



MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 13TH JUNE 2023 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

018/23 PRESENT

Cllrs Besant, Gibson, Newton, Robertson, Stevens, Tippen and Turner. The Clerk was also in attendance.

019/23 APOLOGIES FOR ABSENCE

Cllrs Adam and Boswell had given their apologies.

020/23 COUNCILLOR INFORMATION

Declaration of Interest

Cllrs Gibson and Stevens declared an interest on allotments item and would leave the meeting if anything was discussed.

Changes to Register of Interest

There were no changes to registers of interest.

Granting of Dispensation

There were no requests for dispensation.

021/23 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Annual Parish Council meeting held on 9th May 2023 were agreed and signed as a true record.

022/23 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

As no members of the public or representatives were in attendance the meeting was not adjourned for Public Forum or External Reports.

PUBLIC FORUM

Members of the public will be given the opportunity to raise any issue under this item.

EXTERNAL REPORTS

County Councillor Report

Borough Councillors Report

Police Report

Cllrs agreed to remove this item as we did not currently have a dedicated officer to report to the meeting. Any Police issues to report would be under Parish Matters.

Community Warden Report

023/23 CLERK'S REPORT

The Clerk reported to the meeting staff annual leave for the next two months, gave an update on Summer Play Scheme, MPC Newsletter and policing in Marden.

024/23 PARISH MATTERS

Reports from MBC and KCC

No reports received from MBC and KCC

Police Update/Report from Police Forum

Crime Figures

Crime figures were currently not available as PCSO Nicola Morris had left the area.

However, figures could be obtained from Kent Police website but these covered Yalding and Marden ward and the Clerk was asked to retrieve these on a monthly basis.

Other Police Issues

PCSO Nicola Morris has now moved from Marden to the Task Force but MPC had not been informed of who will be the dedicated police officer for Marden or who to contact. Therefore, at the moment any issues need to be reported to 101.

Communication

Newsletter

The newsletter was currently being edited and typeset by the Deputy Clerk in readiness to send to the printers next week. The Clerk would be in contact with Cllrs and volunteers in the next week to see who was available to help deliver.

Marden Flooding

Nothing to report.

Cemetery

Exclusive Right of Burial Certificates

Four Exclusive Rights of Burial Certificates were signed by two Cllrs.

Allotments

It is understood that residents of Highwood Green had been written to by Redrow in regard to the transfer of the allotment land to the Parish Council and it was hoped that MPC would have received information from Redrow next month.

Cllr Resignations – Co-option

Following the resignation of Cllrs Chris Barker and Matt Burton the two co-option vacancies have been advertised.

KCC Household Waste Recycling Centre Review: Proposed Tovil Tip Closure

It is understood that a consultation on the proposed closure will take place next month. Cllrs noted this and requested that the Clerk add to the relevant agenda to discuss further.

Local Council Award Scheme

Marden Parish Council is due to reapply for accreditation in April 2024 and Cllrs considered whether to apply for Gold status. The Clerk was asked to undertake a tick box exercise to see what MPC has / is likely to achieve for this level and report back to the next meeting.

Civility and Respect Pledge

The Clerk had circulated details of the Civility and Respect Pledge and Cllrs were informed of the details by Cllr Tippen. This pledge has been a project undertaken by NALC, SLCC, One Voice Wales and Council Associations. In demonstrating the Council's commitment to standing up to poor behaviour across the sector it was proposed by Cllr Tippen and unanimously agreed by all Cllrs in attendance that Marden Parish Council signs up to the Civility and Respect Pledge. By signing up to the pledge MPC agrees that the council will treat Cllrs, clerks, employees, members of the public and representatives of partner organisations, contractors and volunteers with civility and respect in their roles.

Clean, Safe, Green Charter for Marden – Golding Homes/MHS Homes

Marden Parish Council had been requested to undertake a pledge for this project and Cllrs agreed to pledge the following: *“We will work with residents to promote considerate and neighbourly behaviour, encourage personal responsibility and work with relevant organisations to make Marden a clean, safe and pleasant environment and place in which we live. We will promote community spirit and taking pride in where we live.”*

Cllrs also requested that an item be added to the next Full Council agenda for a Parish Council Mission Statement.

Marden Changing Rooms

Following the Amenities meeting a letter had been sent to architects to provide a quote for proposed Scope of Works which had been circulated to Cllrs. The quotes were being received, with a closing date of 20th June. All quotes received in by this date would be taken to the July Amenities meeting to discuss proposals to be submitted to the next Full Council meeting.

Minutes & Agenda Procedure

The Clerk had provided to Cllrs the procedure which the office undertakes when preparing agendas, meeting packs and minutes – Cllrs noted for information.

Appointment of Sub-Groups and Outside Bodies

Allotments Sub-Group

This item was discussed at the Annual Parish Meeting but Cllr Stevens was not in attendance to be considered for appointment to this Sub-Group. However, on discussing with Cllr Stevens, he agreed that he would not sit on the Allotment Sub-Group for the forthcoming Council year.

025/23 COMMITTEE REPORTS

Amenities Committee

Draft Minutes of Amenities Committee meeting held on 23rd May 2023 had been previously circulated and available on the Parish Council website.

Cllr Boswell elected as Chairman and Cllr Robertson elected as Vice-Chairman.

Planning Committee

Draft Minutes of Planning Committee meetings held on 30th May 2023 and 6th June 2023 had been previously circulated and available on the Parish Council website.

Cllr Turner elected as Chairman and Cllr Besant elected as Vice-Chairman.

No applications had been received so Cllrs proposed that next week's Planning meeting be cancelled.

Finance Committee

There was no Finance Committee meeting held in May.

Conferences/Meetings/Webinars attended

Marden Neighbourhood Plan – 3rd June. Cllrs who attended provided a report. The opening and closing chapters had been amended and circulated to Cllrs for review. If no further amendments were required it was agreed to forward to MBC to view and make suggestions / comments before further work is undertaken.

Community Forum Meeting – 8th June. Cllr Tippen attended and gave brief update to the meeting. PPG AGM and the leaving party for Dr Potter is to be held on 27th June.

Conferences/Meetings/Webinars/Events forthcoming

15th June – Village Events Sub-Group Meeting

15th June – Community Resilience Training

22nd June – HR Training (Clerk)

3rd July – Communications Sub-Group Meeting

11th July – Procurement webinar

17th July – Health and Wellbeing Conference

026/23 CORRESPONDENCE

Marden Parish Church Magazine – June edition - for information

MBC: Love Where You Live Grant update – confirmation had been received that MPC has been successful for funding to provide a connecting hard-surfaced footpath. The Clerk, witnessed by Cllr Tippen, had signed the agreement and returned to MBC. The Clerk had contacted Trinity Homes (Windsor Meadow) and Redrow. However, no further response had been received so would chase again.

KCC: Community Cost of Living Support Grant update - confirmation has been received that MPC has been successful for funding for Marden Foodbank – waiting for money to be released

Neighbourhood Watch – Advisory Group representative. Detailed had been circulated to Cllrs and Cllr Stevens expressed an interest in representing Marden PC. Cllr Stevens would find out what was involved and report back.

KALC News – for information.

027/23 FINANCE

Bank Statements and Bank Reconciliations:

Revenue Accounts:

Nat West Business Reserve Account: £19,826.77

Unity Account: £154,680.14

Capital Accounts:

Santander Account: £71,851.680

Payments for ApprovalElectronic Payments

Cloudy IT Group – Microsoft 365 and office support April to June - £319.68

Play Scheme parent – Play Scheme fee refund - £180.00

Cllr Tippen – travel and parking - £11.90

Total: £511.58

Other Financial IssuesMandates

Nat West – Cllrs agreed to the amendments to Nat West signatory mandates and the Clerk would aim to do this on line.

Unity Trust Bank – Cllrs noted changes to Unity Trust Bank mandate. An application had been submitted to remove ex-cllrs and add new. A response had been received and all new Cllrs should receive notification by the end of next week.

Debit Card

Further to issues raised with paying for some items Cllrs discussed holding a Parish Council Debit Card for online payments etc. The Clerk had spoken to the Internal Auditor for clarification and it had been agreed that this was something that the Parish Council could do. Cllr agreed in principle subject to financial controls and parameters. The Clerk would look at the application form and would go back to Cllrs if there are any issues.

Standing Orders and Direct Debits

Cllrs agreed the list of standing order and direct debit payments for the forthcoming year.

017/23 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan

Cllr Tippen and the Clerk would review the document and look to see if further information needed to be sent to/received from Kent Highways.

Fingerpost Signs

Cllrs agreed to approach County Cllr Parfitt-Reid for grant funding towards the repairs of the damaged fingerpost at Plain Road triangle as Kent Highways would not undertake the refurbishment.

Other Highways Issues

Email from resident regarding speeding traffic. The Clerk had responded and advised to speak with County Cllr Parfitt-Reid. A copy of the Highways Improvement Plan was also sent.

Public Transport

Cllr Adam had raised a couple of questions prior to the meeting which the Clerk had contacted Southeastern regarding and would update Cllrs when responses had been received.

There being no further business the meeting was closed at 8.54pm.

Cllr Kate Tippen, Chairman

Date: 11th July 2023

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