



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.

BRIEFING NOTE: ANNUAL PARISH COUNCIL MEETING **13TH MAY 2025**

To be held at The Allens, Albion Road, Marden

The current Vice-Chairman, Cllr Theresa Gibson, will take the chair for the first item on the agenda.

001/25 ELECTION OF CHAIRMAN

The Chairman/Chairmen standing for the forthcoming Council year to be proposed and seconded. All Cllrs to vote if more than one candidate.

The newly elected Chairman to sign the Declaration of Office of Chairman and to be witnessed by the Proper Officer.

The new Chairman to take the chair for the remainder of the meeting.

002/25 ELECTION OF VICE-CHAIRMAN

The new Vice-Chairman for the forthcoming Council year to be elected.

003/25 PRESENT

004/25 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.

005/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Granting of Dispensation

006/25 MINUTES OF THE PREVIOUS MEETING

To receive and accept as true records the Minutes of the Parish Council meeting held on 15th April 2025 and the EFCM on 29th April 2025.

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

007/25 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 008/25 onwards.

008/25 CLERK'S REPORT

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

009/25 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES

[Details of 2024/25 structure in meeting pack](#).

Cllrs to be appointed to the following Committees and Sub-Committees

Committees

Amenities

Finance

Planning

Sub-Committees

Cemetery

Human Resources

Open Spaces

010/25 APPOINTMENT OF SUB-GROUPS AND OUTSIDE BODIES

Cllrs to be appointed to the following Sub-Groups and Outside Bodies

Sub-Groups

Allotments

Byelaws

Communications

Emergency Planning

Environment

Play Scheme

Village Events

Neighbourhood Plan Steering Group

Outside Bodies

Community Engagement Forum

KALC Area Committee (Maidstone)

Maidstone Borough Council Cluster Group

Marden Dementia Group

Memorial Hall

Patient Participation Group

Public Transport & Highways

011/25 PARISH COUNCIL INFORMATION

Parish Assets

To receive and agree the list of parish assets at 31st March 2025.

[Parish Assets - Marden Parish Council Marden, Tonbridge, Kent - Marden Parish Council, Marden, Tonbridge](#)

Dates of Parish Council Meetings for 2025/2026

To receive and note the proposed dates for Parish Council meetings in 2025/2026.

[Meeting Dates 2025-2026 - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

012/25 PARISH MATTERS

Reports from MBC and KCC

Following County Council elections Cllr Brian Black was now the County Cllr for Marden.

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 Issues

Communication

Newsletter

Marden Flooding

Infrastructure Spend Plan

Survey Responses

Infrastructure Spend Plan

Highways Improvement Plan

Byelaws

Community Survey

The responses to the Community Survey would be put before the next meeting of the Communications Sub-Group.

Marden Neighbourhood Plan

The responses to the Marden Neighbourhood Plan Regulation 14 would be put before the next meeting of the Planning Committee/MNP Steering Group

[Survey results sent to Cllrs and relevant Committees. Details available at the meeting.](#)

013/25 COMMITTEE REPORTS

Amenities Committee

To note the draft Minutes of Amenities Committee meeting held on 22nd April 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

There have been no Planning Committee meetings held since 15th April 2025.

Finance Committee

To note the draft Minutes of Finance Committee meeting held on 29th April had been previously circulated and available on the Parish Council website.

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

Conferences/Meetings/Webinars attended

Those in attendance to update the meeting on the following:

17th April: Neighbourhood Watch

24th April: Communications Sub-Group Meeting

24th April: Events Sub-Group Meeting

24th April: South Eastern Meeting (virtual)

7th May: AI Webinar (first of three webinars)

8th May: VE Day celebrations

Conferences/Meetings/Webinars/Events forthcoming

15th May: Resilience Planning Meeting at Staplehurst PC

21st May: AI Webinar (second of three webinars)

18th June: AI Webinar (third of three webinars)

19th June: KALC EFCM (county devolution/re-organisation) at Aylesford

MPC Meetings to be arranged:

Resilience Planning
Assets of Community Value

014/25 CORRESPONDENCE

Marden Parish Church Magazine
KALC Newsletter – May edition

015/25 FINANCE

(A) Bank Statements:

The Clerk to provide details at the meeting.

(B) Financial Regulations, Policies and Risk Assessment

Cllrs to receive and agree updated Financial Regs and other financial documents following amendments from NALC.

[To be circulated to Cllrs prior to meeting. Following agreement these would be uploaded to the website.](#)

(C) Standing Orders/Direct Debits

Cllrs to receive, and agree, standing orders and direct debits for 2025/26.

[Available in meeting pack.](#)

(D) Payments for Approval

Invoices

Invoices due to payment to be submitted to the meeting.

016/25 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan

Fingerposts

[Response received from Kent Highways – to be reported at the meeting](#)

Email received from resident regarding Goudhurst Road

[Circulated to Cllrs prior to meeting](#)

Single and Double Yellow Lines – results from Traffic Regulation Order

[Cllrs to receive update from Kent Highways](#)

Other Highways Issues

Public Transport

South Eastern Meeting held on 24th April – notes previously circulated to Cllrs – [available in meeting pack.](#)

Tuesday 6th May 2025

Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981

clerk@mardenkent-pc.gov.uk / www.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 \(mardenkent-pc.gov.uk\)](#).

The whole of the meeting can be recorded, except where there are confidential or exempt items. If any member of the public has an objection to being filmed, please make yourself known to the Chairman or Parish Clerk before the start of the meeting [Microsoft Word - Filming and Recording of Meetings March 2024 \(mardenkent-pc.gov.uk\)](#)