

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

093/24 PRESENT

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

094/24 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.

095/24 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

096/24 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)

097/24 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 098/24 onwards.

098/24 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.

099/24 CLERK'S REPORT

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

100/24 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.](#)

101/24 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 \(mardenkent-pc.gov.uk\)](#)

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

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Website: www.mardenkent-pc.gov.uk



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

102/24 CORRESPONDENCE

MPC Correspondence Log

CLRs to receive office correspondence log for December

[Correspondence Log - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](https://www.mardenkent-pc.gov.uk)

CLRs 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](https://www.letstalkkent.org.uk)

Closing date 27th January 2025.

National Highways and Transport Survey 2024/2025

[National Highways and Transport Survey 2024-25 | Let's talk Kent](https://www.letstalkkent.org.uk)

Closing date 28th February 2025

103/24 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.

104/24 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Any updates will be provided at the meeting.

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

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Website: www.mardenkent-pc.gov.uk





**DRAFT MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 10TH
DECEMBER 2024 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT
7.30PM**

081/24 PRESENT

Cllrs Adam, Boswell, Dobinson, Gibson, Newton, Tippen (in the chair) and Turner. Borough Cllr Russell, one member of the public and the Clerk were also in attendance. Jon Goda was also in attendance for item 086/24 - Co-option of Councillor.

082/24 APOLOGIES FOR ABSENCE

Cllrs Rabot and Summersgill had given their apologies. Borough Cllr Couch had also given her apologies.

083/24 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllr Tippen declared an interest in item 089/24 as resident in close proximity of Little Cheveney Farm application.

Changes to Register of Interest

There were no changes to Cllrs Registers of Interest.

Granting of Dispensation

There were no requests for dispensation.

084/24 MINUTES OF THE PREVIOUS MEETING

Cllrs received and accepted as a true record the Minutes of the Parish Council meeting held on 12th November 2024. The Chairman duly signed the minutes.

085/24 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Member of the public may wish to comment on item 089/24 Little Cheveney Farm solar farm application.

The meeting was adjourned for the following items:

PUBLIC FORUM

No item was raised under this item.

EXTERNAL REPORTS - VERBAL

County Councillor Report:

Not in attendance

Borough Councillors Report

Cllr Russell had submitted a written report which was at item 088/24 but raised that Borough Cllrs were still waiting for decision to be made on the budget and strategic plan.

The meeting was reconvened to discuss item 086/24 onwards.

086/24 CO-OPTION OF COUNCILLOR

An application had been received to fill one of the two vacancies and the candidate was in attendance. He explained the current situation regarding the Reed Court Farm planning application and made Cllrs aware that he was the spokesperson on this application for residents but would be kept separate from Parish Council role.

Cllrs then voted unanimously to co-opt Jon Goda onto Marden Parish Council.

Cllr Goda duly signed the Declaration of Office which was witnessed by the Clerk.

087/24 CLERK'S REPORT

Cllrs received and noted the Clerk's report.

088/24 PARISH MATTERS

Written Reports received from MBC and KCC

These had been circulated to Cllrs prior to the meeting.

Police Update

Crime Figures

Crime Figures can be found on the Kent Police website.

Other Police Issues

The Police Independent Advisory Group was meeting at Marden Memorial Hall this evening which Cllr Rabot was attending.

Communication

Newsletter

Cllr Boswell will start to draft the next edition shortly.

Marden Flooding/Water

Following the recent storms it seems as though the sewers had held and not overflowed.

However, there are still problems under Pattenden Lane railway bridge. The Clerk was asked to raise with Kent Highways Manager for this area and arrange a meeting to discuss further.

The Clerk was also asked to raise this at the next railway meeting.

Marden Changing Room

Further information had been received from the architect. It was proposed that this would be discussed following the Planning Committee next Tuesday to report back to the January Full Council meeting.

Cemetery

Exclusive Right of Burial Certificates

There were no Exclusive Rights of Burial Certificates to sign.

Marden PC Quality of Life Survey

Cllrs agreed the content of this survey and the Deputy Clerk would start setting up a Microsoft Form which would be trialled by Cllrs prior to going live in the New Year.

Marden at Christmas event – 7th December 2024

A brief report was given and it was felt, other than the weather, that this was a good event. A full report would be given at the Amenities Committee meeting.

Southons Field Hire

Cllrs considered the information received regarding car parking at the 10k event in June 2025. Cllrs agreed, in principle, for the increase in car numbers but the Clerk would speak to the organisers regarding contingency wet weather plans.

KALC Community Award Scheme 2025

Cllrs were asked for nominations for the above award with names to the Clerk by the January Full Council meeting. The Deputy Clerk would be asked to put something on social media asking for nominations.

089/24 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the Minutes of Amenities Committee meeting held on 26th November and were available on the Parish Council website.

Planning Committee

Cllrs noted the Minutes of Planning Committee meeting held on 19th November and were available on the Parish Council website.

There had been no Planning Committee meeting on 3rd December. Therefore, the following two submissions of details applications are to be discussed:

Submission of Details Application

24/504845/SUB – Land North of Little Cheveney Farm, Sheephurst Lane, Marden
 Submission of details pursuant to conditions 10 – Arboricultural Method Statement and Tree Protection, 11 – Construction Environmental Management Plan, 16 – River Buffer Zone (point 1), and 17 – Surface Water Drainage. Subject to APP/U2235/W/23/3321094 (22/501335/FULL)

Cllrs noted application but did not wish to comment.

24/504893/SUB – Bens Oak, Goudhurst Road, Marden

Submission of details pursuant to condition 3 – Glazing Details. Subject to 24/500316/FULL
 Cllrs noted application but did not wish to comment.

Finance Committee

There was no Finance Committee meeting held in November.

Conferences/Meetings/Webinars attended

Those in attendance to update the meeting on the following:

Environmental Sub-Group – 19th November: Report was given to the November Amenities Committee

KCC Highways Seminar – 20th November: Cllr Tippen attended and had circulated the slides earlier today and briefed the meeting on what was discussed.

KALC Area Committee – 25th November: Cllr Tippen attended and reported to the meeting.

KALC Parish Liaison Meeting – 2nd December: Cllr Tippen attended and reported to the meeting.

KALC PROW Training – 4th December: Cllrs Boswell and Newton attended and a report would be circulated to Cllrs.

Independent Advisory Group – 10th December: Cllr Rabot was attending this meeting.

Conferences/Meetings/Webinars/Events forthcoming

PPG Meeting – 12th December: Cllr Tippen will be attending.

090/24 CORRESPONDENCE**Consultation: Enabling Remote Access and Proxy Voting for Local Authorities**

Cllrs completed the survey and the Clerk would submit prior to the closing date.

MPC Correspondence Log

Cllrs received and noted the office correspondence log for November

Cllrs received the following correspondence:

Marden Parish Church Magazine

December edition for information - noted

KALC Newsletter

December edition – previously circulated to Cllrs

The Clerk magazine

November edition – noted.

091/24 FINANCE**(A) Bank Statements:**Revenue Accounts

Nat West: £15,107.04

Unity Trust: £67,131.48

Capital Account

Santander: £72,582.55

The Clerk reported that an application has been submitted to Santander to transfer all the funds held to CCLA.

(B) Payments for Approval

The following invoices were due for payment:

Castle Water: cemetery water supply - £12.99

Castle Water: changing rooms water supply - £7.28

The Hop Press: newsletter printing - £1,410.00

Cllr Tippen: Highways Seminar travel expenses - £17.70

Cllr Turner: Food Hygiene Training - £21.60

Marden Memorial Hall: Hall hire, office rent and refuse x 2 - £663.00

Stanleys: Fuel and BBQ gas - £101.27

Cloudy IT: monthly IT support - £225.60

Graham Carey: contracted grounds maintenance - £435.00

KALC: Clerks Conference x 2 - £168.00

Alison Hooker: Christmas and miscellaneous supply - £313.83

TOTAL: £3,376.27

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

December staff salaries were authorised prior to the meeting by Cllrs Newton and Tippen.

(C) Solicitors Quotes

The Clerk had circulated three quotes for solicitors fees in regard to land transfer work. Cllrs reviewed this and agreed to accept the quote from Buss Murton solicitors.

092/24 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Fingerposts

Cllrs were provided with an update report on the fingerpost repair. Cllrs considered costings involved and accepted quote from Wright Landscapes to undertake the work.

Public Transport

A response had been received from South Eastern regarding a further meeting which was proposed to be in London. Cllr Adam agreed to attend in person but the Clerk was asked to contact South Eastern to ascertain whether this could also be a Teams meeting for other Cllrs to take part.

Cllr Adam reported that the timetable is due to change on 15th December 2024.

There being no further business the meeting was closed at 9.05pm

The Chairman wished everyone a lovely Christmas and a Happy New Year.

Cllr Kate Tippen, Chairman

Date: 13th January 2025

Marden Parish Council, Parish Office, Goudhurst Road, Marden

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

Clerk's Report – Full Council 14th January 2025

Meetings

Meetings to be arranged for:
Emergency/Resilience Planning
Assets of Community Value (3rd August meeting cancelled)

Correspondence Log

This has been updated with December's correspondence and is on the website.

Full Council Action Log

Action Log updated following December's meeting – to be circulated to Cllrs prior to January FC meeting.
Currently reviewing outstanding issues.

South Eastern Meeting

Continue to chase South Eastern for update from January 2024 meeting. Chased on 6/1/25 to arrange a meeting for Cllr Adam to attend in London/Microsoft Teams for other Cllrs in the office.

Clerk Outstanding Issues:

Allotments – chased Redrow following their board meeting last month

CCTV – draft contract on agenda to discuss/agree. Have contacted Golding Homes regarding any costings to MPC as per the contract and CCTV company regarding any changes in quotes

Fingerposts – need to liaise with contractor and Kent Highways regarding works

SYL/DYL – emailed Kent Highways with response regarding the latest design

Playing Field Notice Board – grant received and invoice paid – awaiting delivery

Open Morning – Vestry Hall booked for 22nd March 9.00am to 1.00pm (open to public 10-12.30).

Things to have available: MNP Reg 14 consultation, Byelaws consultation, Quality of Life survey, Environmental information, ISP, HIP – was going to consult on Youth / Community Warden provision for 2026 – any suggestions on how we go about this?

Risk Assessments/Policies – to be reviewed by Committees at their next meeting / Council to review at February meeting. Once all viewed and amended if relevant will put before March Full Council for ratification for 2025/6.

Land Transfer – have notified solicitor and landowner – awaiting further information.

Santander transfer – Santander have requested further ID from signatories. Will be sending once all received (Ian – can you let me have ID asap please?)

Tree work at Rookery Path – waiting to hear from contractor regarding TPO. Emailed 20/12 and 7/1

Green Party Councillors' Report of December 2024, for Marden & Yalding Ward Parishes –

In a busy period within the Borough Council, there were a lot more high-level discussions on the Budget for 2025/26 and the implications of the new Corporate Strategy on that Budget in early December, prioritising what can and can't be done in Year1 of the new Council and announcing some probable changes (like increasing parking fees in town for the first time since 2021). Matters are being complicated as the new Labour Government seeks to introduce significant Planning changes (with more housing numbers) and also confirms it wishes to create single Authorities (with Mayors) in County areas, mentioning Essex, Kent & Surrey as priorities – which could mean the abolition of District/Borough Councils by 2027! Discussions move apace with adjacent Boroughs, and the whole Council will be briefed on the latest Government/County thinking on 6th January.

At quarterly Full Council on 4th December, tributes were paid to a former long-serving Labour Councillor and also another former Councillor (Cynthia Robertson) was made an Honorary Alderman. Two Motions were put forward by Councillors on strategy for HMOs (Home in Multiple Occupation) and VAWG (Violence against Women & Girls); the latter was taken forward to the upcoming Cabinet.

At Cabinet on 20th December, the MBC Strategy for the VAWG Motion was debated thoroughly and agreed in detail. At the same meeting, there were financial motions related to the half-yearly budget report, fee changes and Performance indicators, which were all discussed in detail. Also discussed were future plans on Landscape, Walking & Cycling infrastructure and Community Larders.

Mike's focus had been on welcoming the new Biodiversity & Climate Change (B & CC) Manager in early December, and discussing pending decarbonisation schemes and related documents with her, so that the mid-term update to the B&CC Strategic Plan can be thoroughly refreshed and re-assessed for its final five years; this is due to go to Cabinet in March. I have continued liaising with five Parishes about small parcels of land that MBC own and may have potential for 30 years of natural management, and all six sites (including one in Yalding) were visited by us both on 23rd December.

The Mayor's Xmas Supper party was a lovely event in the Town Hall on the evening of Friday 13th, where current and past Councillors & Mayors mingled and socialised warmly (with partners), and we could hear residents welcoming the season in and around Jubilee Square as the evening progressed!

While there are few events planned in January now that Panto is over, there will be a lantern parade festival in town on Friday 7th February, and local schools and community groups are to be invited to participate in workshops; see details at <https://onemaidstone.com/event/light-up-maidstone/>

Parish Matters –

Collier Street – Clerk/Resident's query about construction traffic taking wrong route to the new solar park on Sheephurst Farm, directed to Planning enforcement by Cllr. Russell. Also food waste bins not being collected became an issue, but seems to have been resolved by a change of truck.

Hunton – Liaison over potential pre-Condition submission construction activity taking place on 'agricultural' site affecting adjacent properties; planning enforcement role suggested to residents.

Marden – Mike has been dealing with an ongoing resident’s concern at the StileBridge Caravan site (which is MBC-run), requiring liaison with the main Power supplier; this is still unresolved. Grace has been supporting Marden General Practice (through its PPG group) in spending/allocating s106 funds.

Nettlestead – Query raised with Golding Homes about overflowing bins and recycling options for Bryant Close flats was answered, which is now being chased by Parish Clerk after Golding’s response. Mike attended a very pleasant Xmas drinks and canapes event after the December Parish meeting.

Yalding – Mike attended the Parish meeting on 3rd, after an appearance remotely at the Policy Advisory Committee (PAC) on Climate & Environment (which Grace chaired, in the absence of the designated chair); various matters were discussed/aired there. Several residents attended the MBC Planning Committee on 12th December (of which Mike is vice-chair) and matters related to ‘The George’ were aired with only partial resolution; a complaint has been filed by the Parish. In exciting news, the creation of a Repair Café has been announced; 1st event is in March at the Baptist Church.

Grace resolved access for bin collections across the bridge to Parsonage Lane. Also has been liaising with community safety team and beat officers over the safety of young girls in the village after recent incidents. Grace is not currently satisfied with the response, especially as they appeared to be paying lip service to this issue while VAWG motion was being discussed in Council & Cabinet.

Borough Councillors Grace Couch & Mike Summersgill – 3rd January 2025

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

Public Convenience Solar Panel installation

Amenities Meeting - 22nd October 2024

Solar Panels quotes:

Specification: To install solar panels on public convenience building to provide electricity to power lights and other electrical compliances and to transfer back into grid

Quotes received from	No. of solar panels	Approx kWh per year	kWp (PV System)	Pigeon Proofing	Additional compliant fuseboard	Ongoing labour costs	Technical support	Other	Total Cost
Little Green Energy	5	2,280	2						£ 4,990.00
5h renewable energy	6	2250	2.16	Yes	Yes	free for 5 years	unlimited	donating panels	£ 5,200.01
Greenscape Energy	4, 6 or 7		1.72	Yes	Yes				£ 5,250.00

Grant applied for from Bockinfold Solar Community Fund

MBC own building so require a licence to undertake work and structural survey

Costs:	Income	Expenditure
Voltalia grant	£ 4,200.00	
KCC Grant	£ 1,000.00	
Solar panels		£ 4,990.00
Structural survey		£ 500.00 (Torcal Structural Engineers)
MBC licence		£ 1,250.00
TOTAL	£ 5,200.00	£ 6,740.00

MPC to fund remaining £1,540 (from Infrastructure Spend Plan budget)



Sexual Harassment Policy

Adopted by Marden Parish Council on:

Reviewed on:

Review date:

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

www.mardenkent-pc.gov.uk

Email: clerk@mardenkent-pc.gov.uk

Parish Council HR Policy – Sexual Harassment Policy

HR SUB-COMMITTEE

Sexual Harassment Policy & Procedure

1. Policy

Marden Parish Council recognises that harassment and victimisation is unlawful under the Equality Act 2010. As such, harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable and will not be tolerated.

Personal harassment takes many forms ranging from tasteless jokes and abusive remarks to pestering for sexual favours, threatening behaviour and actual physical abuse. For the purposes of this policy, it also includes bullying.

Bullying is understood to be targeted and persistent offensive, intimidating, malicious or insulting behaviour and can include the abuse or misuse of power to undermine, humiliate, denigrate or injure the recipient.

Whatever form it takes, personal harassment is always taken seriously and is totally unacceptable.

Marden Parish Council recognises that personal harassment can exist in the workplace, as well as outside, and that this can seriously affect employees'/councillor's/volunteer's working lives by interfering with their job performance or by creating a stressful, intimidating and unpleasant working environment.

Marden Parish Council deplores all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees/councillors/volunteers. The aim of this policy is to inform employees/councillors/volunteers of the type of behaviour that is unacceptable and provide employees/councillors/volunteers who are the victims of personal harassment with a means of redress.

The Parish Council recognises that we have a duty to implement this policy and all employees/councillors/volunteers are expected to comply with it. We will also endeavour to review this policy at regular intervals in order to monitor its effectiveness.

2. Examples of personal harassment

Personal harassment takes many forms and employees/councillors/volunteers may not always realise that their behaviour constitutes harassment. Personal harassment is unwanted behaviour by one employee/councillor/volunteer towards another and examples of harassment include:

- insensitive jokes and pranks
- lewd or abusive comments
- deliberate exclusion from conversations
- displaying abusive or offensive writing or material
- abusive, threatening or insulting words or behaviour
- name-calling
- picking on someone or setting them up to fail
- exclusion or victimisation
- undermining their contribution/position
- demanding a greater work output than is reasonably feasible
- blocking promotion or other development/advancement.

These examples are not exhaustive and disciplinary action at the appropriate level will be taken against employees/councillors/volunteers committing any form of personal harassment.

3. Examples of sexual harassment

Sexual harassment can take place in many forms within the workplace and can go undetected for a period of time where employees/councillors/volunteers do not understand that particular behaviour is classed as sexual harassment. Sexual harassment is unwanted behaviour related to sex, or of a sexual nature, by one employee/councillor/volunteer towards another and examples of sexual harassment include:

- lewd or abusive comments of a sexual nature such as regarding an individual's appearance or body
- unwelcome touching of a sexual nature
- displaying sexually suggestive or sexually offensive writing or material
- asking questions of a sexual nature
- sexual propositions or advances, whether made in writing or verbally.

Sexual harassment can also take place where an employee/councillor/volunteer is treated less favourably because they have rejected, or submitted to, the unwanted conduct that is related to sex or is of a sexual nature. Whether less favourable treatment occurs as a result will be examined broadly and includes areas such as blocking promotion and refusal of training opportunities or other development opportunities.

4. Examples of victimisation

Victimisation takes place when an employee/councillor/volunteer is treated unfavourably as a direct result of raising a genuine complaint of discrimination or harassment. Furthermore, any employee/councillor/volunteer who supports or assists another employee/councillor/volunteer to raise a complaint is also subjected to victimisation if they are treated unfavourably.

5. Third party harassment

Marden Parish Council operates a zero-tolerance policy in relation to harassment perpetrated against one of its employees/councillor/volunteer by a third party, such as a client/customer/resident or visitor to the Parish Council. All employees/councillors/volunteers are encouraged to report any and all instances of harassment that involve a third party in line with our reporting procedure, as outlined below.

If the parish council finds that the allegation is well-founded, we will take steps we deem necessary in order to remedy this complaint. This can include, but is not limited to:

- warning the individual about the inappropriate nature of their behaviour
- banning the individual from council premises
- reporting the individual's actions to the police.

In addition to this, Marden Parish Council will endeavour to take all reasonable steps to deter and prevent any form of harassment from third parties taking place.

6. Responsibilities

Employee/Councillor/Volunteer responsibilities

Marden Parish Council requires its employees/councillors/volunteers to behave appropriately and professional at all times during the working day, and this may extend to events outside of working hours which are classed as work-related such as social events. Employees/councillors/volunteers should not engage in discriminatory, harassing or aggressive behaviour towards any other person at any time.

Any form of harassment or victimisation may lead to disciplinary action up to and including dismissal if it is committed:

- in a work situation
- during any situation related to work, such as a social event
- against a colleague or other person connected to the employer outside of a work situation, including on social media
- against anyone outside of a work situation where the incident is relevant to their suitability to carry out the role.

A breach of this policy will be treated as a disciplinary matter

Marden Parish Council's responsibilities

Marden Parish Council will be responsible for ensuring all members of staff, councillors and volunteers, understand the rules and policies relating to the prevention of harassing and bullying behaviour at work and during work-related social events. We will promote a professional and positive workplace whereby managers and councillors are alert and proactively identify areas of risk and incidents of harassment, sexual harassment and bullying.

We will also take into account aggravating factors, such as abuse of power over a more junior colleague/councillor/volunteer, when deciding what disciplinary action to take.

Where an incident is witnessed, or a complaint is made under this policy, Marden Parish Council will take prompt action to deal with this matter. All incidents will be deemed serious and dealt with in a sensitive and confidential manner.

6. Complaining about harassment and/or bullying

Informal method

Marden Parish Council recognises that complaints of personal harassment, and particularly of sexual harassment, can sometimes be of a sensitive or intimate nature and that it may not be appropriate for you to raise the issue through our normal grievance procedure. In these circumstances you are encouraged to raise such issues with the Clerk or the Chairman of the Parish Council (whether or not that person has a direct supervisory responsibility for you) as a confidential helper.

If you are the victim of minor harassment, you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser, and your confidential helper can assist you in this.

Formal method

Where the informal approach fails or if the harassment is more serious, you should follow the grievance procedure laid out in the HR Employee's Handbook. If possible, you should keep notes of the harassment so that the written complaint can include:

- the name of the alleged harasser
- the nature of the alleged harassment
- the dates and times when the alleged harassment occurred
- the names of any witnesses
- any action already taken by you to stop the alleged harassment.

If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure up to and including dismissal.

Marden Parish Council is committed to ensuring employees are not discouraged from using this procedure and no employee will be victimised for having brought a complaint.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

www.mardenkent-pc.gov.uk

Email: clerk@mardenkent-pc.gov.uk

Parish Council HR Policy – Sexual Harassment Policy



Leave Policy

Adopted by Marden Parish Council on:
Reviewed:
Review Date:

HUMAN RESOURCES SUB- COMMITTEE LEAVE POLICY

This policy sets out how the annual leave of paid members of staff is worked out and what their entitlement is.

Marden Parish Council staff holiday year begins on 1st January and ends on 31st December each year.

Contractual leave entitlement is shown in an employee's contract of employment; and depend upon the particular conditions of service and length of continuous service.

The Council will allocate agreed holiday dates on a 'first come' – first served' basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year. The Council cannot guarantee that holiday will be sanctioned if less than two weeks' notice is given.

Your holiday pay will be at your normal basic pay unless shown otherwise on your contract of employment.

If you become sick or injured during a period of annual holiday, you will be regarded as being on sick leave from the date of a doctor's certificate any you may take such days as annual holiday at a later date.

In the event of the termination of your employment any holidays accrued but not taken will be paid for. However, in the event of you having taken holidays in the current year, which have not been accrued pro-rata, then the appropriate payments will be deducted from your final pay. This is an express written term of your contract of employment.

Public / Bank Holidays

Your entitlement to public/bank holidays and to any additional payment for working on a public / bank holiday is shown in your contract of employment.

Annual Leave Entitlement Part-time and Casual Employees

What the Law Says:

- at least 5.6 weeks statutory holiday entitlement must be provided to employees (28 days inclusive of bank holiday entitlement) per Working Time Directive.
- part-time employees are entitled to the same amount of holiday (pro rata) as full-time employees.
- Temporary or casual employees are entitled to the same amount of holiday as permanent employees.
- employers can define the times when employees can take their leave - for example a Christmas shut down, school holiday or to meet changing business requirements
- If employment ends employees have the right to be paid for any leave due but not taken
- there is no legal right to paid public holidays

How Marden Parish Council (MPC) administers annual leave:

The philosophy underpinning the annual leave provision of the Council and also the Working Time Regulations is to ensure that all employees are adequately rested from time to time. This has positive benefits for their health and safety. The philosophy is undermined if employees allow their leave to stockpile.

MPC therefore seeks to encourage employees to take their annual leave evenly throughout the year in the interests of their health and wellbeing and the consequent efficiency benefits to the Council as a whole.

The Leave Year

The leave year runs from 1st January to 31st December each year. Each annual leave year will stand on its own and leave may not normally be carried forward from one year to the next (see below). In exceptional circumstances, only the HR Sub-Committee may approve the carry forward of a maximum of one week of contractual annual leave.

The annual leave entitlement for employees joining or leaving the Council is proportionate to their completed service during the leave year.

An employee returning from maternity leave may carry forward their full balance of contractual annual leave, where their maternity leave spans two leave years and where the employee has been unable to take the previous year's leave due to their period of maternity leave. The carried forward leave must be added to the end of the maternity leave period and cannot be used at any other time.

Full time employees will be afforded a substitute day's leave in respect of each bank or public holiday that falls within both ordinary and additional maternity leave. For part-time employees, the total annual leave entitlement already includes the bank and public holiday entitlement.

Statutory annual leave will accrue whilst an employee is absent due to sickness at the same rate of accrual that would occur had the employee been at work. This accrued leave may be taken upon an employee's return to work, even where the employee has been absent for a full leave year or where the period of sickness spans two leave years.

Procedures for taking leave

Appropriate request forms and procedures should be followed for approval of holiday dates.

Employees wishing to take leave must always obtain the approval of the Clerk (in regard to the Clerk's requests approval should be from the Chairman of HR Sub-Committee (or in their absence the Vice-Chairman of HR Sub-Committee) before taking such leave. Such requests must be made as far in advance as practicable in order to enable planning for adequate staffing levels and meeting cover within the Council.

The minimum holiday request should be for half a day.

The Council will allocate agreed holiday dates on a 'first come –first served' basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year. There is no guarantee that holiday will be approved if less than two weeks' notice is given. Any holiday arrangements should not be booked until agreement has been received.

The Clerk and Deputy Clerk may not take leave at the same time unless there are extenuating circumstances agreed by the HR Sub-Committee.

Once agreed the annual leave dates must be entered onto the shared calendar by either the staff member or the Clerk.

New starters to the Council who request leave, and who have not completed six months of service, are required to sign an undertaking to repay any excess leave entitlement should they leave the Council's service.

Leave Entitlement

All employees receive 2 additional statutory days per the National Joint Council For Local Government Services' Green Book.

Employees working part-time (or compressed hours) will have an entitlement pro-rated to the annual leave of comparable full-time employees. The calculation of this entitlement is always proportional to the number of basic contracted hours.

No annual leave can be carried over to the next year (or paid for) unless there are extenuating circumstances agreed by the HR Sub-Committee

Annual Leave – Christmas (not sure if to be included)

During the 'Christmas closure period' (typically between 25th December – 1st January inclusive but these dates may vary), there will be three working days which employees will be required to take as annual leave. Employees should ensure they have sufficient annual leave to cover these. If no leave is available employees will be expected to work over this period.

Annual Leave – Leaving the Council

Employees leaving the employment of the Council may not take any outstanding annual leave entitlement during their period of notice unless agreed with the HR Sub-Committee. This includes any statutory leave entitlement under the Working Time Regulations. Payment in lieu of outstanding leave will be included in final pay.

If an employee has taken in excess of his/her annual leave entitlement on termination of employment, an appropriate deduction will be made from the final pay.

Where an employee has been absent from work due to sickness and where their contract is subsequently terminated prior to them having returned to work from that period of sickness absence, they will receive a payment in lieu of outstanding statutory leave.

Time Off In Lieu (TOIL)

The Council acknowledges that its employees may be required to work additional hours in order to meet the requirements of their role and/or the council. In recognition of this requirement, and the subsequent flexibility required of its employees, the Council provides Time Off In Lieu (TOIL) to the employee. Staff members are required to work with their line manager to manage the accrual of TOIL appropriately and to minimise the amount accumulated whenever possible.

TOIL is accrued when an employee is required to work outside of their normal core working hours, as defined by their employment contract.

The following list is not exclusive but covers the majority of reasons why an employee would accrue TOIL:-

- Meeting with councillors that cannot take place during core office hours
- Staffing an event taking place on an evening or weekend
- Travelling in the early morning or evening to attend a conference, training or external meeting
- Working additional hours to meet deadlines

*TOIL is accumulated on single time. For every one hour worked, one hour of TOIL would be accumulated.

TOIL is only acceptable when agreed between staff and managers.
Staff should try to seek alternatives to avoid accruing excessive TOIL and to arrange meetings and travel time within core working hours whenever practical and reasonable.

Any claim for TOIL must have the prior approval of the Clerk/Chairman of HR Sub-Committee. Only in exceptional circumstances can TOIL be awarded after an event has taken place, but the employee will be required to explain to the HR Sub-Committee why they were not able to obtain prior approval.

Approved TOIL must be recorded on the relevant form including the reason for the additional hours being worked. The TOIL sheet must be updated and signed by the Clerk/Chairman of HR Sub-Committee.

Up to one week's accumulated TOIL can be carried over to the following year.

On leaving the Council's employment, an employee cannot receive payment in lieu of taking TOIL. Employees will be supported to be able to take any outstanding TOIL during the notice period. It is therefore the responsibility of staff to manage their own TOIL appropriately.

Office Opening Times

Mondays, Tuesdays & Fridays 10am - 12 noon

www.mardenkent-pc.gov.uk

Email: clerk@mardenkent-pc.gov.uk

Marden Parish Council HR Leave Policy

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
02/12/2024	Telephone	Ali	Funeral Director regarding additional information	Amenities - Cemetery	Asked to email across
02/12/2024	Email	Ali	Funeral Director emailed additional information	Amenities - Cemetery	Noted
02/12/2024	Face to Face	Ali	Stall holder confirming booking for 7/12	Amenities - Christmas	Confirmed booking
02/12/2024	Email	Ali	Resident asking for leaves to be cleared from pavements	General	Passed to MBC
02/12/2024	Face to Face	Ali	Ecosan for hall	Hall	provided key to hall
03/12/2024	Telephone	Ali	EDF confirming visit to hall	Hall	Confirmed
03/12/2024	Email	Ali	MBC - revised electoral roll	Office	Printed
03/12/2024	Email	Ali	MBC - notification that info is still awaiting from legal regarding licence	Amenities - Public Conveniences	Noted
04/12/2024	Email	Ali	MBC - waste disposal	Hall	information regarding collection
04/12/2024	Email	Ali	Paul/Adrian re Square app download	Finance	provided details
05/12/2024	Email	Ali	Kent Highways - cast iron signage information regarding highways work	Highways	Passed to Kate/contractor
05/12/2024	Email	Ali	Adrian - IAG agenda	General	Passed to Rachel to put on social media/e-newsletter
05/12/2024	Emails	Ali/Rachel	Marden at Christmas - change of venue	Amenities - Christmas	Details regarding change from The Allens to Village Club 7/12/24
05/12/2024	Face to Face	Ali	EDF engineer - hall meter	Hall	To update meter - sent to pre-school for entry
05/12/2024	Face to Face	Ali	Tesco delivery	Amenities - Christmas	delivery for M@C
05/12/2024	Email	Ali	Architect re information - changing rooms	Full Council	Take to full council for Cllrs decision on way forward
05/12/2024	Answerphone	Ali	Resident asking about the Marden Charity	General	Passed to Kate
05/12/2024	Email	Ali	Theatre company asking for details of village events and grants available	General	Provided as much detail as I had available
05/12/2024	Email	Ali	Stonemason with headstone application	Amenities - Cemetery	Completed form / invoice and returned
06/12/2024	Email	Ali	MBC Neighbourhood Plan team requesting annual update on parishes NP position	Neighbourhood Plan	Completed and returned
09/12/2024	Email	Ali	Resident reporting flooding under Pattenden Lane bridge	Highways	Reported to Highways (Kate sent email to Lottie)
09/12/2024	Email	Ali	Request for hall booking	Hall	Sent to Facilities Administrator
09/12/2024	Telephone	Ali	Utility company for hall account	Hall	Taken details to discuss with trustees
10/12/2024	Email	Ali	Hirer of S/F confirming booking in July 2025	Amenities - Open Space	Confirmed in diary and form received
10/12/2024	Email	Ali	Kent County Supplies regarding photocopier charges (over charged)	Office	Awaiting a new invoice

10/12/2024	Telephone	Ali	Funeral Directors to arrange a burial	Amenities - Cemetery	Provided relevant forms and information
11/12/2024	Email	Ali	Kent Highways regarding Pattenden Lane flooding	Highways	Reported that still a problem
11/12/2024	Email	Ali	Kent Highways regarding Pattenden Lane flooding	Highways	Highways would arrange to clear gulleys
12/12/2024	Email	Ali	Reference required for previous member of staff	HR	Response given
16/12/2024	Email	Ali	Resident requesting attendance at Planning meeting	Planning	Confirmed
16/12/2024	Email	Ali	CS resident asking for details of burial plot	Amenities - Cemetery	Requested details of CS address
16/12/2024	Email	Ali	PWCAC - request for funding in 2025/26	Finance	Add to April 2025 meeting
16/12/2024	Telephone	Ali	Caller requesting to speak to someone at Marden Village Hall re VAT rebate	General	Not Marden hall - tried to ring back - no response
16/12/2024	Face to Face	Ali	Asking how to access pre-school	General	Given directions
17/12/2024	Telephone	Ali	Internal Auditor with details of info to send for interim audit	Finance	Details gathered and emailed across
17/12/2024	Telephone	Ali	Grave owner regarding memorial safety	Amenities - Cemetery	Provided info (friend's parent so will speak direct)
18/12/2024	Email	Ali	New burial request details	Amenities - Cemetery	Passed to Rachel
19/12/2024	Email	Rachel	Further questions for new burial	Amenities - Cemetery	Responded
19/12/2024	Telephone	Ali	Funeral Directors regarding burial	Amenities - Cemetery	Awaiting further information
19/12/2024	Letter	Ali	Santander regarding account closure	Finance	Phoned for details - need further ID
19/12/2024	Telephone	Ali	NoK re memorial	Amenities - Cemetery	Provided details of permit
19/12/2024	Email	Rachel	Funeral Directors re burial	Amenities - Cemetery	Provided interment form and rules & regs
20/12/2024	Telephone	Ali	Message from parent regarding FC letters	Amenities - Christmas	Left a message on parent's mobile for more details as all letters had been replied to

Staff annual leave 21/12/24 to 1/1/25 but the following emails etc were received:

	Email	Ali	Funeral Directors	Amenities - Cemetery	booking funeral 20/1/25 - contact to be made on 2/1/25
	Answerphone	Ali	Resident	Office	Return call on 2/1/25
	Email	Ali	Internal Auditor requesting more information	Finance	Sent what is held on laptop - invoices to be scanned 2/1/25
	Email	Ali	Cloudy IT	Office	Cllr info passed over
	Email	Ali	Resident - non receipt of Santa letter	Amenities - Christmas	Santa delivered new letter
	Email	Ali	Resident re vacancy	Office	Thought it was a paid role - if interested in Cllr (volunteer) role to contact office
	Email	Ali	Grant application - additional info required	Office	Would provide on 2/1/25
	Answerphone	Ali	Funeral Directors	Amenities - Cemetery	Return call on 2/1/25