



**MINUTES OF THE FULL PARISH COUNCIL MEETING HELD ON TUESDAY 13<sup>TH</sup>  
FEBRUARY 2024 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT  
7.30PM**

**121/24 PRESENT**

Cllrs Adam, Besant, Boswell, Rabot, Robertson, Summersgill, Tippen (in the Chair) and Turner. The Clerk was also in attendance.

**122/24 APOLOGIES FOR ABSENCE**

Cllr Gibson gave her apologies.  
Cllrs Newton and Stevens were not in attendance.

**123/24 COUNCILLOR INFORMATION**

**Declaration of Interest**

All Cllrs declared an interest in 128/24 (Planning application 24/500346) as MPC was named within the amended S106 document.

Cllr Rabot declared an interest in the allotment item as partner was looking to have a plot.

Cllr Besant declared an interest in the allotment item as worked with Redrow on other sites.

**Changes to Register of Interest**

There were no changes to registers of interest.

**Granting of Dispensation**

There were no requests for dispensation.

**124/24 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 9<sup>th</sup> January and the Extra Ordinary Full Council meeting on 23<sup>rd</sup> January were agreed and signed as true records.

**125/24 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

The meeting was not adjourned for the following items as no public or outside representatives were in attendance.

**PUBLIC FORUM**

There were no members of the public in attendance.

**EXTERNAL REPORTS**

**County Councillor Report**

Not in attendance.

**Borough Councillors Report**

Not in attendance

**Community Warden Report**

Not in attendance.

**126/24 CLERK'S REPORT**

The Clerk reported that the replacement picnic bench for Napoleon Drive was on order; Golding Homes had been chased regarding the CCTV but no response had been received; and the linked footpath was due to be installed 28<sup>th</sup> February. Cllrs were reminded to view MPC policies prior to the March Full Council meeting.

**127/24 PARISH MATTERS**

**Reports from MBC and KCC**

No reports had been received.

### **Police Update/Report from Police Forum**

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

The Clerk was asked to contact British Transport Police for a report as the ticket machine had been vandalised again.

### **Communication**

#### Newsletter

Draft has been circulated to Cllrs and is with the Deputy Clerk to start formatting. It is due to go to print on 23<sup>rd</sup> February and must be delivered no later than 5<sup>th</sup> March as contains details of the open day/consultation. Cllr Boswell was thanked again for all the work involved in putting the newsletter together.

### **Marden Flooding**

Plain Road and Maynards footpath flooded last week. Cllr Summersgill had viewed some of the drainage plans for The Parsonage development. The Clerk was asked to request information from Southern Water regarding the sewer network of Marden and to enquire if any new drainage was installed following The Parsonage development.

### **Cemetery**

#### Exclusive Right of Burial Certificates

No certificates to sign.

#### Tree Planting

Cllr Besant gave an update on the planting of 2000 hedgerow and trees on the land at the rear of the cemetery. Cllrs wished to thank all volunteers along with the Police Cadets who came with Cllr Rabot.

### **Allotments**

A planning application had been received for the amendment to the S106 document. This is to be discussed later in the agenda.

### **MPC Mission Statement**

Several Cllrs had met to draft a mission statement which had been circulated to Cllrs prior to the meeting.

Cllrs agreed to adopt the following Mission Statement for Marden Parish Council:

“Marden Parish Council aim to promote a thriving community where housing, employment, education and health and wellbeing opportunities exist for all, whilst conserving and enhancing its heritage, environment and community spirit. “

### **KCC Libraries**

Recent report on the future of KCC Libraries had been on social media. Cllrs Adam, Boswell and Robertson would meet to discuss in more detail. Cllrs agreed for this to be reported to relevant Amenities Committee.

### **Independent Advisory Group for Maidstone Police**

Cllrs discussed appointing a representative from Marden Parish Council. Cllr Rabot agreed to represent MPC.

### **Local Council Award Scheme – Quality Gold Level**

The Clerk had drafted a Value for Money policy and Cllrs agreed to condense this into a statement and have available on the website.

### **.Gov Domain Name/DMARC policy**

Finance Committee agreed for the transfer of the .gov domain name.

A DMARC policy had been required to operate the e-newsletter which had been done by MPC's IT support. However, Cllrs agreed to defer the DMARC policy for general MPC emails unless any issues arose in the future or became mandatory.

### **Open Morning/Consultation**

Cllrs considered the information provided from the notes of the meeting held on 6<sup>th</sup> February. Notes had been circulated to Cllrs on the format of the open day on 9<sup>th</sup> March. This was for the changing rooms refurbishment consultation and Infrastructure Spend Plan feedback. The Clerk would also have information regarding elections available and Cllrs were requested to let the Clerk know their availability on the day.

### **Members Code of Conduct**

A draft MBC Code of Conduct had been circulated. Cllrs had no comments to make on this document.

### **Parish Council Winter Support Scheme**

Cllrs agreed to apply for a grant through this scheme and pass to Marden Foodbank.

## **128/24 COMMITTEE REPORTS**

### **Amenities Committee**

Draft Minutes of Amenities Committee meeting held on 23<sup>rd</sup> January 2024. The next meeting will be held on 27<sup>th</sup> February 2024.

### **Planning Committee**

Draft Minutes of Planning Committee meeting held on 30<sup>th</sup> January 2024 had been previously circulated and available on the Parish Council website. The next meeting will be held on 20<sup>th</sup> February 2024.

### **Planning Application**

24/500346/MOD106 – The Map Depot Site, Goudhurst Road, Marden

Modification by mutual agreement of a planning obligation under Clause 13.6 of the Section 106 agreement dated 01/10/2013 relating to MA/13/0115, to allow transfer of the management of the allotments to Marden Parish Council.

Cllrs agreed in principle but as MPC had not had sight of the management plan for the allotments could not confirm full agreement until this had been viewed and accepted.

### **Maidstone Borough Council Planning Committee**

The following application is due to be heard at the next MBC Planning Committee meeting on 15<sup>th</sup> February:

20/505751/EIFUL – Reed Court Farm, Hunton Road, Marden

Cllrs discussed MPC representation and statement.

Cllr Turner agreed to attend and representative MPC. Cllr Turner would draft a statement based on previous MPC comments on this application.

### **Finance Committee**

Minutes & Draft Minutes of the Finance Committee meetings held on 16<sup>th</sup> January and 6<sup>th</sup> February 2024 had been previously circulated and available on the Parish Council website.

### **Conferences/Meetings/Webinars attended**

11<sup>th</sup> January – Marden Memorial Hall Committee meeting – a full report had been given to Amenities Committee on 23<sup>rd</sup> January.

17<sup>th</sup> January – Snow Volunteer Training (Webinar) – Cllr Rabot attended and would provide an update to next Emergency Planning meeting.

18<sup>th</sup> January – Nature Prescribing Meeting – Cllr Boswell attended and updated the Amenities Committee meeting.

18<sup>th</sup> January – Flood Volunteer Training (Webinar) – Cllr Summersgill attended and would provide an update to the next Emergency Planning Meeting

22<sup>nd</sup> January – South Eastern meeting with SET representatives - notes had been circulated and Cllr Adam gave an update to the meeting.

24<sup>th</sup> January – Emergency Planning Training (Webinar) – Cllr Turner attended and would provide an update to the next Emergency Planning meeting.

29<sup>th</sup> January - KALC meeting – Cllr Tippen attended and minutes had been circulated.

30<sup>th</sup> January – Meeting with Borough Cllrs – Cllrs Gibson and Tippen along with the Clerk attended. Update was given to the meeting.

30<sup>th</sup> January – Meeting with KCC re Family Hubs – Cllr Tippen and the Clerk attended. Update was given to the meeting.

30<sup>th</sup> January – Meeting to discuss Mission Statement - draft discussed at item 127/24

31<sup>st</sup> January - Emergency Planning Training (Webinar) – Cllr Turner attended and would provide an update to the next Emergency Planning meeting.

3 February – Hedgerow Planting Marden Cemetery - Cllr Besant provided an update at item 127/24.

5<sup>th</sup> February – Christmas meeting – Report to be given to Amenities Committee meeting.

5<sup>th</sup> February – Cemetery Sub-Group meeting – Report to be given to Amenities Committee meeting.

5<sup>th</sup> February – NALC Climate Change (Webinar) Cllr Boswell attended and would provide an update to the Environmental Sub-Group meeting.

6<sup>th</sup> February – Changing Rooms consultation event planning – discussed at item 127/24

12<sup>th</sup> to 14<sup>th</sup> February - tree planting at Marden Cemetery - Cllr Besant provided an update at item 127/24.

#### **Conferences/Meetings/Webinars/Events forthcoming**

27<sup>th</sup> February – Meeting with Principal at Marden Primary Academy Cllr Tippen and the Deputy Clerk to attend.

4<sup>th</sup> March - Quarterly Parish Liaison meeting Cllr Tippen to attend.

9<sup>th</sup> March - Consultation re Changing Rooms and ISP

16<sup>th</sup> March- Village Litter pick

### **129/24 CORRESPONDENCE**

MBC: Marden Conservation Area Consultation – closing date 4<sup>th</sup> March 2024

Cllrs proposed to extend the Conservation Area to include The Allens and cottages to Stanley Road. The Clerk was asked to confirm the closing date for the consultation as this differs on MBC website to that which MPC had been informed.

Parish Church Magazine – February edition – noted.

Clerks & Councils Direct – noted.

KALC News – February 2024 – noted.

### **130/24 FINANCE**

#### **Bank Statements:**

##### Revenue Accounts:

Nat West: £23,437.77

Unity: £20,370.82

##### Capital:

Santander: £72,206.33

#### **Payments for Approval**

##### Electronic Payments

The following invoices were submitted for payment between meetings:

Castle Water – public conv. Water supply - £6.60

Castle Water – changing rooms water supply - £7.19

SLCC – Allotment tenancy, lease and policy training - £36.00

SLCC – Allotment health and safety training - £36.00

Stanleys – Fuel - £75.22

Employees/HMRC – February salaries - £8,322.50

Cloudy IT – monthly IT support - £106.56

Cllrs Boswell and Tippen had authorised.

The following invoices were submitted to the meeting for payment:

Graham Carey – contract grounds maintenance - £520.00

SLCC – Engaging with your community training - £78.00

Sevenoaks DC – premises licence Southons Field - £70.00

Invoices were agreed and Cllrs Adam and Turner would authorise on Unity.

Total: £9,258.07

#### **Other**

##### Capital Account

Cllrs considered the recommendation from Finance Committee regarding transferring of capital funds to a CCLA account. Cllrs were in agreement and the Clerk would proceed with the application.

##### MPC Four-Year Financial Business Plan

Finance Committee had met to update the capital expenditure section of the Four-Year Financial Business Plan. This would now be incorporated into the document and circulated.

**131/23 HIGHWAYS AND PUBLIC TRANSPORT****Highways**Highways Improvement Plan

Nothing further to report on this document.

**Public Transport**

Update from Teams meeting with South Eastern held on 22<sup>nd</sup> January 2024 – reported at item 128/24.

There being no further business the meeting was closed at 9.06pm

Signed:

Cllr Kate Tippen, Chairman, Marden Parish Council

Date: 12<sup>th</sup> March 2024

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