



DRAFT 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 14th 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 ForumCrime 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 24th 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 17th November at Village Club from 5pm to 6pm. The Deputy Clerk was asked to promote with posters and on social media.

CommunicationNewsletter

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 28th October and 4th 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 28th October and 4th 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 – 15th October 2025: slides had been circulated

Community Forum meeting – 16th October 2025: notes had been circulated

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

Environmental Sub-Group meeting – 4th 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 – 10th November: Cllr Boswell attended and slides had been circulated.

Conferences/Meetings/Webinars/Events forthcoming

KALC Clerks Conference – 13th November 2025

Memorial Hall meeting – 24th November 2025

Community Forum meeting – 20th November 2025

MBC Planning Training – 1st December 2025

Marden at Christmas – 6th December 2025

Highways Working Group meeting – 9th 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 18th November to enable the Clerk to complete the relevant forms.

Payments for ApprovalInvoices 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.

073/25 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 9th 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 17th 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: 9th December 2025

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