



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 10<sup>TH</sup>**  
**JANUARY 2023 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT**  
**7.30PM**

**103/23 PRESENT**

Cllrs Adam, Barker, Besant, Boswell, Newton, Tippen (in the chair) and Turner. The Clerk, Borough Councillor Russell (late) and two members of the public were also in attendance.

**104/23 APOLOGIES FOR ABSENCE**

Apologies received from Cllrs Burton, Gibson, Robertson and Stevens.

**105/23 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest

**Changes to Register of Interest**

There were no changes to registers of interests

**Granting of Dispensation**

There were no requests for dispensation

**106/23 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 13<sup>th</sup> December 2022 were agreed and signed as a true record.

**107/23 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

One member of the public was in attendance to provide a presentation on item 109/23 (2021 census) and one to raise an issue in the public forum.

The meeting was adjourned for the following items:

**PUBLIC FORUM**

Member of the public addressed the meeting in regard to the traffic situation in the village particularly speeding especially in Howland Road, Goudhurst Road and Pattenden Lane and asked to consider relocating the speed indicator sign and 20mph speed limits through the village.

*19:40 Member of the public left the meeting*

**EXTERNAL REPORTS**

**County Councillor Report**

Not in attendance

**Borough Councillors Report**

Not in attendance

**Police Report**

Not in attendance

**Community Warden Report**

Not in attendance

The meeting was reconvened to discuss item 108/23 onwards.

**108/23 CLERK'S REPORT**

Due to Christmas and New Year break there were no updates or further information to be reported other than was discussed in the meeting.

**109/23 PARISH MATTERS****Reports from MBC and KCC**

Cllr Russell had sent a written report which was read out by the Chairman which included details of warm hubs set up in the town centre by MBC; the high number of potholes which Cllr Russell had reported to the Joint Transportation Board; a creative community grant which was available to support events and activities and details of events being held over the coming months.

**Police Update/Report from Police Forum**Crime Figures

Not received prior to the meeting

Maidstone Task Force

Not in attendance but had been in and around Marden dealing with ongoing issues over the past few weeks.

Other Police Issues

No other issues raised.

**Communication**Newsletter

Next newsletter due to go to print 24<sup>th</sup> February 2023 and was currently being drafted by Cllr Boswell.

**Marden Flooding**

Southern Water had sent a letter to MPC following the meeting held on 5<sup>th</sup> December which had been circulated to Cllrs. Cllrs agreed for the content to be added to the newsletter.

Since the last meeting several areas have flooded again and Cllr Tippen had been in contact with the Chairman of the Upper Medway Internal Drainage Board to arrange a meeting. Cllrs thanked Cllr Tippen for all the work she puts in when flooding occurs.

**Cemetery**Exclusive Right of Burial Certificates

Two certificates were put before Cllrs to sign.

**Allotments**

No updates had been received.

*20.03 Cllr Russell arrived at the meeting***Cost of Living Roadshow**

Cllrs discussed funding for an event which Cllr Tippen was involved with together with Maidstone Borough Council on 23<sup>rd</sup> February at Marden Memorial Hall which would provide information from different agencies for residents. Cllrs agreed to cover the cost of the hall to a maximum of £100 from the Hall Hire budget.

**2021 Census**

The author of the report which had been presented to the December Full Council meeting was in attendance and provided a comprehensive presentation to Cllrs. Cllrs thanked the author for his attendance and he offered to provide as much detail as he could if Cllrs wished for more information. Cllrs requested that they would welcome as much detail as possible that was available.

### **Marden Housing Needs Survey**

Survey results had been received and previously circulated to Cllrs and noted the content. Unfortunately, Action with Communities in Rural Kent, who instigated the survey with MBC, was folding but the Clerk had contacted MBC Housing Officer who offered to meet with Cllrs to discuss the content etc. Cllrs agreed that details from the 2021 census would be viewed prior to meeting with MBC.

### **KALC Community Award Scheme 2023**

Proposals for this year's award to be put to the Clerk prior to the February Full Council meeting for a decision to be made before the closing date at the end of February.

### **Community Governance Review**

Cllrs proposed that no changes be made to the parish boundary.

Cllrs discussed the number of Parish Cllrs and parish wards. It was agreed that Marden Parish Council would remain at 11 with no parish ward.

## **110/23 COMMITTEE REPORTS**

### **Amenities Committee**

There was no Amenities Committee meeting held in December.

Cllr Boswell informed the meeting that the Village litter pick would be held on Saturday 11<sup>th</sup> March.

### **Planning Committee**

Draft Minutes of Planning Committee meeting held on 3<sup>rd</sup> January had been previously circulated and are available on the Parish Council website.

### 22/505184/TCA – Hartley House

Information received on planning application for tree work within a conservation area from MBC to be discussed. It had been noted that the Planning Officer had made the decision last week. Borough Cllr Russell asked for the information to be sent to her so that she can raise concerns.

### **Finance Committee**

There was no Finance Committee meeting held in December.

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

Highways (HIP) Meeting -14<sup>th</sup> December (virtual) – will be discussed at item 113/23

Play Scheme meeting – 5<sup>th</sup> January – adverts are to be placed for a Manager. Unfortunately, if no one comes forward it may be that it will not be able to be run for 2023.

Marden Neighbourhood Plan meeting – 7<sup>th</sup> January. Sections were currently being reviewed and drafted. The next meeting was proposed for March.

Bright HR training – 9<sup>th</sup> January- The Clerk had attended a virtual training session on the Bright HR app available for recording staff details and annual leave. Once set up the app details would be provided to staff members.

Golding Homes meeting – 10<sup>th</sup> January. A very interesting meeting was held with Cllr Boswell, the Clerk and Deputy Clerk in attendance. Golding Homes wished to set up a “Clean, Safe and Green Charter” with their residents in Marden and MHS would work with them. Details would be available to put in the Summer newsletter and events were being planned.

Bright HR Health and Safety review – 10<sup>th</sup> January. A risk assessment review had been undertaken with the Clerk earlier today. A full audit was taken and the report from this would be circulated to Cllrs which would be discussed at HR Sub-Committee meeting and Finance Committee meeting.

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

HR Sub-Committee – 12<sup>th</sup> January

Village Events Sub-Group – 16<sup>th</sup> January

Communication Sub-Group – 16<sup>th</sup> January

Changing Rooms Sub-Group – 16<sup>th</sup> January

Borough Cllr meeting – 17<sup>th</sup> January

Allotments Training – 19<sup>th</sup> January

Tree Planting at Marden Playing Field – 21<sup>st</sup> January

Bright HR Policies and Procedures review – 23<sup>rd</sup> January

### 111/23 CORRESPONDENCE

Marden Parish Church Magazine – January edition. Noted

The Clerk Magazine – January edition. Noted

Clerks and Councils Direct – January edition. Noted

### 112/23 FINANCE

#### **Bank Statements:**

##### Revenue Accounts

Nat West: £28,706.81

Unity: £40,341.03

##### Capital Accounts

Santander: £71,644.34

#### **Other Financial Issues**

##### Emails/Microsoft 365/IT Support

Provision of individual .gov.uk emails for Cllrs, purchase of Microsoft 365 for office staff and Cllrs together with subscription with Cloudy IT for backup/support was discussed in detail with the Clerk providing information of the issues being experienced in the office. Several questions were asked which the Clerk would take back to Cloudy IT with a decision to be made at Finance Committee next week.

Once the decision on this had been made the Clerk would purchase two new laptops for the office.

#### **Payments for Approval**

##### Electronic Payments

The following invoices were put before Cllrs for agreement:

RJP Window Cleaning – public convenience cleaning £665.00

KALC – Allotment training £72.00

Viking – office supplies £156.40

Kent County Supplies – photocopier rental £113.74

Invoices were agreed and Cllrs Boswell and Turner would authorise.

### 113/23 HIGHWAYS AND PUBLIC TRANSPORT

#### **Highways**

##### Highways Improvement Plan

Meeting had been held with Kent Highways on 14<sup>th</sup> December to review the top five priorities for Marden and the updated document had been circulated.

Following on from the resident's concerns in the Public Forum Cllrs agreed to add 20mph speed limits within the built up area to the HIP.

##### SYL Traffic Regulation Order – Pattenden Lane

The Traffic Regulation Order had been published in the Kent Messenger prior to Christmas. Unfortunately, it had advertised this as double yellow lines. Kent Highways has reported back to MPC that this can be downgraded to single yellow lines with restrictions.

##### Cast Iron Fingerposts

Cllrs discussed ownership of cast iron finger posts together with agreement of works to the damaged post at Plain Road junction.

The Plain Road fingerpost had been damaged prior to Christmas. MPC had retrieved the broken pieces and put into storage. Cllr Adam understood that there was guidance stating the highway authority should maintain/repair the heritage signs. Information would be forwarded to the Clerk and in the meantime costs would be obtained for repairs to put before Finance Committee.

##### National Highway and Transport Network Survey

Cllr Adam had taken away to complete prior to the closing date at the end of February 2023.

**Public Transport**

Meeting with South Eastern

The Clerk has contacted South Eastern again for meeting dates but no suggested dates had yet been received. Once a date had been agreed Network Rail would also be invited.

The Clerk was asked to contact South Eastern regarding the missing train at 9.35am.

There being no further business the meeting was closed at 9.22pm

Cllr Kate Tippen, Chairman

Marden Parish Council

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Marden

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