



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 11<sup>TH</sup> JUNE 2019 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

**021/19 PRESENT**

Cllrs Adam (*late*), Boswell, Brown, Jones, Mannington (in the Chair), Newton, Robertson, Stevens, Tippen and Turner. The Clerk, Deputy Clerk and PCSO Nicola Morris were also in attendance.

**022/19 APOLOGIES FOR ABSENCE**

There were no apologies received.

**023/19 COUNCILLOR INFORMATION**

**Register of Interest**

There were amendments to the Registers of Interest

**Declarations of Interest**

There were no declarations of interest

**Granting of Dispensation**

There were no requests for dispensation

**024/19 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Annual Parish Council meeting held on 7<sup>th</sup> May 2019 were agreed and signed as a true record.

**025/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

The Chairman adjourned the meeting for the following items:

**PUBLIC FORUM**

There were no members of the public in attendance.

**EXTERNAL VERBAL REPORTS (if in attendance)**

**County & Borough Councillors**

Not in attendance

**Police**

PCSO was in attendance and gave a breakdown of the crime committed since the last meeting. There were 6 crimes reported: 1 theft from motor vehicle; 1 theft of badge from vehicle; 1 attempted burglary and 3 burglaries (CCTV footage was being looked into with regard to one of these). There were also 2 reports of anti-social behaviour reported. The PCSO reported the changes to the location and times of the Police & Parish Surgeries.

*19:37 PCSO Nicola Morris left the meeting*

**Community Warden**

Not in attendance

The Chairman reconvened the meeting for the rest of the agenda.

**026/19 AGREEMENT OF FUTURE MEETING DATES****Draft schedule of future Council and Committee meetings had previously circulated**

This was agreed and the dates would be added to the website and notice boards.

**027/19 MARDEN PARISH COUNCIL – TERMS OF REFERENCE, POLICIES & PROCEDURES AND ACTION PLAN****Terms of Reference**

Amendments were made and agreed.

**Council Policies and Procedures to be reviewed and agreed**

The Clerk had reviewed the Council policies (as per list circulated), Cllrs discussed the amendments and agreed the changes.

Amenities Policies and Procedures

Reviewed at Amenities Committee meeting - Cllrs agreed the amendments and these would be updated and placed on the website.

Planning Policies and Procedures

Reviewed at Planning Committee meeting. Cllrs agreed the amendments and these would be updated and placed on the website.

Finance & HR Policies and Procedures

To be reviewed at the next Finance Committee and HR Sub-Committee meetings.

**Marden PC Action Plan**

Updated with additional 5 year projects – circulated to Cllrs and agreed.

**028/19 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

The monthly “to do” list had been circulated and there was nothing to report on this.

**029/19 PARISH MATTERS****Reports from MBC and KCC**

The Clerk was asked to arrange meetings for July with both Borough and County.

**Police Update/Report from Police Forum**

Police Forum meeting was held on 6<sup>th</sup> June and Cllr Turner attended. A verbal report was given which included an update of activities that Kent Police are undertaken. There had been a downturn on PCSO numbers having lost 3 but looking to recruit again. Kent Police have additional funding and will be recruiting officers later this year.

*19:48 Cllr Adam arrived at the meeting.*

**Communication**Newsletter

Summer edition had been finalised and was being typeset ready for printing

Social Media & Website

Website currently being updated. The Deputy Clerk gave a verbal report on how she would like to get the profile of the Parish Council across to as many residents as possible. The Twitter account had been reactivated and Cllrs were in agreement to an Instagram account being set up. The Deputy Clerk also requested that a flyer be placed in the newsletter asking for feedback on ways of communication. This was agreed and the Deputy Clerk would put this together.

**Communication Sub-Committee/Policy**

In regard to the above the Deputy Clerk asked for Cllrs approval to set up a Communication Sub-Committee. Cllrs agreed and Cllrs Boswell, Mannington, Newton, Robertson and Tippen were appointed. A date would be scheduled in the near future.

**Cemetery**Exclusive Right of Burial Certificates

6 certificates were signed at the meeting

**Update regarding Flooding/Water issues**

The latest email had been circulated to Cllrs – noted

**By-Election - 27<sup>th</sup> June 2019 – update**

3 candidates had put themselves forward for the by-election. Details were being placed in the newsletter.

**Marden Neighbourhood Plan**

Update consultation due from 14<sup>th</sup> June to 26<sup>th</sup> July following which it would be sent to an independent examiner. The Clerk had been required to obtain consent from all the non-statutory consultees to allow MBC to contact them. This would be sent back to MBC by the end of the week.

**030/19 COMMITTEE REPORTS****Amenities Committee**

Draft Minutes of Amenities Meeting held on 28<sup>th</sup> May had been previously circulated and were available on the Parish Council website.

Site meeting

Cemetery and Southons Field planned on 21<sup>st</sup> June with the meeting for the Public Conveniences and Playing Field on the 22<sup>nd</sup> June.

Cllrs requested that there would not be a limit for sealed bids for the rocking horse and it was felt it would be restrict people from submitting a price and the item would be amended in the newsletter.

**Planning Committee**

Draft Minutes of Planning Meetings held on 14<sup>th</sup> May and 4<sup>th</sup> June had been previously circulated and were available on the Parish Council website.

Planning Committee Structure

Cllr Boswell has requested to step down from the Planning Committee with Cllr Stevens taking her place. Cllrs agreed that Cllr Stevens would be appointed to Planning.

**Finance Committee**

There had been no Finance Meeting held during May

**HR Sub-Committee**

There had been no HR meeting held during May

**Other Conferences/Meetings attended:**

Patients Reference Group AGM – 9<sup>th</sup> May minutes circulated to Cllrs - noted

Station Meeting – 17<sup>th</sup> May notes of meeting circulated to Cllrs - noted

Police Forum – 6<sup>th</sup> June report to be given at the meeting – see item 029/19(b) above.

**Conferences/Meetings for the coming months:**

KALC Area Committee – 17<sup>th</sup> June 2019 – Cllrs Mannington and Tippen to attend.

KALC Social Media and Communication Workshop – 22<sup>nd</sup> June 2019 - Cancelled

SLCC Conference – 26<sup>th</sup> June 2019 – the Clerk and Deputy Clerk to attend

KALC Cllr Conference – 18<sup>th</sup> July 2019 – Cllr Mannington to attend

**031/19 CORRESPONDENCE****Renewal of GDPR Data Protection Officer**

Cllrs to agree whether to continue with contract for 2019/20 Cllrs agreed not to continue with the contract

**VE Day – 8<sup>th</sup> May 2020**

Cllrs agreed that an event should be held and asked the Deputy Clerk to place on the next Amenities agenda

**The Clerk Magazine for information**

Noted

**Clerks and Councils Direct Magazine for information**

Noted

**KALC News – April edition for information**

Noted

**Marden History and Heritage Groups – Thank you letter**

Noted

**Email from resident: “State of Cycling 2019”**

Previously emailed to Cllrs - noted

**032/19 FINANCE****Balances as at 11<sup>th</sup> June 2019:**Reserve Accounts:

Nat West Reserve Account: £14,521.11 Current Account: £0.00

Unity Bank: £96,354.09

Capital Account:

Santander: £46,724.97

**Invoices for payment**Electronic payments

Ian Jones – Southons Field/Public Conv. locking £200.00

Memorial Hall – Youth Club and office rent April/May £915.00

Pitney Bowes – Franking Machine Rental April/May £31.08

SLCC – Deputy Clerk membership £168.00

Pear Technology – Annual technical support £240.00

1<sup>st</sup> Choice Inflatables – Play Scheme assault course £383.40

Citizens Advice – outreach session £50.00

Postage by phone – Office/Newsletter postage £100.00

P&P Signs – Business cards/printing £84.00

Kent Men of Trees – Entry Fee £10.00

Graham Carey – Grounds maintenance £474.00

Alison Hooker – Play Scheme supplies, miscellaneous £182.81

Total: £2,871.48

Invoices agreed and Cllrs Mannington and Tippen would authorise payment.

**Internal Auditor End of Year Audit**

Report received and circulated to Cllrs. Items raised would be put before the Finance Committee for further action.

**Annual Return – Section 1: Annual Governance Statement 2018/19**

The Clerk/RFO had signed this statement prior to the meeting and had circulated all the relevant paperwork to Cllrs. The Clerk read out the Accounting Statements to which Cllrs considered and approved the responses. The Chairman then signed and dated Section 1.

**Annual Return – Section 2: Accounting Statements 2018/18**

The Clerk had circulated the paperwork to Cllrs prior to the meeting. Cllrs considered and agreed the content and the Chairman and Clerk/RFO signed and dated Section 2

*20:50 Cllr Stevens left the meeting*

**Intermediate Sample Audit**

Marden PC has been highlighted as one of the 5% sample councils to have an intermediate audit undertaken. The Clerk had prepared the documentation and would send this along with the AGAR.

**Balance Sheet as at 31<sup>st</sup> March 2019**

The details had been circulated to Cllrs prior to the meeting. The document was agreed and signed by the Chairman.

**Unity Bank**

Deputy Clerk to be added as administrator to Unity Bank – Cllrs agreed for Rachel Gillis-Coates to be added to Unity to view the accounts and add payments.

**Kenward Trust – request for donation**

It was agreed the £50 donation be given.

**Transfer of funds from Unity to Nat West**

The Clerk to calculate the amount required and report back to Cllrs.

**033/19 HIGHWAYS AND PUBLIC TRANSPORT****Highways**

Copy letter from resident and response from Kent Highways increase in traffic in Marden High Street

Clrs noted the content and the Clerk was asked to contact Kent Highways regarding Lorry Watch.

Parking Restrictions update

Maidstone Borough Council had reported that due to the high number of objections for Pattenden Lane and West End areas the restriction proposals will be put to the Joint Transportation Board next month but MBC would not be recommending these to go through. It was agreed that Cllr Tippen would draft a statement and circulate to Clrs for agreement for the JTB and was also prepared to speak at the JTB. A letter would also be sent to Borough Councillor McLoughlin in regard to this.

Other:Sheephurst Lane

It had been reported that there were large lorries over 7.5tonne taking soil from Marden to a development site in Collier Street. The Clerk was asked to check the wording for the order/construction management plan for the developments at Bentletts and MC&HC and to contact Kent Highways.

PROW – KM250 (part)

This item was discussed at the last Full Council meeting and the Clerk had been informed by KCC that this had now been passed to the Planning Inspectorate for resolution.

PROW – KM278

KCC PROW Officer was looking into this following reports of it being blocked.

**Public Transport**Bike Theft

Email from resident - noted

Station Meeting

The Clerk was asked to contact Network Rail to ask them to attend a meeting along with South Eastern.

There being no further business the meeting closed at 9.27pm

Date: 9<sup>th</sup> July 2019

Signed:

Cllr Lesley Mannington

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