



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY  
15<sup>TH</sup> MAY 2018 AT THE ALLENS, ALBION ROAD, MARDEN  
COMMENCING AT 7.30PM**

Vice-Chairman Adam took the chair for the first item on the agenda.

001/18 **ELECTION OF CHAIRMAN:** Cllr Brown proposed and Cllr Mannington seconded that Cllr Tippen be elected as Chairman. All Cllrs were in agreement and Cllr Tippen signed the Chairman's Declaration of Office which was counter signed by the Clerk.

Cllr Tippen then took the chair for the remainder of the meeting.

002/18 **ELECTION OF VICE-CHAIRMAN:** Cllr Jones proposed and Cllr Newton seconded that Cllr Adam be elected as Vice-Chairman. All Cllrs were in agreement.

003/18 **PRESENT:** Cllrs Adam, Boswell, Brown, Harvey, Jones, Mannington, Newton, Stevens, Tippen and Turner were in attendance. The Clerk was also present.

004/18 **APOLOGIES FOR ABSENCE:** Cllr Robertson had given her apologies.

005/18 **COUNCILLOR DETAILS:**

(a) **REGISTERS OF INTEREST:** Cllr Adam wished to view his register of interest to ensure his employer details are correct. The Clerk would provide the information to Cllr Adam for the Planning meeting.

(b) **DECLARATIONS OF INTEREST:** Cllrs Newton and Tippen declared an interest in the Memorial Hall at item 019/18(q).

(c) **GRANTING OF DISPENSATION:** Cllrs Newton and Tippen had been granted dispensation in regard to Marden Memorial Hall at a previous meeting and would therefore be permitted to take part in the discussion at item 019/18(q).

006/18 **MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 10<sup>th</sup> April 2018 was agreed and signed as a true record.

007/18 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only):**

No 28 Bus information – confirmation of change of route for No. 28 bus via Plain Road which would commence from September 2018. The Clerk was asked to thank Mr Kemp of Nu-Venture for this change.

Pavement Parking Orders – The Assistant Clerk had provided a photograph of what is used in Staplehurst. The Clerk was asked to obtain a copy of the order before meeting with Kent Highways and MBC Parking.

008/18 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

The meeting was adjourned for the following items:

**PUBLIC FORUM**

There were no members of the public in attendance.

**EXTERNAL REPORTS**

County & Borough Councillors – not in attendance

Police – not in attendance

Community Warden – not in attendance

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The meeting was reconvened for the rest of the agenda.

**009/18 APPOINTMENT OF COUNCILLORS ON COMMITTEES**

*The Chairman, Cllr Tippen, and Vice-Chairman, Cllr Adam, were ex-officio on Committees.*

- (i) **Amenities** – Cllrs agreed to hold Amenities meetings bi-monthly for a trial period of one year. It would then be reviewed at the 2019 APCM. Cllrs appointed were: Cllrs Boswell, Harvey, Jones, Newton, Robertson and Turner.
- (ii) **Finance:** Cllrs appointed were: Cllrs Boswell, Jones, Mannington and Stevens.
- (iii) **Planning:** Cllrs appointed were: Cllrs Brown, Mannington, Newton, Robertson, Stevens and Turner.

**010/18 APPOINTMENT OF COUNCILLORS ON SUB-COMMITTEES**

*The Chairman, Cllr Tippen, was ex-officio on Sub-Committees.*

- (i) **Cemetery:** Cllrs appointed were: Cllrs Boswell, Newton, Robertson and Turner
- (ii) **Human Resources** Cllrs appointed were: Cllrs Boswell, Jones and Mannington
- (iii) **Open Spaces:** Cllrs appointed were: Cllrs Adam, Boswell, Harvey, Jones, Newton, Robertson and Turner
- (iv) **Public Conveniences:** Cllrs appointed were: Cllrs Adam, Robertson and Turner.

**011/18 APPOINTMENT OF COUNCILLORS ON ACTION GROUPS**

- (i) **Byelaws:** Cllrs appointed were: Cllrs Adam and Newton; The Clerk was co-opted.
- (ii) **Emergency Planning:** Cllr appointed was: Cllr Turner; The Assistant Clerk was co-opted. The Assistant Clerk would be asked to speak to Andy Wardley to ask if he would be interested in being co-opted.
- (iii) **Neighbourhood Plan:** All Cllrs would be part of the Neighbourhood Plan Steering Group.
- (iv) **Newsletter:** Cllrs appointed were: Cllrs Boswell and Newton
- (v) **Play Scheme:** Cllr appointed was: Cllr Boswell; The Clerk and Assistant Clerk were co-opted
- (vi) **Stilebridge:** Cllrs appointed were: Cllrs Boswell, Brown, Newton and Turner
- (vii) **Village Celebrations:** Cllrs appointed were: Cllrs Boswell, Harvey and Robertson; The Clerk and Assistant Clerk were co-opted.
- (viii) **Village Spring Clean/Litter pick:** Cllr appointed was: Cllr Boswell

**012/18 APPOINTMENT OF COUNCILLORS ON OUTSIDE BODIES**

- (i) **KALC (2 representatives)** – Cllrs appointed were: Cllrs Mannington and Tippen. Both Cllrs completed the GDPR consent form for KALC Area Committee.
- (ii) **Memorial Hall:** Cllr appointed was: Cllr Harvey
- (iii) **Parish & Police Forum:** Cllr appointed was: Cllr Turner
- (iv) **Public Transport & Highways:** Cllr appointed was: Cllr Adam
- (v) **Patients Reference Group:** Cllr appointed was: Cllr Tippen

**013/18 APPOINTMENT ON ALLEN & MAPLESDEN CHARITY:** Cllrs Newton and Tippen had been elected for a four year term which expires in 2020. The other Trustees on this Charity elected by the Parish Council area Anne Cox, Ian Ballard and Robin Judd.

**014/18 AGREEMENT OF FUTURE MEETING DATES**

Draft schedule of future Council meetings had previously circulated and were agreed.

**015/18 MARDEN PARISH COUNCIL – POLICIES & OTHER DOCUMENTS**

To be discussed, agreed and adopted.

- (i) Standing Orders: Amendments had been received from NALC and the Clerk had circulated these as tracked changes. Cllrs would view and agreement would be made at the June meeting.
- (ii) Action Plan circulated prior to meeting – agreed

- (iii) Terms of Reference circulated prior to meeting – This was to be updated and recirculated following the decision made on Amenities Committee meetings.
- (iv) Policies and Procedures: The Vehicle Policy was discussed following advice from MPC Insurers. The Clerk was asked to redraft and circulate to Cllrs.
- (v) Risk Assessments – The Clerk had reviewed and updated all Parish Council risk assessments. Cllrs agreed that these should be adopted for the forthcoming year.

#### 016/18 **PARISH MATTERS**

- (a) Marden Business Forum – no report received.
- (b) Police Update/Report from Police Forum: Cllr Turner attended the Police Forum meeting in April and gave a brief report. There is a new Detective Chief Inspector for the Rural areas. A recruitment drive had taken place with additional funding being made available for PCSOs. Police strategy is now evidence based and reporting via 101 or the online reporting system is encouraged.
- (c) Communication
  - (i) Newsletter: Cllr Boswell is currently drafting the next edition to go to print in June.
  - (ii) Website: The new meeting dates and structure will be uploaded to the website along with the amended policies etc.
- (d) Cemetery – Exclusive Right of Burial Certificates - 6 certificates were signed by Cllrs.
- (e) General Power of Competence – The Clerk advised that MPC meet the criteria for a further year and Cllrs agreed to adopt the GPC.
- (f) Parish Asset Review - The Clerk had updated this list at end of financial year and circulated to Cllrs. All Cllrs in agreement.
- (g) Update regarding Flooding/Water issues: Cllr Tippen reported that the company who had been working with the EA in regard to the flood resilience programme had gone into liquidation however the EA hoped that the work would still be completed.
- (h) General Data Protection Regulations: A report received from GDPR-Info had previously been sent to Cllrs. A meeting was requested by GDPR-Info to instruct Cllrs on GDPR and a date would be agreed shortly. A bulletin had been received from the Chief Executive of NALC to say that Government had agreed that Parish Councils would not require a Data Protection Officer. As MPC has already instructed GDPR-Info it was agreed to review the situation at the budget meeting for the next financial year.
- (i) Purchase of a beacon – Two quotes had been received. It was proposed that the Clerk would speak to Epic Engineering to ensure that the details were correct and if this was the case the quote from Epic would be accepted. Cllr Boswell would inform the Clerk of the dimensions of the post to be forwarded to Epic to ensure the bracket was the correct size.

#### 017/18 **COMMITTEE REPORTS**

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 24<sup>th</sup> April had been previously circulated. The Clerk had circulated an email regarding the cost of a second petrol mower and Cllrs agreed to accept the quote from Rams Hill. The youth shelter is to be installed on 16<sup>th</sup> May.
- (b) **Planning Committee** - Minutes of Planning Meeting held on 17<sup>th</sup> April and 1<sup>st</sup> May had been previously circulated.
- (c) **Finance Committee** – Minutes of Finance Meeting held on 24<sup>th</sup> April had been previously circulated.
- (d) **External Committees:**  
KALC Area Committee – 16<sup>th</sup> April 2018 – minutes available at the meeting
- (e) **Other Conferences/Meetings attended:**  
Meeting with County Councillor Eric Hotson – 10<sup>th</sup> May 2018. The Chairman gave a brief report and the Clerk would circulate the notes from the meeting.
- (f) **Conferences/Meetings for the coming months:**  
Meeting with Borough Councillors – 5<sup>th</sup> June at 4pm  
KALC Employment Law Workshop – 6<sup>th</sup> June

Meeting with Kent Highways and MBC Parking – 7<sup>th</sup> June at 9am  
 Meeting with PCSO, Youth Group and Housing Associations – 7<sup>th</sup> June at 1pm  
 KALC Area Committee – 11<sup>th</sup> June 2018 – Maidstone Town Hall  
 KALC – Introduction to Planning – 13<sup>th</sup> June 2018 – Bearsted Parish Council  
 MBC – Community Infrastructure Levy workshop – 20<sup>th</sup> June  
 Marden Summer Play Scheme – Dates to be confirmed – 23<sup>rd</sup> July to 3<sup>rd</sup> August  
 The Clerk to send out a list of all meetings/training planned for the next few months.

**018/18 CORRESPONDENCE**

- (a) Marden Parish Church Magazine – May 2018 – noted  
 (b) Local Government Ethical Standards Consultation – noted but no comment to be sent back.  
 (c) NALC – Chief Executive’s Bulletin - noted  
 (d) NALC Legal Topic Notes – previously circulated to Cllrs. The main point out of these was for Cllrs to inform the Clerk of the reason for any absences from meetings. These would be recorded confidentially unless the six month ruling was relevant.  
 (e) Clerks & Councils Direct – publication – noted  
 (f) The Clerk – publication - noted  
 (g) MBC – letter from Anna Houghton regarding MNP consultation – Thanks were expressed to Cllrs Brown and Turner and the Clerk for going through the documents and preparing the letters for distribution. The Clerk would be delivering the letters to businesses etc asking if they would be prepared to hold a copy of the plan during the consultation period. Once responses were received it could then be decided how many copies were received and details added to the consultation flyer for the newsletter.

**019/18 FINANCE**

- (a) Balances as at 15<sup>th</sup> May 2018:  
 Nat West Reserve Account: £160,141.40 Current Account: £325.00  
 Unity Bank: £30,312.88 / Santander: £38,503.34 / NS&I: £17,965.59
- (b) Invoices for Approval:

**Cheque Payments:**

Chq No.	Payee	Details	Amount
5779	Cash	Office Cleaning	50.00
5780	Graham Carey	Play Area Grounds Maintenance	180.00
<b>TOTAL</b>			<b>230.00</b>

Invoice agreed and cheque signed by three Cllrs.

**Electronic Payments:**

Payee	Details	Amount
GDPR-Info	DPO Services	675.60
Auditing Solutions	End of Year Audit	384.00
Ecocleen Services	Public Convenience Cleaning	597.79
Citizens Advice	Outreach Session – April	50.00
Alison Hooker	APM Refreshments, Flowers, Tyre	91.13
SSE	Changing Rooms/Public Conv. electricity	113.46
Ecosan	Sanitary Units	92.71
Viking	Furniture, office supplies etc.	412.68
HMRC	Staff PAYE/NIC	919.93
Licencing Partnership	Annual licence for Southons Field	70.00
<b>TOTAL</b>		<b>£3,407.30</b>

Invoices agreed and Cllrs Mannington and Newton would authorise payment.

- (c) Statement of Internal Control for 2017/18 had been circulated to Cllrs prior to the meeting. Cllrs agreed the content and the Chairman and Clerk signed the document.  
 (d) Update from Internal Auditor visit on 3<sup>rd</sup> May- the report had been circulated. One issue that had come out of this audit was that the risk assessments should have been reviewed and agreed prior to 31<sup>st</sup> March. Unfortunately they were not reviewed/agreed until

tonight's meeting. The Clerk had diarised to look at these early in 2019 and it was agreed that Risk Assessments, Policies, Standing Orders etc would be reviewed, discussed and agreed at an earlier meeting prior to the end of each financial year.

- (e) Annual Return – Section 1: Annual Governance Statement 2017/18 – The Clerk read out all the questions from Section 1 which Cllrs answering to each individual question. Once completed the Chairman and Clerk signed and dated Page 4 of the Annual Return.
- (f) Annual Return – Section 2: Accounting Statements 2017/18 – The Clerk read out all the year ending figures which were agreed by Cllrs. The Clerk had signed the document prior to the meeting and the Chairman signed Page 5 of the Annual Return in front of the Cllrs.
- (g) Balance Sheet as at 31<sup>st</sup> March 2018. The details had been circulated to Cllrs prior to the meeting and the figures were agreed. The document was signed by the Chairman and RFO.
- (h) MBC – Parish Services Scheme report – The Clerk had completed the form and the details were read out to Cllrs. The content was agreed and the Chairman and Clerk signed the document. This would be returned to MBC.
- (i) Renewal of Insurance policy. Although Cllrs agreed the content and cost of the insurance for 1<sup>st</sup> June 2018 to 31<sup>st</sup> May 2019 the Clerk was unclear as to the correct provider as there was a discrepancy in the invoice. The Clerk would speak to Came & Company and inform the Cllrs of the correct provider. Once this was confirmed Cllrs were in agreement that the insurance should be paid and authorisation was agreed to be undertaken.
- (j) Salary Mandates for 2018/19 salaries: The mandates for the four members of staff's salaries for 2018/19 were agreed and signed. The Clerk would submit these to Nat West.
- (k) Updated Financial Regulations and Risk Assessment. The Clerk had circulated these and it was agreed that they would be discussed, agreed and adopted at the next Finance Committee meeting.
- (l) Electronic Payments Policy – agreed at Finance Meeting on 24<sup>th</sup> April 2018 – for Cllrs information
- (m) Agreement of continuing Direct Debits and Standing Orders. The list had been circulated and Cllrs agreed for these payments to continue for this financial year.
- (n) Transfer of funds to Unity Bank. To be discussed at Finance Meeting
- (o) Transfer of funds from Santander (Capital) to Nat West (Revenue) for capital expenditure during 2017/18 financial year. Details had been circulated prior to the meeting and it was agreed that the sum of £5,253.76 would be transferred from Santander to Nat West. The Public Works Loan money still held would remain in the Revenue account as that was due to be spent on the hall in this financial year. The Clerk would prepare a letter for Cllrs to sign to authorise this transfer.
- (p) KALC Annual Subscription: Cllrs agreed for this to be paid (£1,109.80 plus VAT) and the Clerk would add to Unity for a bank transfer to be made.
- (q) Financial Assistance to Marden Memorial Hall. The Trustees had submitted a report to Marden Parish Council which had been circulated to Cllrs prior to the meeting. The Chairman briefed the meeting that urgent works had had to be undertaken on the drainage at the hall as several drains had been blocked and some had collapsed resulting in them having to be lined. The cost was in the region of £14,000 which unfortunately the hall would struggle to cover. As there was money remaining from the Public Works Loan which had been ringfenced for the hall it was agreed by Cllrs that a grant would be made to cover the cost of the drainage works.

## 020/18 HIGHWAYS AND PUBLIC TRANSPORT

### a) Highways

Highways Issues – Traffic Calming and other highways issues

#### **Other Highways Issues**

Update regarding zebra crossing -details of proposals for refurbishment had previously been circulated and the Chairman was asked to raise at the Highways meeting whether yellow zig-zags could be placed on either side of the road.

KM260 (Tanner Farm) – PROW Order confirmation of diversion order - noted

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Permissive Path – Chainhurst: Request for recording a PROW email request from resident asking for MPC to undertake. Cllrs would require the same level of evidence that would be required when submitting the form to KCC PROW Officer therefore it would not be to any advantage the Parish Council completing the form on behalf of residents. The Clerk would contact the resident who had raised the request that he may wish to contact the Walking Group to see if they are able to assist.

As mentioned in "Committee Reports" above a meeting was due to be held on 7<sup>th</sup> June with Kent Highways and MBC Parking representatives to discuss MPC's parking survey. The Clerk was asked to obtain details of the powers to restrict parking on pavements prior to the meeting.

(b) **Public Transport**

Update from South Eastern following the meeting in July 2016

Response from Chris Vinson (South Eastern) following MPC's letter regarding station closure – It was felt that the response bears no relation to Marden station as trains were going along the line and no reference made to being treated equally to Headcorn Station. Cllr Adam would draft a letter and circulate.

Other:

Cllr Brown would like the Clerk to investigate other names for a Parish Clerk.

There being no further business the meeting closed at 21.40pm

Signed: .....  
Chairman, Marden Parish Council

Date: 12<sup>th</sup> June 2018