



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12TH
DECEMBER 2017 AT THE ALLENS, ALBION ROAD, MARDEN
COMMENCING AT 7.30PM**

- 100/17 **PRESENT:** Cllrs Adam, Boswell, Brown, Mannington, Newton, Robertson, Tippen and Turner. One member of the public was also in attendance.
- 101/17 **APOLOGIES FOR ABSENCE:** Cllrs Harvey and Jones had given their apologies. PCSO Nicola Morris and Community Warden Mira Martin were also absent.
- 102/17 **PARISH COUNCILLOR INTERESTS:**
REGISTERS OF INTEREST There were no amendments to the Registers of Interest.
DECLARATIONS OF INTEREST There were no declarations of interest
GRANTING OF DISPENSATION There were no requests for dispensation.
- 103/17 **MINUTES OF THE PREVIOUS MEETING**
Minutes of the Parish Council meeting held on 14th November 2017 were agreed and signed as a true record. The minutes of the Extraordinary Full Council meeting on 5th December would be deferred until the January meeting.
- 104/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** The member of the public did not wish to speak on any item.
- 105/17 **CO-OPTION OF PARISH COUNCILLOR:** There had been no applications for the 2nd co-option vacancy.

7.33pm Cllrs Adam and Newton arrived at the meeting

The meeting was adjourned for the following items:

PUBLIC FORUM

EXTERNAL REPORTS

Community Warden: The Community Warden was not in attendance but had sent an email stating that she had met with Natalie Penfold and Mara Lane to discuss youth meetings and requested the Parish Council consider funding hall hire so that smaller groups of young people can talk confidentially. The Clerk would speak with Mira to ask to submit a funding request and this would then be considered at the next appropriate meeting. Mira had also completed a 2 day Mental Health First Aid course.

The meeting was reconvened for the rest of the agenda.

- 106/17 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**
Update from Full Council To Do List. This had been circulated prior to the meeting. Items raised: The Clerk would contact DCLG regarding an update on Byelaws; MBC had approved the application for the notice board at Chainhurst but for only 5 years; Cllr Tippen and the Clerk were attending a KALC workshop on the new Data Protection Regulations; and the draft Neighbourhood Plan had been submitted to MBC.
- 107/17 **PARISH MATTERS**
(a) Business Forums' report: MBF have a Christmas event at the West End Tavern on 14th December.

- (b) Police: Updates for Parish Councils. Crime figures had been received: 1 since the last meeting – theft of 300 bottles of Herbert Hall wine. Land rovers are currently being stolen and attempts had been made in the surrounding areas.
- (c) Communication
 - (i) Newsletter: Cllr Boswell was currently drafting the next edition which was due to be sent out late February.
 - (ii) Social Media & Website: KCC's salting route is on KCC's website and the Clerk was asked to add the link to Marden PC's website.
- (d) Cemetery – Exclusive Right of Burial Certificates: There were no certificates to sign.
- (e) Updates from MBC and KCC: The meeting which was due to be held with County Councillor Hotson on 1st December had been cancelled and had been rescheduled for 5th January. A meeting date was to be arranged with the Borough Councillors.
- (f) Water/Drainage/Flooding: updates from outside agencies. The Chairman read out updates from Max Tant on the Marden Surface Water Management Plan. Information was also received from the Environmental Agency and the Medway Flood Action Plan had been circulated to Cllrs.
- (g) Southons Field sheds: The two shed bases had been constructed and the old mower shed was due to be erected and repaired were necessary. The new larger shed will be purchased in the New Year.

108/17 COMMITTEE REPORTS

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 28th November had been previously circulated. The Chairman had given an update from this meeting. Update from Marden at Christmas: Feedback from members of the public was that the grotto worked better in the Old School Room; There was a good turnout from the public throughout the village and it seemed a larger number of visitors attended this year; There had been a suggestion of having a map available on the back of the Christmas flyer and this would be considered when organising next year.
- (b) **Planning Committee** – Minutes of Planning Meetings held on 21st November and 5th December had been previously circulated. Thanks were given to everyone who had helped put together the draft Neighbourhood Plan.
- (c) **Finance Committee** – There had been no Finance meeting held since the last Full Council.
- (e) **HR Sub-Committee** – update from meeting on 5th December. The Chairman briefed the meeting on the outcome of the meeting. It was proposed, and agreed, that additional hours worked by the caretaker would be paid and it was recommended that his hours would be increased to 20 per week as from January 2018. The Clerk's jury service was also discussed and the Chairman had circulated the decision to Cllrs along with obtaining advice from the Internal Auditor. A draft absence/attendance policy was being put together and would be agreed at the next HR meeting.
- (e) **Other Conferences/Meetings attended:**
 - 18th November – KALC AGM – Ditton. Apologies were given from Marden Parish Council.
 - 18th November – Staplehurst Emergency Help Team workshop. Apologies were given from Marden PC
 - 27th November – KALC Area Committee Cllr Mannington attended and reported that MBC would be considering a 2 or 3% reduction in the Parish Services Scheme.
- (f) **Conferences/Meetings for the coming months:**
 - 2nd January 2018 – Finance Committee meeting deferred from 5th December
 - 5th January 2018 – Meeting with County Councillor Eric Hotson (deferred from 1st December)
 - 11th January 2018 – KALC GDPR workshop
 - 17th January 2018 – Parish/Police Liaison Meeting
 - Other KALC conferences/training circulated to Cllrs

109/17 CORRESPONDENCE

- (a) KALC Community Award Scheme 2018 update (discussed at Amenities Committee on 28th November). A suggestion was made by the Chairman and a submission would be made by the Chairman and Clerk.
- (b) KCC Gypsy & Traveller Pitch Allocation Policy consultation – closing date 20th December 2017. The content was discussed in depth and the Chairman would respond.
- (c) Kent's Police and Crime Commissioner's Annual Policing Survey - hard copy available only. The Chairman read out the questions in the survey – Cllrs responded.
- (d) KCC – Setting up a Community Transport Scheme information for cllrs to be considered – this was deferred to Finance Committee and the Chairman would raise this at the next PRG meeting.
- (e) Marden Parish Church Magazine – December edition for information
- (f) Kent Fire and Rescue Service – Safety and Wellbeing Plan – deferred to January meeting.
- (g) Invicta Law – Parish Council Legal Scheme

110/17 FINANCE

- (a) Balances as at 12th December 2017:
Nat West Reserve Account: £69,857.58 / Current Account: £0.00
Unity Bank: £61,618.16 / Santander: £38,425.37 / NS&I: £17,881.33
- (b) Invoices for Approval:

Cheque Payments:

Chq No.	Payee	Details	Amount
	Cllr K Tippen	Christmas refreshments	£30.18

Invoice agreed and cheque signed by three Cllrs.

Electronic Payments:

Payee	Details	Amount
Marden Memorial Hall	Youth Club, Office Rent & Refuse	£440.00
Wrights Landscapes	Concrete shed bases and cut down tree	£1,850.00
Pitney Bowes	Franking Machine Rental	£15.54
KALC	2 x GDPR workshops	£72.00
Stanleys Garage	Mower fuel	£65.01
Maidstone Borough Council	Cemetery Refuse Collection	£54.17
Ecocleen	Public Convenience Cleaning	572.50
Chris Prince	Additional hours payment	£665.20

Invoices agreed and Cllrs Boswell and Mannington would authorise payment.

- (c) Additional signatories on Unity Trust bank. Cllrs were required to sign the form prior to adding Cllr Jones to the mandate. Those in attendance completed their details and the Clerk would contact the rest of the Cllrs to sign prior to returning it to Unity.

111/17 HIGHWAYS AND PUBLIC TRANSPORT**(a) Highways**

Clapper Farm Lane TRO – this had previously been circulated to Cllrs for information as consultation closed on 11th December. This was an updated TRO as the wording was incorrect on the previous document.

Street Naming for Maidstone Road Affordable Housing Development request from Golding Homes for name suggestions for the properties. Cllrs discussed the name "Rhodes" but did not want road or avenue and therefore suggested Rhodes Cottages. The Clerk would contact Golding Homes and inform Maidstone Borough Council.

(b) Public Transport

Cllr Adam requested that the trees along Plain Road be raised with Cllr Hotson as still had concerns with the school bus reversing at Chantry Road.

Other:

Cllr Adam asked for MBC to reconsider the location of the litter bins especially in Napoleon Road and opposite West End Stores. The Clerk would contact MBC in the New Year and to arrange a meeting on a Monday or Friday morning to discuss further.

There being no further business the meeting closed at 21.05pm

Signed:
Chairman, Marden Parish Council

Date: 9th January 2018

Agreed 9th January 2018