



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 7TH
MAY 2019 AT THE ALLENS, ALBION ROAD, MARDEN
COMMENCING AT 7.30PM**

Vice-Chairman Adam took the chair for the first item on the agenda.

001/19 ELECTION OF CHAIRMAN

Cllr Brown proposed and Cllr Newton seconded that Cllr Mannington be elected as Chairman. All Cllrs were in agreement and Cllr Mannington signed the Chairman's Declaration of Office, which will be counter signed by the Clerk on her return from sick leave.

Cllr Mannington then took the chair for the remainder of the meeting.

002/19 ELECTION OF VICE-CHAIRMAN

Cllr Brown proposed and Cllr Newton seconded that Cllr Tippen be elected as Vice-Chairman. All Cllrs were in agreement.

003/19 PRESENT

Cllrs Adam, Brown, Mannington, Newton, Stevens, Tippen and Turner were in attendance.

004/19 APOLOGIES FOR ABSENCE

Cllrs Boswell, Jones and Robertson together with the Clerk had given their apologies.

In the absence of the Clerk Cllr Tippen took the minutes.

005/19 COUNCILLOR DETAILS

REGISTERS OF INTEREST

There were no amendments to the registers of interest.

DECLARATIONS OF INTEREST

Cllrs Adam and Tippen declared their interest as members of the Marden Society Footpath Group at item 020/19(PROW) and would both leave the room. Cllr Adam would speak as a member of the public before leaving the room

GRANTING OF DISPENSATION

There were no requests for dispensation.

006/19 MINUTES OF THE PREVIOUS MEETING

Minutes of the Parish Council meeting held on 9th April 2019 was agreed and signed as a true record.

007/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

The meeting was adjourned for the following items:

PUBLIC FORUM

There were no members of the public in attendance.

EXTERNAL REPORTS**County & Borough Councillors**

Not in attendance. Meeting with County Councillor had taken place on 8 April and with Borough Councillor on 29 April

Police

Not in attendance but had submitted crime figures for previous month: 2 crimes reported: 1 shed break in and 1 garage break in. 1 report of anti-social behaviour since the last meeting. Warrant executed and arrest made. Cllrs asked if PCSO Morris could confirm what types of crime are reported/not reported to the Parish Council

Community Warden

Not in attendance

The meeting was reconvened for the rest of the agenda.

008/19 APPOINTMENT OF COUNCILLORS ON COMMITTEES

The Chairman, Cllr Mannington, and Vice-Chairman, Cllr Tippen, were ex-officio on all Committees.

Amenities

Cllrs appointed: Cllrs Adam, Boswell, Jones, Newton, Robertson and Turner.

Finance

Cllrs appointed: Cllrs Adam, Boswell, Jones, and Stevens.

Planning

Cllrs appointed: Cllrs Adam, Boswell, Brown, Newton, Robertson and Turner.

009/19 APPOINTMENT OF COUNCILLORS ON SUB-COMMITTEES

The Chairman, Cllr Mannington, was ex-officio on Sub-Committees.

Cemetery

Cllrs appointed: Cllrs Boswell, Newton, Robertson, Tippen and Turner

Human Resources

Cllrs appointed: Cllrs Boswell, Jones and Tippen

Open Spaces

Cllrs appointed: Cllrs Adam, Boswell, Jones, Newton, Robertson, Tippen and Turner

Public Conveniences

Cllrs appointed: Cllrs Adam, Newton, Robertson, Tippen and Turner.

010/19 APPOINTMENT OF COUNCILLORS ON ACTION GROUPS**Byelaws**

Cllrs appointed: Cllrs Adam and Newton; The Clerk was co-opted.

Emergency Planning

Cllr appointed: Cllr Turner; Erika Lock to be asked if she would be co-opted. The Clerk would be asked to speak to Andy Wardley to ask if he would be interested in being co-opted.

Neighbourhood Plan

All Cllrs would be part of the Neighbourhood Plan Steering Group.

Newsletter

Cllrs appointed: Cllrs Boswell and Mannington

Play Scheme

Cllr appointed: Cllr Boswell; The Clerk was co-opted

Stilebridge

Cllrs appointed: Cllrs Boswell, Brown, Newton, Tippen and Turner

Village Celebrations

Cllrs appointed: Cllrs Boswell, Tippen and Robertson; The Clerk was co-opted.

Village Spring Clean/Litter pick

Cllr appointed: Cllr Boswell

011/19 APPOINTMENT OF COUNCILLORS ON OUTSIDE BODIES**KALC (2 representatives)**

Cllrs appointed: Cllrs Mannington and Tippen.

Memorial Hall

Cllr appointed: Cllr Stevens

Parish & Police Forum

Cllrs appointed: Cllrs Turner and Newton

Public Transport & Highways

Cllrs appointed: Cllr Adam and Newton

Patients Reference Group

Cllrs appointed: Cllrs Tippen and Boswell

012/19 APPOINTMENT ON ALLEN & MAPLEDEN CHARITY

Cllrs Newton and Tippen had been elected for a four-year term which expires in 2020. The other Trustees on this Charity elected by the Parish Council area Anne Cox, Ian Ballard and Robin Judd.

013/19 AGREEMENT OF FUTURE MEETING DATES

Draft schedule of future Council meeting was deferred until the Clerk returns.

014/19 MARDEN PARISH COUNCIL – ACTION PLAN AND OTHER DOCUMENTS**Action Plan**

Circulated prior to meeting – agreed

Terms of Reference

Deferred to a future meeting

Policies and Procedures

Committees currently reviewing these and will be reported back to the June Full Council meeting

Risk Assessments

These had been reviewed at a previous Council meeting but it was noted that the Finance Committee is reviewing the Financial Risk Assessment.

Asset register

Noted

015/19 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

There were no matters arising

016/19 PARISH MATTERS**Report from MBC/KCC**

Meeting held with Borough Councillor David Burton on 29 April – notes circulated

Police Update/Report from Police Forum

See crime figures above. Cllr Turner would be attending the next Police Forum on 6 June.

CommunicationNewsletter

Cllr Boswell will be drafting the next edition to go to print in June. It was agreed that the publication date be brought forward so that newsletters can be distributed at least 2 weeks prior to the Parish Council by-election.

Website

No update

CemeteryExclusive Right of Burial Certificates

There were no certificates to sign.

Update regarding flooding/water issues

There were no further updates received.

Parish Council by-election

As 10 written requests had been received by Maidstone Borough Council the Parish Council had been informed that a by-election would be held on 27th June and that the Parish Council would be responsible for the cost of approx. £4,000. Cllrs agreed that poll cards would not be produced but that the newsletter would be distributed earlier than originally timetabled to ensure residents had notice of the by-election.

Employment of Deputy Clerk

Rachel Gillis-Coates has accepted the role and will commence employment on 13th May.

General Power of Competence

The Clerk advised that MPC meets the criteria for a further year and Cllrs agreed to adopt the GPC.

Local Council Award Scheme

Marden Parish Council still meets the criteria but is due for renewal in February 2020. The Clerk was requested to commence the renewal process.

Marden Neighbourhood Plan

Submitted to MBC for Regulation 15 and following feedback from MBC some items were re-submitted on 30 April

FAQ's

Cllr Adam had produced draft FAQ's re the Neighbourhood Plan and would make some amendments following feedback. Once agreed this would be uploaded to the website

017/19 COMMITTEE REPORTS**Amenities Committee**

No meeting had taken place in April. Cllr Stevens updated on the path around the Playing Field which is progressing to plan.

Planning Committee

Draft minutes of Planning Meeting held on 23rd April had been previously circulated.

Finance Committee

Draft minutes of Finance Meeting held on 30th April had been previously circulated.

HR Sub Committee

Draft minutes of the HR Sub-Committee held on 15th April had been circulated.

Other Conferences/Meetings attended:

County Councillor meeting 8th April 2019 – notes circulated

KALC Area committee meeting 15th April 2019 – minutes circulated

Annual Parish Meeting 16th April 2019

Head teacher meeting 29th April - Cllr Tippen had circulated notes

Borough Councillor meeting 29th April - Cllr Tippen had circulated notes

Assets of Community Value meeting 30th April - an informal meeting had taken place. Cllrs were disappointed that only 1 member of the public attended. It was agreed that a further meeting would take place on 25th June to which community groups would be invited and it is intended to form a Steering Group to take this further.

Conferences/Meetings for the coming months:

KALC Social Media and Communications Workshop 22nd June 2019 –Cllr Mannington attending

SLCC Conference 26th June 2019 – noted

KALC Cllr conference 18th July 2019 – noted

Meeting with South-eastern 17th May Cllrs Adam and Boswell and the Clerk attending

018/19 CORRESPONDENCE**Marden Parish Church Magazine**

May 2019 – noted

MBC polling districts and polling stations consultation

Does not impact Marden – noted

Pavement parking consultation

Cllr Adam to draft a response to be returned by the closing date of 14th May.

MBC Boughton Monchelsea Neighbourhood plan consultation

Noted

KALC Parish News

Noted

Renewal of GDPR Data Protection Officer

Decision deferred until the Clerk returns from sick leave

MBC Hackney Carriage & Private Hire Policy Revision consultation

Noted

019/19 FINANCE**Balances as at 3 April 2019:**Reserve Accounts:

Nat West Reserve Account: £13,190.99 Current Account: £325.00

Unity Bank: £131,399.25

Capital Account:

Santander: £46,672.72

Invoices for ApprovalCheque Payments

Marden History Group – Defibrillator Grant £200.00

Total: £200.00

Electronic Payments

RJP Cleaning- Publi Convenience April cleaning £625.00

CAB – April Outreach Session £50.00

Stanleys – Fuel for April £129.85

Whites Landscaping – 2nd payment re footpath £14,400.00

Total : £15,204.85

Invoices agreed and Cllrs Stevens and Tippen would authorise payment.

Statement of Internal Control for 2018/19

Had been circulated to Cllrs prior to the meeting. Cllrs agreed the content and the Chairman signed the document. The Clerk to sign on her return

Renewal of Insurance Policy

Defer until the Clerk returns

Donation to Marden History Group and Marden Heritage Centre

£200 donation towards defibrillator costs as agreed at the February meeting

Charles Arnold Baker

Cllrs agreed to purchase the latest edition of Charles Arnold Baker – Local Council Administration handbook

020/19 HIGHWAYS AND PUBLIC TRANSPORT**Highways***Cllr Tippen left the room*Kent County Council (Public Footpath KM250 (part) Marden) Public Path extinguishment and definitive map and statement order 2019*Cllr Adam addressed the meeting as a member of the public*

The order to stop up KM250 was made because it was alleged that the path was not needed for public use. The Footpath Group had made several applications for this path to be added to the definitive map and there is ongoing research into the path. It is premature to issue a closure notice until the issues are fully researched. The Parish Council made such representations and two inspectors decided different outcomes.

Cllr Adam left the room

Cllrs strongly contested KCC's view that Marden Parish Council had misunderstood the first inspector's decision and wish to reiterate their objection to the stopping up order on the grounds that it is premature whilst further evidence is being gathered.

Cllrs Adam and Tippen returned to the meeting

Public Transport

Meeting with South Eastern

17th May

The South Eastern franchise

has been extended to April 2020

There being no further business the meeting closed at 9.40pm

Date: 11th June 2019

Signed:

Cllr Lesley Mannington

Marden Parish Council Chairman

Marden Parish Council

Parish Office

Goudhurst Road

Marden

01622 832305

07376 287981

clerk@mardenkent-pc.gov.uk

www.mardenkent-pc.gov.uk