



**DRAFT MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 11TH
APRIL 2023 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT
7.30PM**

142/23 PRESENT

Cllrs Adam, Barker, Besant, Boswell, Gibson, Newton, Robertson, Stevens, Tippen (in the Chair) and Turner were present. The Clerk was also in attendance.

143/23 APOLOGIES FOR ABSENCE

Cllr Burton had given his apologies.

144/23 COUNCILLOR INFORMATION

Declaration of Interest

There were no declarations of interest.

Changes to Register of Interest

There were no changes to registers of interest.

Granting of Dispensation

There were no requests for granting of dispensation.

145/23 MINUTES OF THE PREVIOUS MEETING

Minutes of the Parish Council meeting held on 14th March were agreed and signed as a true record.

146/23 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

The meeting was adjourned for the following items:

PUBLIC FORUM

There were no members of the public in attendance.

EXTERNAL REPORTS

County Councillor Report

Borough Councillors Report

Police Report

Community Warden Report

None of the above in attendance to provide a report.

The meeting was reconvened to discuss item 147/23 onwards.

147/23 CLERK'S REPORT

The Clerk had circulated a report to Cllrs prior to the meeting which outlined staff annual leave; update on the transfer of documents to cloud based system which was taking place next week; risk assessments and policies are currently being reviewed and would be put to relevant Committees for agreement; update on meeting held with Borough and County Cllrs on S106 and CIL payments; requested Cllrs to consider formats for the Annual Parish Meeting in future years.

148/23 PARISH MATTERS

Reports from MBC and KCC

No reports received

Police Update/Report from Police ForumCrime Figures

No crime figures had been received

Maidstone Task Force

Nothing to report

Other Police Issues

The structure of parish policing was being changed from June 2023 and further details would be circulated once received.

CommunicationNewsletter

Cllr Boswell was in the process of drafting the next edition of the newsletter.

Marden Flooding

Marden Draft Flood Plan: Cllr Tippen had drafted the document which Cllrs agreed to adopt.

CemeteryExclusive Right of Burial Certificates

There were no ERB certificates to sign.

Allotments

No further updates had been received.

Marden Parish Council Policies and Risk AssessmentsPolicies

For information - Policies still requiring agreement are Finance, HR and GDPR.

These will be reviewed at the next available meeting of the relevant Committee and put before the May Full Council meeting.

Risk Assessments

Currently being reviewed and will be submitted to appropriate Committees for discussion and agreement.

MBC Gypsy, Traveller and Showpeople DPD Consultation

Draft submitted to Cllrs for agreement – closing date 17th April

Cllr Turner gave an update from the KALC meeting held on 27th March but felt there was nothing more to add to MPC's draft of this document. Cllrs agreed that the MPC response be sent to MBC by the closing date.

149/23 COMMITTEE REPORTS**Amenities Committee**

Draft Minutes of Amenities Committee meeting held on 28th March had been previously circulated and were available on the Parish Council website.

Planning Committee

Draft Minutes of Planning Committee meeting held on 21st March had been previously circulated and were available on the Parish Council website.

Planning Applications:

The following applications were discussed as response date was due prior to the next Planning Committee meeting:

23/501081/LBC – The Barn, Great Cheveney Farm, Goudhurst Road, Marden

Listed building consent for internal alterations including creation of a bedroom and bathroom to existing mezzanine floor and the addition of a new staircase, insertion of 9 rooflights, alteration of windows in kitchen and a replacement patio including landscape alterations. Cllrs feel the number of proposed rooflights in this application were excessive and detrimental to the character of the listed building compared to the application approved in 2019. Cllrs therefore recommended refusal of this application as contrary to Marden Neighbourhood Plan Policy BE1. However, do not wish this to go to Committee.

23/501098/FULL – Mountain Barn, Marden Road, Marden

Erection of a single storey external link between dwelling and outbuilding. Reconfiguration of existing patio area (resubmission of 22/504677/FULL)

Cllrs recommend no objection as felt it was an improvement on the previous application.

23/501099/LBC – Mountain Barn, Marden Road, Marden

Listed building consent for erection of a single storey external link between dwelling and outbuilding. Reconfiguration of existing patio area (resubmission of 22/504578/LBC)
Cllrs recommend no objection as felt it was an improvement on the previous application providing the Conservation Officer was in agreement.

Finance Committee

No Finance Committee meeting had been held in March.

Conferences/Meetings/Webinars attended

Internal Audit – 23rd March: report will be submitted following year end closure.

Meet The Clerks – 24th March at The Village Café 10.00am to 11.00am. The Clerk recommended that only one MPC representative attend as currently not much uptake on people attending – Cllrs agreed.

KALC Area Committee meeting – 27th March. Cllr Turner reported on the new proposed ward structure of policing.

Golding Homes/MHS Neighbourhood Charter Meeting – 30th March Cllrs Boswell and Tippen attended and reported on the meeting. A copy of the slides had been circulated to Cllrs.

S106/CIL meeting – 31st March The Clerk met with Borough and County Cllrs to discuss latest figures. Although some figures were incorrect, which Borough and County Cllrs were reporting on, it was an easier way in retrieving information from MBC – KCC still did not publish their S106 figures in this format.

Annual Parish Meeting – 4th April. As mentioned in the Clerk's report Cllrs were requested to consider other options of holding the APM in future years.

Conferences/Meetings/Webinars/Events forthcoming

Memorial Hall AGM – 13th April

Amenities Site Meetings 14th and 15th April

Communication Sub-Group Meeting – 17th April

Village Events Sub-Group Meeting – 17th April

Environment Sub-Group Meeting – 18th April

Migration of new IT system and training – 19th and 20th April; 2nd and 9th May

Community Forum – 27th April

Coronation Event – 8th May

Marden Neighbourhood Plan – 3rd June

150/23 CORRESPONDENCE

Marden Parish Church Magazine – April edition: Noted

151/23 FINANCE**Bank Statements:**Revenue Accounts

Nat West: £21,831.34 (14th March 2023)

Unity: £6,867.38 (11th April 2023)

The Clerk had contacted MBC regarding the precept payment – unfortunately as the first Friday in the month was Good Friday payment would be made on the 14th. Therefore, no invoices were submitted for payment this evening.

Capital Account

Santander: £71,735.07 (14th March 2023)

Unfortunately, no money was able to be transferred from Santander to revenue account due to Santander not having any ID on file. Cllr Tippen and the Clerk would visit the nearest branch to provide the relevant information.

Payments for ApprovalElectronic Payments

Invoices will be presented to next week's Planning Committee meeting.

Bank ReconciliationUpdate from Internal Auditor visit:

Following a request from the March Full Council meeting the Clerk spoke to the Internal Auditor regarding presentation of bank reconciliations and trial balances. The Internal Auditor agreed that instead of presenting at each monthly Full Council meeting these would be taken to the quarterly Finance Committee meetings for ratification and agreement.

External Auditor

The Clerk reported the following for information;

New External Auditor allocated to Marden PC for 2022/23 was Mazars.

Papers for the Annual Governance and Accountability Return (AGAR) for year end 31st March 2023 have been received and would be completed following receipt of March statements.

152/23 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan

Cllr Adam asked that County Cllr Lottie Parfitt-Reid be contacted in regard to the Plain Road fingerpost repairs.

Public Transport

The Clerk to contact South Eastern again in regard to a meeting and raise issues.

There being no further business the meeting was closed at 8.45pm

Cllr Kate Tippen, Chairman

Date: 9th May 2023

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