



MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 13TH OCTOBER 2015 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

- 077/15 **PRESENT:** Cllrs Adam, Boswell, Brown, Childs, Mannington, Newton, Reed (in the chair), Robertson and Tippen. The Clerk, PCSO Nicola Morris, Community Warden Mira Martin and two members of the public were also in attendance.
- 078/15 **APOLOGIES FOR ABSENCE:** Cllrs Newton, Turner and Weir had given their apologies.
- 079/15 (a) **DECLARATION OF INTEREST:** There were no declarations of interest
 (b) **COUNCILLORS REGISTER OF INTEREST:** Cllr Mannington made changes to her register of interest.
 (c) **GRANTING OF DISPENSATION:** There were no dispensation requests.
- 080/15 **MINUTES OF THE PREVIOUS MEETING**
 The Minutes of the Parish Council meeting held on 8th September were agreed and signed as a true record.
- 081/15 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** No member of the public wishes to speak on any item on the agenda.

The meeting to be adjourned for the following items:

EXTERNAL REPORTS

Borough Councillors – no Borough Councillor present.

County Councillor present: On 9th October several Cllrs met with County Councillor Paulina Stockell and Andy Corcoran of Kent Highways to discuss possible pedestrian crossing in the High Street and Cllr Tippen raised the speeding issues in Chainhurst. Mr Corcoran and County Councillor Stockell would look into what could be done.

Police: 4 crimes committed since last meeting: 1 theft, 1 theft from motor vehicle, 1 vehicle interference and 1 criminal damage. Since the Police Dogs had been brought to the village it has encouraged residents to telephone the Police with concerns and these have been taken up and parents are being spoken to. The CCTV camera was still positioned at the shops at Church Green and no further issues had been reported. Reports had been received of flytipping in Pattenden Lane and Shephurst Lane which had been reported to MBC. An equine crime prevention event was being held at Thurnham on 19th October.

Community Warden: Golding Homes have been running Archery Tag sessions on a Monday evening and since this has finished the Childrens' Centre have been arranging forestry events at The Cockpit open space. A fun day is being run on 29th October at The Cockpit by Golding Homes and awareness sessions will be run regarding the defibrillator. Mira is beginning Winter road safety talks and will also look to bring some outreach workers to the village regarding drug issues.

The meeting to be reconvened for the rest of the agenda.

082/15 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

Office Back-up system - Cllr Newton is looking into ways of backing up the computer system. The Clerk to speak to Cllr Newton to see how this is progressing.

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83/15

PARISH MATTERS

- (a) Local Needs Housing: A new application for local needs housing development on land at Highfield House, Maidstone Road has been submitted to MBC and received in the Parish Office. The only amendment is the legal agreement.
- (b) Business Forums
MBF – Nothing to report
NRBF – Nothing to report
- (c) Police Forum – next meeting 19th November at Maidstone Police Station
- (d) Communication
(i) Newsletter – next newsletter due to go to print on 6th November. A discussion took place as to what involvement the Village Club could have regarding sponsorship and insertion and further information would be obtained from the Secretary. Cllr Boswell went through the draft for the Winter edition and this would be circulated shortly to Cllrs.
(ii) Website – The Clerk had updated the website and added further items and documents mainly due to the Local Council Award Scheme application.
- (e) Cemetery – Exclusive Right of Burial Certificates – there are no certificates to sign
- (f) Update from Full Council To Do List – monthly to do list circulated to Cllrs
- (g) Marden Memorial Hall Roof update. The 2nd payment had been made making a total of £192,715.73 had been paid to date. All work is on track and may finish ahead of schedule. Majority of scaffolding is being taken down and only the roof above the Parish Office and flat remains to be done. Guttering being erected around the building at the current time.
- (h) Napoleon Drive Transfer – awaiting further update from solicitors
- (i) Local council Award Scheme:
New policies/schedules to be agreed:
(a) Training Policy
(b) Appraisal Policy
(c) Scheme of Delegation
(d) Risk Schedule
New policies etc have had to be drafted to meet the criteria.
Cllrs had viewed this at HR Sub-Committee and Full Council ratified the documents to be agreed and approved.
- (j) Local Council Award Scheme – reaccreditation to Quality status:
Resolution required to confirm certain items on the criteria: *risk management scheme, register of assets, contracts for all members of staff, disciplinary and grievance procedures, policy for training new and existing cllrs and staff, a record of all training for cllrs and staff, confirmation of clerk achieving 12 CPD points, a scheme of delegation, up to date insurance policies, addressed complaints over past year, at least 2/3rds of cllrs stood for election, printed annual report distributed to community, qualified clerk, clerk employed to nationally agreed terms and conditions and formal appraisal process for all staff.*
The above information does not need to be on the website to meet the criteria.
The Clerk went through the list individually and Cllrs passed a resolution that all the above were being undertaken by the Parish Council. Some documents could be downloaded to the website and the Clerk would undertake this before submitting the application. Cllrs also passed a resolution that the necessary criteria to meet Quality Status is published online.
- (k) MBC Local Plan Consultation – 25th September to 23rd October date has been changed for consultation to run from 3rd October to 30th October – Cllr Brown and provided a few comments which had been circulated to Cllrs. Following discussion Cllrs wished to support the Low Weald inclusion but wanted Marden to be listed on a factual basis. Cllrs also supported the inclusion of policy DM42 for Nursing/Care Homes.
Cllrs however objected with the removal of the Park and Ride Scheme at Linton and the additional 50 houses on land at Parsonage.
Cllrs agreed for the Clerk to submit the comments to MBC.
- (l) MBC Consultation – KCC services within Maidstone Gateway -Noted

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- (m) KCC Consultation – Future of KCC In-House Services (proposals for four older person’s homes in Kent) – 28th September to 20 December
After reading the document Cllrs objected over the closure of Dorothy Lucy Centre in Maidstone. Many Marden residents use this centre for respite care and Cllrs want KCC to provide a strategy for the provision to replace this centre.
- (n) Marden Neighbourhood Plan – Cllr Brown had produced further draft of the document and Cllrs Boswell and Newton, along with the Clerk, had worked with Cllr Brown to add photographs – this had then been recirculated to all members of the NP Group asking for their amendments and photographs. Thanks were expressed to Cllr Brown for undertaking this.
- (o) CCTV – The Parish Council had ordered a CCTV from Digital Barriers via BT but this had taken a long time to be delivered. Once it had been received there was problems with the software and the camera was still at Maidstone Borough Council waiting to be collected. Cllrs felt that they had waited long enough for a replacement and considering the time it took for the initial delivery agreed that they would cancel the order and look to another company to provide the camera. The Clerk would contact Digital Barriers and BT informing them of this decision.
- (p) Nat West Bank – A request had been received to have a mobile unit at Marden car park every Tuesday. Cllrs were in agreement but Nat West would need to liaise with MBC regarding parking and space being made available.

084/15 **COMMITTEE REPORTS**

- (a) **Amenities Committee** – Minutes of the Amenities Committee Meeting held on 22nd September had been previously circulated.
- (b) **Planning Committee** – Minutes of Planning Meetings held on 15th September and 6th October had been previously circulated.
- (c) **Other Conferences/Meetings attended:**
11th September – Rural Speeding Working Group – Cllr Childs attended – Minutes had been circulated.
14th September – Food Hygiene Training – Cllrs Boswell & Brown attended – Certificates had been passed to both Cllrs and a copy had been placed on Parish Council file.
16th September – Defibrillator event – Cllr Childs attended
19th September – Parish Council site meetings – Several Cllrs in attendance – notes of these meetings had been circulated.
21st September – meeting with Millwood Homes – Cllrs Mannington and Reed in attendance along with the Clerk. MBC has finally published the decision notice but the S106 document was still awaited.
23rd September – Social Media event – Parish Clerk attended.
23rd September – KALC event – Cllrs Childs and Tippen attended – The Clerk was asked to contact KALC regarding any notes from this meeting.
5th October – Memorial Hall Trustees meeting
12th October – South eastern Stakeholder Event – Cllr Adam attending. A report would be given under last item of the agenda.
- (d) **Conferences/Meetings for the coming months:**
20th October – Marden at Christmas meeting
22nd October – KALC Finance Conference
27th October – Meeting with Redrow
9th November – Kent Highways Seminar

085/15 **CORRESPONDENCE**

- (a) 3Ts Fund – “Brain of Marden” Quiz – 24th October. The Clerk was asked to enter a team.
- (b) Parish Church Magazine – October edition for information
- (c) The Clerk – September edition for information
- (d) KCC response regarding KM275 proposals – response received following MPC’s comments on the proposals of KM275. A further email and report had been received stating that KCC declined to make an order to extinguish footpath KM275.

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- (e) Information from Biffa regarding refuse collection changes to be made as to what they will/will not collect. Cllrs asked that this item be placed on Amenities agenda.
- (f) A letter had been received from Marden Church regarding the Remembrance Day service on 8th November. The Chairman asked that the Parish Council offer a donation of £50 for large poppies to be put around the parish. This was agreed.

086/15 **FINANCE**

- (a) Balances as at 30th September 2015
Post Office £17,642.22: Santander Account £37,707.45
Nat West Account: £363,371.87
- (b) Payments for Approval – A list was provided at the meeting and Cllrs agreed invoices and signed relevant cheques.
- (c) External Audit – annual return received – no issues/problems highlighted. Thanks expressed to the Clerk for the work undertaken on completing this.
- (d) Minutes of meeting held on 29th September – Agreed and signed as a true record.
- (e) Annual SLCC Membership for Parish Clerk – agreed and cheque signed
- (f) NEST – Employee pensions – Direct Debit Mandate – The Clerk had registered the Parish Council for pension scheme NEST to commence 1st March 2016 – It was agreed that this would be deferred until January meeting.
- (g) Other: The Memorial Hall Trustees had agreed an annual rent of £3,500 for the parish office.

076/15 **HIGHWAYS AND PUBLIC TRANSPORT**

- a) **Highways**
 Highways Issues – Traffic Calming and other highways issues
 Street Lighting consultation - As the closing date is at the end of November this item would be deferred until next full council
 Kent Highways and Transportation Survey – The Clerk was asked to complete and recirculate to Cllrs for discussion at the next full council meeting.
Other Highways Issues
 Tree in Marden High Street – Andy Corcoran was shown the tree when he visited the village on 9th October. He agreed that he would contact the relevant person in Kent Highways and the Clerk was asked to contact Mr Corcoran for an update.
 Email from resident – concerns over parking at Marden school. This had been circulated to PCSO and Community Warden and a reply would be sent back to the resident.
 The Clerk to chase MBC regarding the removal of the recycling bank at the car park.
- (b) **Public Transport**
 Marden Station:
 Stakeholder Forum: Cllr Adam attended and raised issue of potholes, variation of journeys by replacement bus services, new ticket machines and improvements to downline platform in regard to signage. He also spoke to South Eastern and Network Rail representatives who would be making contact with the Clerk shortly to discuss issues relating to Marden station.
 Bus 28 – response received back from Nu-Venture. The Clerk was asked to check the timetable and route for both this service and No.26 and place on Amenities agenda.
 The Clerk was also asked to contact South Eastern regarding the 16.21 from Tonbridge to Marden as many children are left on the platform as train only had 4 coaches and to consider increasing to 6/8
 Improve Rail and Bus Services and Facilities

There being no further business the meeting closed at 9.45pm

PUBLIC FORUM

No member of the public wished to raise any item.

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