



**MINUTES OF THE MEETING OF THE ANNUAL PARISH COUNCIL MEETING OF MARDEN PARISH COUNCIL ON TUESDAY 11<sup>TH</sup> MAY 2021 HELD IN THE JOHN BANKS HALL, GOUDHURST ROAD COMMENCING AT 7.30PM**

Prior to the meeting all Cllrs completed and signed the Declaration of Office which had been witnessed and signed by the Clerk.

Cllr Mannington, as outgoing Chairman, took the chair for the first item.

**001/21 ELECTION OF CHAIRMAN**

Cllr Newton proposed Cllr Tippen as Chairman and Cllr Boswell seconded. All agreed. RESOLVED that Cllr Tippen was elected Chairman of Marden Parish Council for the Council year of 2021/2022.

Cllr Tippen signed the Declaration of Office of Chairman which was witnessed by the Clerk.

Cllr Tippen then took the chair of the remainder of the meeting.

The Chairman welcomed everyone to the first face to face especially to new Cllr Theresa Gibson. The outgoing Chairman was thanked for her work given to MPC and welcomed new County Councillor Lottie Parfitt-Reid and Borough Councillor Claudine Russell.

**002/21 ELECTION OF VICE-CHAIRMAN**

Cllr Tippen proposed Cllr Turner as Vice-Chairman and Cllr Robertson seconded. All agreed.

Cllr was elected Vice-Chairman of Marden Parish Council for the Council year of 2021/2022.

**003/21 PRESENT**

Cllrs Adam, Barker, Boswell, Gibson, Newton, Robertson, Stevens, Tippen and Turner were present. The Clerk, County Councillor Parfitt-Reid, Borough Councillor Claudine Russell and Lesley Mannington were also in attendance.

**004/21 APOLOGIES**

No apologies were received.

**005/21 PARISH COUNCILLOR DETAILS**

**Declarations of Interest**

There were no declarations of interest.

**Register of Interests**

Cllrs were provided with Register of Interest forms to be completed and returned. These would then be sent to Maidstone Borough Council and a copy, redacted, would be placed on MPC's website.

**Granting of Dispensation**

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

**006/21 APPROVAL OF PREVIOUS MINUTES**

The Minutes of the meeting held on 4<sup>th</sup> May 2021 were agreed and signed as a true record.

The Chairman proposed that item 018/21 (Agreement to sign 2020/2021 Minutes) be brought forward to allow the outgoing Chairman to sign. Cllrs agreed.

**018/21 AGREEMENT TO SIGN 2020/21 MINUTES**

It was proposed, and agreed, that the outgoing Chairman, Lesley Mannington, sign the minutes of the Emergency Committee and Full Council from 31<sup>st</sup> March 2020 to April 2021. It was RESOLVED that Mrs Mannington sign the Council minutes in the Parish Office.

*Mrs Mannington left the meeting.*

**007/21 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

No member of the public wished to speak

The meeting was adjourned for the following items:

**PUBLIC FORUM**

Borough Cllr Russell spoke on behalf of herself and County Cllr Parfitt-Reid stating that they look forward to working with the Parish Council.

Cllr Parfitt-Reid had written to Cabinet Member Cllr Mike Hill regarding the re-opening of the library and Children's Centre. She would contact the Clerk once she had received a reply.

The meeting was reconvened for the remainder of the meeting.

**008/21 CLERK'S REPORT**

The Clerk had no further information following her report at the meeting on 4<sup>th</sup> May 2021. However, PCSO Nicola Morris had provided her with the crime figures which was read out as follows:

**Police**

The crimes reported since 16<sup>th</sup> April included: 1 criminal damage (damage caused to a digger), 1 burglary (shed broken into – male arrested – ongoing enquiries), 1 theft (leaf blower and strimmer stolen – CCTV – enquiries ongoing), 1 interference of motor vehicle (nothing stolen), 1 theft of motor vehicle (Ford Transit stolen), 1 theft from motor vehicle (battery stolen) and 1 theft of pedal cycle (CCTV viewed – offender identified – bike returned).

Other issues:

Anti-social behaviour (ASB) ongoing at Copper Lane – Community Protection Warning (CPW) has been issued to owners – being dealt with by MBC.

Following last month's reports of criminal damage housing association has served notice and issued warnings to several properties.

4 persons have been issued with CPWs for ASB.

2 persons have been dealt with for damage caused with catapults – Community Resolution carried out with victims and offenders.

New PCSO task force based in Cranbrook – bid was submitted and accepted for this team and they have been patrolling Marden.

**009/21 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES**

Cllrs had been provided with a blank structure of Committees and Sub-Committees and in accordance with the Terms and Conditions the following Cllrs were appointed (the Chairman and Vice-Chairman were ex-officio on Committees and the Chairman ex-officio on Sub-Committees).

**Committees**Amenities:

Cllrs Adam, Barker, Boswell, Newton and Robertson (1 vacancy)

Finance:

Cllrs Adam, Boswell, Gibson and Stevens

Planning:

Cllrs Adam, Boswell, Gibson, Newton, Robertson and Stevens

**Sub-Committees**Cemetery:

Cllrs Boswell, Newton and Robertson

Human Resources:

Cllrs Boswell and Newton (2 vacancies)

Open Spaces:

Cllrs Adam, Boswell, Newton and Robertson

Public Conveniences:

Cllrs Adam, Boswell, Newton, Robertson and Turner

**010/21 APPOINTMENT OF SUB-GROUPS AND OUTSIDE BODIES**

The following Cllrs were appointed:

**Sub-Groups**Allotments:

Cllrs Boswell, Gibson, Stevens, Tippen and Turner

Byelaws:

Cllrs Adam and Newton

Communications:

Cllrs Boswell, Robertson and Tippen

Emergency Planning:

Cllrs Gibson, Newton, Tippen and Turner

Co-opted: Alison Hooker and Rachel Gillis-Coates

Neighbourhood Plan Steering Group:

Cllrs Adam, Boswell, Gibson, Tippen and Turner

Newsletter:

Combined with Communications

Play Scheme:

Cllrs Boswell and Robertson

Co-opted: Alison Hooker and Rachel Gillis-Coates

Stilebridge:

Cllrs Boswell, Tippen and Turner

Village Celebrations:

Cllrs Barker, Boswell, Newton, Robertson and Tippen

Village Spring Clean (renamed Village Clean Up):

Cllrs Boswell, Newton and Robertson

Cllr Adam proposed that Cllrs consider a Fingerpost Sub-Group be set up if required in the future.

**Outside Bodies**Community Engagement Forum:

Cllrs Boswell and Tippen

Making Marden Dementia Friendly:

Cllr Boswell

KALC Area Committee (Maidstone):

Cllrs Tippen and Turner

Marden CIO:

The Chairman is ex-officio.

Cllrs appointed Mrs Lesley Mannington as an MPC nominated Trustee

Memorial Hall:

Cllr Stevens

Parish & Police Forum:

Cllrs Newton and Turner

Patient Participation Group:

Cllrs Boswell and Tippen

Public Transport and Highways:  
Cllrs Adam and Barker

**011/21 TERMS OF REFERENCE**

Following the above appointments of Committees and Sub-Committees the Clerk proposed that additional Terms of Reference were needed for Open Spaces, Cemetery and Public Convenience Sub-Committees. These would be drafted and circulated.

**012/21 DELEGATED POWERS**

Following the decision on 4<sup>th</sup> May 2021 for face-to-face meetings to resume further delegated powers were not required.

**013/21 GENERAL POWER OF COMPETENCE (GPC)**

Cllrs were required to agree that MPC meets the criteria and adopt the General Power of Competence in accordance with Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

*The criteria to meet was that an eligible council is one which has resolved to adopt the GPC with (a) at least two thirds of its members being declared elected and (b) the Clerk must hold an appropriate qualification.*

The Clerk confirmed that (a) 9 of the Cllr vacancies for 11 seats had been filled; and (b) the Clerk holds the Certificate in Local Council Administration (CiLCA) and has completed the additional module for the GPC.

It was proposed, and agreed, that the Council would adopt the GPC for the next three years. RESOLVED that the General Power of Competence be adopted until 2024.

**014/21 PARISH ASSETS**

The Clerk had circulated the Parish Assets to Cllrs which had been discussed and agreed at the meeting on 4<sup>th</sup> May 2021.

**015/21 ANNUAL INSURANCE**

The Clerk reported that Marden Parish Council was in the 2<sup>nd</sup> year of its three year term with Came & Company insurance. The Clerk also confirmed that the additional pieces of equipment (ie outdoor gym, benches, litter bins and machinery) and been included in this year's schedule.

**016/21 SUBSCRIPTIONS**

The Clerk had circulated a list of subscriptions and direct debits due for payment in 2021/2022.

Cllr Adam proposed that Cllrs accept and agree the subscription to Kent Men of Trees if they run a competition in 2021.

RESOLVED: Cllrs agreed all annual subscriptions and direct debits including the subscription to the Kent Men of Trees.

**017/21 DATES OF FUTURE MEETINGS 2021/2022**

The Clerk had circulated dates of future meetings for Full Council and Committees from May 2021 to May 2022.

RESOLVED: Cllrs accepted and agreed proposed meeting dates for 2021/2022.

**018/21 AGREEMENT TO SIGN 2020/21 MINUTES**

Discussed and agreed at beginning of meeting.

**019/21 FINANCES**

**Payments for Approval**

Electronic Payments

RJP Window Cleaning – public convenience cleaning - £635.00

KALC – Annual Subscription £1,423.94  
Stanleys Garage – Mower and vehicle fuel £113.57  
Alison Hooker – PPE/Bench security/gifts - £497.92  
TOTAL: £2,670.43

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

Cllr Boswell raised that she would be in agreement to carry on with the editing of the newsletter and this would be placed on the Full Council agenda for 8<sup>th</sup> June. Cllr Tippen asked that County Cllr Parfitt-Reid and Borough Cllr Russell submit a short introduction to themselves to be included in the next edition of the newsletter.

Cllr Robertson wished to pass on the Council's thanks to the Clerk and Deputy Clerk for helping the Parish Council get through the past year.

There being no further business the meeting closed at 8pm

Date:

Signed:

Chairman

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