



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 8<sup>TH</sup>**  
**NOVEMBER 2022 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT**  
**7.30PM**

**079/22 PRESENT**

Cllrs Adam, Barker, Burton, Newton, Tippen (in the Chair) and Turner. The Clerk was also in attendance.

**080/22 APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Boswell, Gibson, Robertson and Stevens. PCSO Nicola Morris had also given her apologies.  
 Cllr Besant not in attendance.

**081/22 COUNCILLOR INFORMATION**

**Declaration of Interest**

There were no declarations of interest

**Changes to Register of Interest**

There are no changes to Cllrs registers of interest

**Granting of Dispensation**

There were no requests for dispensation.

**082/22 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 11<sup>th</sup> October 2022 were agreed and signed as a true record.

**083/22 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

No members of the public were in attendance.

The meeting was adjourned for the following items:

**PUBLIC FORUM**

No members of the public present.

**EXTERNAL REPORTS**

**County Councillor Report**

Not in attendance

**Borough Councillors Report**

Not in attendance

**Police Report**

Not in attendance

**Community Warden Report**

Not in attendance

The meeting was reconvened to discuss item 084/22 onwards.

**084/22 CLERK'S REPORT**

Clerk had circulated her monthly report which provided details of staff leave/sickness, update on CCTV, newsletters and Marden at Christmas.

**085/22 PARISH MATTERS****Reports from MBC and KCC**

No reports had been received

**Police Update/Report from Police Forum**Crime Figures

7 crimes reported since the last meeting: 3 thefts of motor vehicles; 1 burglary; 1 attempted burglary; 1 theft and 1 criminal damage.

Maidstone Task Force & Community Protection Team

Cllr Tippen met with the Community Protection Team last week and a new member of staff had been recruited. Still very active in the background in Marden.

Other Police Issues

PCSO reported that work was continuing in the area with MBC, Community Protection Team, Maidstone Task Force and MBC Waste Crime Scene.

**Communication**Newsletter

The Autumn edition of the newsletter had been delivered.

**Marden Flooding**Medway Confluence Operational Framework

A meeting was held on 18<sup>th</sup> October to discuss the above. Cllr Gibson had attended and notes had previously circulated. Marden had not been mentioned in the Framework document and Cllr Tippen had reported this to the Environment Agency but it had not yet been updated.

Village Flooding

Cllr Tippen reported on the flooding which had occurred last week. Cllr Tippen had delivered "road flooded" signs to residents around the village who had volunteered to put these up in Sheephurst Lane, Hunton Road, Plain Road and Green Lane.

Maynards sewer flooded badly on Thursday and on several days since. Cllr Tippen had been in contact with Southern Water regularly to come and clean up but it seemed the main problem was Roughlands pumping station.

Pattenden Lane railway bridge had also flooded and had eventually cleared today.

Cllr Tippen reported that there were two initial problems: (1) Kent Highways needed to be contacted to put together a regular cleaning maintenance programme for the drains under the railway bridge and to find out the root cause of the blockage; and (2) Southern Water to be contacted in relation to Maynards sewer, to ascertain the reasons behind this and how this can be rectified.

The Clerk was asked to contact Susan Laporte at Kent Highways and cc County Cllr and Max Tant to ascertain who the senior contact is at Southern Water to arrange a meeting.

The Clerk was also asked to email MBC Environmental Health Team due to the public health concern with the Maynard sewer flooding.

Cllrs thanks Cllr Tippen for the work she had undertaken during the flooding.

**Cemetery**Exclusive Right of Burial Certificates

There were no new certificates to sign.

**Allotments**Terms of Business – MPC Solicitors Wellers Hedley

The Terms of Business document had been received. Cllrs agreed this document and Clerk, as Proper Officer, duly signed.

Further updates

Confirmation had been received from Redrow stating the capped amount they would pay for MPC legal costs in regard to the allotment transfer. Cllrs agreed to accept but wanted it stated

to Redrow that they may need to renegotiate if this capped amount would be exceeded due to a reason unforeseen at the time of agreement.

## **086/22 COMMITTEE REPORTS**

### **Amenities Committee**

Draft Minutes of Amenities Committee meeting held on 25<sup>th</sup> October had been previously circulated and available on the Parish Council website.

### **Planning Committee**

Draft Minutes of Planning Committee meetings held on 18<sup>th</sup> October and 1<sup>st</sup> November had been previously circulated and available on the Parish Council website.

### **Finance Committee**

No Finance Committee meeting was held in October. Next meeting due 29<sup>th</sup> November 2022

### **HR Sub-Committee**

Draft Minutes of HR Sub-Committee meeting held on 31<sup>st</sup> October had been previously circulated and available on the Parish Council website.

### **Conferences/Meetings/Webinars attended**

SLCC Excel Webinar – 13<sup>th</sup> October – The Admin Assistant had attended and found it informative.

Internal Auditor Interim Audit – 14<sup>th</sup> October – to be discussed at item 088/22.

Kent Rail Summit – 18<sup>th</sup> October attended by Cllr Adam. Cllr Adam raised the question about step-free access at Marden and a list of stations should have been sent to the Clerk; a further question was raised as to why no stakeholders were consulted over the December timetable. The Clerk was asked to contact KCC for an update.

Community Forum Webinar – 21<sup>st</sup> October. Cllrs Boswell and Tippen attended when the main issue discussed was warm hubs around the parish.

NALC Climate Emergency Webinar – 27<sup>th</sup> October. Cllr Boswell attended and would update the next Environmental Sub-Group meeting.

HR Sub-Committee meeting – 31<sup>st</sup> October – minutes of the meeting had been circulated.

Marden Neighbourhood Plan Meeting – 5<sup>th</sup> November – the Steering Group had started to review the wording in the main body of the document and the policies. The next meeting was planned for 7<sup>th</sup> January 2023.

SLCC Kent Archives Visit – 7<sup>th</sup> November. The Clerk and Deputy Clerk had attended and found it extremely interesting. The Clerk had subsequently contacted Kent Archives for a list of all Marden parish documents held.

### **Conferences/Meetings/Webinars/Events forthcoming**

KALC AGM – 19<sup>th</sup> November: apologies to be given.

KALC Area Committee Meeting - 28<sup>th</sup> November. Cllr Tippen to attend

South East Water webinar – 29<sup>th</sup> November – MPC not attending

KALC Training Sessions – list made available to Cllrs.

## **087/22 CORRESPONDENCE**

Letter received from MBC: New development street name request

Cllrs proposed, and agreed, Thorn Close to be sent to MBC for the new development at Marden Thorn.

Marden Parish Church Magazine – November edition – for information

The Clerk publication – November edition – for information

Clerks and Councils Direct publication – November edition – for information

MBC – Design and Sustainability Development Plan Document Regulation 18 consultation

Cllrs agreed to defer to next week's Planning Committee meeting.

**088/22 FINANCE****Bank Statements:**Revenue

Nat West £50,790.46

Unity £52,846.26

Capital

Santander: £71,615.69.

**Other Financial Issues**Internal Audit Report

Report submitted to Cllrs following visit on 14<sup>th</sup> October 2022. Two recommendations had been made and these would be discussed at the next Finance meeting.

**Payments for Approval**Electronic Payments

The following invoices were submitted for payment:

Kent County Council- Photocopier rental £113.74

Graham Carey – grounds maintenance £588.00

Stanleys Garage – mower fuel and cable ties £18.90

Employees/HMRC – Salaries and PAYE/NIC payments £9,267.95

Castle Water – Public conv. water supply £10.12

BN Pumps – descaling of public conv. drains £360.00

Total: £10,358.72

Cllrs agreed the payments and Cllrs Newton and Turner would authorise on Unity

Cheque Payment

T Standen – preparation of plot £45.00

Cllrs Adam, Turner and Tippen signed the cheque

**089/22 HIGHWAYS AND PUBLIC TRANSPORT****Highways**Highways Improvement Plan

Priority List to be sent to Kent Highways: Due to the 5<sup>th</sup> priority being progressed by Kent Highways (Single Yellow Lines in Pattenden Lane) Cllrs agreed for the 5<sup>th</sup> priority to be amended to be Maidstone Road gateway. Once this had been added the Clerk would send to Kent Highways.

National Highways & Transport Network Survey

Cllr Adam agreed to review and draft the responses to the six sections of this survey and circulate to Cllrs. The Clerk would add to the December Full Council agenda for agreement.

Update from Joint Transportation Board Meeting

Borough Cllr had informed the Clerk that the JTB were looking at safety measures on the A229 below Linton Hill with the junction with Stilebridge Lane and KCC Officers were due to contact MPC shortly. The Clerk would update Cllrs once more information had been received.

**Public Transport**Step Free Access update

Cllr Russell raised this as the last meeting and had obtained further information which has been sent to Helen Grant MP.

Annual Stakeholder Survey

Cllr Adam had agreed to take part in the South Eastern survey

The Chairman then read out the following statement:

**PART II****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:**

No members of the public were in attendance therefore the meeting continued for the next two items.

**090/22 LAND REGISTRY**

Cllrs discussed a land registry request and agreed for the Clerk to respond to the correspondent that they should gain legal advice for a definitive answer.

**091/22 HR SUPPORT**

The HR Sub-Committee and the Clerk had provided a report and documentation from companies in regard to purchasing HR support to assist the Clerk with personnel/risk assessment issues. Cllrs, after reading the papers, agreed to a 36 month contract with Peninsula.

There being no further business the meeting closed at 8.50pm

Date: 13<sup>th</sup> December 2022

Signed:

Cllr Kate Tippen, Chairman  
Marden Parish Council  
Parish Office, Goudhurst Road  
Marden

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