2024
A8	127/24		Parish Winter Support Grant	Clerk	Form to be completed for Foodbank donation COMPLETED	16/02/2024
A9	128/24		Planning application: 24/500346/MOD106	Clerk	To respond before closing date of Cllrs comments COMPLETED	14/02/2024
A10	128/24		Planning application: 20/505751/EIFUL	Cllr Turner	To draft statement and attend MBC Planning Committee 15/2/24 COMPLETED	Statement drafted 14/2/24 deferred from MBC Planning Committee meeting
A11	129/24		Marden Conservation Area consultation	Clerk	Respond prior to closing date COMPLETED	14/02/2024
A12	129/24		Marden Conservation Area consultation	Clerk	Contact MBC regarding differing closing dates COMPLETED	14/02/2024

A13	130/24		CCLA	Clerk	arrange to open new account - on 11/6/24 agenda COMPLETED	9/7/24 see item A56
A14	130/24		Four Year Financial Business Plan	Clerk	Update Plan from Finance Committee recommendation COMPLETED	Agreed March 2024
A15	138/24		Raise police concerns (cc Inspector)	Clerk	Emailed / raised via Ward Cluster meetings COMPLETED	completed
A16	138/24		Local Council Award Scheme: draft application	Clerk	Finalise application following APM - submit to April FC COMPLETED	Resolved to accept document: 12th April 2024
A17	138/24		ACV meeting to be arranged	Clerk/Cllrs	Meeting arranged for 3/8/24 at 10am COMPLETED	Meeting 3/8/24
A20	142/24	12th March 2024	Arrange meeting with representatives regarding parking/traffic in Goudhurst Road	Cllrs	COMPLETED	Meeting held 15th April 2024 at 3.15pm
A21	142/24		Respond to Kent Highways regarding HIP	Clerk	Teams Meeting arranged 10/6/24 COMPLETED	Meeting 10/6/24
A22	142/24		Request copy of timetable from SE	Clerk	COMPLETED	Received 7/5/24
A23	149/24		Submit LCAS application to NALC	Clerk	COMPLETED	Submitted 15/4/24
A24	149/24		Update Terms of Reference	Clerk	COMPLETED	Updated 15/4/24
A25	150/24	9th April 2024	Review format of APM	Clerk/Cllrs	Review in January 2025	Raised at April 2025 FC meeting
A26	153/24		Contact Borough/County Cllrs re parking at Church Green (email from dentist)	Clerk	All three have spoken to dentists with options available. COMPLETED	Completed
A28	153/24		Speedwatch - review list of volunteers	Clerk	Arrange training. Clerk liaising with Cllr Summersgill as co-ordinator COMPLETED	First session undertaken 29/7/24
A29	153/24		South Eastern grants for biodiversity: obtain further information	Clerk/Cllr Boswell	Contacted South Eastern regarding 16/4/24 - response received meeting 20/6/24 with SE rep, Clerk and Cllr Boswell COMPLETED	Meeting 20/6/24

2024/2025

Full Council Meetings Action Log

 Completed actions

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A30	009/24	7th May 2024	Update Committees/Sub-Committees on Structure document and website	Clerk	COMPLETED	09/05/2024
A31	010/24		Update Sub-Groups/Outside bodies on Structure document and website	Clerk	COMPLETED	09/05/2024
A32	013/24		Arrange meeting with Noah Ovenden (Redrow) to discuss allotments	Clerk	Emailed 9/5/24 - meeting held 6/6/24 - report to 9/6/24 meeting COMPLETED	Meeting 6/6/24
A34	014/24		Arrange Sub-Group meetings for Cemetery and Communications	Deputy Clerk	Comms meeting held 4/6/24 / and Cemetery 24/5/24 COMPLETED	4/6/24 and 24/5/24
A35	016/24		Submit AGAR to External Auditors	Clerk	Emailed 23/5/24 COMPLETED	23/05/2024
A36	016/24		Advertise AGAR on website and notice boards	Clerk/Admin Asst.	Website: 23/5/24 Noticeboards: 30/5/24 COMPLETED	30/05/2024
A38	024/24	9th July 2024	Finalise Planning Statement/Statement of Community Involvement for changing rooms application	Ali/Cllr Besant	Amend timings COMPLETED	11/07/2024
A39	024/24		Finalise plans and other documents for changing rooms submission to MBC	Ali	Liaise with architect - COMPLETED	see A67
A40	025/24		Contact South Eastern representative regarding funding etc for graffiti boards and flower beds	Ali/Cllr Boswell	Cancelled - closing date has passed	
A41	026/24		Contact Voltalia regarding solar panel / energy efficiency	Ali	Public Conveniences / Changing Rooms COMPLETED	Email sent 10/7/24
A42	026/24		Correspondence log	Ali (Rachel/Lisa)	update office staff and submit to Full Council monthly COMPLETED	
A43	027/24		Submit CCLA application	Ali	Need to get bank statements verified by solicitor/notary COMPLETED	see item A56
A43	027/24		Submit Unity application	Ali	COMPLETED	confirmation received 13/8/24
A44	027/24		Amend Nat West mandate on line	Ali	COMPLETED	completed
A45	027/24		Arrange payment of grants	Ali	KSSAA and Baby Umbrella charities COMPLETED	Grant paid 11/7/24

A46	028/24		Chase Kent Highways for HIP update	Ali	COMPLETED	Received 18/7/24
A47	029/24		Review speedwatch equipment	Cllr Summersgill	COMPLETED	26/07/2024
A48	034/34	13th August 2024	Provide new Cllr (Cllr Dobinson) with relevant co-option forms	Ali	Meeting arranged 19/8/24 COMPLETED	19/08/2024
A49	036/24		Liaise with Police regarding open morning	Ali/Police	Arranged for 4/10/24 COMPLETED	04/10/2024
A50	036/24		upload Metal Detecting Policy onto website and contact resident with details	Ali/Rachel	Metal Detecting Policy uploaded 14/8/24 COMPLETED	14/08/2024
A51	036/24		Liaise with Cllrs Adam/Newton regarding next steps for submitting Byelaws	Ali/Cllrs Adam and Newton	Public consultation required before writing a statement and sending to Secretary of State COMPLETED	Discussed at 10/9/24 meeting
A52	036/24		Upload agreed Financial Regulations to the website	Ali	COMPLETED	14/08/2024
A53	037/24		Cllr Dobinson to undertake speedwatch training	Cllr Dobinson	To let Cllr Summersgill know when completed	PD resigned January 2025
A54	037/24		Booking Cllr Turner onto KALC training (Neighbourhood Planning & Advanced Planning)	Ali	COMPLETED	14/08/2024
A54	037/24		Booking Cllr Newton onto KALC training (Rights of Way) along with Cllr Boswell	Ali	COMPLETED	14/08/2024
A55	038/24		Local Transport Plan consultation	Ali	Defer to September meeting Cllr Adam completing on MPC's behalf COMPLETED	Closing date 8/10/24
A56	039/24		Clerk to obtain authorisation on CCLA application	Ali	Appointment with solicitor 15/8/24 - submit application following authorisation COMPLETED	01/09/2024
A57	040/24		Contact resident regarding speeding vehicles	Ali	Provide details of County Cllr and add to HIP COMPLETED	14/08/2024
A58	047/24	10th September 2024	Put UMIDB email onto Planning Agenda	Ali	Added to 17/9/24 agenda COMPLETED	12/09/2024
A59	047/24		Discuss consultation for Byelaws when discussing dates for MNP	Ali	To be discussed at 17/9/24 planning meeting - deferred to 15/10/24 meeting COMPLETED	Consultation arranged for 22/3/25

A60	047/24		Invite Maidstone Mayor and CE of KALC to present Quality Gold certificate	Ali	Invite to November meeting COMPLETED	Attending 12/10/24
A61	047/24		Obtain two quotes from solicitors re land transfer	Ali	Obtained further quotes - on 10/12/24 agenda COMPLETED	03/12/2024
A62	047/24		Discuss next steps/Regulation 14 for MNP	Ali	Added to 17/9/24 agenda - deferred to 15/10/24 meeting COMPLETED	Consultation 22/3/24 - MNP Group to meet to discuss (Planning)
A63	050/24		Details of conclusion of audit to be advertised	Ali	Placed on website and notice boards COMPLETED	03/09/2024
A64	050/24		Accept notice board grant from MBC and purchase notice board once funding received	Ali/Rachel	Accepted grant 12/9/24 - awaiting delivery	Delivered 16/1/25
A65	050/24		Clr Dobinson to be added to Unity and Nat West mandates	Ali	Forms to be complete and signed	PD resigned January 2025
A66	051/24		Make contact with South Eastern for further update following January meeting	Ali	Emailed South Eastern 11/9/24 COMPLETED	see A69
A67	065/24	8th October 2024	Contact architect to proceed with plans for changing rooms	Ali	Emailed architect - awaiting further information COMPLETED	10/12/2024
A68	067/24		MBC Rate Relief consultation to be passed to Hall Trustees	Kate	Kate completed as Hall Trustee COMPLETED	31/10/2024
A69	069/24		Chase South Eastern following meeting held earlier in the year	Ali	COMPLETED	10/12/2024
A70	075/24	12th November 2024	Clr Turner to chase contractor regarding fingerpost repairs	Andy	On 10/12/agenda to discuss other contractor COMPLETED	10/12/2024
A71	076/24		Clr Rabot to liaise with Police regarding future police surgeries in the village	Clr Rabot	Arranged for 20th March at 10am - Village Club	14/02/2025
A72	076/24		Clrs to consider youth worker in 26/27 budget - consultation with public at open day on 22/3/25	All	Add to Open Day papers 22/3/25	23/01/2025
A73	076/24		Clr Adam requested that the Council's recycling collection be added to Amenities	Ali	Ali passed to Rachel On 26/11/24 Amenities Agenda COMPLETED	26/11/2024

A74	076/24		MPC Quality of Life Survey - Cllrs to inform Clerk of any changes/suggestions by 10/12/24 meeting	All	Place on December FC Agenda COMPLETED	10/12/2024
A75	077/24		Committee Structure updated	Ali	Updated document and website COMPLETED	14/11/2024
A76	078/24		Overview & Scrutiny/CIL survey	Ali	Completed and returned COMPLETED	14/11/2024
A77	079/24		Internal Auditor quotes	Ali	Place on next Finance Committee agenda	21/01/2025
A78	086/24	10th December	Co-option of Cllr Goda	Jon/Ali	Complete Rol / send to MBC COMPLETED	16/12/2024
A80	088/24		Quality of Life Survey	Rachel	Upload to Microsoft Forms and circulate to Cllrs	
A81	088/24		Use of Southons Field for 10k run 1/6/25	Ali	Speak with organisers re contingency planning COMPLETED	12/12/2024
A82	088/24		KALC Community Award	All	Consider nominations - put before January 2025 meeting for agreement	14/01/2025
A83	090/24		Remote Meeting Access consultation	Ali	Completed at meeting - to be submitted COMPLETED	12/12/2024
A84	091/24		Solicitors quote accepted for land transfer	Ali	Contact Solicitors to start process COMPLETED	16/12/2024
A92	102/25	14th January 2025	Highways consultation	Cllr Newton - Accessibility Cllr Tippen - Highway Maint. Cllr Adam - Public Transport Cllr Summersgill - Road Safety Cllr Rabot - Walking/Cycling	Response required by 28/2/25	28/02/2025
A87	100/25		Write to Southern Water regarding recent flooding/Roughlands	Ali	Letter sent	23/01/2025
A88	100/25		Confirm with architects acceptance of fees	Ali	Emailed 21/1/25	21/01/2025
A89	100/25		KALC Community Award	Ali/Kate	wording to be sent to KALC by 7/1/25	30/01/2025
A90	100/25		Public Conv solar panels - confirm structural engineer and write to MBC with questions before agreeing licence	Ali	Emailed structural engineer and MBC	21/01/2025

A91	100/25	14th January 2025	Clerk to liaise with CCTV company regarding new quote and to respond to Golding Homes to accept the licence agreement	Ali	Awaiting quote - quote received - take to FC meeting 11/2/25	07/02/2025
A93	105/25		SYL/DYL - send response back to Kent Highways	Ali	Sent 16/1/25 - place on February full council agenda	
A94	105/25		Pattenden Lane design - send back suggested amendments to Highways	Ali	Sent 16/1/25	work starting 10/2/25
A95	105/25		Report fading white lines to Kent Highways	Ali	Maidstone Road; Chantry Road junctions / Zebra crossing reported. View other areas (utility work) where lines are faded	Reported
A96	123/25	11th February 2025	Cllr Dobinson to complete register of interest forms within 28 days	Cllr Dobinson/Ali	Forms to be sent to MBC once completed	14/02/2025
A99	124/25		Respond to architect's email regarding changing rooms	Ali		12/02/2025
A100	124/25		Chase company for further quote for solar panels	Ali		12/02/2025
A103	124/25		Prepare advert, application pack for 14/2 for new role	Ali	Advertised from 14/2/25	14/02/2025
A98	124/25		Write again to Southern Water following recent response	Ali		13/02/2025
A101	124/25		Update Policies, Risk Assessments and ToRs etc for ratification at March FC meeting	Ali		11/03/2025
A104	125/25		Update Committee structure document following Cllr Dobinson's co-option	Ali		12/02/2025
A106	128/25		Contact Kent Highways with queries/agreements discussed at meeting	Ali		12/02/2025
A102	124/25		Open Day - prepare papers/questionnaires	Ali/Cllr Tippen/Office		COMPLETED
A107	136/25(E)	11th March 2025	Contact Architect regarding planning permission for pavilion	Ali		14/03/2025
A108	136/25(F)		Upload Policies and ToRs etc on website	Ali		14/03/2025
A110	136/25(G)		Prepare papers/boards for Open Morning	Ali/Kate	Meet on 21/3/25	Completed 22/3/25
A112	138/25(b)(e)		Complete Kent & Medway Nature Recovery consultation	Cllr Boswell/Cllr Rabot	Completed and Clerk sent to KCC	13/02/2025
A115	140/25(A)(d)		Circulate Network Rail link for engineering work	Cllr Adam		13/02/2025

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

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A3	127/24	13th February 2024	Contact Southern Water regarding sewer plan for the village/The Parsonage	Cllr Summersgill & Clerk	Cllr Summersgill to assist clerk with drafting letter. Letter sent 11th March 2024. Cllr Summersgill taken a copy to SW meeting (10/7/24) MS liaising with other SW contacts (Aug 2024)	
A4	127/24		Review library status	Cllrs Adam and Boswell and Robertson	To meet to discuss	
A18	138/24		Risk Assessments - review format (see A109)	Clerk	To update prior to next review in January 2025	
A19	141/24	12th March 2024	Review Cloudy IT annual support	Clerk/Finance	Review at budget meetings	
A27	153/24		Review faint yellow lines in village	Cllrs	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
A33	014/24	7th May 2024	Arrange Sub-Group meetings for ACV, Byelaws and Resilience Planning	Clerk	Emailed Cllrs 9/5/24 for dates: Byelaws 13/7/24 at 9am. Resilience Planning 10/2/25 ACV to be arranged	
A37	024/24	9th July 2024	Cllrs and office staff to undertake Carbon Literacy Training	All	Look at SLCC training	
A79	088/24	10th December 2024	Flooding under Pattenden Lane railway bridge	Ali	Raise with Kent Highways / Network Rail at next meeting	
A85	092/24		Fingerpost repair	Cllr Tippen/Ali	Contact contractor to confirm acceptance of quote for works - cast iron not to be used - Cllrs discussing alternatives 11/2/25 - request more details Deferred to 11/3/25 meeting - further information received - need to revisit	
A86	092/24		Meeting with South Eastern	Cllr Adam/Ali	Confirm Richard will attend F2F meeting - ? Microsoft Teams availability Member of staff left - rearrange for March - dates to be agreed - April 2025	
A97	124/25	11th February 2025	To liaise with Police Inspector regarding contacting ward officers	Cllr Rabot		
A105	125/25		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 and Goda	Ali	Unity/Nat West	