



## **TO ALL MEMBERS OF MARDEN PARISH COUNCIL**

Dear Councillor

**YOU ARE HEREBY SUMMONED TO ATTEND** the Parish Council meeting of Marden Parish Council to be held on Tuesday 9<sup>th</sup> December 2025 at 7.30pm at The Allens, Albion Road, Marden

*Alison Hooker*

Alison Hooker (Mrs)

Clerk to Marden Parish Council

2<sup>nd</sup> December 2025

[clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk) / 01622 832305 / [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

Members of the public and press are welcome to attend this meeting and may speak during the public adjournment at the discretion of the Chairman and in accordance with standing order 1 e-g. Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.

The law allows the public proceedings of council meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

*Marden Parish Council operates under General Power of Competence since adopted on 7<sup>th</sup> May 2024. Minute Reference 012/24.*

## **AGENDA**

### **085/25 PRESENT**

### **086/25 APOLOGIES FOR ABSENCE**

Apologies for absence to be received.

Cllrs to inform the Clerk by 5.00pm on 11<sup>th</sup> November if they will not be attending the meeting.

### **087/25 COUNCILLOR INFORMATION**

**Declaration of Pecuniary and Non-Pecuniary Interests**

**Changes to Register of Interest**

**Granting of Dispensation**

### **088/25 MINUTES OF THE PREVIOUS MEETING**

To receive and accept as a true record the Minutes of the Parish Council meeting held on 11<sup>th</sup> November 2025.

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

*Copy in meeting pack.*

## **089/25 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:**

### **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 090/25 onwards.

## **090/25 CLERK'S REPORT**

To receive and note the Clerk's report.  
*Copy in meeting pack.*

## **091/25 PARISH MATTERS**

### **Reports from MBC and KCC**

Cllrs to receive and note written reports from Borough and County Councillors  
*Borough Cllr report in meeting pack.*

### **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](#)

### **Marden Flooding**

Cllrs to receive and updates from Southern Water

### **Infrastructure Spend Plan (ISP)**

Cllrs to receive any new requests for inclusion in the ISP

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

### **Changing Rooms Refurbishment**

The Clerk to advise Cllrs on tendering following the Internal Audit.

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

### **Public Conveniences – Solar Panels**

Cllrs to receive and discuss the draft licence from Maidstone Borough Council.

### **Allotments**

Cllrs to receive update from Redrow solicitors.

Cllrs to consider next steps for allotment transfer.

### **Marden PC IT Policy**

Following further information received from NALC Cllrs to review and ratify the changes to the IT Policy.

[attachments.asp](#)

### **Asset Transfer Working Group**

Cllrs to consider, and agree Cllrs appointment, to the Asset Transfer Working Group as proposed by Amenities Committee to view potential asset transfers from Maidstone Borough Council and Kent County Council.

### **Annual Parish Meeting Format**

Cllrs to receive the report submitted by the Clerk and discuss possible changes to the Annual Parish Meeting.

*Report in meeting pack.*

### **Full Council Action Log**

For Cllrs to note.

[Full Council Meeting Action Log.xlsx](#)

### **Exclusive Right of Burial Certificate**

Two Cllrs to sign the Exclusive Right of Burial Certificate for cemetery interment.

## **093/25 COMMITTEE REPORTS**

### **Amenities Committee**

To note the Minutes of Amenities Committee meetings held on 25<sup>th</sup> November 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 Minutes of Planning Committee meeting held on 18<sup>th</sup> November which had been previously circulated and available on the Parish Council website.

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

### **Finance Committee**

No Finance Committee meeting was held in November.

Previous minutes can be viewed at:

[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:

Clerks Conference – 13<sup>th</sup> November 2025

Memorial Hall meeting – 24<sup>th</sup> November 2025

Community Forum meeting – 27<sup>th</sup> November 2025

MBC Planning Training – 1<sup>st</sup> December 2025

Resilience Meeting at Staplehurst – 4<sup>th</sup> December 2025

Marden at Christmas – 6<sup>th</sup> December 2025

Highways Working Group meeting – 9<sup>th</sup> December 2025

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

No further meetings (other than MPC Committee meetings) arranged for the remainder of 2025.

## **094/25 CORRESPONDENCE**

The following items and for noting:

Marden Parish Council Office Correspondence Log – November

[Log of Correspondence 2025.xlsx](#)

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

## **095/25 FINANCE**

### **Bank Statements:**

The Clerk to provide details at the meeting.

### **Payments for Approval**

#### Invoices for Payment

Invoices due for payment to be submitted to the meeting.

### **Cllr Allowances**

*For Cllrs not in attendance at meeting on 11/11/25*

Cllrs to consider providing parish allowances to elected Cllrs for 2026/27.

### **Internal Audit**

Cllrs to receive notes from Clerk (*in meeting pack*) and interim internal audit report following audit review on 3<sup>rd</sup> December.

## **073/25 HIGHWAYS AND PUBLIC TRANSPORT**

### **Highways**

#### Highways Improvement Plan (HIP)

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

Cllrs to be provided with an update from the Highways Working Group meeting held earlier in the day.

#### Speedwatch

Cllrs to note dates for future sessions.

### **Public Transport**

Meeting with Southeastern/Network Rail – date to be confirmed.

Meeting papers can be found separately to the agenda at:

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](mailto:clerk@mardenkent-pc.gov.uk)

Copies of agendas will be posted on the council's website, Facebook page and noticeboards or can be requested in advance by telephoning 01622 832305 or emailing [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)



## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 11TH NOVEMBER 2025 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

A minute's silence was held for Remembrance Day.

### **074/25 PRESENT**

Cllrs Boswell (in the chair), Gibson, Goda, Griffiths, Newton, Tippen and Turner were present. The Clerk was also in attendance.

### **075/25 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Adam, Dobinson, Rabot and Summersgill. Borough Cllr Couch had also given her apologies.

In the absence of the Chairman Cllr Boswell took the chair for this meeting.

### **076/25 COUNCILLOR INFORMATION**

#### **Declaration of Pecuniary and Non-Pecuniary Interests**

There were no declarations of interest

#### **Changes to Register of Interest**

There were no changes to Cllrs Register of Interest

#### **Granting of Dispensation**

There were no requests for dispensation.

### **077/25 MINUTES OF THE PREVIOUS MEETING**

Cllrs received, and agreed, as a true record the Minutes of the Parish Council meeting held on 14<sup>th</sup> October 2025. These were duly signed by the Chairman.

### **078/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

The meeting was not adjourned as no public councillor, police or member of the public were in attendance.

### **PUBLIC FORUM**

No member of the public in attendance.

### **EXTERNAL VERBAL REPORTS (if in attendance)**

No one in attendance

County Councillor Report

Borough Councillors Report

Police

**079/25 CLERK'S REPORT**

Cllrs received and noted the Clerk's report. Details contained in the report outlined what had been done in the office in the last month including allotments, changing rooms, solar panels, finance and Christmas.

**080/25 PARISH MATTERS****Reports from MBC and KCC**

Cllrs received and noted written reports from Borough Councillors

**Police Update/Report from Police Forum**Crime Figures

Cllr Rabot had provided a report on receive crime figures:

Number of crimes for September 2025 totalled 28 – Theft 3; ASB 7; Criminal Damage 4; Drugs 2; Violent Offences 9; Vehicle Crime/Drugs 1; Other crime 2.

Other Police Matters

Cllrs Boswell and Summersgill had attended the Village Café on 24<sup>th</sup> October when the Police, PCSO and Community Protection Team were also in attendance. Cllrs agreed to invite the PCSO to the Community Forum meetings to discuss loneliness within the parish.

The next Police Surgery is due to be held on 17<sup>th</sup> November at Village Club from 5pm to 6pm. The Deputy Clerk was asked to promote with posters and on social media.

**Communication**Newsletter

Newsletters had been received back from the printers and all households should receive a copy by the end of this week.

**Marden Flooding**

No reports on flooding.

**Infrastructure Spend Plan (ISP)**

No new requests for items to be added to the ISP.

**Changing Rooms Refurbishment**

At the last meeting Cllr Griffiths volunteered to manage this project and had produced a Terms of Reference which had been circulated to Cllrs.

Cllrs thanked Cllr Griffiths for offering to project manage and putting the document together. Following discussion Cllrs agreed to accept the Terms of Reference to be used for tendering and work timescale.

**RESOLVED:** Cllrs proposed, and agreed, to go with a closed tender and for Cllr Griffiths to liaise with the architect regarding potential contractors, review these and to send out the Terms of Reference to start the tender process. In accordance with MPC's Financial Regulations the successful tender will be agreed by Full Council.

**Public Conveniences – Solar Panels**

The Clerk had received confirmation that the grants were still able to be used to help fund this project. The draft licence had been updated and sent back to MBC's Solicitors. No further information had been received.

**Allotments**

The Clerk had chased Redrow and a response had been received today asking for details contained in an email from 2020. The Clerk had sent this back but no further correspondence received.

**081/25 COMMITTEE REPORTS****Amenities Committee**

There was no Amenities Committee meeting held in October.

**Planning Committee**

To note the Minutes of Planning Committee meetings held on 28<sup>th</sup> October and 4<sup>th</sup> November which had been previously circulated and available on the Parish Council website.

**Finance Committee**

To note the Minutes of the Finance Committee meetings held on 28<sup>th</sup> October and 4<sup>th</sup> November which had previously been circulated and available on the Parish Council website.

**Conferences/Meetings/Webinars/Other attended**

Cllr Boswell had attended and updated the meeting on the following:

KALC Planning Training – 15<sup>th</sup> October 2025: slides had been circulated

Community Forum meeting – 16<sup>th</sup> October 2025: notes had been circulated

Highways Seminar – 22<sup>nd</sup> October 2025: Cllr Boswell had circulated her notes and the Clerk was waiting to receive a copy of the slides.

Environmental Sub-Group meeting – 4<sup>th</sup> November: draft notes of this meeting would be available shortly. MBC are arranging carbon literacy training in February – Cllrs are encouraged to attend.

MBC Parish Conference – 10<sup>th</sup> November: Cllr Boswell attended and slides had been circulated.

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

KALC Clerks Conference – 13<sup>th</sup> November 2025

Memorial Hall meeting – 24<sup>th</sup> November 2025

Community Forum meeting – 20<sup>th</sup> November 2025

MBC Planning Training – 1<sup>st</sup> December 2025

Marden at Christmas – 6<sup>th</sup> December 2025

Highways Working Group meeting – 9<sup>th</sup> December 2025

**082/25 CORRESPONDENCE**

The following items were received and were noted by Cllrs:

Marden Parish Council Office Correspondence Log – October

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

**083/25 FINANCE****Bank Statements:**

Nat West: £40,040.95

Unity: £134,204.19 (£57,614.34 to be transferred to CCLA for capital projects)

Cllrs agreed for the transfer to be signed at the Planning Committee meeting on 18<sup>th</sup> November to enable the Clerk to complete the relevant forms.

**Payments for Approval**Invoices for Payment

The following invoices were due for payment:

The Hop Press – Amenities and Christmas signage (Budget codes 4140 and 4201) - £324.00

Cllr Boswell – travel and parking x 2 (Budget code 4045) - £26.70

Howland Electrics – PAT Testing (Budget codes 4076/4201) - £239.40

KALC – Clerks Conference x 2 (Budget code 4010) - £168.00  
 Castle Water – changing rooms water supply (Budget code 4225) - £7.90  
 Castle Water – cemetery water supply (Budget code 4302) - £11.37  
 Kent County Council – Christmas lights licence (Budget code 4201) - £139.00  
 Graham Carey – Grounds maintenance (Budget codes 4014 and 4235)  
 £324.00)  
 The Hop Press – newsletter production (Budget code 4122) - £1,410.00  
 Marden Memorial Hall – office rent and refuse (Budget codes 4070 and 4074)  
 - £300.00  
 Total: £2,950.37

Cllrs agreed payments and Cllrs Tippen and Turner would authorise on Unity.

### **Cllr Allowances**

Cllrs considered the provision of parish allowances to elected Cllrs for 2026/27.

After discussion no elected Cllr at the meeting opted to receive the Cllr allowance for 2026/27.

The item would be placed on the December agenda to allow other elected Cllrs, not at tonight's meeting, to be given the option of receiving the allowance.

The Clerk was requested that this item be placed on the November agenda each year prior to budget setting.

### **Purchase of Laptop**

Cllrs considered purchase of a new laptop for planning/finance meetings. After discussion Cllrs agreed to the purchase up to £350 (excluding VAT) for a new laptop. The Clerk would liaise with Cllr Newton on the best one available for the purpose.

## **084/25 HIGHWAYS AND PUBLIC TRANSPORT**

### **Highways**

#### Highways Improvement Plan (HIP)

New priority list had been submitted to Kent Highways.

A Highways Working Group meeting was arranged for 9<sup>th</sup> December when any responses would be reviewed.

A formal consultation for DYL at the junction of Admiral Way had been received from Kent Highways. Cllrs recommended objections as felt that 44m from the junction is excessive; Highway Code specifies 10m from junctions.

The Clerk was asked to contact Kent Highways for justification for this distance.

#### Additional funding for 2026/27

Cllrs considered additional money to be added to the HIP budget for 2026/27 as Kent Highways do not have enough funding budget to undertake HIP projects and although MPC has a budget for this additional money is required to undertake some of the highways projects.

It would be put to the Finance Committee to discuss in more detail once the tax base and the revenue budget is agreed.

#### Fingerposts

This would be deferred until the next meeting as quotes had not been received in time for the meeting.

Speedwatch

A further Speed watch session was held on 17<sup>th</sup> October and Cllrs would be informed of future dates once the Clerk had spoken to Cllr Summersgill.

Kent Walking and Cycling Itineraries Survey

Although this was not available to the public the Parish Council had been contacted and completed the questions.

**Public Transport**

The Clerk had emailed South Eastern and Network Rail for updates following the meeting held in April 2025 and asking for dates to meet again in the New Year.

There being no further business the meeting was closed at 20.54pm

Cllr Adrian Rabot

Chairman

Date: 9<sup>th</sup> December 2025

Marden Parish Council, Parish Office, Goudhurst Road, Marden

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[www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

## **Clerk's Report – Full Council 9th December 2025**

### **Meetings etc 10<sup>th</sup> December 2025 to 13<sup>th</sup> January 2026**

Last day for Father Christmas letters to be received – 10<sup>th</sup> December 2025

Festive Light Trail from 14<sup>th</sup> December

Planning Committee meeting – 16<sup>th</sup> December

Elf delivery – 16<sup>th</sup> and 18<sup>th</sup> December

Office closed 24<sup>th</sup> to 31<sup>st</sup> December (although I will be picking up emails during this time and will be sending out the planning agenda on 30<sup>th</sup>/31<sup>st</sup> December)

Planning Meeting – 6<sup>th</sup> January 2026

### **Correspondence Log**

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

### **Full Council Action Log**

Action Log updated following November's meeting – available in the meeting pack and on the website. Cllrs to note any outstanding issues assigned to them.

### **Clerk's Outstanding Issues:**

#### **Allotments**

*No further forward since last meeting*

Still waiting for a response from Redrow.

Arranging a meeting with previous members of allotment association.

Once transfer has taken place Rachel will work with me on liaising with the allotment association to undertake the lease etc.

#### **Christmas**

Village lights were erected on 27<sup>th</sup> November – some issues but Rachel has been in contact with company to rectify.

Library tree was erected on 28<sup>th</sup> November.

Marden at Christmas - Office staff have been going through "Christmas To Do" guide to ensure everything has been delivered to the office that should be. Rachel has been putting out on social media and preparing elf hunt. Lisa has been finalising craft stalls and receiving names for festive light trail.

- Elf hunt – during the day on 6<sup>th</sup> December
- Festive Light Trail – names in by 11<sup>th</sup> December
- Letters to Father Christmas – delivered to Parish Office by 10<sup>th</sup> December
- Elf delivery – 16<sup>th</sup> and 18<sup>th</sup> December

A report will be given at the meeting on the day.

#### **Fingerposts**

Currently obtaining quotes for wooden fingerposts which will be submitted to meeting if received.

#### **Single/Double Yellow Lines**

Installed in Goudhurst Road and Albion Road. However, there are some gaps where vehicles had been parked when the lines were painted – being chased up with Kent Highways.

### **Changing Rooms**

Working with Cllrs Griffiths and Turner to move this forward. Will update at the meeting regarding tendering.

### **Public Conveniences – Solar Panels**

Draft licence received back from solicitors – on agenda to discuss at meeting.

### **Internal Audit Visit**

Notes in meeting pack – several items to be raised at the meeting.

Slight changes have also been made on the agenda following advice from the IA.

Report forthcoming – once received will be circulated to Cllrs.

## Green Party Councillors' Report of November 2025, for Marden & Yalding Ward Parishes –

After the busy October, this month has been a similar busy one dealing with finalisation of the LGR Option that MBC have chosen for local government re-organisation (see below), and (for me, in my new Cabinet role covering Finance and Corporate matters) the initial moves towards next year's budget setting, albeit in the absence of knowing how much central government funding will now be provided, due to the Budget being a month later than usual. We shall be putting forward 2026/27 Fees & Charges to committees, and to Cabinet, during December without knowing exactly what the Local Government Finance settlement will be (promised the week before Xmas, but not certain!). We have to get Council Tax bills out in March to a fixed timescale, so there will be some shortening of 'usual' timescales and decision-making during Jan/Feb on how much next year's Council Tax rises.

Moves towards LGR (local government reorganisation) continue, and a flurry of letters is coming out to Council leaders from Labour ministers, including some distinct changes on Local Plan timings and on new Planning requirements (albeit the Planning & Infrastructure Bill is still not promulgated by Parliament) – one significant aspect, for Marden especially, is the statement from the Housing Minister that any blocking of applications for over 150 houses near a 'well-connected' train station will have to be notified by Councils to Government, and could then be called-in for a 'central' decision – this will particularly apply "*where a planning committee intends to refuse it contrary to the advice of planning officers*".

At the Cabinet meeting on 19<sup>th</sup> and after a full Council discussion on 17<sup>th</sup>, Maidstone has agreed upon supporting a three-grouped option for LGR in Kent, joining us in with three adjacent West Kent boroughs. Other options have been put forward to central government, including four unitaries and a sole one (promoted only by KCC); a decision on what Kent will look like is to come in the New Year.

The annual Parish Conference was held this month, and was hopefully useful in communicating MBC matters from Officers. A public consultation regarding Violence Against Women and Girls (VAWG) is open, please respond; Grace has already circulated the consultation link and poster and we are both encouraging participation via local community groups/education settings etc. The subsequent 'Citizens' Assembly' style community discussion on VAWG is also now [open for applications](#).

SPDs on Lidsing & Heathlands garden settlements are now published and out for Consultation, as is also the Gypsy & Traveller (GTT) Reg. 18b consultation + Call for Sites (<https://maidstone.oc2.uk/>). And lastly there is also another Survey/consultation out, about the creation (or not) of a Town Council: <https://online1.snapsurveys.com/Interview/41f29ed5-8b99-44ef-9ce3-b6ce2712a0b2>

A Christmas donation hub has been opened in Chequers Mall last week, collecting for a number of local charities. Two MBC sites have recently been designated as Local Wildlife sites: the pocket nature reserve on Buckland Hill and the "Veitch Land" alongside Blue Bell Hill & Boxley Warren.

The upcoming Council meeting on 3<sup>rd</sup> December has a Motion of 'no confidence' in the Council Leader being tabled by two Councillors from this part of the Borough. This is an unprecedented 'political' move in generational memory for MBC, and it remains to be seen whether this is an isolationist or a popular twist in local politics – certainly, being now often the 4<sup>th</sup> party nationally in current national voter intention terms (a place perennially occupied by the Green Party up to this Summer), and also now being just a minority group in Kent County politics' terms seems to have

caused 'concern' within local Conservatives. After that motion is debated, Council will hopefully be hearing from the (continuing) Leader as to progress on various matters in the Borough, and receiving Questions from Members and Residents, plus considering a second Motion (by the same two Conservative Councillors) requesting a planning constraint (an 'Article 4 Direction') be placed upon Invicta House in County Square, following some concerns that KCC may wish to sell it for housing – previously this constraint had been applied to other office blocks in the town centre, but the last MBC administrations had then let the Article4's lapse, allowing such conversions to housing in town.

As well as his Planning Committee duties (missed this month due to holidays), on 28<sup>th</sup> November Mike and four other MBC Councillors & Officers attended the finalisation of the KCC-led County-wide 'Making Space for Nature' report that was a major part of his previous role on Cabinet for Climate & Nature, and this central government (DEFRA & Natural England) initiative will set the scene for years to come about enhancing and improving our natural environment, particularly for protected and endangered species – local Farmers from this Ward were very evident in the 200+ attendance, and Marden Wildlife gave a very well received talk about Nightingale & Turtle Dove activity in the area.

Please check upcoming events, especially at Xmas on: <https://www.visitmaidstone.com/whats-on>

Parish Matters –

**Collier Street** – Mike attended Parish meeting where there was a detailed discussion about the Play Area equipment, and two residents have been contacted for advisory 'help' (we have just had a six month closure at Hunton, for play equipment repair). Grace attended her old School's history event.

**Hunton** – A PC meeting missed, but Mike had mail about highways/drainage concerns and PlanAps.

**Marden** – Discussion about protections to the Low Weald landscape has continued, with a resident speaking at Planning Committee. An Injunction (after Enforcement action) has been confirmed for unauthorised development at a site near the Beult, and Mike has meetings at Stilebridge & Tilden Lanes on 1st December concerning power supply issues, fly-tipping and possible site enlargement.

**Nettlestead** – Mike attended the Parish meeting, no other Councillors there, and met the new Clerk.

**Yalding**. Mike called-in another application in a serial submission about housing on Vicarage Road; it was pleasing to see this rejected by Planners, albeit there may be another Appeal. Much less pleasing were the results and unsatisfactory discussion/debate at Planning Committee on 13<sup>th</sup> on 'The George' applications, mostly after the event (Mike was away on holiday, and the internet feed from the Town Hall was disrupted for Grace, who had lobbied PlanComm members to no success).

Have both been invited to provide feedback/visit the site for a proposed solar farm in Laddingford, and Grace has provided pre-app advice to Mill Place Farmhouse. On-going communication between resident at The Glebe/First Point/Katie Lam - YPC are looped in; Grace is monitoring as similar issue on private estate management/adoption and 'unfair' Parish precept has been raised in Marden, but essentially our MP is best placed to take this forward as it's a legislative issue, not Borough Council?

**Borough Councillors Grace Couch & Mike Summersgill – 30<sup>th</sup> November 2025**

**Emails: [michaelsummersgill@maidstone.gov.uk](mailto:michaelsummersgill@maidstone.gov.uk), [gracecouch@maidstone.gov.uk](mailto:gracecouch@maidstone.gov.uk)**

## **Report to Full Council**

**Meeting date:** 9<sup>th</sup> December 2025

**Authors:** Alison Hooker

**Subject:** Changes to Annual Parish Meetings

**Purpose:** To encourage more residents to attend

### **Background**

Over the past few years the number of residents attending has decreased to the point that it is felt changes are required to make the meeting more inviting to residents.

### **Recommendations:**

That Marden Parish Council consider the following options:

- (1) The meeting is called by MPC Chairman (if 6+ residents do not come forward) and the meeting is held in the John Banks Hall or Main Hall. The Chairman will read out the Parish Council report, along with Committee Chairmen reading the reports for Amenities, Finance and Planning. All village organisation reports etc would be made available on the website and in hard copy if people request them. The meeting would then be followed by the normal Full Council meeting on the same evening.
  - (1.1) The Council reports and those from organisations and the end of year accounts would form the next newsletter, or an additional newsletter the summer.
- (2) The meeting is called by MPC Chairman (as above) but deferred to a Saturday where an open/consultation morning could be held when MPC and organisations can have stands to advertise their groups etc and copies of the reports be made available.

### **Re-naming of the Annual Parish Meeting.**

The name "Annual Parish Meeting" is sometimes confused with the Annual Parish Council Meeting and therefore residents believe this is still the meeting of the Parish Council. Therefore, could the name be changed: "Meeting of the Electors", "Residents Annual Meeting" etc.

### **Options for Council**

- a. Note/Do nothing – Keep meeting as it is.
- b. To consider options available.

**Expected benefits** (*categorise the benefits if possible, good for reaching councillors who have interests, also useful for any potential funding applications*)

- *The local community*
- ~~*The environment*~~
- *The wider community*
- ~~*Other*~~

**Appendices**

*(Attach any additional information/paperwork/links which will allow Cllrs to find out more details)*

**Other notes to author**

*Keep your writing concise and to the point, but keep to whole sentences, good grammar and effective punctuation.*

*Try to keep to no more than 2 sides of a4 paper. Make effective use of Appendices for any supplementary information.*

*Write for your audience – you want them to read, understand and be informed.)*

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

<b>Action No.</b>	<b>Minute No.</b>	<b>Date of Meeting</b>	<b>Minute Action</b>	<b>Allocated to</b>	<b>To Do</b>	<b>Date completed</b>
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
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	Set up Asset Transfer Working Group	
A114	139(C)(a/b)		Set up bank mandates for Cllrs Dobinson, Goda and Griffiths	Ali	Unity/Nat West Chasing banks for update	UNITY COMPLETED
A117	148/25(D)		Chase Southern Water	Ali	Chased April - September Mike Russell is now contact	

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 - place on January 2026 FC agenda	
A143	035/25	8th July 2025	Review email regarding planning condition for changing rooms application	Cllr Turner	Ask for condition to be withdrawn	
A150	046/25	12th August 2025	Write to Southern Water regarding the new pipework system at Bewl Water / flood risk assessment	Ali	Emailed Mike Russell 9/9/25	
A157	058/25	9th September 2025	Cllrs to discuss structure of meeting with Katie Lam MP on 16th January 2026	All Cllrs	To be added to January FC agenda	
A168	069/25	14th October 2025	Arrange meeting with Allotment Society	Ali / Cllr Rabot		
A171	074/25		Obtain quotes for wooden fingerposts	Ali / Admin Asst		
A172	080/25	11th November 2025	Invite PCSO to next Community Forum	Cllr Boswell		
A173	080/25		Put together a list of possible contractors for changing rooms refurbishment	Cllr Griffiths	Liaise with architect and Cllr Turner	
A174	083/25		Transfer capital monies from Unity to CCLA	Ali		
A176	083/25		Purchase a new laptop for planning / finance (Maximum £350)	Ali / Cllr Newton		
A176	084/25		Consider additional HIP funding for 26/27	Ali / Finance Committee	Report to next Finance Committee	
A177	085/25		Arrange further Speed Watch dates	Cllrs Rabot and Summersgill		
A178	085/25		Arrange meeting with South Eastern	Ali		

**LOG OF CORRESPONDENCE AND HOW DEALT WITH?***Details not logged if emails forwarded to Cllrs/added to agendas**No names/contact details should be added here***Nov-25**

<b>Date:</b>	<b>Contacted via</b>	<b>Who took call/emails?</b>	<b>Brief details of issue raised</b>	<b>Council/Committee</b>	<b>Outcome</b>
03/11/2025	Email	Ali	Kent Highways confirming Teams meeting with LAT to discuss dropped kerb	Highways	Noted - for MPC info only
03/11/2025	Email	Ali	Email from FoxDen Nursery with query for the hall	Memorial Hall	Passed to Trustees
03/11/2025	Email	Ali	Several emails regarding newsletter deliveries	Newsletters	Noted (arranged collection/delivery)
03/11/2025	Email	Ali	Quote from Cloudy IT for 2026/27 onwards	Finance	Take to Finance Committee 4/11/25
03/11/2025	Email	Ali	MBC - Changes to Marden Electoral Roll	Office	Passed to Lisa for updating
03/11/2025	Email	Ali	Request via website to place a bench in the playing field	Amenities	Passed to Rachel to add to November agenda
03/11/2025	Email	Ali	Arrangements for allotment meeting via email	Full Council	To agree convenient date
04/11/2025	Email	Ali	Request for information regarding a burial	Amenities	Passed on condolences and referred to funeral directors to liaise with MPC
04/11/2025	Email	Ali	Received from resident regarding Greensand Ridge	Planning	Passed to Planning Committee
04/11/2025	Telephone	Rachel	Resident reporting slippery pavement on Church Hill due to leaves	General	Discuss with Ali and report to MBC
06/11/2025	Email	Ali	CCLA confirming paying in details	Finance	Noted
06/11/2025	Email	Ali	Agenda for Parish Conference	General	Passed to Cllrs Boswell and Rabot
06/11/2025	Telephone	Rachel	Request for information regarding a burial	Amenities	Passed to Ali
06/11/2025	Telephone	Rachel	Enquiry regarding Section and Grave number at Cemetery in order for a new memorial and interment	Amenities - Cemetery	Took down information and will discuss with Ali

06/11/2025	Telephone	Ali	Highways - leaves on Church hill to be reported to MBC	General	Reported to MBC
07/11/2025	Email	Ali	MBC confirming leaves will be swept	General	Noted
07/11/2025	Email	Ali	Pear Technology with information on how to download PT Cemetery to Deputy Clerk laptop	Office	Passed to Cloudy IT
07/11/2025	Email	Ali	Cloudy IT confirming access to office laptops	Office	Booked for Friday 14/11 at 10.30am
10/11/2025	Email	Ali	Resident reporting deterioration in road surface	Highways	Provided details of reporting tool and KCC Cllr email.
10/11/2025	Email	Ali	Gravedigger confirming ashes plot preparation on 26/11	Cemetery	Noted
10/11/2025	Email	Ali	Electrician with PAT test list	Office	Provided details for breakdown of invoices
10/11/2025	Email	Ali	Library confirming date for putting up Xmas tree	Christmas	28/11/2025
11/11/2025	Telephone	Ali	Funeral Directors regarding interment of ashes	Cemetery	Booked for Wednesday 26/11 at 2pm / gravedigger confirmed
11/11/2025	Telephone	Ali	Family member asking for information regarding interment of ashes	Cemetery	Letter to be sent with details/invoice
11/11/2025	Email	Ali	Resident reporting problem with on-street parking	Highways	Raise at Highways WG meeting on 9/12
11/11/2025	Email	Ali	Confirmation from KCC of grant funding for xmas lights	Christmas	Await letter before ordering additional set of lights
11/11/2025	Email	Ali	Letter confirming above	Christmas	Completed acceptance form
11/11/2025	Email	Ali	Next of kin confirming last known address of deceased	Cemetery	Noted
11/11/2025	Email	Ali	Gravedigger confirming funeral director will pay him direct	Finance	Noted
12/11/2025	Email	Ali	Onecom regarding delivery of new office phone	Office	Noted
12/11/2025	Email	Ali	Funeral Directors regarding burial	Cemetery	Noted

12/11/2025	Email	Ali	Amendment to Goudhurst Road/Albion Road TRO	Highways	Passed to Cllr Tippen for viewing before responding to current consultation on DYL in Goudhurst Road
12/11/2025	Email	Ali	Resident raising on-street parking (2nd email)	Highways	Sent copy of previous email and report to Highways W-G on 9/12/25
12/11/2025	Email	Ali	Query asking how newsletter is written	Office	Responded
17/11/2025	Email	Rachel	Resident raising awareness of lamppost light being on permanently in Redrow estate	General	Talk to Ali and report to Management Company
17/11/2025	Email	Ali	Sharps requesting photocopier meter reading	Office	Sent 18/11/25
18/11/2025	Answerphone	Ali	Resident asking for advice regarding neighbours	Police	To phone back and report to 101 / Community Protection Team
18/11/2025	Email	Ali	Onecom regarding installation of new phone	Office	Cut off phone link so need to speak to them!
18/11/2025	Email	Ali	Email regarding funding for children	General	Passed to Marden Pre-School
18/11/2025	Email	Ali	Kent Highways asking if a salt bag is required	Highways	Arranged for delivery to Marden Memorial Hall
18/11/2025	Email	Ali	Internal Auditors with a list of documentation required for IA visit on 3/12/25	Finance	Putting together links and attachments to send
18/11/2025	Face to Face	Ali	Parcel for Foxden Nursery	General	Emailed to arrange collection
19/11/2025	Answerphone	Ali	Next of kin regarding interment of ashes	Cemetery	Will phone again
19/11/2025	Answerphone	Ali	Business regarding Marden at Christmas	Christmas	Passed number to Rachel
20/11/2025	Telephone	Ali	Next of kin regarding interment of ashes	Cemetery	Previously left a phone message. Would provide details of process and fees
25/11/2025	Telephone	Rachel	Relative calling about interment at Cemetery	Cemetery	Emailed Ali and contacted gravedigger. Called relative back.

01/12/2025	Telephone	Rachel	Staplehurst Clerk to ask about Marden Cllrs attending Resilience workshop	General	Spoke to Cllr Rabot about attending and responded to Staplehurst Clerk

## **Internal Audit Notes**

**3<sup>rd</sup> December 2025**

**Advisory information provided by Internal Auditor (Celia Price, Mulberrys LAS)**

### New website

Have a separate Transparency Page (see Lancing pc website)

Accessibility and Privacy Policies on front page

### On agendas

Have links to as much as possible including link to meeting papers

Add "briefing papers available separately to agenda and can be found at ...."

Add "MPC operates under General Power of Competence *add date*"

### Tendering

Needs to be advertised on Contract Finder but can still contact local companies, add on website and social media.

### VAT

Do quarterly via Rialtas

### Minutes – Budget/Precept

Order : Agree expenditure budget, agree income budget, agree precept

Add minute reference for review of fees and charges

### Asset Register

Land value = £1.00

Gifted/Donated items = £1

Add additional column for insurance/replacement costs

Add locations

### Accounts

Add month of payment on expenditure (ie January IT support)

### Risk Assessment

Add item for Business Continuity (Rialtas etc)

### Receiving documents via email

Add item on Acceptance of Office document (Lancing PC)

### GDPR

Training required by Cllrs and staff

### Bank Reconciliations

Cllrs to sign by bank reconciliations and bank statement (sign and date by statement value = cash book)