



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).

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 \(mardenkent-pc.gov.uk\)](https://www.mardenkent-pc.gov.uk/microsoft-word-public-participation-policy-march-2024)

## **TO ALL MEMBERS OF MARDEN PARISH COUNCIL**

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of Marden Parish Council to be held on Tuesday 11<sup>th</sup> February 2025 at 7.30pm at The Allens, Albion Road, Marden, Kent.

*Alison Hooker*

Alison Hooker (Mrs)  
Clerk to Marden Parish Council  
Tuesday 4<sup>th</sup> February 2025  
01622 832305 / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

### **AGENDA**

#### **117/25 PRESENT**

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

#### **118/25 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.

#### **119/25 COUNCILLOR INFORMATION**

**Declaration of Pecuniary and Non-Pecuniary Interests**  
**Changes to Register of Interest**  
**Granting of Dispensation**

#### **120/25 MINUTES OF THE PREVIOUS MEETING**

To receive and accept as a true record the Minutes of the Parish Council meeting held on 14<sup>th</sup> January and the Extra Ordinary Full Council meetings on 28<sup>th</sup> January and 4<sup>th</sup> February 2025. [Full Council Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](https://www.mardenkent-pc.gov.uk/full-council-minutes-agendas-marden-parish-council)

#### **121/25 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**

**County Councillor Report**  
**Borough Councillors Report**  
[Reports available in the meeting pack](#)

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The meeting to be reconvened to discuss item 122/25 onwards.

### **122/25 CO-OPTION OF COUNCILLOR**

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.

### **123/25 CLERK'S REPORT**

To receive and note the Clerk's report.

[Report available in the meeting pack.](#)

### **124/25 PARISH MATTERS**

#### **Written Reports received from MBC and KCC**

#### **Police Update**

##### Crime Figures

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

##### Other Police Issues

#### **Communication**

##### Newsletter

#### **Marden Flooding/Water**

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

#### **Marden Changing Room**

Cllrs to receive and discuss any updates from architect.

#### **Cemetery**

##### Exclusive Right of Burial Certificates

Exclusive Rights of Burial certificates to be signed by Cllrs

#### **Public Conveniences Solar Panel Project**

Cllrs to receive and discuss any updates following requests for revised quotes.

[Revised quotes will be circulated to Cllrs prior to the meeting.](#)

#### **Playing Field CCTV**

Cllrs to receive and discuss the revised quote for CCTV installation.

[Revised quote will be circulated to Cllrs prior to the meeting.](#)

#### **Parish Council Documents**

Cllrs to consider the following to be ratified at the March Full Council Meeting:

Full Council Policies

[Council Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Full Council Risk Assessments

[Council Risk Assessments - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Standing Orders

[Standing Orders & Financial Regs - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Terms of Reference

[Terms of Reference 2024 - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

[Cllrs to view the above prior to the meeting to raise any changes with the Clerk for amendments before the next meeting.](#)

#### **Marden Neighbourhood Plan Review**

Cllrs to receive and accept that proposed changes to the Marden Neighbourhood Plan Review and to agree the consultation dates (proposed from 10<sup>th</sup> March to 25<sup>th</sup> April 2025)

[The document is currently being amended and will be circulated to Cllrs prior to the meeting.](#)

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### **Open Morning – Saturday 22<sup>nd</sup> March 2025**

Cllrs to agree set up and content of the open morning.

#### **Staffing**

Cllrs to receive an update from the HR Sub-Committee meeting held on 3<sup>rd</sup> February.

## **125/25 COMMITTEE REPORTS**

### **Amenities Committee**

Cllrs to note the Minutes of the Amenities Committee meeting held on 28<sup>th</sup> January.

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

### **Planning Committee**

Cllrs to note the Minutes of Planning Committee meeting held on 4<sup>th</sup> February.

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

### **Finance Committee**

Cllrs to note the Minutes of the Finance Committee meeting held on 21<sup>st</sup> January.

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

### **Committee Structure**

Following the resignation of Cllr Dobinson a vacancy has arisen on all Committees (Amenities, Finance and Planning). Cllrs to consider appointing a Cllr onto these until to the May 2025 Annual Parish Meeting.

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

Environmental Workshop (office staff) – 16<sup>th</sup> January

Memorial Hall Trustees meeting – 20<sup>th</sup> January

KALC Chairs Networking Forum – 27<sup>th</sup> January 2024

Website Publishing Webinar – 30<sup>th</sup> January: [notes in meeting pack](#)

Communications Meeting – 3<sup>rd</sup> February

HR Sub-Committee – 3<sup>rd</sup> February

Website Accessibility Webinar – 5<sup>th</sup> February: [notes in meeting pack](#)

Burial Law – 6<sup>th</sup> February: [notes in meeting pack](#)

Village Events/Christmas meeting – 10<sup>th</sup> February

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

Website Tips Webinar – 12<sup>th</sup> February

KALC Area Committee – 24<sup>th</sup> February

KALC Cllr webinar – 17<sup>th</sup> March

Open Morning – 22<sup>nd</sup> March

Litter Pick – 29<sup>th</sup> March

Resilience Planning meeting – to be arranged

Community Assets meeting – to be arranged

## **126/25 CORRESPONDENCE**

### **Metal Detecting on Parish Owned Land**

Cllrs to consider a request received to undertake metal detecting.

[Redacted request in the meeting pack](#)

### **MPC Correspondence Log**

Cllrs to receive office correspondence log for January

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

[Available in the meeting pack](#)

Cllrs to receive and note the following correspondence – [available at the meeting](#).

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**Marden Parish Church Magazine**  
**KALC Newsletter**  
**The Clerk magazine**

**127/25 FINANCE**

**Bank Statements:**

The Clerk to provide details at the meeting.

**Payments for Approval**

Invoices due to payment to be submitted to the meeting.

**Request for Funding**

Cllrs to discuss the request from Marden Memorial Hall for funding towards a defibrillator at the hall.

[Request form in the meeting pack.](#)

**Internal Audit**

Cllrs to receive and acknowledge the receipt of the Interim Internal Audit for 2024/25.

[Previously circulated to Cllrs.](#)

Cllrs to receive and note the contract for the Internal Audit from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2028 with Mulberry Internal Auditors.

[Available at the meeting.](#)

**Rookery Path**

Update received regarding Rookery Path land.

[Clerk will provide an update at the meeting.](#)

**128/25 HIGHWAYS AND PUBLIC TRANSPORT**

**Highways**

Highways Improvement Plan

[The following information will be available at the meeting.](#)

Cllrs to receive and discuss the information from Kent Highways regarding the Single Yellow Lines in Goudhurst Road and Double Yellow Lines in Albion Road.

Cllrs to receive and discuss the information from Kent Highways regarding the Pattenden Lane/West End junction proposals.

Cllrs to consider next HIP priorities to put before KCC

Fingerposts

Cllrs to consider response from Kent Highways regarding materials for finger post refurbishment.

[The Clerk had received information from Kent Highways that cast iron can no longer be used for fingerposts – Cllrs to consider other options.](#)

Other

Cllrs to consider the accident concerns at West End/Goudhurst Road bend.

Cllrs to receive and note information from Kent Highways regarding additional signage in Pattenden Lane

[Information to be provided at the meeting.](#)

**Public Transport**

Any updates will be provided at the meeting