



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9<sup>TH</sup> APRIL 2019 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

**144/19 PRESENT**

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

**145/19 APOLOGIES FOR ABSENCE**

Cllr Adam and PCSO Nicola Morris had given their apologies.

**146/19 COUNCILLOR INFORMATION**

**Changes to Register of Interests**

There were no changes to the registers of interest

**Declaration of Interests**

There were no declarations of interest

**Granting of Dispensation**

There were no requests for dispensation

**147/19 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 12<sup>th</sup> March 2019 were agreed and signed as a true record.

**148/19 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

**Update from Parish To Do List**

The list had been updated following the March meeting and previously circulated to Cllrs.

**149/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:**

Members of the public did not wish to comment on any item on the agenda

The meeting was adjourned for the following items:

**PUBLIC FORUM**

Members of the public did not wish to raise any issues.

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

**County & Borough Councillors**

Not in attendance but County Councillor had met with Parish Cllrs and a report would be given later in the meeting.

**Police**

Not in attendance but had submitted the crime figures for the previous month: 5 crimes reported: 1 theft from motor vehicle; 1 theft of motor vehicle; 1 theft of caravan; 1 theft of pedal cycle and 1 attempted theft. 2 reports of anti-social behaviour had also been reported since the last meeting.

**Community Warden**

Not in attendance

The meeting was reconvened for the rest of the agenda.

**150/19 PARISH MATTERS****Reports from MBC and KCC**

A meeting was held with County Councillor Hotson on 8<sup>th</sup> April and notes of the meeting had been circulated to Cllrs. The Chairman updated all present on the content of the meeting.

A meeting was being arranged with Borough Councillors on 29<sup>th</sup> April.

**Police Update/Report from Police Forum**

See crime figures above. Cllr Tippen had joined PCSO Nicola Morris at the Police & Parish Surgery on Saturday but no members of the public attended. No further information received regarding the future of the Police Forums Cllrs Mannington and Tippen would raise this at the KALC Area Committee Meeting on the 15<sup>th</sup> April.

**Communication**Newsletter

All the Spring newsletters had been distributed. The next edition is due to go to print on 15<sup>th</sup> June.

Social Media & Website

There was a lot of information being made available on the website and this will increase in the future. The Clerk is therefore reviewing the best layout and will be working on this over the coming months.

**Cemetery**Exclusive Right of Burial Certificates

There were no certificates due for signature.

**Update regarding Flooding/Water issues**

No further updates had been received.

**Marden Parish Council Policies**

All MPC policies and procedures are available to view on the Parish Council website and Cllrs agreed to delegate policies to the relevant Committees to review and amend as necessary. These would then be brought back to the June Full Council meeting.

Cllrs proposed that a new policy be drafted for Habitual and Vexatious Complaints and to include social media. Cllr Adam would be asked to draft and circulate to Cllrs.

**Marden Youth Club**

Cllrs Newton and Tippen together with the Clerk had met with the parent/volunteer leader over some issues which had taken place at one of the club nights recently. Unfortunately this had led to being cancelled for one week. Natalie Penfold (Youth Worker for Maidstone) was helping on ways to deal with this issue. The Wednesday night (KCC) youth club had now finished and the parent/volunteer had agreed to continue with the Friday night club with assistance from Natalie Penfold (Youth Worker for Maidstone) and the Parish Council. Funding had been received from the Borough Councillors to support this.

**Resignation of Cllr Harvey**

The Casual Vacancy had been advertised and due to Easter weekend the closing date would be 24<sup>th</sup> April. Maidstone Borough Council Election Officer had contacted the Clerk informing that MBC was waiting on one more written request and if this was received prior to the closing date a by-election would be held. Further information would be reported when received. Following Cllr Harvey's resignation there was a vacancy as a Memorial Hall Trustee until the Annual Parish Council Meeting next month. Cllr Stevens put himself forward to stand as Trustee until the APCM.

**151/19 COMMITTEE REPORTS****Amenities Committee**

Draft Minutes of the Amenities meeting held on 26<sup>th</sup> March had been previously circulated to Cllrs and were available on the Parish Council website. Cllr Robertson gave a brief report of what had been discussed. The Clerk reported that library bench and playing field litter bins should be removed next week and the new ones installed shortly after.

**Planning Committee**

Draft Minutes of Planning Meetings held on 19<sup>th</sup> March and 2<sup>nd</sup> April had been previously circulated and were available on the Parish Council website.

**Finance Committee**

There was no Finance Committee meeting held in March.

**HR Sub-Committee**

Draft Minutes of the HR Committee Meeting held on 2<sup>nd</sup> April had previously been circulated and were available on the Parish Council website.

**Other Conferences/Meetings attended**

KALC Planning Conference – 15<sup>th</sup> March – Lenham Community Centre: attended by Cllr Robertson and the Clerk.

Maidstone BC Local Plan Review – 13<sup>th</sup> and 21<sup>st</sup> March: attended by Cllrs Mannington and Tippen and the Clerk. Slides of these meetings had been circulated to Cllrs.

Parish Litter Pick – 16<sup>th</sup> March

Memorial Hall AGM – 18<sup>th</sup> March – Trustees of the Hall were in attendance. Cllr Newton gave a brief update of what had been discussed including installation of fire alarm system and CCTV.

Marden Children's Centre Network Lunch – 19<sup>th</sup> March: Cllr Tippen and the Clerk attended – really well attended by a variety of agencies. Cllr Brown asked whether a meeting could be arranged with the Youth Worker at the Parish Church to discuss any events which the Parish Council could assist with.

KALC Audit Workshop – 6<sup>th</sup> April: the Clerk attended

Police/Parish Surgery – 6<sup>th</sup> April: PCSO Nicola Morris and Cllr Tippen attended.

Unfortunately no one attended but it was planned that the next one would be arranged for a morning rather than an afternoon.

County Cllr Meeting – 8<sup>th</sup> April 2019: Cllrs Boswell and Tippen and the Clerk attended – report given at item 150/19(a) above.

**Conferences/Meetings for the coming months**

KALC Area Committee Meeting – 15<sup>th</sup> April 2019

Annual Parish Meeting -16<sup>th</sup> April 2019

End of Year Audit – 15<sup>th</sup> May 2019

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

SLCC Area Conference – 26<sup>th</sup> June 2019

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

**152/19 CORRESPONDENCE****Marden Parish Church Magazine**

For information

**Paddock Wood Community Advice Centre**

A thank you letter had been received following MPC's donation in 2018/19

**Helen Grant MP**

Letter regarding Anti-Social Behaviour which had been circulated to Cllrs prior to meeting

**Parish Council Allowance Survey and information**

Cllrs were asked to consider budgeting an allowance for councillors for the next financial year and if so this would require a policy drawn up.

**153/19 FINANCE****Bank Statements:**

Revenue:

Nat West Business Reserve: £13,190.99

Nat West Current: £0.00

Unity: £152,032.75

Capital:

Santander: £46,672.72

**Payments for Approval**Electronic Payment

Ian Jones – Southons Field/Toilet locking £200.00

Citizens Advice – outreach session £50.00

Alison Hooker – Travel £23.40  
 Viking – Office, cleaning and gen. main. Supplies £103.42  
 ICCM – Annual subscription £95.00  
 KALC – Annual subscription £1,341.50  
 Total: £1,813.32

Invoices agreed and Cllrs Mannington and Stevens initialled invoices and would authorise payments.

#### **KALC annual subscription agreement**

Cllrs agreed a further year's subscription

#### **Agreement of monthly standing orders and direct debits**

There were currently no Standing Orders set up from the Parish Council Accounts. A list of Direct Debits were read out to Cllrs as follows:

Cam Tech Security – Office Alarm Maintenance – 4 weekly - £10.00

Lex Autolease – Van Lease – Monthly - £199.64

Sage Software – Payroll – Monthly - £31.20

One-Com – Office Telephone/Internet – Monthly – approx. £70.00

Nest – Pensions – Monthly – dependant on salary

PWLB – Public Works Loan – 6 monthly - £9,118.96

Cllrs agreed for this payments to continue for the next financial year

#### **MBC / Parish Funding Agreement (Parish Services Scheme)**

Cllrs noted the details of the MBC grant.

### **154/19 HIGHWAYS AND PUBLIC TRANSPORT**

#### **Highways**

##### Speed Indicator Device (SID)

An update had been received from Kent Highways stating that a minimum of three locations is required for a mobile SID. Although Cllrs had made the decision at the last meeting to only opt for two locations following the Highways information Cllrs were required to reconsider the positioning.

The Chairman reported that there were three possible options available: (1) No to having a SID in place; (2) contact resident who had raised concerns outlining this issue and asking if they would reconsider; or (3) a static camera for Goudhurst Road. With this option the developer would only pay for the piece of equipment. A traffic survey would need to be undertaken – the cost of which paid for by the Parish Council.

Following discussion the Clerk was asked to contact the resident and to ask Cllr Hotson for a contribution towards the cost of a traffic survey.

##### Outstanding Highways Issues spreadsheet

Following last month's meeting the Clerk had provided Cllrs with a spreadsheet of outstanding issues. This had previously been circulated and the Clerk was asked to chase Kent Highways regarding gulleys in Goudhurst Road being covered by tarmac and regarding the dropped kerb outside a property in Goudhurst Road.

##### Road surface of South Road/Stanley Road

Photos had been sent by the developer of Russet Grove to Kent Highways as to the condition of the roads prior to work being commenced. MPC were due to meet with Countryside in two weeks' time and would discuss this in more detail.

##### Email received regarding HGVs using Milebush Lane

A resident had written to the Parish Council with concerns over HGVs using Milebush Lane and damaging property. Kent Highways had been notified and new signage was being erected.

##### School Keep Clear Order

The consultation period for this order had closed and the documents were on deposit until 6<sup>th</sup> May 2019. MBC Parking Officers had been informed of this and had erected the signage today.

Parking consultation closed on 29<sup>th</sup> March

MBC Parking Officers had visited the Parish Office to provide details of the responses. 14 letters of objection had been received on the double yellow lines in Pattenden Lane and 6 objections on the changes to restrictions in West End. The Chairman had put some comments together in response and these had been read out to Cllrs which included some parking available in Pattenden Lane, Sovereigns Way and Church Green at differing time restrictions. These will be sent back to the MBC Parking Officer and asked to take to the Joint Transportation Board on 10<sup>th</sup> July. The other restriction changes will go in but would not be implemented after the JTB have made a decision on the other two areas.

**Public Transport**

Meetings

The Clerk had received further dates for a meeting with South Eastern and Network Rail. Confirmation of a preferred date with Cllrs would be sent back.

There was no further business discussed and the Chairman 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 at 20.40*

**155/19 DEPUTY CLERK CANDIDATES**

The Clerk informed the Cllrs of the candidates who were being called for interview for the role of Deputy Clerk. Interviews were taking place this week and Cllrs were asked if they would give delegated powers to the HR Sub-Committee to discuss the candidates and make a recommendation, via email, to all Cllrs of the preferred candidate. Cllrs agreed for this to take place to speed up the appointment process.

There being no further business the meeting closed at 8.45pm

Date: 7<sup>th</sup> May 2019

Signed:

Cllr Kate Tippen

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