



## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 11<sup>TH</sup> JULY 2023 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

### **029/23 PRESENT**

Cllrs Adam, Boswell, Gibson, Newton, Robertson, Tippen (in the chair) and Turner. The Clerk and Borough Cllr Russell were also in attendance.

### **030/23 APOLOGIES FOR ABSENCE**

Cllrs Besant and Stevens had given their apologies.

### **031/23 COUNCILLOR INFORMATION**

#### **Declaration of Interest**

There were no declarations of interest.

#### **Changes to Register of Interest**

There were no changes to Cllrs Registers of Interest.

#### **Granting of Dispensation**

There were no requests for dispensation.

### **032/23 MINUTES OF THE PREVIOUS MEETING**

Minutes of the Parish Council meeting held on 13<sup>th</sup> June 2023 were agreed and signed as a true record.

### **033/23 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**

No members of the public in attendance.

### **EXTERNAL REPORTS**

#### **County Councillor Report**

Not in attendance

#### **Borough Councillors Report**

Cllr Russell reported on the following: MBC is now progressing with the affordable housing project; MBC is due to start budget setting; Mote Park café has been completed and an area by the lake is being refurbished; Cllr Burton remains the Leader of the Council and Cllr Russell is now Cabinet Member for Community, Leisure and Arts which involves Parish Charter and community grants amongst other things; Some refurbishment planned for the Leisure Centre; Lots of activities in the Borough have been planned including events at Maidstone Museum; and the Town Centre strategy work has started.

#### **Community Warden Report**

Not in attendance.

The meeting was reconvened for the remainder of the meeting.

### **034/23 CLERK'S REPORT**

The Clerk had provided a report outlining staff annual leave and given recent updates and links for items to be discussed later on in the meeting. The Clerk also reported that Leigh Academy had kindly offered the school for free for this Summer's Play Scheme and Cllrs thanked one of the School Governors for assisting with this.

**035/23 PARISH MATTERS****Reports from MBC and KCC**

No reports received

**Police Update/Report from Police Forum**Crime Figures

Crime figures were no longer available from the PCSO now that she had moved away from Marden. Cllrs and members of the public can now view crime figures on the Kent Police website and the link would be made available on the monthly agendas. Any issues from these would be raised under Police Issues in future minutes.

Other Police Issues

The Council had received notification of the officers now responsible for Marden and these are Sergeant Paul Cook, PC Carl Johnson and PC Will Dickinson. A meeting is due to be arranged between these and Marden Parish Council shortly.

**Communication**Newsletter

The newsletters had been received back from the printers and majority had now been delivered to residents. Thanks were expressed to volunteers who helped with the delivery.

**Marden Flooding**

Further flooding had occurred in Pattenden Lane and the Clerk had been asked to contact Kent Highways to arrange to have the gulleys/culvert cleared again.

**Cemetery**Exclusive Right of Burial Certificates

There was one Exclusive Right of Burial certificate which was duly signed by two Cllrs.

**Allotments**

Nothing to report on allotments.

**Local Council Award Scheme**

The criteria had been provided to Councillors which gave details of all three levels. Cllrs agreed to strive to achieve Gold status when reaccreditation was required in May 2024 and individual Sub-Groups would look at the individual items to assist the Clerk.

**Marden Parish Council Mission Statement**

This had been requested at the June meeting and Cllrs agreed to put together a Sub-Group to discuss in more detail. Cllrs Boswell and Turner agreed to sit on this Sub-Group and it was proposed that Cllr Beasant would be asked to be part of this.

**Marden Changing Rooms**

Cllrs considered the proposal from Amenities Committee in respect of the proposed architect and next step for the changing rooms. Cllrs agreed to proceed with this proposal to obtain drawings. Once received a further public consultation would be held. The Clerk was asked to approach MBC to draw down some S106 funds to cover this.

**Neighbourhood Watch Advisory Group**

Cllr Stevens was not in attendance but had reported to the Clerk that he had been unsuccessful in making contact with Neighbourhood Watch but would let Cllrs know once he had received a response.

**Water Refill Station**

Cllrs considered the costings from MBC for a Licence for Alterations for the installation of the proposed water refill station at the public conveniences together with the specification from the contractor. After discussion Cllrs voted 1 for and 7 against to take this project further due to the increase in costs and fees required by MBC as owners of the building. It was resolved that this project would not go ahead due to the high costs involved.

**MPC Policies**

Cllrs considered the changes to the Stallholder Policy and the new Events Policy which had been put forward by Amenities Committee. Cllrs agreed for both Policies to be adopted.

### **Terms of Reference**

Cllrs considered amendments to Terms of Reference following proposal by Amenities Committee for delegated powers to the Village Events Sub-Group in regard to cancelling events. These amendments were agreed and adopted.

## **036/23 COMMITTEE REPORTS**

### **Amenities Committee**

Draft Minutes of Amenities Committee meeting held on 27<sup>th</sup> June 2023 had been previously circulated and were available on the Parish Council website.

### **Planning Committee**

Draft Minutes of Planning Committee meetings held on 20<sup>th</sup> June and 4<sup>th</sup> July 2023 had been previously circulated and were available on the Parish Council website.

### **Finance Committee**

There was no Finance Committee meeting held in June.

### **Conferences/Meetings/Webinars attended**

15<sup>th</sup> June – Village Events Sub-Group Meeting – notes had been circulated to Cllrs.

15<sup>th</sup> June – Community Resilience Webinar – Cllr Turner attended but the internet kept dropping out so unfortunately was unable to sit through complete webinar.

22<sup>nd</sup> June – HR Training (Clerk). The Clerk reported that this was aimed mainly at the private sector but had received some small items of information which may be of benefit to MPC including the provision of a Menopause policy which was currently being drafted.

26<sup>th</sup> June – KALC AGM (virtual) – Minutes circulated.

3<sup>rd</sup> July – Communications Sub-Group Meeting – notes had been circulated to Cllrs.

11<sup>th</sup> July - Procurement Webinar – The Clerk had attended and slides would be circulated as soon as they had been received.

### **Conferences/Meetings/Webinars/Events forthcoming**

17<sup>th</sup> July – Health and Wellbeing Conference

17<sup>th</sup> July – Meeting at Marden Station

20<sup>th</sup> July – Meeting with Maidstone Borough Councillors

24<sup>th</sup> July to 4<sup>th</sup> August – Summer Play Scheme

27<sup>th</sup> July – Community Forum meeting

## **037/23 CORRESPONDENCE**

Marden Parish Church Magazine – July edition - noted

KALC News – July edition - noted

KCC Consultation – Linton Crossroads – closing date 25<sup>th</sup> July. Cllrs requested that this be deferred until the Planning meeting on 18<sup>th</sup> July.

## **038/23 FINANCE**

### **Bank Statements and Bank Reconciliations:**

#### Revenue Accounts

Nat West: £18,436.82

Unity: £152,024.89

Cllrs agreed to transfer £50,000 from Unity to Nat West

#### Capital Account

Santander: £71,735.07

The Chairman and Clerk had not had chance to visit Santander to provide ID but planned to do this in the next couple of weeks.

### **Payments for Approval**

#### Electronic Payments

The following invoices were submitted for payment:

Castle Water: Public Convenience water supply: £12.94

Stanleys Garage: Fuel: £63.31

Contractor: grounds maintenance: £840.00

Play Scheme Parent: Refund: £10.00

Alison Hooker: easels for play scheme: £79.98

Total: £1006.23

All payments were agreed and Cllrs Newton and Turner would authorise on Unity.

### **Other Financial Issues**

#### Unity Trust Bank Multipay Card

Cllrs agreed the monthly credit limit of £1500 and single transaction limit of £500 for the application and the forms were duly signed in accordance with the Unity Trust mandate.

#### Financial Risk Assessment, Financial Regulations and Policies

Cllrs proposed to look at these in more detail at the next Finance Committee in August following the decision to obtain a Multipay Card.

#### Library/Car Park Footway

Cllrs considered the three quotes received for the extension to the side of the library footway.

Cllrs agreed to accept the quote of £3,420 plus VAT and the contractor would be contacted to plan in the works to start as soon as possible.

#### Utility Contract Renewal

The Clerk had entered MPC into a 12-month contract with SSE for the electricity supply for the public conveniences and the changing rooms. Cllrs proposed to investigate other providers/quotes in the new year.

## **039/23 HIGHWAYS AND PUBLIC TRANSPORT**

### **Highways**

#### Highways Improvement Plan

The Chairman and Clerk had reviewed the priority document prior to Full Council:

Single yellow lines in Goudhurst Road – Cllrs proposed, and agreed to write informally to residents asking for their comments prior to submitting a request to Kent Highways;

HGV signage – Cllrs proposed, and agreed, to funding the Kent Highways design team to draw up plans regarding new improved storage.

Bollards on High Street/Maidstone Road junction – Kent Highways have advised that the location does not meet the criteria but would monitor the situation – Cllrs agreed to this and would reconsider this item at the next review of the document.

Single yellow lines in Albion Road/Stanley Road - Cllrs proposed, and agreed to write informally to residents asking for their comments prior to submitting a request to Kent Highways;

Village Gateway in Maidstone Road – would be considered at the next review.

The Clerk was asked to contact Kent Highways regarding the proposed dropped kerbs at the school which had been marked out several months ago but not installed.

#### Fingerpost Signs

The Clerk was to contact County Cllr Parfitt-Reid for help towards funding.

### **Public Transport**

#### Meeting

Meeting had been arranged with South Eastern and Network Rail for Monday 17<sup>th</sup> July.

#### Station Ticket Office Consultation

This is being done in two stages and Marden station is not included in the first stage. Cllrs noted and once details of the second stage had been received the Clerk would add to the next relevant meeting.

The Chairman then read out the following statement:

**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:**

20:45 Borough Cllr Russell left the meeting.

**040/23 CONTINGENCY PLANNING**

Cllrs considered future contingency plans for MPC and proposed that a Contingency Planning Sub-Group would be formed to discuss this in more detail. All Cllrs agreed and Cllrs Adam, Boswell, Newton, Robertson and Turner would form the group reporting back to Full Council.

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

Signed:

Cllr Kate Tippen, Chairman

Date: 8<sup>th</sup> August 2023