



**MINUTES AGREED AT MEETING HELD ON 14<sup>TH</sup> APRIL 2020 BUT NOT SIGNED**

**MINUTES OF THE COUNCIL MEETING HELD ON TUESDAY 10<sup>TH</sup> MARCH 2020  
HELD AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

**136/20 PRESENT**

Cllrs Barker, Boswell, Brown, Jones, Mannington, Newton, Robertson, Stevens, Tippen and Turner. The Clerk and the representative of the Green Party were also in attendance.

**137/20 APOLOGIES FOR ABSENCE**

Cllr Adam had given his apologies. PCSO Nicola Morris also gave her apologies.

**138/20 COUNCILLOR INFORMATION**

**Register of Interest**

There were no registers of interest amendments

**Declarations of Interest**

There were no declarations of interest

**Granting of Dispensation**

There were no requests for granting dispensation.

**139/20 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 11<sup>th</sup> February were agreed and signed as a true record.

**140/20 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

Member of the public did not wish to speak on any item.

The Chairman adjourned the meeting for the following items:

**PUBLIC FORUM**

No questions were raised.

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

**County & Borough Councillors**

Not in attendance

**Police**

Not in attendance

**Community Warden**

Not in attendance

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

**141/20 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

Following a suggestion from the Clerk Cllrs considered removing this item from the agenda and replacing with "Clerk's Report". This report would provide Cllrs with details of any action taken, matters resolved and other information since the previous Full Council meeting. No decisions would be made on this item.

Item was also discussed and agreed at Amenities Committee meeting to change this item heading. The report would be circulated to Cllrs and placed on the website prior to the

meeting. When a decision/discussion is required the item would be placed on the agenda under the relevant item heading.

This was agreed to commence from April 2020 meeting.

*19.34 Cllr Newton arrived at the meeting.*

## **142/20 PARISH MATTERS**

### **Reports from MBC and KCC**

The Clerk had chased County Councillor Hotson regarding the pilot scheme for flooding.

### **Police Update/Report from Police Forum**

PCSO was on leave so the crime figures would be put before the April Full Council meeting. The Clerk had received notification that the next Police Forum meeting was to be held on 2<sup>nd</sup> April. Cllr Turner would attend. Cllrs were asked to let the Clerk know if there were any items to be placed on the agenda.

### Parish/Police Surgeries

Next surgery was due on 21<sup>st</sup> March at Marden Library.

### **Communication**

#### Communications Sub-Committee

The next meeting is on 16<sup>th</sup> March.

#### Newsletter

Spring newsletter delivered. Summer newsletter due to go to print on 26<sup>th</sup> June. The Deputy Clerk would be asked to provide a time line of what items needed to be ready for editing.

#### Parish Council IT

Nothing to report

### **Cemetery**

#### Exclusive Right of Burial Certificates

No certificates to sign

### **Update regarding Flooding/Water issues**

Awaiting information from Kent Highways regarding the pilot scheme which Collier Street and Yalding are part of. Cllr Tippen received an email from the Chairman of Collier Street Parish Council informing Marden PC that he was attending a meeting and would update Cllr Tippen following this.

### **Marden Neighbourhood Plan – Referendum 27<sup>th</sup> February 2020- Result**

A resounding YES vote was recorded at the referendum. MBC Officer is submitting a report to the next Strategic Planning and Infrastructure Meeting to agree to put before MBC Full Council to ratify the document.

*19.45 Member of Green Party left the meeting*

### **Marden Emergency Plan – Update**

Cllr Turner and the Clerk are reviewing the document and were due to meet shortly.

### **Maidstone Borough Council – Call for Sites relevant to Marden Parish**

The remaining 19 sites were discussed at recent Planning Committee meetings. Once the documents are updated these will be circulated to Cllrs prior to the meeting. An email had been received from a resident regarding site 269. These were discussed and amendments made. Following this Cllrs agreed to submit the responses and evidence to Maidstone Borough Council.

### **CoronaVirus**

Advice was being received on a regular basis from Kent County Council and Kent Association of Local Councils. This had been circulated and details uploaded to website and Facebook.

The Clerk had drafted a Business Continuity Plan which Cllrs were advised to read. Any comments should be made to the Clerk in readiness to agree at the next Full Council Meeting. It was agreed, however, that if the situation worsened the Plan would be referred to regarding staff working from home etc.

### **Marden Parish Council Changing Rooms**

A draft of the vision for the future of the Changing Rooms had been circulated to Cllrs prior to the meeting. Cllrs discussed the next course of action. All Cllrs agreed the vision document with slight amendments and were due to meet with the Football Club to discuss further next week.

### **Allotments**

The Horticultural Society Chairman had notified the Council that there was enough interest to set up an Allotment Management Committee and had viewed the draft policy. Cllrs viewed the amendments and accepted rewording point 1 but felt the remainder of the comments were relevant to terms and conditions and not the policy.

Cllr Stevens wished confirmation that the parking areas were not included in the transfer – The Clerk would contact Redrow to confirm.

Cllrs discussed the provision of a Dementia Garden on this site and this would be discussed further at a future meeting.

### **Health and Safety Policy and Statement**

Cllrs agreed the policy for 2020/21 and the Chairman duly signed the document

### **Parish Council Risk Assessments Annual Review**

The Clerk had advised that all risk assessments were available on the Parish Council website and that no changes had been made. Cllrs agreed for this to be adopted with any amendments being made during the course of the year if required.

### **Committee Structure for 2020/21**

Cllrs considered the committee structure for the next Council year. The Clerk was asked to place Assets of Community Value on the next planning agenda for 31<sup>st</sup> March to discuss further. All other committees and sub-groups etc were agreed.

## **143/20 COMMITTEE REPORTS**

### **Amenities Committee**

Draft Minutes of the Amenities Meeting held on 25<sup>th</sup> February had been previously circulated and were available on the Parish Council website. Cllr Robertson updated the meeting and confirmed that site meetings were held recently.

### **Planning Committee**

Draft Minutes of Planning Meetings held on 18<sup>th</sup> February and 3<sup>rd</sup> March had been previously circulated and were available on the Parish Council website.

### **Finance Committee**

There had been no Finance Committee meeting held in February.

### **Other Conferences/Meetings attended**

Meeting with Borough Cllrs – 14<sup>th</sup> February 2020. Cllr Tippen briefed the meeting of what was discussed.

KALC Burial Law and Management – 19<sup>th</sup> February 2020 Deputy Clerk attended and had provided a report to the Amenities Committee.

Neighbourhood Plan Referendum – 27<sup>th</sup> February 2020 – discussed at item 130/20(f)

KALC Dynamic Cllr Event – 27<sup>th</sup> February 2020 -Cllr Barker attended and found it a very informative event.

Meeting with Marden Primary School Headteacher – 2<sup>nd</sup> March 2020 – The Clerk and Deputy Clerk had met with the Primary School Headteacher to discuss relocation of Summer Play Scheme. The Primary School were happy to accommodate and the Clerk was speaking with the Manager of Play Scheme to arrange a visit.

KALC Area Committee – 2<sup>nd</sup> March 2020 Cllr Mannington attended

Meet the Clerks – 6<sup>th</sup> March 2020 – The Clerk had attended the Meet The Clerks at The Old Post Office and two members of the public attended to ask questions. The Clerk finds this an informative morning to meet residents.

VE Day Sub-Group Meeting – 9<sup>th</sup> March 2020 Notes had been circulated prior to the meeting. The Deputy Clerk had arranged a lot of entertainment and was now contacting organisations regarding stalls etc.

**Conferences/Meetings for the coming months**

Meeting with School Governors – 12<sup>th</sup> March 2020.

KALC Annual Planning Conference – 13<sup>th</sup> March 2020 Cllrs Robertson and Tippen together with the Clerk will be attending

Communications Sub-Committee Meeting – 16<sup>th</sup> March 2020

Cemetery Sub-Committee Meeting – 16<sup>th</sup> March 2020

Meeting with Marden Minors FC – 16<sup>th</sup> March 2020

Open Days/Evening for Parish Council Elections – 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup> March - It was proposed that the Parish Office would be open for anyone interested in finding out about Parish Councils on the mornings of 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup> March. The Office would also be open between 6pm and 7pm on 24<sup>th</sup> March prior to the Amenities meeting.

KALC CiLCA workshops – 20<sup>th</sup> March, 3<sup>rd</sup> April and 17<sup>th</sup> April 2020 Deputy Clerk attending Marden PC Annual Litter Pick – 21<sup>st</sup> March 2020

Internal Audit – 26<sup>th</sup> March 2020

Annual Parish Meeting – 7<sup>th</sup> April 2020

KALC – Saving Lives: Working with Suicidal Behaviour – 23<sup>rd</sup> April 2020 Cllrs Boswell and Mannington together with the Deputy Clerk will be attending.

Parish Council Elections – 7<sup>th</sup> May 2020 If Marden goes to an election the count will be Thursday night. The Clerk briefed Cllrs on the procedure and had forwarded the link regarding downloading nomination papers. Hard copies were also available in the office. The nomination period runs from 31<sup>st</sup> March to 4pm on the 8<sup>th</sup> April and all papers needed to be handed into MBC in person.

**144/20 CORRESPONDENCE****Parish Church Magazine – March edition**

For information

**Clerks and Councils Direct – March edition**

For information

**Kent County Council consultation – Keep Maidstone Moving – closing date 11<sup>th</sup> March**

Cllr Tippen had forwarded her comments to Cllrs and Cllrs agreed for this to be submitted.

Thank you letter from Paddock Wood Community Advice Centre for donation

**Other correspondence not on agenda**KALC News

Circulated to Cllrs

Community Heartbeat

A response had been received regarding the defibrillator. This item would be placed on the April Full Council agenda for confirmation of transfer.

**145/20 FINANCE****Bank Statements:**Reserve Accounts:

Nat West: £35,071.05

Unity: £7,825.61

Capital Account:

Santander £46,936.61

Cllrs proposed to transfer £10,000 from Nat West to Unity.

**Payments for Approval**Electronic Payments

Ian Jones – S/Field and Toilet locking - £200.00

Graham Carey – Grounds maintenance - £312.00

Citizens Advice – outreach session - £50.00

Total: £562.00

All invoices were agreed and Cllrs Stevens and Tippen to authorise payments.

Cheque Payment

Cash - office cleaning - £40.00

Agreed and cheque duly signed.  
Air Ambulance – Grant request  
 Cllrs agreed to defer to the next financial year.

## 146/20 HIGHWAYS AND PUBLIC TRANSPORT

### **Highways**

Kent County Council: PROW KM250(Part) Public Path Extinguishment and Definitive Map and Statement Modification Order 2019:

Order came into effect 5<sup>th</sup> February 2020 - noted

Kent County Council: PROW KM281(Part) Proposed diversion of Public Footpath

Noted

### **Public Transport**

#### Meeting at Marden Station

A new manager had been allocated Marden Station. The Clerk had emailed to chase for a meeting.

#### Other

The Clerk had written to Helen Grant MP regarding the S106 contributions for Marden Station.

An email had been received earlier today from the new Community Relations Manager. The Clerk was asked to make contact and arrange a meeting.

There being no further business the meeting closed at 9.39pm

Date: 14<sup>th</sup> April 2020

Signed:

Cllr Lesley Mannington  
 Marden Parish Council Chairman  
 Marden Parish Council

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