



MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 12TH MAY 2015 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

Min No.

- 001/15 The Vice-Chairman took the chair for this item
ELECTION OF CHAIRMAN: Cllr Reed was proposed by Cllr Brown and seconded by Cllr Newton. All in attendance agreed that Cllr Reed would take the chair for the forthcoming year. Cllr Reed agreed to take the chair for one final year but would not be standing for Chairman if she is elected in 2016.
 The Chairman then signed the Declaration of Office
- 002/15 The newly elected Chairman then took back the chair for the remainder of the meeting
PRESENT: Cllrs Boswell, Brown, Childs, Newton, Reed, Robertson, Tippen and Weir. The Clerk and one member of the public were also in attendance.
 Cllrs Adam and Turner would be late to the meeting.
- 003/15 **APOLOGIES FOR ABSENCE** Apologies received from Cllr Mannington and PCSO Nicola Morris.
- 004/15 **DECLARATION OF INTEREST:** Cllr Boswell declared an interest in item 016/15(l) as neighbouring resident; Cllrs Newton and Reed declared an interest in item 016/15(i) as Trustees of the Hall Committee; Cllr Tippen declared an interest in item 019/15(i) as husband is a Committee member of Marden Pre-School. (The Clerk informed the meeting that she was Secretary of Marden Pre-School Committee (item 019/15(i))
(b) COUNCILLORS REGISTER OF INTEREST No registers of interest required amending
(c) GRANTING OF DISPENSATION: There were no requests for dispensation on any item on the agenda.
- 005/15 **MINUTES OF THE PREVIOUS MEETING**
 The Minutes of the Parish Council meeting held on 14th April were agreed and signed as a true record.
- 006/15 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** Member of the public did not wish to speak on any item.
- 007/15 **ELECTION OF VICE-CHAIRMAN:** Cllr Tippen was proposed by Cllr Brown and seconded by Cllr Boswell. All in attendance agreed that Cllr Tippen would take the role of Vice-Chairman for the forthcoming year. Cllr Tippen accepted the role but stated that: the amount of support will be fairly limited as working full time; she would not automatically stand for Chairman if she was elected in 2016 and; Cllrs are comfortable that she does not reside in the Parish and that everyone is satisfied that this is acceptable for the forthcoming year.

The meeting was adjourned for the following items:

EXTERNAL REPORTS

Borough Councillors present – any information from MBC – no Borough Councillor present

County Councillor present – no County Councillor present

Police: PCSO Nicola Morris was not in attendance but had sent details of the crime report for the previous month – 5 crimes: 3 thefts, 1 burglary dwelling, 1 damage to fencing. Police have arrested two men in connection with a number of reported thefts of gas bottles; reports have come in regarding nuisance youths in fields to the rear of Meades Close/Bramley Court and talks are ongoing with the Youth Leader and Community Warden; reports of youths with catapults at the playing field and Bramley Court who have been identified and parents spoken to.

Community Warden – not in attendance

The meeting was reconvened for the rest of the agenda.

008/15 APPOINTMENT OF COUNCILLORS ON COMMITTEES

- (i) **Amenities:** Cllrs Boswell, Robertson, Tippen, Turner and Weir (Cllr Brown would be substitute member for any apologies)
- (ii) **Finance:** Cllrs Adam, Boswell, Brown, Mannington and Tippen
- (iii) **Planning:** Cllrs Adam, Brown, Childs, Mannington, Newton and Turner

009/15 APPOINTMENT OF COUNCILLORS ON SUB-COMMITTEES

- (i) **Cemetery:** Cllrs Boswell, Newton and Robertson
- (ii) **Human Resources:** Cllrs Boswell and Mannington
- (iii) **Open Spaces:** Cllrs Adam, Boswell, Newton, Robertson and Turner
- (iv) **Public Conveniences:** Cllrs Adam, Boswell, Robertson and Turner

010/15 APPOINTMENT OF COUNCILLORS ON ACTION GROUPS

- (i) **Bye Laws:** Cllrs Adam and Newton
- (ii) **Emergency Planning:** Cllr Turner. The Assistant Clerk to be co-opted
- (iii) **Neighbourhood Plan:** All Cllrs. The Clerk to be co-opted
- (iv) **Newsletter:** Cllr Boswell
- (v) **Play Scheme:** Cllr Weir. The Clerk to be co-opted
- (vi) **Stilebridge:** Cllrs Boswell, Newton and Turner
- (vii) **Village Celebrations:** Cllrs Boswell, Robertson and Tippen
- (viii) **Village Spring Clean/Litter pick:** Cllr Boswell

011/15 APPOINTMENT OF COUNCILLORS ON OUTSIDE BODIES

- (i) **KALC (2 representatives):** Cllrs Mannington and Weir. The Clerk to be co-opted
- (ii) **Memorial Hall:** Cllr Newton
- (iii) **MBF – Marden Business Forum:** Cllr Boswell was a member and would act as representative
- (iv) **NRBF – Network of Rural Businesses:**
- (v) **Parish & Police Forum:** Cllr Turner
- (vi) **Public Transport & Highways:** Cllr Adam
- (vii) **Speeding Awareness Working Group:** Cllr Childs

013/15 AGREEMENT OF FUTURE MEETING DATES

Draft schedule of future Council meetings had previously circulated and Cllrs agreed proposed dates – subject to change.

014/15 MARDEN PARISH COUNCIL – ACTION PLAN

Previously circulated- it was proposed that the Action plan would now be incorporated into the To Do lists for full council and Amenities.

19:46 – Cllr Adam arrived at the meeting

015/15 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

There were no matters arising

016/15 **PARISH MATTERS**

- (a) **Local Needs Housing** – no further update had been received regarding the appeal for the Maidstone Road development.
- (b) **Business Forums**
MBF – AGM held 30th April 2015 – Cllr Childs attended
NRBF – AGM held 29th April 2015 – minutes of this and Committee meeting had previously circulated
- (c) **Police Forum** Next meeting 21st May at Lenham – This meeting had now been cancelled and Parish Councils had been asked for a volunteer to take over the meetings.
19:51 – Cllr Turner arrived at the meeting
- (d) **Communication**
 - (i) Newsletter – due for print 22nd May 2015. Draft had been circulated to all Cllrs and an insert covering all Parish Council reports and annual financial statement would be included. It was hoped that delivery could be the weekend of 30th May.
 - (ii) Website – following this meeting the previous year's minutes will now be moved to historical minutes. Cllrs were asked to view their profile and update if felt relevant.
- (e) **Cemetery** – Exclusive Right of Burial Certificates there were no certificates to sign
- (f) **General Power of Competence** – Marden Parish Council still meets the criteria therefore Cllrs resolved to adopt the General Power of Competence.
- (g) **Marden Parish Council's Policies and Procedures** – All Policies and Procedures had been agreed and adopted at a previous meeting except for Financial Regulations and hard copies could be provided to Cllrs if required. Cllrs Brown and Tippen are drafting two new policies which come under HR and these will be agreed at the next HR meeting. All policies and procedures were updated on the website.
- (h) **Public Conveniences/CCTV** – Following our funding bid no further information has been received as to whether Marden Parish Council was successful in their application. However following several acts of vandalism and anti-social behaviour the purchase of one camera was discussed. It was decided that the Parish Council would purchase one camera for the car park. The Clerk would speak with the caretaker regarding earlier closures and would speak to Maidstone Community Safety Unit as to the lead time for the camera installation.
- (i) **Marden Memorial Hall Roof update, outcome of tenders, borrowing approval application and Public Works Loan application** - Cllrs Reed and Tippen along with the Clerk opened the three tenders received on Friday 8th May. The Clerk had provided a comparison of all three which had been circulated to all Cllrs along with the borrowing details from KALC. A meeting with the surveyors had been arranged for Monday 18th May at 12noon. The Clerk was asked to speak with the surveyors to ascertain whether interviews have been held with contractors and what information is required. It was also proposed that a resident who was a quality surveyor would look at the documents and provide a report.
20.10 member of the public arrived
- (j) **Napoleon Drive Transfer** Solicitors agreement signed at Amenities last week – no further documentation/information had been received.
- (k) **Conifers at Marden Playing Field** - Cllrs Boswell and Tippen along with the Clerk met with Les Mills of Golding Homes. Golding Homes are still saying that the trees are not on their land however mention was made as to whether Golding Homes would consider paying 50/50 of the costs. This had not been accepted (nor would they agree to the removal if they did own the land). If the Parish Council decides to remove them Golding Homes would then have to look at building a wall/erecting a communal fence. A letter would be sent to Golding Homes and give notice that the trees would be removed. If no response was received the Clerk was given delegated authority to arrange removal.

- (l) **Southons Field – Trim/Adventure Trail** – Cllrs Boswell and Tippen along with Mrs Gay Adam and the Clerk met with Playdale and Wicksteed on 1st May, with the Clerk meeting Proludic on 7th May. There is an 8 week lead time from order to installation on each of the schemes and therefore the time period is quite tight if installation were to go ahead by the school summer holidays. Two quotes had been received from Playdale and Proludic. The Clerk was asked to call a Finance meeting prior to Planning on 19th May to discuss funding and to contact Wicksteed regarding their quote.
- (m) **Playing Field Anti-Social Behaviour** – Reports have been received of nuisance youths making noise and using catapults of which the PCSO is aware. It had also been reported that the rocking horse “rocks” and makes a loud banging noise which was confirmed when Cllrs Boswell and Tippen viewed. The Clerk is liaising with Epic Engineering to see what can be done to immobilise it. The Clerk was asked to contact Taylor Wimpey requesting provision of a commando point for CCTV.

017/15 **COMMITTEE REPORTS**

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 28th April had been previously circulated.
- (b) **Planning Committee** – Minutes of Planning Meetings held on 21st and 28th April had been previously circulated.
 - (i) MBC Decision list – It was unsure whether MBC were still circulating decision lists. The Clerk was asked to investigate.
- (c) **External Committees:**
- (d) **Other Conferences/Meetings attended:**
 - 20th April – Hall Trustees meeting – nothing to report
 - 22nd April – Redrow meeting – Cllrs Mannington and Reed attended the meeting. The Clerk was asked to contact Catherine Slade at MBC regarding meeting notes and to review the plans regarding the layby parking for Spring Grove residents parking
 - 29th April – KALC Area Committee – Marden PC had given their apologies.
 - 8th May – Opening of hall roof tenders – covered in item 16/15(i) above.
- (e) **Conferences/Meetings for the coming months:**
 - 13th May – Internal Auditor visit. The Clerk to be in attendance
 - 15th May – Marden SWMP meeting – Cllr Turner to attend
 - 18th May – Hall Trustees meeting – Cllrs Reed and Newton to attend along with Clerk
 - 18th May – 7th Rail Summit – Cllr Adam to attend
 - 21st May – KALC New Councillor Induction – Cllr Childs to attend
 - 17th June – SLCC Clerks Conference – The Clerk and Assistant Clerk attending
 - 27th June – Parish Council S106 site meeting 9.30 at Marden Playing Field. All Cllrs invited to attend.
 - 17th July – Pear Technology training – List of session attendance previously circulated
 - 24th July – KALC Councillor Conference – Cllr Childs aiming to attend

018/15 **CORRESPONDENCE**

- (a) Marden Parish Church magazine - for information
- (b) Clerks and Councils Direct - for information
- (c) Email from KALC Area Committee – Draft Economic Development Strategy previously emailed to Cllrs – no mention of Marden station has been made. The Clerk was asked to recirculate Marden Parish Council comments.
- (d) MBC – Allowances for Parish Councils – Report of the Parish Independent Remuneration Panel – previously emailed to Cllrs – noted. Cllrs agreed that travel expenses would be claimed. It was proposed that a decision for Cllr allowances for 2016/17 would be decided at the budget meeting in December 2015.
- (e) KALC – Local Warden Support Officer Pilot Scheme – previously emailed to Cllrs - noted
- (f) South East Water – copy letter regarding works in Battle Lane - noted
- (g) The Clerk magazine - for information

019/15 FINANCE

- (a) Balances as at 22nd April 2015
Post Office £17,642.22: Santander Account £37,660.48
Nat West Account: £132,780.77
- (b) Payments for Approval (list available at meeting). The invoices were agreed and cheques signed.
- (c) Finance Committee Meeting held on 21st April – The Minutes of the Finance meeting were agreed and signed as a true record.
- (d) End of Year Balance Sheet for 2014/15 provided for Cllrs and signed by the Chairman and RFO
- (e) Annual Return – Agreement of Sections 1 and 2
 (i) Section 1: Accounting Statement to be signed by the Chairman and Clerk
 (ii) Section 2: Annual Governance Statement to be completed and signed by the Chairman and Clerk
- Both Sections were read out and agreed and signed by the Chairman and Clerk
- (f) Statement of Internal Control for 2014/15 – this had been circulated prior to the meeting and was agreed and signed by the Chairman and Clerk
- (g) Renewal of Insurance policy: The policy renewal was agreed and cheque signed.
- (h) Agreement of amendments to Financial Regulations agreed at Finance – Cllrs agreed to adopt the new, amended regulations. The Clerk asked whether Cllrs wished her to obtain information from banks who allowed Parish Councils to undertake internet banking – Cllrs agreed to pursue this.
- (i) Requests for donations from Marden Pre-School and 16+ youth club. Marden Pre-School were looking to hold football sessions for the 2-4 year olds for a further one day per week and Marden 16+ youth club wished the Parish Council to consider paying for the hall hire (this would be instead of Wednesday night sessions).
 Cllrs agreed to contribute to Tuesday evening youth sessions and to donating £150 for Pre-School – a cheque was duly signed for Pre-School.
- (j) Amendment to Grant Awarding Policy – An additional criteria was added for organisations to have their own bank account - agreed
- (k) Subscription renewals - Society of Local Council Clerks Membership for Asst Clerk – The annual renewal was due and Cllrs agreed for this to be paid.

020/15 HIGHWAYS AND PUBLIC TRANSPORT

- (a) **Highways**
 Highways Issues – Traffic Calming and other highways issues
Other Highways Issues
 Kent Highways – roadside drainage maintenance schedule previously circulated
 Mounting Block had been refurbished and moved along the High Street together with a new tree being planted. Thanks were expressed to Cllr Boswell for arranging this and to Kent Highways for undertaking the work.
 Highways Drainage & Flooding – Short guide for Parish Councils previously circulated
 The Clerk was asked to contact Kent Highways regarding Plain Road repairs
 Cllr Tippen had spoken to County Councillor Stockell regarding the speeding issues at Chainhurst and asked the Clerk to forward details.
- (b) **Public Transport**
 Marden Station
 Meetings to be arranged with Mike Gibson and Network Rail
 Items to be reported/raised: car park white lining needs redoing; pot holes in approach road; barrier damaged and Byelaws need graffiti removed
 Improve Rail and Bus Services and Facilities

Other Items Raised by Cllrs but not on Agenda:

Should the Parish Council contribute towards the cost of the defibrillator? It was understood that donations had been received to cover the costs but Cllrs Adam and Newton would speak with the Heritage Group.

Should a written agreement be set up from Taylor Wimpey regarding access/easement and that TW cover the cost of power? This would be looked into.

Could quotes be received from companies to paint/sign write the finger posts – the Clerk would investigate local companies who could undertake this work.

There being no further business the meeting closed at 9.26pm

Signed:
Chairman, Marden Parish Council

Date: 9th June 2015

PUBLIC FORUM

The Chairman closes the meeting and then invites members of the public to ask questions or make statements. The public must not take part at any other times

Conifers at playing field - remembers vaguely an anomaly when Golding Homes took over the housing stock from Maidstone Borough Council.

Gulley – by church wall / station approach and opposite Vestry Hall need emptying

Is the Parish Council having a stall at the Musical Picnic in the Park – parish council paperwork

Take off Kate's work email until 1st June

Circulate NP group for planning meeting