



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 13<sup>TH</sup>**  
**AUGUST 2019 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT**  
**7.30PM**

**045/19 PRESENT**

Cllrs Barker, Boswell, Brown, Jones, Mannington, Newton, Tippen and Turner. The Clerk and one member of the public were also in attendance.

**046/19 APOLOGIES FOR ABSENCE**

Cllrs Adam and Robertson together with PCSO Nicola Morris gave their apologies.

**047/19 COUNCILLOR INFORMATION**

**Register of Interest**

There were no amendments to Cllrs Registers of Interests

**Declarations of Interest**

Cllrs Mannington, Newton and Tippen declared an interest in item 050/19 as all are trustees of the new CIO; Cllrs Newton and Tippen were also Trustees of Allen & Maplesden Charity. Cllr Boswell declared an interest in item 050/19 as Chairman of Marden in Bloom.

**Granting of Dispensation**

There were no requests for dispensation.

**048/19 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 9<sup>th</sup> July 2019 were agreed and signed as a true record.

**049/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

The resident wished to raise an item under the Public Forum section.

The Chairman adjourned the meeting for the following items

**PUBLIC FORUM**

Resident asked if the Parish Council by-laws could be reviewed to assist with an issue of noise from a neighbour's poultry which were making an unacceptable level of noise in the early hours of the morning. The Clerk advised that Marden PC By-laws could not cover private land however MBC would be contacted for advice.

*19:36 Cllr Barker arrived at the meeting.*

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

**County & Borough Councillors**

Not in attendance

**Police**

Not attendance

**Community Warden**

Not in attendance

The Chairman reconvened the meeting for the rest of the agenda.

**050/19 MATTERS ARISING FROM PREVIOUS MINUTES (for information)**

There were no matters arising from previous minutes

**051/19 PARISH MATTERS****Reports from MBC and KCC**

Meetings were held on 22<sup>nd</sup> and 23<sup>rd</sup> July respectively and minutes of meetings circulated to Cllrs prior to meeting. The next round of meetings would overlap so that a joint meeting could be held with both Borough and County Councillors.

**Police Update/Report from Police Forum**

An email had been received from PCSO Nicola Morris stating that there had been 6 crimes since the last meeting: 3 thefts, 2 burglaries and 1 theft of conveyance. 9 reports of anti-social behaviour had also been reported. Cllrs were reminded that the next Parish/Police Surgery was to be held on Saturday 17<sup>th</sup> August 2019 from 12noon to 1pm and Cllr Mannington would attend.

**Communication**

The next Communications Sub-Committee meeting was to be held on Monday 19<sup>th</sup> August at 10.30am.

Newsletter

Cllrs had reviewed production of future newsletters at the recent Finance meeting and all Cllrs were asked to consider this. The Deputy Clerk, within her current hours, could assist with the production and editing of the newsletter and Cllrs agreed to bring in house from January 2020. The Clerk would contact the current company informing them of this.

Social Media & Website

The Deputy Clerk had undertaken a survey via Survey Monkey on Facebook asking for comments back. A full analysis would be produced shortly but Cllrs were informed that the response back for how residents receive information indicated that the majority obtained this via MPC Facebook page and the Newsletter.

**Cemetery**Exclusive Right of Burial Certificates

There were no certificates to sign

**Update regarding Flooding/Water issues**

Information received and been circulated to Cllrs and noted.

*19:54 Member of the public left the meeting.*

Allen & Maplesden and Victory Fund

These two charities had been amalgamation into one charity and was now known as The Marden Community Charity Incorporated Organisation (CIO) - Cllr Tippet updated Cllrs at the meeting of the constitution of each charity and the objective of the new CIO. The constitution allows the Parish Council to nominate four Trustees. It was proposed that Cllrs Newton and Tippet together with Anne Cox are three trustees with the current Chairman being the fourth. Cllrs agreed for a page to be added to the MPC website.

Bulb Planting – Napoleon Drive and Playing Field:

Marden in Bloom has requested the planting of bulbs in these areas. Cllrs agreed for this to go ahead.

Storage quote for Southons Field

The Clerk had obtained a quote for works to the storage shed at a cost of £1,053.40 (plus VAT) or to replace with a container (£500 plus cost of transporting and possible planning permission. Cllrs discussed this and proposed, and agreed, that the quote for works be accepted. The Clerk also requested that two bollards be placed in the entrance – Cllrs agreed for the Clerk to proceed with this.

Parish Council Public Consultation morning

It was agreed to book the 15<sup>th</sup> November (6pm to 9pm) and 16<sup>th</sup> November (10am to 2pm) at the Memorial and Cllrs agreed this would include: Call for Sites (*MBC have informed parishes that information would be available*); location of outdoor gym at the playing field;

MPC Infrastructure Spend Plan; MPC Information regarding the forthcoming elections in 2020 and Cllr Brown proposed MPC producing a Parish Design Brief.

## **052/19 COMMITTEE REPORTS**

### **Amenities Committee**

Draft Minutes of the Amenities meeting held on 23<sup>rd</sup> July had previously been circulated and were available on the Parish Council website. Cllr Boswell gave brief update on what was discussed and the Clerk informed the Cllrs that the Redrow representative was still looking into the legality of the allotments.

### **Planning Committee**

Draft Minutes of Planning Meetings held on 16<sup>th</sup> July and 6<sup>th</sup> August had been previously circulated and were available on the Parish Council website.

### **Finance Committee**

Draft Minutes of the Finance meeting held on 30<sup>th</sup> July had previously been circulated and were available on the Parish Council website.

### **HR Sub-Committee**

Draft Minutes of the HR meeting held on 29<sup>th</sup> July had previously been circulated and were available on the Parish Council website.

### **Other Conferences/Meetings attended**

Updates were given by Cllrs who had attended the following:

MBC/KCC JTB Meeting – 10<sup>th</sup> July 2019 – The parking restrictions at Pattenden Lane had been agreed and referred to the Strategic Planning and Infrastructure meeting on 10<sup>th</sup> September which Cllr Mannington would be attending.

MBC Briefing: Review of Local Plan (Scoping Themes and Issues document) – 22<sup>nd</sup> July 2019: Cllrs Mannington and Tippen attended.

Borough Cllr Meeting – 22<sup>nd</sup> July 2019: Minutes previously circulated

County Cllr Meeting – 23<sup>rd</sup> July 2019: Minutes previously circulated

MBC Planning Workshop – 6<sup>th</sup> August 2019: Cllrs Brown and Turner attended and the Clerk was asked to circulate the slides when they were received.

### **Conferences/Meetings for the coming months**

Assets of Community Value Steering Group Meeting – 27<sup>th</sup> August 2019. Cllr Brown proposed a letter be sent out to the three public houses and this was agreed by all in attendance.

MBC Planning Workshop – 5<sup>th</sup> September 2019: Cllrs Brown and Turner to attend

VE Day Meeting – deferred from 13<sup>th</sup> August – date to be arranged

KALC Clerks Conference – 17<sup>th</sup> September 2019: The Clerk and Deputy Clerk to attend

KALC Area Committee Meeting – 23<sup>rd</sup> September 2019: Cllrs Mannington and Tippen to attend

KALC Finance Conference – 12<sup>th</sup> October 2019: The Clerk and Cllr Mannington to attend

KALC Transport Conference – 26<sup>th</sup> October 2019: Cllrs Boswell and Tippen to attend.

## **053/19 CORRESPONDENCE**

### **Marden Parish Church Magazine – August edition**

Noted

### **KCC Kent Nature Partnership Biodiversity Draft Strategy – closing date 1<sup>st</sup> September.**

Cllr Turner would view the document and report back before the closing date.

### **NHS survey – changes to the NHS healthcare system – closing date 16<sup>th</sup> August.**

Cllr Tippen agreed to respond on behalf of the Council.

### **NALC – Data Sharing Code of Practice consultation – closing date 16<sup>th</sup> August.**

The Clerk would review the document and comment if required.

### **Kenward Trust – thank you letter**

Noted

**054/19 FINANCE****Bank Statements**Revenue Account:

Nat West: £8,094.90

Unity: £113,171.16

Cllrs agreed to transfer £30,000 from Unity to Nat West. Cllrs Mannington and Newton to authorise.

Capital Account:

Santander: £46,724.97

**Payments for Approval**Electronic Payments

HMRC – August PAYE/NIC £787.14

Marden Memorial Hall – Junior Youth Club hall hire/office rent £468.00

Jordan Manley – Play Scheme Circus Workshop £200.00

Ian Jones – Southons Field/Toilet locking – August £200.00

Graham Carey – Contractor grounds maintenance - £690.00

Stanleys – Mower and Vehicle Fuel/Play Scheme £154.46

RJP Cleaning – Public Convenience cleaning £625.00

Total: £3,124.60

Invoices agreed and Cllrs Mannington and Newton would authorise payment.

Cheque Payment

A cheque for £103.75 to Alison Hooker was agreed and signed for key cutting, Clerk's travel and office cleaning.

**Proposal from HR Sub-Committee regarding staff annual leave calculations**

Proposals circulated via draft minutes – The Clerk had asked for this to be deferred as calculations need to be reviewed for all staff members – Cllrs agreed for this to be deferred to all the HR Sub-Committee to discuss and provide a report.

**Funding Request from Marden Theatre Group**

Request for financial support for the Summer Workshops. Cllrs agreed to donate £300 from the Borough Councillor youth fund.

**Financial Regulations, Policies and Risk Assessment**

These had been updated at Finance Committee Meeting on 30<sup>th</sup> July and had been circulated to Cllrs prior to meeting. Cllrs agreed the amendments to the Travel and Subsistence Policy; Electronic Payments Policy and the Financial Risk Assessment. However the Clerk had received a new version of the Financial Regulations from NALC – this document would therefore be amended and recirculated to Cllrs for agreement at the September Full Council Meeting.

**055/19 HIGHWAYS AND PUBLIC TRANSPORT****Highways**Highways Improvement Plan

A request had been received from a High Street resident and copies of the letters had been circulated to Cllrs. Cllrs agreed to add the suggestions of bollards and a pedestrian island in Albion Road to the Highways Improvement Plan and this would also be viewed alongside the Infrastructure Spend Plan.

Other

Cllr Barker reported that one light was on constant at the Church Green pedestrian crossing – The Clerk would report to Kent Highways.

**Public Transport**

A meeting was still trying to be arranged with South Eastern and Network Rail.

South Eastern had sent out a consultation document for changes to the December 2019 timetable. The closing date was 9<sup>th</sup> September and Cllrs agreed to draft a response and agree via email.

There being no further business the meeting closed at 9.23pm

Date: 10<sup>th</sup> September 2019

Signed:

Cllr Lesley Mannington

Marden Parish Council Chairman

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