



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 10<sup>TH</sup>  
JANUARY 2017 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT  
7.30PM**

- 125/17 **PRESENT:** Cllrs Boswell, Childs, Cowin, Harvey, Mannington, Newton, Robertson and Tippen. The Clerk, PCSO Nicola Morris and one member of the public were also in attendance.
- 126/17 **APOLOGIES FOR ABSENCE:** Cllrs Adam and Brown, along with Borough Councillor Steve McLoughlin, had given their apologies.
- 127/17 (a) **AMENDMENTS TO COUNCILLOR REGISTERS OF INTEREST** Cllr Harvey had updated his register of interest and passed to the Clerk to send to MBC.  
 (b) **DECLARATIONS OF INTEREST:** There were no declarations of interest.  
 (c) **GRANTING OF DISPENSATION:** There were no requests for dispensation.
- 128/17 **MINUTES OF THE PREVIOUS MEETING**  
 Minutes of the Parish Council meeting held on 13<sup>th</sup> December 2016 were agreed and signed as a true record.
- 129/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** The member of the public wished to speak in the public forum.

The meeting was adjourned for the following items:

**PUBLIC FORUM**

Member of the public addressed the meeting with issues of the development in Howland Road and asked if MPC would set up a liaison group meeting with Jones developer. The concerns raised involved the contractors using the access road to Meadow Way and it is understood that the road is not suitable for heavy vehicles. It is currently maintained by the residents and therefore would the residents be expected to cover any costs incurred. The Clerk explained that although it was not a condition of the planning approval for a meeting to be set up the Parish Council was aware of the situation and would arrange to meet once the Reserved Matters had gone through.

**EXTERNAL REPORTS**

Borough Councillors – not in attendance

County Councillor – not in attendance

Police: One crime since last meeting – theft of a builder's buggy in Plain Road. The Chairman raised the concerns of parking and driving outside the primary school. PCSO Morris will try to attend the school when she can.

Community Warden – not in attendance.

The meeting was reconvened for the rest of the agenda.

- 130/17 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**  
 To Do List update: High Street tree – The Clerk was asked to contact Kent Highways to undertake the work before the end of this financial year.
- 131/17 **PARISH MATTERS**  
 (a) Local Needs Housing – The Chairman suggested that now the site in Maidstone Road was approved this item be moved to Planning Committee. This was agreed and the Clerk would inform the Assistant Clerk to place on the agenda.

- (b) Business Forums  
MBF: Nothing to report  
NRBF Update from comment raised at last meeting. The Clerk had contacted the Chairman and NRBF has not disbanded.
- (c) Police Forum: No dates have yet been advertised for 2017.
- (d) Communication
  - (i) Newsletter: Spring edition due to go to print on 10<sup>th</sup> February. Cllr Boswell gave details of the item headings and the draft would be circulated to all Cllrs shortly.
  - (ii) Website: Cllr Boswell and the Clerk are attending a KALC Communication and Media Conference where a website provider will be holding a demonstration. This company provides parish councils with free websites.
- (e) Cemetery – Exclusive Right of Burial Certificates: There were no certificates to sign.
- (f) Parish Council Action Plan – for information
- (g) CCTV Policy for agreement and adoption: The Clerk has obtained information of signage and ascertained what is currently being used is compliant. Cllrs agreed the document and the policy was adopted.
- (h) Parish Council Civic Award – update: A meeting was still to be arranged and once this had been held a report would be given to the next available Full Council meeting.
- (i) Marden Surface Water Management Plan: Final draft document – An email had been received back from Max Tant (KCC) informing the Parish Council that if they wished to make any comments on document these should be addressed to JBA Consulting.

#### 132/17 COMMITTEE REPORTS

- (a) **Amenities Committee** – There was no Amenities meeting in December. However Cllr Boswell reported that four quotes had been received on the play equipment for Napoleon Drive. Cllrs Boswell, Robertson and Tippen to meet with the Assistant Clerk on 16<sup>th</sup> January to discuss these and a consultation date.
- (b) **Planning Committee** - Minutes of Planning Meetings held on 20<sup>th</sup> December and 3<sup>rd</sup> January had been previously circulated  
Appeal: 16/502527/OUT – Beech Depot, Sheephurst Lane: outline application for the demolition of existing buildings and the construction of four detached dwellings. Cllr Childs read out MPC’s response and the decision notice for the refusal by MBC – Cllrs noted these but did not wish to may any further comment.  
Interim report received from Inspector regarding the Local Plan (*not on agenda*) this had been circulated to Cllrs.
- (c) **Finance Committee** – There was no Finance meeting in December.
- (d) **Other Conferences/Meetings attended:**  
9<sup>th</sup> January – Meeting with Millwood Representatives Cllrs Tippen and Turner attended with the Clerk and notes of the meeting would be circulated shortly.  
10<sup>th</sup> January – Meeting at Marden Children’s Centre Cllr Tippen and the Clerk attended.
- (e) **Conferences/Meetings for the coming months:**  
18<sup>th</sup> January (*not on agenda*) – Meeting with DHA Planning re MC&HC development – Cllrs Tippen, Brown, Harvey, Mannington, Childs and Boswell attending along with the Clerk.  
19<sup>th</sup> January – KALC Communication and Media Conference – Cllr Boswell and the Clerk attending  
23<sup>rd</sup> January – Meeting with Borough Councillors Cllrs Childs, Tippen, Brown, Robertson and Mannington along with the Clerk attending  
23<sup>rd</sup>/24<sup>th</sup> February – Annual SLCC Conference The Clerk attending  
18<sup>th</sup> April - Annual Parish Meeting 2017. The Clerk was asked to contact Peter Hall to see if he would speak on the work he is undertaking along Hunton Road/Pattenden Lane  
9<sup>th</sup> May - Annual Parish Council Meeting 2017

#### 133/17 CORRESPONDENCE

- (a) Marden Parish Church Magazine – January edition: noted

- (b) KALC – Volunteer Support Warden Scheme. Details had been forwarded to the Parish Council - if MPC wished to go ahead with this there would be a cost and the volunteer could be shared with other parishes. Cllrs had a long discussion over this and the fact that it would need to be budgeted for the next financial year. It was proposed and agreed that this scheme would be put on hold for a further year when it would be looked at again to see how it has helped other parishes and what they have got out of the scheme.
- (c) Post Office – consultation on Marden Post Office. The Clerk was asked to complete on behalf of the Parish Council.
- (d) Lord Lieutenant Invite to Annual Civic Service on 14<sup>th</sup> March – noted. The Clerk may attend.

#### 134/17 **FINANCE**

- (a) Balances as at 28<sup>th</sup> December 2016  
**Post Office £17,774.54: Santander Account £49,964.43**  
**Nat West Account: £101,138.81**  
**Unity Trust Bank: £500.00**
- (b) Payments for Approval (list available at meeting) – invoices agreed and cheques signed.
- (c) Bank Reconciliation for December: previously circulated to Cllrs.
- (d) Unity Trust Bank – application has been approved and the account is now open. There were some Cllrs still needing to register their password etc. Once this had been down a decision was to be made as to amount to be kept in the account and what payments would be made from this. It was proposed, and agreed, that three or four Cllrs would meet with the Clerk to put together a report for the Finance Committee. The Clerk proposed that this be done so that electronic banking can commence from April 2017.
- (e) Parish Services Scheme – The Clerk had contacted MBC regarding this and the tax base for 2017/18 – note of a provisional amount had been received however this still needed to be ratified by MBC.
- (f) Agreement of Financial Regulations and Standing Orders The clerk had reviewed and amended both documents and had circulated them prior to the meeting. Cllrs agreed and adopted both documents.

#### 135/17 **HIGHWAYS AND PUBLIC TRANSPORT**

- a) **Highways**  
*Highways Issues – Traffic Calming and other highways issues*  
**Other Highways Issues**  
 Puffin crossing at the Primary School. The Clerk was asked to contact Kent Highways to arrange a site meeting as there had been comments made by a developer that only minor works would be undertaken.  
 Traffic incident at the corner of West End – although it was understood that this was not caused by speeding. Cllrs were concerned of the number of incidents on the bend.  
 The meeting with Kent Highways would also discuss pavement safety, signage, yellow zig-zag restrictions outside primary school.
- (b) **Public Transport**  
*Marden Station*  
*Improve Rail and Bus Services and Facilities*  
 Update from South Eastern following the meeting in July 2016. The Clerk had chased Mike Gibson (South Eastern) on 3<sup>rd</sup> January and was waiting a reply.

There being no further business the Chairman the meeting closed at 21.30pm

Signed: ..... Date: 14<sup>th</sup> February 2017  
 Chairman, Marden Parish Council