



BRIEFING NOTE FOR FULL COUNCIL MEETING **11TH MARCH 2025 COMMENCING AT 7.30PM AT THE** **ALLENS, ALBION ROAD, MARDEN**

129/25 PRESENT

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will be taking part in the meeting.

130/25 APOLOGIES FOR ABSENCE

To receive apologies for absence.

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

131/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

132/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as a true record the Minutes of the Parish Council meeting held on 11th February 2025.

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

133/25 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 REPORTS - VERBAL

- a) County Councillor Report
- b) Borough Councillors Report

The meeting to be reconvened to discuss item 134/25 onwards.

134/25 CO-OPTION OF COUNCILLOR

Standard item on Agenda until vacancy filled but no applications have currently been received.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: clerk@mardenkent-pc.gov.uk

Website: www.mardenkent-pc.gov.uk



Cllrs to vote to fill vacancy via co-option.

Co-opted Cllr, if appointed, to sign the Declaration of Office before taking part in the rest of the meeting.

135/25 CLERK'S REPORT

To receive and note the Clerk's report [included in meeting pack](#)

136/25 PARISH MATTERS

(A) Written Reports received from MBC and KCC

[MBC reports included in meeting pack](#)

(B) Police Update

Crime Figures

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

[Cllr Rabot to give an update at the meeting.](#)

Other Police Issues

[Police Surgery to be held at The Village Club on 20th March at 10am](#)

(C) Communication

Newsletter

[Received back from printers and should be delivered to all households by the meeting.](#)

(D) Marden Flooding/Water

Cllrs to receive and discuss any updates following letter sent to Southern Water.

[No update received at the time of publishing agenda. If anything is received prior to the meeting a verbal report will be given.](#)

(E) Marden Changing Room

Cllrs to receive and discuss further email from architect.

[In meeting pack](#)

(F) Parish Council Documents

The following documents to be ratified by Full Council:

- a) Policies for Council, Amenities, Finance, GDPR and Planning
- b) Risk Assessments for all Parish Council work/events etc
- c) Standing Orders
- d) Terms of Reference for Council and Committees
- e) Accessibility Statement for the website

[The drafts of the above will be on the Full Council page of the website prior to the meeting.](#)

(G) Open Morning – Saturday 22nd March 2025

Cllrs to inform the Clerk who will be available for the open morning.

[Anything outstanding for the Open Morning to be discussed at the meeting.](#)

137/25 COMMITTEE REPORTS

(A) Amenities Committee

Cllrs to note the Minutes of the Amenities Committee meeting held on 25th February.

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[Amenities Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

(B) Planning Committee

Cllrs to note the Minutes of Planning Committee meetings held on 18th February and 4th March.

[Planning Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

(C) Finance Committee

There was no Finance Committee held in February.

(D) Conferences/Meetings/Webinars attended

Verbal updates will be given at the meeting

- a) Website Tips Webinar – 12th February Clerk attended
- b) Cloudy IT Sharepoint training – 18th February Clerk/Deputy Clerk attended
- c) KALC Area Committee – 24th February Cllrs Tippen/Summersgill attended
- d) Parish Council Environmental Network meeting – 26th February
- e) Ward Cluster Meeting – 11th March Cllr Rabot attended

(E) Conferences/Meetings/Webinars/Events forthcoming

- a) Income and Expenditure Audit Webinar – 13th March
- b) KALC Cllr webinar – 17th March
- c) Environmental Sub-Group meeting – 18th March
- d) SLCC (Kent Branch) Mini Conference and AGM – 20th March
- e) Police Surgery at Village Club – 20th March
- f) Open Morning – 22nd March
- g) Litter Pick – 29th March
- h) Memorial Hall AGM – 31st March
- i) Kent Resilience Training – 3rd April
- j) Marden Annual Parish Meeting – 8th April
- k) Resilience Planning meeting – to be arranged
- l) Community Assets meeting – to be arranged

138/25 CORRESPONDENCE

(A) MPC Correspondence Log

Cllrs to receive office correspondence log for February

[Correspondence Log - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

Copy in meeting pack

(B) Other Correspondence Received

- a) Marden Parish Church Magazine
- b) KALC Newsletter emailed to Cllrs
- c) The Clerk magazine
- d) Kent and Medway Local Nature Recovery Strategy Consultation
[Kent and Medway Local Nature Recovery Strategy | Let's talk Kent](#)

Cllrs to consider responding to this consultation: Closing date 12th March 2025

- e) KALC – Local Government Reorganisation information
Cllrs to consider/note the details received [emailed to Cllrs](#)

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139/25 FINANCE

(A) Bank Statements:

The Clerk to provide details at the meeting.

(B) Payments for Approval

Invoices due to payment to be submitted to the meeting.

(C) Bank Mandates

a) Unity Trust Bank

Cllrs to agree to add Cllrs Dobinson and Goda to the bank mandate for Unity Trust Bank

b) Nat West

Cllrs to agree to add Cllrs Dobinson and Goda to the bank mandate for Nat West Bank

140/25 HIGHWAYS AND PUBLIC TRANSPORT

(A) Highways

a) Highways Improvement Plan

b) Fingerposts

Cllrs to consider further email from Kent Highways [see details in meeting papers](#)

(B) Other

a) Public Transport

Any updates will be provided at the meeting

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.

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak will be given at the beginning of Council Business in line with MPC's Public Participation Policy [Microsoft Word - Public Participation Policy March 2024 \(mardenkent-pc.gov.uk\)](#)

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