



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 10TH
OCTOBER 2017 AT THE ALLENS, ALBION ROAD, MARDEN
COMMENCING AT 7.30PM**

- 064/17 **PRESENT:** Cllrs Adam, Boswell, Harvey, Mannington, Newton, Robertson and Tippen. The Clerk and Community Warden were also in attendance.
- 065/17 **APOLOGIES FOR ABSENCE:** Cllrs Brown and Turner. PCSO Nicola Morris also gave her apologies.
- 066/17 **PARISH COUNCILLOR INTERESTS**
(a) REGISTERS OF INTEREST: There were no amendments to the register of interests.
(b) DECLARATIONS OF INTEREST: Cllrs Newton and Tippen declared an interest on item 071(g) as a Trustee of the Memorial Hall..
(c) GRANTING OF DISPENSATION: There were no requests for dispensation. Cllrs Newton and Tippen had received dispensation of items to be discussed in regard to the Memorial Hall.
- 067/17 **MINUTES OF THE PREVIOUS MEETING**
Minutes of the Parish Council meeting held on 12th September 2017 were agreed and signed as a true record.
- 068/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** There were no members of the public in attendance.
- 069/17 **CO-OPTION OF PARISH COUNCILLOR:** Authority had been given by Maidstone Borough Council following the casual vacancy advert not having 10 electors requesting a bye-election. Therefore a co-option notice has been placed on the website, Facebook page and notice boards.
It was with regret that Cllr Jane Cowin had had to step down as Parish Councillor due to personal reasons. The Clerk had contacted Maidstone Borough Council and advertised the casual vacancy.

The meeting was adjourned for the following items:

PUBLIC FORUM

No members of the public present.

EXTERNAL REPORTS

Community Warden: Meetings had been held with Natalie Penfold and the Youth Worker at Marden Parish Church where they discussed a possibility of a drop-in centre in regard to drug use in the Parish. A Neighbourhood Watch and Scam meeting had been held at Staplehurst and it was may be possible to hold something similar in Marden.

The meeting was reconvened for the rest of the agenda.

070/17 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

Update from Full Council To Do List: The Clerk was asked to retrieve the finger post information ready for the Finance Committee meeting on 31st October.

Cllr Tippen had made contact with Maidstone Borough Council Parking Officer, Jeff Kitson, and was meeting him tomorrow in regard the parish parking survey.

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071/17 **PARISH MATTERS**

- (a) Local Needs Housing: A contractor had been assigned by Golding Homes and after the ecological work had been completed it was hoped that work could start on the site in Maidstone Road late 2017/early 2018.
It was agreed that this item would be moved to the Planning Committee agenda.
- (b) Business Forums' report : Marden Business Forum has a networking event this week.
- (c) Police: Crime reports since last meeting: 9 in total: 3 x burglary; 1 x attempted burglary; 1 x theft of motor vehicle; 2 x theft from motor vehicle; 1 x theft and 1 x vehicle interference. Anti-social behaviour had been reported on the Highwood Green estate where youths and the driver of a vehicle had been spoken to – no further reports received since.
- (d) Communication
 - (i) Newsletter: Cllr Boswell has begun to draft the next edition.
 - (ii) Website: Cllr information to be added.
- (e) Cemetery – Exclusive Right of Burial Certificates – Cllrs signed two ERB certificates
- (f) Updates from MBC and KCC – Nothing to report however meetings had been arranged with County Councillor Eric Hotson and Borough Councillors later this month.
- (g) Marden Memorial Hall – Report received from Trustees on their proposal to accept the quote from Artisan Developers for the replacement of internal fire doors and emergency exit doors. Cllrs agreed that the cost of this would be funded from the remainder of the Public Works Loan.
- (h) MPC Byelaws: Cllrs agreed to resubmit the amended Byelaws to DCLG.
- (i) MPC 5 year Action Plan – 6 month update – noted

072/17 **COMMITTEE REPORTS**

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 26th September had been previously circulated. A meeting had been held on 30th September to discuss possible options for S106 contributions, the Youth Shelter and litter bins had been ordered. The Chairman thanked Cllrs who had helped with the planting of heathers at the cemetery.
 - (b) **Planning Committee** - Minutes of Planning Meeting held on 19th September and 3rd October had been previously circulated.
 - (c) **Finance Committee** – There had been no Finance Meeting held since the last meeting.
 - (e) **Other Conferences/Meetings attended:**
 - 14th September – KALC Clerks' Conference – attended by the Clerk
 - 20th September – NhW and Police Meeting – Maidstone Police Station
 - 27th September – KALC Social Media Event – attended by the Clerk
 - 29th September – Meeting with Millwood Homes – attend by the Chairman and Clerk.
 - (f) **Conferences/Meetings for the coming months:**
 - 11th October – Meeting with Jeff Kitson, MBC Parking Officer – The Chairman attending
 - 12th October – KALC Finance Conference – The Chairman and Clerk attending
 - 23rd October – KCC Highways Seminar – The Chairman and Clerk attending
 - 26th October – Meeting with County Councillor Eric Hotson
 - 30th October – Meeting with Borough Councillors
 - 18th November – KALC AGM – Ditton
- Other KALC conferences/training circulated to Cllrs

073/17 **CORRESPONDENCE**

- (a) South East Water – new water main installation in Goudhurst Road – noted and information had been placed on the website and Facebook page.
- (b) NALC Chief Executive's Bulletins 32 and 33 – noted. A circular had been received regarding a consultation on Local Government Finance Settlement which sets out details on precept decisions by parishes and being more transparent to local tax-payers.
- (c) Marden Parish Church Magazine – noted
- (d) South East Water draft drought plan 2017 – previously circulated and noted.
- (e) The Clerk Magazine – Several items of interest relating to parish assets, VAT and data protection – noted.

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- (f) DCLG Consultation – Planning for the Right Homes in the Right Places: Cllr Mannington had read through the paper and reported back to Cllrs. The main item that is being addressed is setting a formula to calculate the projected housing growth. Cllrs supported the principle of this formula and that it takes in the population of a neighbourhood planning area when calculating the percentage relevant to parishes. Cllrs felt this was a consistent policy cover all local authorities.
- (g) Environment Agency – Middle Medway Flood Resilience Scheme update – The EA were currently writing to properties on the flood risk along with properties put forward by the Parish Council.
- Cllr Tippen had attended the Joint Parishes Flood Group meeting earlier today. The document from this group was to be finalised shortly and would be circulated to Parishes. KCC has confirmed that the railway culvert in Howland Road had been cleared and Cllr Tippen has requested a copy of the details. Three of the parishes involved have been given powers to state which roads should be closed in the event of flooding however Cllrs were concerned as to the impact of Marden residents and employees would be.

074/17 **FINANCE**

- (a) Balances as at 10th October 2017:
 Nat West Reserve Account: £50,208.99
 Nat West Current Account: £0.00
 Unity Bank: £71,317.23
 Santander: £38,401.16
 NS&I: £17,881.33

- (b) Invoices for Approval:

Cheque Payments:

Chq No.	Payee	Details	Amount
5745	Inland Revenue	September PAYE/NIC	813.59
5746	Graham Carey	Grounds Maintenance	160.00
5747	Cancelled		
5748	Cash	Office cleaning	40.00

Invoices agreed and cheques signed by three Cllrs.

Electronic Payments:

Payee	Details	Amount
Ecocleen Services	Cleaning of public conveniences	572.50
Stanleys Garage	Petrol for mowers (September)	110.38
Maidstone Borough Council	Cemetery Refuse collection	54.17
Viking	Hall, Office and Newsletter supplies	78.59
Marden Memorial Hall	Youth Club hall hire, office rent and refuse	413.00
Citizens Advice	Outreach Session	50.00
Alison Hooker	Purchase of car park bollard/planning app.	269.96
SLCC	Clerk's Membership	225.00
Signs of Cheshire	50% deposit for Southons Field Notice board	879.00

Invoices agreed and Cllrs Tippen and Mannington to authorise payment.

- (c) External Audit 2016/17 – The Annual Return had been received back from PKF Littlejohn. Not matters had been raised from the accounts for 2016/17.
- (d) Caretaker Standing Order for monthly salary – agreed and signed by three Cllrs.
- (e) Letter from Nat West stating that cheques would no longer be returned with bank statements – noted.
- (f) SLCC – Parish Clerk's annual membership – this was agreed by Cllrs and a bank transfer would be made.
- (g) Heart of Kent Hospice – request for donation. This would be deferred until the Finance meeting in the new year.

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- (h) Quotes received for showers at the changing rooms – only one quote had been received and two more were awaited before a decision could be made.

075/17 **HIGHWAYS AND PUBLIC TRANSPORT**

(a) **Highways**

Kent Highways work – village sign and proposed gateway – Goudhurst Road details: The Clerk was asked to respond with details of the gateway style which Cllrs preferred.

Speeding: Email received from a resident in Goudhurst Road with concerns over the high speed of vehicles along the road. This would be raised with the County Councillor as to whether Kent Highways could view road safety issues.

(b) **Public Transport**

South Eastern Stakeholder update - noted

Letter from Chris Vinson, South Eastern Public Affairs Officer: This was received in response to the letters sent following the meeting at Marden Station in July 2016. Several items were still outstanding and the Clerk was asked to speak with the Station Master in regard to the lighting, gully cleaning and potholes but also to write to Mr Vinson in regard to a possible extension to the car park and the other outstanding issues.

There being no further business the meeting closed at 9.24pm

Signed:
Chairman, Marden Parish Council

Date: 14th November 2017