



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).

## **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 10<sup>th</sup> June 2025 at 7.30pm at The Allens, Albion Road, Marden, Kent.

*Alison Hooker*

Alison Hooker (Mrs)  
Clerk to Marden Parish Council  
3<sup>rd</sup> June 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)

## **AGENDA**

### **017/25 PRESENT**

### **018/25 APOLOGIES FOR ABSENCE**

Apologies for absence to be received.

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be attending the meeting.

### **019/25 ELECTION OF VICE-CHAIRMAN**

Item deferred from May Annual Parish Council Meeting.

### **020/25 COUNCILLOR INFORMATION**

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

**Changes to Register of Interest**

**Granting of Dispensation**

### **021/25 MINUTES OF THE PREVIOUS MEETING**

To receive and accept as a true record the Minutes of the Annual Parish Council meeting held on 13<sup>th</sup> May 2025.

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

### **022/25 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 items:

#### **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 023/25 onwards.

### **023/25 CLERK'S REPORT**

To receive and note the Clerk's report.

### **024/25 PARISH MATTERS**

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

#### **Police Update/Report from Police Forum**

##### Crime Figures

Crime Figures can be found at: [Marden and Yalding | Your area | Kent Police | Kent Police](#)

##### Other Police Matters

##### **New Marden PCSO**

Police Community Sports Day at Marden Sports Club on 16<sup>th</sup> August.

#### **Communication**

##### Newsletter

#### **Marden Flooding**

#### **Infrastructure Spend Plan**

Cllrs to receive the updated Infrastructure Spend Plan

#### **Marden Resilience Plan**

Cllrs to receive the new draft Marden Resilience Plan and agree next steps.

#### **Changing Rooms Refurbishment**

Cllrs to note that the planning application has been approved by Maidstone Borough Council. Cllrs to consider emails from architect and next steps.

#### **CCTV Licence**

Cllrs to receive and consider the draft licence agreement from Golding Homes for the connection of CCTV into their property.

#### **Marden PC Open Spaces Byelaws**

Cllrs to agree to submit the application to amend the Open Spaces Byelaws to the Secretary of State.

#### **Chairmen's Board**

Cllrs to receive information on updating the Parish Council Chairmen's Board in the Parish Office.

#### **Parish Council Code of Conduct**

Cllrs to receive and consider the draft Parish Council Code of Conduct sent by KALC Maidstone Area Committee.

### **025/25 COMMITTEE REPORTS**

#### **Amenities Committee**

To note the draft Minutes of Amenities Committee meeting held on 27<sup>th</sup> May 2025 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 draft Minutes of Planning Committee meeting held on 20<sup>th</sup> May and 3<sup>rd</sup> June 2025 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 held in May.

### **Conferences/Meetings/Webinars attended**

Those in attendance to update the meeting on the following:

Resilience Planning Meeting with Staplehurst Emergency Team: 15<sup>th</sup> May

KALC Area Committee Meeting: 19<sup>th</sup> May

AI Webinar: 21<sup>st</sup> May

Communications Sub-Group Meeting: 5<sup>th</sup> June

Web/Email Compliance Webinar: 5<sup>th</sup> June

HR Sub-Committee Meeting: 5<sup>th</sup> June

Marden Neighbourhood Plan Meeting: 7<sup>th</sup> June

Environmental Sub-Group Meeting: 10<sup>th</sup> June

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

Asset Transfer Webinar: 16<sup>th</sup> June

AI Webinar: 18<sup>th</sup> June

KALC EFCM (Reorganisation/Devolvement): 19<sup>th</sup> June

Highways Improvement Plan Meeting: 24<sup>th</sup> June

KALC Clerks Forum Webinar: 15<sup>th</sup> July

Assets of Community Value Meeting: 19<sup>th</sup> July

KALC Chairmans Forum Webinar: 22<sup>nd</sup> July

### **MPC Meetings to be arranged:**

Resilience Planning

### **026/25 CORRESPONDENCE**

Marden Parish Church Magazine

KALC Newsletter

### **027/25 FINANCE**

#### **(A) Bank Statements:**

The Clerk to provide details at the meeting.

#### **(B) Accounts 2024/2025:**

##### (B)(i) Statement of Internal Control

Cllrs to receive and agree statement previously circulated to Cllrs. Document to be signed by the Chairman and RFO.

##### (B)(ii) Internal Auditor Report

Cllrs to receive and note the end of year Final Report received from the Internal Auditor.

##### (B)(iii) Bank Reconciliation/Balance Sheet 31<sup>st</sup> March 2025

Cllrs to receive and accept the end of year bank reconciliation at 31<sup>st</sup> March 2025

Cllrs to receive and agree the end of year Balance Sheet as at 31<sup>st</sup> March 2025 - to be signed at the meeting.

##### (B)(iv) Annual Governance and Accountability Return (AGAR) 2024/2025

###### (B)(iv)(a) Section 1 – Annual Government Statement 2024/2025

The Clerk to read out the following statements to Cllrs:

(1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements;

(2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;

(3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances;

(4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;

- (5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;
- (6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems;
- (7) We took appropriate action on all matters raised in reports from internal and external audits;
- (8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements:
- (9) Trust funds including charitable. In our capacity as the sole management trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. *Not appropriate to Marden PC as not a sole managing trustee of a local trust(s).*  
The Chairman and Clerk (RFO) to sign and record minute number.

(B)(iv)(b) Section 2 – Accounting Statements 2024/2025

The Clerk had completed Section 2 with figures from 2023/2024 and 2024/2025 accounts and circulated to Cllrs (also discussed at Finance Committee meeting). Cllrs to confirm statements and the Chairman and Clerk (RFO) to sign and record minute number.

**(C) Other Papers for External Auditor**

Internal Auditor certificate

To receive and note the Internal Auditor's year-end AGAR certificate.

AGAR documentation:

To receive and note the additional documents to be sent to the External Auditor.

- i. Bank Reconciliation as at 31<sup>st</sup> March 2025
- ii. Statement of Variances – Year ending 31<sup>st</sup> March 2025
- iii. Explanation of differences between Box 7 and Box 8 on Annual Return
- iv. Explanation of Earmarked Reserves
- v. Contact Details of Parish Council Clerk and Chairman
- vi. Declaration and Notice of Appointment of Exercise of Public Rights
- vii. Assertions for Intermediate Audit

**(D) Marden Sports Coaching**

Cllr Rabot to provide a report on possible sports coaching in the summer and request for funding.

**(E) Payments for Approval**

Invoices for Payment

Invoices due to payment to be submitted to the meeting.

**028/25 HIGHWAYS AND PUBLIC TRANSPORT**

**Highways**

Highways Improvement Plan

Meeting to be held on 24<sup>th</sup> June to view responses from consultation and to consider new priorities.

Fingerposts

Cllrs to be provided with update from County Cllr Black if received in time of the meeting.

Speedwatch

Cllrs to be given an update from the Speedwatch team who attended the Motor Show on 24<sup>th</sup> May.

Other Highways Issues

**Public Transport**