



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12TH
NOVEMBER 2019 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT
7.30PM**

078/19 PRESENT

Cllrs Adam, Barker, Boswell, Jones, Mannington (in the Chair), Newton, Robertson, Stevens, Tippen and Turner. 3 members of the public were also in attendance.

079/19 APOLOGIES FOR ABSENCE

Cllr Brown and PCSO Nicola Morris gave their apologies.

The Clerk also apologised that she would be late arriving at the meeting – Cllr Tippen agreed to take the minutes until the Clerk arrived.

080/19 COUNCILLOR INFORMATION

Register of Interest

There were no amendments to the register of interest

Declarations of Interest

Cllrs Adam, Newton and Robertson declared an interest in item 086/19(Marden History Group) and would leave the meeting when this item was discussed. Cllrs Newton, Stevens and Tippen declared an interest in item 087/19(Memorial Hall) and would leave the meeting when this item was discussed.

Granting of Dispensation

There were no requests for dispensation

081/19 MINUTES OF THE PREVIOUS MEETING

Minutes of the Parish Council meeting held on 8th October 2019 were agreed and signed as a true record.

19:31 Cllr Adam arrived at the meeting

082/19 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

2 members of the public expressed an interest to speak on items 084/19(Police Update); 085/19(RSC Meeting); and 087/19(Christmas).

The Chairman adjourned the meeting for the following items:

PUBLIC FORUM

Member of the public asked about air diffusers in the village and Cllr Adam updated the resident on the email received from MBC earlier today. Cllr Turner asked that the Clerk enquire from MBC what other environmental health monitoring is undertaken.

EXTERNAL VERBAL REPORTS

County & Borough Councillors

Not in attendance

Police

Not in attendance but the crime figures had been sent to the Clerk prior to the meeting and these were: 5 crimes reported since the last meeting – 1 theft of petrol; 1 vehicle interference; 1 attempted burglary; 1 burglary (jewellery and money stolen); and 1 theft of motor vehicle. 12 incidents of anti-social behaviour had also been reported in the village.

Member of the public raised concerns over the increase in anti-social behaviour and the Parish Council would strive to arrange a meeting between the Community Protection Team, Kent Police and the Housing Associations etc.

The Clerk was asked to make the article from the recent KALC news regarding “Where to Report” available on the Parish Council website.

Community Warden

Not in attendance

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

083/19 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

No.28 Bus

The issue had been resolved with Autocar taking over from 18th November with the same timings and format etc.

084/19 PARISH MATTERS

Reports from MBC and KCC

Unfortunately, County Cllr Hotson had been unable to attend the meeting on the 7th November however Borough Cllr Burton was in attendance and the notes of this meeting had been circulated to Cllrs. Issues discussed included MBC Local Plan, S106 contributions and MBC budget restraints.

20:00 The Clerk arrived at the meeting and took over the minuting of the meeting.

Police Update/Report from Police Forum

The Clerk was asked to chase again regarding the next meeting of the Police Forum.

Parish/Police Surgeries

The next surgery was being held on 16th November at Marden Memorial Hall from 12noon to 1pm. It was noted that the Community Warden and Neighbourhood Watch Team would be in attendance on the evening of the 15th November.

Communication

Communications Sub-Committee

Notes of the meeting held on 4th November 2019 and been circulated prior to tonight’s meeting. One of the items raised was to ask Finance Committee to consider (a) amending the budget heading of Newsletters to encompass all communication; or (b) having a separate budget heading for additional communication. The Clerk was asked to add to the next agenda for the Finance Committee.

The next Communication meeting was to be held in January.

Newsletter

Winter edition had been circulated and Cllrs were due to deliver Stilebridge site next week.

Social Media & Website

The Clerk was still obtaining information on the website accessibility regulations

Cemetery

Exclusive Right of Burial Certificates

No certificates to sign.

Update regarding Flooding/Water issues

No update received

Office IT

KALC information regarding website

Details circulated.

KALC Website Accessibility Workshop

Clerk and Deputy Clerk to attend in January 2020

Other

Cllr Adam asked if the office email system had been rectified. The Clerk reported that Microsoft 365 had been installed and it was planned to move emails over to Outlook shortly.

MPC Open Days

15th and 16th November. Several Cllrs together with the Clerk and Deputy had met last Friday to discuss the format of the two days and to put together boxes ready for the Open Days. They would meet again on Thursday afternoon to set up the display boards and the Clerk had circulated the list to Cllrs of what was happening on Friday and Saturday in regard to the hall layout etc. Help was required on Friday from 4pm to set up the hall. Cllr Turner reported that TMBC would be printing the MNPs and A0 maps ready for Friday.

085/19 COMMITTEE REPORTS

Amenities Committee

No meeting held in October. Next Amenities Meeting to be held on 26th November.

Planning Committee

Draft Minutes of Planning Meetings held on 22nd October and 5th November had been previously circulated and were available on the Parish Council website.

The Chairman reported that an Extra Ordinary Full Council meeting would be called prior to the planning meeting on 3rd December to discuss the comments received from residents attending the Open Days and up until 29th November.

Finance Committee

Draft Minutes of Finance Meeting held on 15th October had been previously circulated and were available on the Parish Council website.

The Clerk would look at dates in January to hold the meeting to discuss the budget/precept for 2020/21 financial year.

20:15 one member of the public left the meeting

HR Sub-Committee

Draft Minutes of the HR Sub-Committee meeting held on 5th November had been previously circulated and were available on the Parish Council website. Details of this would be discussed in Part II of this meeting.

Other Conferences/Meetings attended

MBC Planning Training – 10th October 2019 - cancelled

KALC Finance Conference – 12th October 2019 – unfortunately the Clerk was unable to attend.

Meeting with Borough Cllr Burton regarding RSCs – 16th October 2019 – notes of the meeting had been circulated. Cllr Mannington had attended with a member of MPOG and felt it was a very productive meeting.

TfSE Drop In Event – 22nd October 2019 – Cllr Barker attended and felt that it was a useful event to attend.

KALC Transport Conference – 26th October 2019 – Cllrs Boswell and Tippen attended and gave a brief report on the day. They felt it was a well-presented conference and included a talk on 7.5 tonne zone extension and one by the Head of Kent Highways (Tim Reid) on the strategic road network.

Redrow Meeting – 29th October 2019 – Cllr Mannington and the Deputy Clerk attended.

Notes of the meeting had been circulated. Cllrs asked the Clerk to arrange a meeting with the management company and Cllr Adam asked that the positioning of the litter bin on the footpath be moved as was blocking part of the walkway. The Clerk was also asked to retrieve the plans for the development in relation to the pavement in Admiral Way.

Children's Centre Network Lunch – 29th October 2019 – Cllrs Boswell and Mannington together with the Deputy Clerk attended. Very well attended meeting with many different agencies being present.

Assets for Community Value Meeting – 29th October 2019 – Cllr Boswell had circulated the draft minutes.

Site Meetings – 1st and 2nd November 2019 – notes circulated. Cllrs were due to undertake the playing field site meeting later this month as it had to be cancelled on the 2nd due to bad weather.

Communication Sub-Committee Meeting – 4th November 2019 – discussed at item 083/19(c) above.

Meeting with YMCA representative – 7th November 2019 – Cllr Tippen reported a very successful meeting with Lorraine Burford of YMCA with a request that they commence a youth club in the John Banks Hall from Thursday 9th January 2020. This was well received and MPC agreed to continue to fund the hall hire. The Clerk was putting Lorraine in contact with the Children’s Centre in regard to helping with the Junior Youth Club.

Meeting with Borough Councillors – 7th November 2019 – discussed at item 083/19(a) above.

KALC Area Committee Meeting – 11th November 2019 -minutes and notes from this meeting had been circulated to Cllrs. Several speakers were in attendance including the Chief Executive of the Heart of Kent Hospice talking about Compassionate Neighbour Support – which Cllr Tippen would take to the next PRG meeting – and possibly a speaker for next year’s Annual Parish Meeting. Cllrs expressed an interest in helping promote this in the village. The CE also spoke about Elmer Art trail in Maidstone which was being promoted with schools in the borough; Ryan O’Connell from MBC spoke about changes to MBC’s constitution around planning.

Conferences/Meetings for the coming months

SLCC The Digital Clerk Webinar – 13th November 2019 – Deputy Clerk taking part

Kent Highways Seminar – 28th November – Cllrs Mannington and Tippen to attend

KALC AGM – 30th November 2019 – Cllr Tippen to attend

KALC Allotment Law and Management – 9th January 2020 – Cllr Adam, the Clerk and Deputy Clerk to attend

KALC Website Accessibility – 20th January 2020 & 24th January 2020 -The Clerk and Deputy Clerk would be attending individually.

KALC Health and Wellbeing – 6th February 2020 – Cllr Boswell expressed an interest in attending

KALC CILCA workshops – dates to be confirmed – once confirmed the Deputy Clerk would be interested in attending.

086/19 CORRESPONDENCE

Marden Parish Church Magazine

Noted

Annual Policing Survey

Closing date end of December – Cllrs encouraged residents To respond as this was a survey to be best completed by an individual.

KALC AGM Papers

30th November 2019 – Cllr Tippen was passed the relevant papers.

KCC Budget Consultation 2020/21

Closing date 25th November - Cllrs encouraged residents to respond as this was a survey to be best completed by an individual.

21:00 Cllrs Adam, Newton and Robertson left the meeting for the next item to be discussed

Marden History Group

A request had been received from the History Group asking for MPC to take over the responsibility of the defibrillator in the red phone box. The History Group had emailed stating that they would continue to check the defib on a weekly basis and that the Community Heartbeat Trust (CHT) (the providers of the defib) would insure it. There was a cost of approx. £86 per year to cover the replacement of batteries and pads. Cllrs agreed in principle and £100 would be added to the annual budget expenditure. The Clerk was asked to contact CHT to confirm that it is permitted to transfer ownership.

21:00 Cllrs Adam, Newton and Robertson returned to the meeting

KCC Wellbeing Services in the Community Consultation

Closing date 1st December 2019 – Cllrs encouraged residents to respond as this was a survey to be best completed by an individual.

KALC News October 2019

Circulated to Cllrs and Cllr Adam had highlighted some items of interest

Clerks and Councils Direct

Noted

Transport for the South East Draft Transport Strategy

Closing date 10th January 2020. Cllr Barker was asked to take away the survey to draft a response prior to the December Full Council meeting.

VE Day 2020

Letter from Bruno Peek, Pageant master – noted and would be passed to the VE Day Sub-Committee meeting to be held in January. At the recent “Meet the Clerks” a resident asked whether MPC was considering celebrating VJ Day. This would be added to the agenda for January.

MBC Affordable and Local Needs Housing Supplementary Planning Document Consultation

Closing date 18th November. Cllr Brown had taken the document away at the last planning meeting and would circulate a draft response before the closing date.

087/19 FINANCE**Bank Statements**Revenue Accounts:

Nat West: As at 1st November 2019: £37,051.19

Unity: As at 12th November 2019: £51,243.57

Capital Accounts:

Santander: As at 21st October 2019: £46,866.47

Payments for ApprovalElectronic Payments

Citizens Advice – Outreach session £50.00

SLCC Enterprises ltd – Digital Clerk Webinar £36.00

Epic Engineering – Security at Southons Field £1,624.08

Alison Hooker – Land Registry deeds £59.88

Auditing Solutions – Interim Internal Audit £444.00

Marden Business Forum – Half Page Advert £60.00

Ian Jones – Southons Field/Toilet locking £200.00

Robert Underdown – PAT testing of Christmas trees, lights etc £250.00

Hithersay Electrical – Purchase of additional Christmas Tree lights £240.00

Cllr Kate Tippen – Travel expenses – Faversham £27.00

Cllr Chris Barker – Travel expenses – Canterbury £10.75

Marden Theatre Group – Donation £300.00

Total £3,301.71

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

One Cheque payment

Office cleaning and petty cash for Christmas - £540.00

Agreed and cheque duly signed.

21:11 Cllrs Stevens and Tippen left the meeting for the next item to be discussed

The Clerk informed the meeting that she was also a Trustee of the Hall but would remain in the meeting as had no MPC voting rights.

Marden Memorial Hall

Cllr Newton, as Chairman of the Hall Committee, explained the situation of the lighting; this item had been deferred from Amenities Committee as further information was requested.

Unfortunately the broken units could not just be repaired as new fittings were required hence the higher than normal quote. The Hall Committee has requested that MPC consider a 50% donation towards this as the lighting was broken during a Youth Club meeting.

21:13: Cllr Newton then left the meeting for the remaining Cllrs to discuss

After discussion it was agreed that MPC would donate £250.00 from the Youth Club budget. The Hall Committee would be asked to consider revisiting the hall hire agreement to add a clause regarding damages and recovering these costs.

21:16 Cllrs Newton, Stevens and Tippen returned to the meeting

Purchase of folding tables

The Clerk requested that the Cllrs consider the purchase of two folding tables which would be used at open days, Marden at Christmas etc and would fold small enough to fit in a car if needed. Cllrs agreed.

MBC Member Grant 2019/20

Cllrs accepted the invitation to submit an application for £1,500 grant towards youth club provision.

Internal Audit – interim report 2019/20

The interim audit was undertaken on 5th November and a report from the auditor had been circulated to Cllrs. The Clerk was thanked for her assistance in making this a smooth process. On reading the summary Cllrs agreed to purchase a stamp for invoices.

Children’s Centre

Marden Children’s Centre is holding a children’s Christmas Party for invited families on 4th December and requested a donation. Cllrs discussed this and agreed to donate £50 together with paying for the hall hire on that day.

CCTV Quote for Marden Playing Field

A quote had been received for an additional camera to be added to the existing pole by the play area at a cost of £280 plus VAT. Cllrs agreed to accept this and for the work to go ahead.

A quote was also received for an additional camera to be installed on Golding Homes flats so that the camera overlooked the top part of the field. A response from Golding Homes was awaited before this could go ahead.

Christmas

An offer of sponsorship of £500 from Countryside Developments for Christmas Presents had been received however due to these being one of the developers in the recent Call for Sites Cllrs proposed that this was not accepted. Cllrs discussed covering the cost of the presents themselves and it was agreed to take £250 from the Village Events budget.

Draft Budget 2020/21

Draft proposed at the last Finance Meeting. This had been circulated for Cllrs to consider any other expenditure for the next financial year in readiness for the approval of the budget in January.

21:35 2 members of the public left the meeting

088/19 HIGHWAYS AND PUBLIC TRANSPORT

Highways

“20 is Plenty” scheme

etailed in the KALC Parish News and Cllrs agreed to add to the Highways Improvement Plan as costings will be involved.

Highways Seminar

Cllrs Mannington and Tippen would be attending the Kent Highways Seminar when Highway Improvement Plans were due to be discussed. A copy of Marden’s would be taken along.

Public TransportBus No. 28

Future of the school bus service – raised under Matters Arising above
Provision of Bus Stops at Church Green

This had been added to the Highway Improvement Plan.

Other

Cllr Adam informed the meeting that the signage at the railway station showing where trains should stop on the down platform had been adjusted which meant that the 8-car trains were stopping further down the platform at the 12-car marker and therefore the back of the train had passed the steps. In addition, the 4-car sign had not been moved when the new footbridge had been installed. The Clerk would report to Network Rail and South Eastern.

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:

Part I of the meeting was closed and all the following was discussed under Part II Confidential meeting.

21:44 The Clerk left the meeting

089/19 SALARIES**2020/21 proposals for employees**

Cllr Tippen reported to Cllrs the recommendations from the Human Resources Confidential Committee meeting held on 5th November. Cllrs agreed the recommendations of salary increases as follows:

Caretaking staff

Awarded percentage increase in line with NALC recommendations.

Deputy Clerk

Following her successful six-month probation would be awarded one additional increment with a further increment awarded from 1st April 2020.

Clerk

Increment awarded to one additional increment from 1st October 2019. The next increment would apply from April 2021 but any cost of living increase would be implemented from 1st April 2020.

21:55 The Clerk returned to the meeting

There being no further business the meeting closed at 9.55pm

Date: 10th December 2019

Signed:

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