



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 9TH
MAY 2023 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT
7.30PM

Cllr Adam took the chair for the first item on the agenda. Following this item, the newly elected Chairman will take the chair for the remainder of the meeting.

001/23 ELECTION OF CHAIRMAN

Cllr Besant proposed and Cllr Boswell seconded that Cllr Tippen take the chair for the forthcoming Council year. All present were in favour.

Cllr Tippen took the chair and signed the Declaration of Interest.

002/23 ELECTION OF VICE-CHAIRMAN

Cllr Boswell proposed and Cllr Newton seconded that Cllr Turner take the position of Vice-Chairman for the forthcoming year. All present were in favour.

003/23 PRESENT

Cllrs Adam, Besant, Boswell, Gibson, Newton, Robertson, Tippen (in the Chair) and Turner. The Clerk was also in attendance.

004/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Stevens.

005/23 COUNCILLOR INFORMATION

Declaration of Interest

There were no declarations of interest

Changes to Register of Interest

There were no changes to registers of interest.

Granting of Dispensation

There were no requests for dispensation.

Cllr Resignations

Following Cllr Burton's resignation the Clerk had received notification from MBC that MPC could now co-opt.

The Chairman reported that she had today received Cllr Barker's resignation. The Clerk had informed MBC and proposed to Cllrs that the co-option advertisement be held back until confirmation had been received back from MBC in 14 days. Cllrs agreed.

006/23 MINUTES OF THE PREVIOUS MEETING

Minutes of the Parish Council meeting held on 11th April 2023 were agreed and signed as a true record.

007/23 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public were in attendance.

The meeting was adjourned for the following items:

PUBLIC FORUM**EXTERNAL REPORTS****County Councillor Report****Borough Councillors Report****Police Report****Community Warden Report**

No reports were received.

The meeting was reconvened to discuss item 008/22 onwards.

008/23 CLERK'S REPORT

The Clerk reported that the new system was up and running and was working well within the office. Training had been undertaken and it was hoped that over the next few months the Clerk and Deputy Clerk could look at the apps available and how these could work within the office. The appointment of the new Administrative Assistant was reported and details of this would be raised further in the meeting.

The application for MBC's Love Where You Live Grant had been successful. The Clerk would contact the developers of Windsor Meadow and The Parsonage again to see if agreement can be reached to provide a hard footpath between the two developments.

009/23 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES

The following appointments were agreed.

Committees

Amenities: Cllrs Besant, Boswell, Newton, Robertson, Tippen and Turner (It was proposed that Cllr Adam would be appointed to the Amenities Committee if neither of the new co-opted Cllrs wished to sit on this Committee)

Finance: Cllrs Adam, Boswell, Stevens, Gibson, Tippen and Turner

Planning: Cllrs Adam, Besant, Boswell, Gibson, Newton, Robertson, Tippen and Turner.

Sub-Committees

Cemetery: Cllrs Boswell, Newton, Robertson and Tippen

Human Resources: Cllrs Boswell, Gibson, Newton and Tippen

Open Spaces: Cllrs Adam, Boswell, Newton, Robertson, Tippen and Turner

Public Conveniences: It was agreed that this Sub-Committee would be dissolved and any public convenience issues would be discussed at Amenities Committee meetings.

010/23 APPOINTMENT OF SUB-GROUPS AND OUTSIDE BODIES

The following appointments were agreed.

Sub-Groups

Allotments: Cllrs Boswell, Besant, Stevens, Tippen and Turner. Cllrs requested that Cllr Stevens be consulted to ascertain if he still wished to sit on this Sub-Group and this would be reported back to the next Full Council meeting.

Byelaws: Cllrs Adam, Newton and Turner.

Communications: Cllrs Boswell, Robertson and Tippen

Emergency Planning: Cllrs Gibson, Newton, Tippen and Turner.

Environment: Cllrs Besant, Boswell, Newton and Turner.

Neighbourhood Plan Steering Group: Cllrs Adam, Besant, Boswell, Gibson, Tippen and Turner.

Newsletter: now combined with Communications

Play Scheme: Cllrs Boswell and Robertson

Stilebridge: It was agreed that this Sub-Group would be dissolved and any issues reported direct to Amenities Committee.

Village Events: Cllrs Boswell, Newton, Robertson and Tippen.

Outside Bodies

Community Engagement Forum: Cllrs Boswell and Tippen

Making Marden Dementia Friendly: Cllr Boswell

KALC Area Committee (Maidstone): Cllrs Tippen and Turner
 Maidstone Borough Council Cluster Group (was the Parish & Police Forum): Cllr Tippen
 Memorial Hall: Cllr Stevens
 Patient Participation Group: Cllrs Boswell and Tippen
 Public Transport & Highways: Cllrs Adam and Newton.

011/23 PARISH COUNCIL DOCUMENTS

The documents had circulated to Cllrs prior to the meeting.

Terms of Reference

Following the appointment of Sub-Groups Stilebridge Terms of Reference would be deleted.
 With this amendment Cllrs agreed the Council and Committee Terms of Reference.

Parish Assets

List of parish assets at 31st March 2023 agreed

Policies

Existing & New Policies to be adopted

Cllrs accepted the amendments made to the new Internal Financial Control Policy.
 Cllrs accepted and adopted the policies from Finance Committee and HR Sub-Committee.

Risk Assessments

Existing & New Risk Assessments to be agreed

Cllrs accepted and adopted the amendments to the Council's risk assessments.

Parish Council Insurance

A quote had been received for Gallaghers providing details of a policy with Hiscox. The Clerk had contacted a couple of other insurance companies but had not received anything back. It was therefore agreed, that a three year term would be accepted with Hiscox.

Dates of Parish Council Meetings for 2023/2024

Proposed dates for Parish Council meetings in 2023/2024 previously circulated to Cllrs prior to the meeting. The Clerk noted that the Planning Committee meeting on 16th May was cancelled and moved to 30th May.

012/23 GENERAL POWER OF COMPETENCE

It is minuted that MPC continues to meet the criteria of the General Power of Competence for the next Council year.

With GPC Cllrs agreed to apply for funding through KCC's Cost of Living Grant to support Marden Foodbank.

013/23 PARISH MATTERS

Reports from MBC and KCC

No reports received.

Police Update/Report from Police Forum

Crime Figures

Other Police Issues

No reports received.

Communication

Newsletter

Cllr Boswell had started drafting the next edition of the newsletter and had contacted organisations for any input.

Marden Flooding

Nothing to report

Cemetery

Exclusive Right of Burial Certificates

One certificate was signed.

Allotments

Nothing to report

Appointment of Administrative Assistant

It was reported that Lisa Stevens had been appointed as Administrative Assistant and would be starting the role on 16th May working Tuesdays and Thursdays.

014/23 COMMITTEE REPORTS

Amenities Committee

No Amenities Committee meeting was held in April.

It was reported that Cllr Besant had met with KCC regarding planting of trees on MPC land at the rear of the cemetery. The Clerk was asked to make contact with the farmer who farms the land at the moment to meet on site to discuss further.

Planning Committee

Draft Minutes of Planning Committee meetings held on 18th April and 2nd May 2023 had been previously circulated and available on the Parish Council website.

Finance Committee

Draft Minutes of Finance Committee meeting held on 2nd May 2023 had been previously circulated and available on the Parish Council website.

Conferences/Meetings/Webinars attended

Memorial Hall AGM – 13th April – Cllr Stevens elected Chairman.

Amenities Site Meetings 14th and 15th April

Communication Sub-Group Meeting – 17th April

Village Events Sub-Group Meeting – 17th April

Environment Sub-Group Meeting – 18th April – deferred until 30th May

Migration of new IT system and training – 19th and 20th April; 2nd May

Community Forum – 27th April

Coronation Event – 8th May: An email had been received from a resident regarding yesterday's event which had been circulated to Cllrs prior to the meeting and read out at the meeting. Cllrs would consider all feedback received and the Village Events Sub-Committee will review its procedures. It was felt that it was still a successful event and thanks were expressed to the Clerks for the work that had been put in. The Chairman thanked all Cllrs for the help and assistance given during the day.

Conferences/Meetings/Webinars/Events forthcoming

Marden Neighbourhood Plan – 3rd June

015/23 CORRESPONDENCE

Rural England Prosperity Fund

Application details received from MBC – closing date 21st May 2023. The details had been past to Revd Harvey.

Marden Parish Church Magazine

Noted

016/23 FINANCE

(A) Bank Statements and Bank Reconciliations:

Revenue Accounts:

Nat West: £20,845.11 (31st March 2023)

Unity: £172,696.76

It was proposed, and agreed, that money would be transferred from Unity to Nat West.

Capital Account

Santander: £71,735.07

(B) Accounts 2022/2023

(B(i)) Statement of Internal Control

Cllrs agreed the Statement of Internal Control for the financial year 2022/23 and this was signed by the Chairman and Clerk/Responsible Financial Officer (RFO).

(B(ii)) Internal Auditor Report

For information - End of Year Final Report had been received from the Internal Auditor and circulated to Cllrs prior to the meeting.

(B(iii)) Bank Reconciliation 31st March 2023

End of year bank reconciliation held at 31st March 2023 had been circulated. The document was signed by Chairman and Clerk/RFO.

(B(iv)) Annual Governance and Accountability Return (AGAR) 2022/2023(B(iv)(a)) Section 1 – Annual Government Statement 2022/2023

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).*

Cllrs agreed to all the above statements and the Chairman and Clerk (RFO) signed and recorded minute number.

(B(iv)(b)) Section 2 – Accounting Statements 2022/2023

The Clerk had completed and signed Section 2 with figures from 2021/2022 and 2022/2023 accounts and circulated to Cllrs (also discussed at Finance Committee meeting). Cllrs confirmed statements and the Chairman signed and recorded record minute number.

(C) Other Papers for External AuditorAGAR documentation:

The Clerk explained that several other documents were required to be sent to the External Auditor along with the AGAR which included bank reconciliations, statement of variance and contact details which would need completing following election of new Chairman. The notification of Exercise of Public Rights had been completed and would be placed on notice boards and the website.

Internal Auditor certificate

Internal Auditor had submitted his year end AGAR certificate which would be included in the annual return to the External Auditor.

(D) Donation Request

Request had been received from Paddock Wood Community Advice Centre
Cllrs agreed to donate £200 towards PWCAC.

(E) Payments for ApprovalElectronic Payments

The following invoices due to payment were put before Cllrs:

Graham Carey – grounds maintenance - £378.00

Alison Hooker – Coronation and other supplies - £217.44

Employees – May salaries - £5,948.57

HMRC – May PAYE/NIC - £1,718.09

Viking – Office/Public Conv. Supplies - £70.49

Castle Water – Public Conv water supply - £8.55

Marden Memorial Hall – Office rent, hall hire - £523.35

Stanleys – Copier paper and fuel - £97.22

Cloudy IT – New IT setup - £1,675.50

Ecosan – Washroom services - £109.30

Viking – Computer monitor - £232.80

Leo Training Solution – First Responders - £250.00

Gates Hut Limited – Picnic benches - £670.35

Total: £11,899.66

Cllrs agreed payments and Cllrs Boswell and Newton would authorise on Unity.

017/23 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan

Nothing to report

Fingerpost Signs

The Clerk would contact KCC Cllr to pursue the ownership/refurbishment of these

Other Highways Issues

The Chairman encouraged Cllrs and members of public to report potholes, and other highways issues, direct to KCC via their website.

Public Transport

New timetable – 21st May 2023

Meeting with South Eastern and Network Rail – The Clerk to chase again.

There being no further business the meeting was closed at 9.08pm

Cllr Kate Tippen, Chairman

Date: 9th May 2023

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