



These minutes were agreed at the Full Council meeting on 9th March 2021 – they will be signed at the first face to face meeting of the Council.

MINUTES OF THE MEETING OF MARDEN PARISH COUNCIL ON TUESDAY 9TH FEBRUARY 2021 HELD VIRTUALLY VIA ZOOM COMMENCING AT 7.30PM

437/21 PRESENT

Cllrs Adam, Barker, Boswell, Jones, Mannington (in the Chair), Newton, Robertson, Stevens Tippen and Turner were present. The Clerk and two members of the public were also in attendance.

438/21 APOLOGIES

Cllr Brown, the Deputy Clerk and PCSO Nicola Morris had given their apologies.

439/21 PARISH COUNCILLOR DETAILS

Declarations of Interest

Cllr Boswell declared an interest in item 443/21 as had helped with Marden Medical Centre insert; item 446/21 as neighbouring resident of Southons Field; and item 448/21 (Confidential) as neighbour of resident who sent email.

Changes to Register of Interests

There were no changes to Cllrs Register of Interests.

Granting of Dispensation

There were no requests for dispensation of any item on this agenda.

440/21 APPROVAL OF PREVIOUS MINUTES

The Minutes of the meeting held on 26th January 2021 were agreed as a true record. They would be signed at the next face to face meeting.

441/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

One member of the public wished to speak on the item 443/21 (Flooding).

The meeting was adjourned for the following items:

PUBLIC FORUM

No members of the public wished to raise anything under this item.

EXTERNAL VERBAL REPORTS

County and Borough Councillors

Not in attendance but County Cllr Hotson had emailed the Clerk and resident at Church Farm corner informing them that the additional highways works which were due to be installed this week should be done next week. Staff had been called away to assist with gritting.

Police

Not in attendance but had informed the Clerk that unfortunately she had been called away for Police Operations and ME15 CoVid testing. She hoped to send the crime figures over later this week.

Community Warden

Not in attendance

The meeting was reconvened for the remainder of the meeting.

442/21 CLERK'S REPORT

The Clerk had circulated her report prior to the meeting. The Clerk continues to work on S106/Highways contributions from developments, Emergency Plan, Allotments and CCTV. The Clerk was reviewing policies and risk assessments which would be discussed later in the meeting.

The Clerk also reported the allowing of Parish Councils to hold virtual meetings ceases in May and the implications of meeting face to face after this date.

443/21 PARISH MATTERS**Reports from MBC and KCC**

No reports received

Police Update/Report from Police Forum

See report above.

CommunicationNewsletter

Marden Medical Centre insert – Cllr Boswell had assisted the Medical Centre and PPG in putting together the flyer to provide information/contact details for Marden residents. Cllrs agreed but suggested that it be a double-sided insert and possibly bigger font. The Parish Council agreed to cover the cost of printing on 100gm paper and the PPG would be asked to help with delivery.

Emergency Planning notice – Cllrs Tippen together with the Clerk and Deputy Clerk had met to discuss the draft Emergency Plan along with the proposed statement for the newsletter. Cllrs agreed for insertion into the Spring Newsletter.

Social Media

The Communications Sub-Committee had met and a draft Communication Strategy policy was being put together. This would be circulated once finalised.

Marden Emergency Plan – Update

The Clerk had circulated the draft Emergency Plan to Cllrs and it is hoped that several residents will come forward to assist on the Steering Group to finalise the document.

Parish Council PoliciesPublic Participation Policy

Amendment was proposed in regard to non-residents speaking at meetings. Cllrs agreed and amendment made.

All Council and Committee Policies

To be reviewed at relevant meetings - The Clerk proposed that Amenities, Planning, Finance and HR Committees review policies to be presented back to Full Council by April. The Clerk would circulate suggested amendments to this meeting.

Parish Council Risk Assessments Annual Review

The Clerk proposed that all risk assessments be reviewed by the relevant Committees to present to Full Council by April. The Clerk would circulate suggested amendments prior to this meeting.

Marden Assets of Community Value

A meeting had been held on 28th January to discuss nominations of ACVs to Maidstone Borough Council. Papers had been circulated to Cllrs to consider submitting to MBC.

Thanks were given to all who had worked on these documents. Cllr Adam agreed in principle but wished Cllrs to consider that, in the current climate, that these nominations be deferred until the landlords had been spoken to regarding this. Cllrs agreed and it was proposed that a telephone call would be made to explain the proposals and to raise any questions the landlords may have prior to making a formal submission to MBC.

The Stilebridge Inn had now been put up for sale and Cllrs discussed whether this should now be included as part of the ACV nomination.

Cllr Newton asked if the library could also be considered as a higher ACV priority. A further ACV meeting would be arranged to discuss both of these in further detail.

Marden Flooding ReportUpdate on Parish Flooding

Cllr Adam had put together a flooding log which was continuing to be updated by the Clerk when flooding occurred.

Flooding Report to be presented to Cllrs

Cllr Adam had circulated to Cllrs a report based on recent, and historic, flooding of the Parish. Two members of the public in attendance, who had knowledge of flooding and drainage, were invited to read through the document and offer any comments within the week. Cllr Adam proposed that following any comments/amendments the document be sent to Max Tant at Kent County Council as lead flood authority and who commissioned the Surface Water Management Plan for Marden.

444/21 COMMITTEE REPORTS**Amenities Committee**

The next Amenities meeting will be held on 23rd February.

Planning Committee

Draft Minutes of Planning Meeting held on 2nd February had been previously circulated and were available on the Parish Council website. The next meeting will be held on 16th February.

Finance Committee

Draft Minutes of the Finance Meeting held on 19th January had been submitted to the Full Council meeting on 26th January.

Conferences/Meetings/Webinars attended

26th January – Allotment meeting – Cllrs Adam, Boswell, Tippen and Turner together with the Clerk had met to discuss the commuted sum from Redrow. Cllrs were starting to work on what is required and Cllr Tippen suggested more substantial fencing to be erected rather than chain link. This was agreed to form part of the specification. Cllrs Boswell and Tippen together with the Clerk are due to meet on 11th February to discuss the management agreement.

28th January – Getting In Front of the Camera Webinar – Cllrs Boswell, Robertson and Tippen together with Deputy Clerk had attended.

1st February – Election Webinar – Deputy Clerk attended.

2nd February – Emergency Planning – Cllr Tippen together with the Clerk and Deputy Clerk – see item above.

4th February - Wordpress Webinar – Deputy Clerk attended.

Conferences/Meetings/Webinars forthcoming

11th February – Allotment meeting

11th February – Assets of Community Value

15th February – Memorial Hall meeting

16th February – Planning Committee

23rd to 25th February – SLCC Practitioners Conference (virtual) – The Clerk and Deputy Clerk

23rd February – Amenities Committee

24th February – Youth Meeting

2nd March – Operation London Bridge Webinar – The Clerk and Deputy Clerk

445/21 CORRESPONDENCE

No correspondence had been received for this meeting

446/21 FINANCE**Bank Statements:**Revenue Accounts

Nat West (as at 3rd February 2021) £23,935.60

Unity (as at 9th February 2021) £68,889.38

Capital Account

Santander (as at 18th January 2021) £47,088.33

Payments for Approval

Electronic Payments

Alison Hooker – Canva Subscription - £107.88
 Postage by Phone – postage - £200.00
 Pitney Bowes – Franking Machine Rental - £15.54
 Business Stream – public conveniences waste water - £229.41
 SLCC – Practitioners Conference – Deputy Clerk - £90.00
 SLCC – Local Elections webinar – Deputy Clerk - £18.00
 SLCC – Wordpress webinar – Deputy Clerk - £36.00
 SLCC – Local Elections webinar – Clerk - £18.00
 SLCC – Operation London Bridge – Clerk - £36.00
 SLCC – Operation London Bridge – Deputy Clerk - £36.00
 SLCC – Practitioners Conference – Clerk - £90.00
 RJP Window Cleaning – Public Convenience cleaning - £635.00
 Marden Memorial Hall – December Office Rent - £295.00
 Marden Memorial Hall – January Office Rent - £295.00
 Stanleys Garage – Fuel and Miscellaneous supplies - £86.44
 P&P Signs – Miscellaneous signage - £210.00
 Envirocure – Public Conveniences Legionella Risk Assessment - £153.00
 Envirocure – Changing Rooms Legionella Risk Assessment - £153.00
 HMRC – PAYE/NIC - £1,239.89
 Employees – February salaries - £4,808.88
 Graham Carey – Grounds Maintenance - £300.00
 Ian Jones – locking of Southons Field and public conv - £200.00.
 Kerry Underdown – office cleaning - £50.00
 Rachel Gillis-Coates – Christmas supplies - £44.92
 TOTAL: £9,347.96

Cllrs agreed all payments. Cllrs Boswell and Turner would authorise payments on Unity.

Southons Field – Extension to Play Trail

Cllr Robertson reported that three quotes had been received from Playdale, Creative Play and Sutcliffe Play for 3 swings to be added to the play trail at Southons Field. The Open Space Sub-Committee had met and Cllr Tippen had forwarded a report on the preferred option for the extension of Southons Field Play Trail. The Open Space Sub-Committee proposed that the quote from Playdale, at a cost of £8,848.34, be put to Cllrs for agreement, although this might be reduced slightly if the welfare facilities are not provided.

Cllrs agreed to put to the vote: (1) To proceed with the work; (2) To accept the quote from Playdale; and (3) To provide money from the Community Project Budget to make up the shortfall from the Play Trail budget (£3,596.67 plus £2,000 KCC grant).

All Cllrs gave their vote on all three items and it was agreed unanimously to proceed with the work, accept the Playdale quote and to take the remainder of the cost (£2,851.70) from the Community Project Budget.

447/21 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Kent County Council Public Footpath KM281 (Part) Marden - Diversion Order 2020

Confirmation of Order – Noted.

KCC Highways and Transport Survey – closing date 28th February 2021

Cllr Adam asked for Cllrs comments by next week and would draft the Parish Council's response.

Post 16 Transport Policy Consultation – closing date 5th March 2021

The Deputy Clerk to be asked to add to Facebook and to put into the e-newsletter.

Public Transport

Some changes to train timetable had been made due to the current lockdown and future changes were due in coming weeks but unsure if these would affect Marden. The bus service seems to be working to the current timetable.

The Chairman then read out the following statement:

I PROPOSE THAT PURSUANT TO PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PUBLIC BE EXCLUDED FROM THE MEETING BECAUSE OF THE CONFIDENTIAL NATURE OF THE FOLLOWING BUSINESS TO BE TRANSACTED:

Two members of the public left the meeting

448/21 CORRESPONDENCE

Email received requesting Cllrs to further consider their decision from 13th October 2020. Cllrs discussed this and agreed that they would not change their decision on this request.

There being no further business the meeting closed at 21.12pm

Date:

Signed:

Cllr Lesley Mannington

Chairman

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