



MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 14TH JUNE 2016 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

- 027/16 **PRESENT:** Cllrs Adam, Boswell, Brown, Childs, Cowin, Mannington, Newton, Robertson, Tippet and Turner. The Clerk was also in attendance.
- 028/16 **APOLOGIES FOR ABSENCE:** Borough Councillor Burton and PCSO Nicola Morris gave their apologies.
- 029/16 (a) **AMENDMENTS TO COUNCILLOR REGISTERS OF INTEREST:** There were no amendments to Cllrs Registers of Interest.
 (b) **DECLARATIONS OF INTEREST:** There were no declarations of interest.
 (c) **GRANTING OF DISPENSATION:** There were no granting of dispensation.
- 030/16 **MINUTES OF THE PREVIOUS MEETING**
 Minutes of the Annual Parish Council meeting held on 10th May and the Extraordinary Meeting held on 7th June were agreed and signed as true records.
- 031/16 **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

There was no members of the public in attendance.

EXTERNAL REPORTS

Borough Councillors– An email had been received from Borough Cllr Burton stating that he was looking at MBC's Open Space Strategy and the future of The Cockpit play area.

County Councillor – not in attendance.

19:34 Cllr Adam arrived at the meeting

Police: Crimes since the last meeting: 5 – 1 burglary other than dwelling; 1 theft; 1 attempted burglary other than dwelling; 1 criminal damage and 1 burglary dwelling. The Police had received reports of youths on digger within the building site in Goudhurst Road. PCSO Nicola Morris had met with the site manager and was now holding regular meetings. The youths had been spoken to and visits were being undertake with Golding Homes.

Several residents had tried to report to 101. The Clerk was asked to contact the Inspector regarding this and to arrange a meeting with the Community Warden and PCSO.

Community Warden: Not in attendance

The meeting was reconvened for the rest of the agenda.

032/16 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

The To Do List from previous meetings had been circulated. The Byelaws meeting had been arranged for 16th July at the Parish Office. Cllrs Adam, Newton and the Clerk to attend.

033/16 **PARISH MATTERS**

- (a) Local Needs Housing: No update on Appeal for Maidstone Road development had been received.
- (b) Business Forums
MBF – nothing to report
NRBF – nothing to report
- (c) Police Forum – The next meeting 20th July to be held at Maidstone Police Station at 7.30pm. Cllr Turner to attend and raise the issue of the 101 problems.
- (d) Communication
 - (i) Newsletter: All delivered.
 - (ii) Website: email received from KCC (EiS Kent) who were providing the services for Marden Parish Council. Up until now the Parish Council has used this service as it has been free however an email has been received stating that there will now be an annual cost of £240. The Assistant Clerk is contacting other Clerks to ask whether they use other companies and how much this costs. The Clerk was asked to investigate local companies with Cllr Mannington providing details of companies that she has dealt with. Cllr Adam would look into what requirements are needed and average costs.
- (e) Cemetery – Exclusive Right of Burial Certificates – two certificates to sign
- (f) Parish Council Action Plan – this was a working document and would be listed on all future agendas for additions, amendments etc. The Clerk would add the budget amounts to any projects listed.
- (g) MPC Chairman/Vice-Chairman – decision regarding ex-officio status – Historically the Chairman and Vice-Chairman of the Parish Council had sat on all Committees and Sub-Committees as ex-officio however this had not been incorporated into the Terms of Reference of Committees. After discussion it was agreed that the Chairman and Vice-Chairman of the Parish would sit on all Committees, with voting rights, and be appointed to relevant Sub-Committees as they wish.
- (h) MPC Terms of Reference amendments - following the decision from item (g) above this document was amended to read: Amenities & Planning Committees: Chairman, Vice-Chairman and six Cllrs; Finance Committee: Chairman, Vice-Chairman and four Cllrs. As it is proposed that co-option will take place next month for the 11th Cllr this document may be reviewed.
- (i) Resurfacing of Playing Field footpath, Rookery Path and Southons Field Drive – increase in quote. New quotes from the three companies had been received as the previous quotes were six months old. The details were provided to Cllrs and following discussion it was agreed that L J Marsh still be offered the contracts. Two residents of Southons Field Drive had responded regarding contribution of payment. The Clerk to write to the rest of the residents requesting their reply.
- (j) Co-option of Parish Councillor – The advert for vacancy had been placed with the closing date being 1st July. Following this, if more than one application, the prospective candidates will be asked to attend the meeting on 13th July giving a brief talk on why they feel they should be considered for co-option.
- (k) Tree at Marden Playing Field TPO No. 15 of 1994 – A neighbouring resident has advised the Council, following an Arboricultural Report, that some work is required on the Oak tree in the playing field as it is touching their property. The Clerk was asked to visit the site and view the issue and take some photos to be put before Planning on 21st June.

034/16 **COMMITTEE REPORTS**

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 24th May had been previously circulated. Cllr Boswell was elected as Chairman with Cllr Newton as Vice-Chairman.

- (b) **Planning Committee** - Minutes of Planning Meetings held on 17th May and 7th June had been previously circulated. Cllr Childs was elected as Chairman and Cllr Mannington as Vice-Chairman. Next week there will be an EFCM to discuss the application for land off Maidstone Road but unfortunately Cllr Tippen gave her apologies for this meeting and Cllr Adam may also not be able to attend. Therefore it was agreed that Cllr Childs, as Chairman of Planning Committee, would chair the meeting.
- (c) **Other Conferences/Meetings attended:**
 16th May – 8th Rail Summit – Cllr Adam attended and briefed the meeting. He reported to the representatives of South Eastern regarding the issues including pot holes and drainage. KCC are pressing for improvement to the Maidstone line to try and encourage people driving from South/East/West of Maidstone to travel to Maidstone rather than Staplehurst, Marden or Headcorn. A meeting was arranged with the station manager following this.
 19th May – Community Resilience & Emergency Planning – The Clerk attended. A new template had been set up for parishes and the Clerk, along with Cllr Turner and the Assistant Clerk, would start to go through the documents. A further meeting of the CREP would be held later in the year.
 9th June – KALC Health and Safety Training – The Clerk to attended. HSE now have template on their website to help put together risk assessments. The Clerk would look at all the Parish Council RAs and put them all in the same format.
 14th June – KALC Clerks Conference – The Clerk and Assistant Clerk attended. Several issues came out of this especially regarding the Annual Return and PAYE/NIC for “personal service companies”. The Clerk would ascertain to try and find out more details regarding this as it was stated that this would take effect from 6th April 2017.
 14th June – Hall meeting: Unfortunately no representative of the Parish Council was able to attend. The Clerk did report that she had asked that the meetings be moved back to 7pm.
- (d) **Conferences/Meetings for the coming months:**
 27th June – KALC AGM – noted. Cllrs Childs or Mannington were unable to attend.
 28th June – MBC Planning Training – Cllr Childs attending
 1st July – Rural Speeding Meeting – Cllr Childs to attend
 7th July – KALC Councillors Conference – Cllrs Boswell and Brown attending
 8th July – Marden Station Meeting – Cllrs Adam, Boswell, Childs and Tippen attending
 11th July – Southeastern Stakeholder Forum – Cllr Childs attending
 13th July – Burial Law and Management – The Clerk and Cllrs Brown and Newton attending
 25th July – MBC Planning Training – Cllrs Childs and Mannington attending (Cllr Boswell as substitute)
 An email had been received from Yasmine Gordine at MBC asking if Cllrs preferred the MBC Training to take place at 6.30 instead of 6pm. This was agreed to be more beneficial if people had to go straight from work.

035/16 **CORRESPONDENCE**

- (a) Marden Parish Church magazine - noted
- (b) KALC Maidstone Area Committee – Letter had been received regarding Maidstone Borough Local Plan and KALC’s response to this. The letter had previously been circulated to Cllrs and a response had been drafted prior to this meeting. The content was agreed and the Clerk was asked to send to the Chairman of Maidstone KALC.
- (c) Copy letter from Helen Grant re The Cockpit Play Area. This was noted and the Clerk was asked to send a copy to Borough Councillor David Burton and to ask whether a meeting had been set up with Helen Grant and MBC.
- (d) NALC Bulletin – noted
- (e) *Not on agenda:* Letter to inform the Parish Council that Mr Robert Mellor has been appointed by the Secretary of State to carry out the independent examination of the Maidstone Borough Local Plan.

036/16 **FINANCE**

- (a) Balances as at 1st June 2016
Post Office £17,774.54: Santander Account £49,840.67
Nat West Account: £191,827.65
- (b) Payments for Approval – details of payments made prior to the meeting and invoices to be agreed and payment made were provided to Cllrs. All invoices were agreed and cheques signed.
- (c) Finance Committee Meeting held on 3rd May – Minutes were agreed and signed as a true record.
- (d) Internal Audit Report – Final Update. This had previously been circulated to Cllrs and was noted.
- (d) End of Year Balance Sheet for 2015/16 to be signed by the Chairman and RFO. The end of year accounts were agreed and the balance sheet was signed by the Chairman and RFO in front of all Cllrs.
- (e) Annual Return – Agreement of Sections 1 and 2
- (i) Section 1: Annual Governance Statement for 2015/16. Each item was read out and answered by Cllrs. Following completion Section 1 was signed by the Chairman and RFO.
 - (ii) Section 2: Accounting Statement for 2015/16. The details of this had previously been circulated to Cllrs and signed by the RFO. The content was agreed and signed at the meeting by the Chairman.
 - (iii) Documents required for Intermediate Audit were provided for Cllrs to view prior to sending to the External Auditor.
- (f) Statement of Internal Control for 2015/16 – This had previously been circulated to Cllrs to read and comment. The content was agreed at the meeting and the document signed by the Chairman and RFO.
- (g) Renewal of Insurance policy. Prior to payment being made a revision of the premium had to be made to add the play equipment of Napoleon Drive and the generator on. The updated premium had been received at a total cost of £2,046.08. This was agreed and a cheque was duly signed.
- (h) Public Works Loan – decision to be made on remaining funds following the completion of the hall roof works. The Clerk had provided a spreadsheet to Cllrs of the final payments, including the last retainer due in May 2017. The Clerk has also contacted KALC, the Public Works Loan Board and the Parish Council Internal Auditor to ascertain whether the remainder needed to be repaid to PWLB or whether it could be spent on other capital works. Following a reply from all three stating that as long as it was spent on capital works it was not a requirement to be repaid. Cllrs read document LC3 provided by the United Kingdom Debt Management Office which stated “premature repayment in whole or in part, in all instances the terms will not favour the borrower”. After a long and detailed discussion it was proposed and agreed by all Cllrs in attendance that the remaining funds would be used for capital projects in the parish. An item would be placed on the next Amenities and Finance Committees agendas to discuss this further.
- (i) Bank mandate for Nat West signatories: Cllrs agreed and signed the mandate paperwork for Dorothy Reed, Bev Reid and Jolyon McCarthy to be removed from the bank signatories and for Cllrs Chris Childs and Jane Cowin to be added.
- (j) Data Protection Registration – renewal. Cllrs agreed renewal at a cost of £35 and a cheque was duly signed.
- (k) Financial Risk Assessment updated – Amendments had been made to the sections relating to Borrowing Restrictions and Safety of Office Staff and Visitors. These amendments were agreed and the document signed by the Chairman and RFO.
- (l) NALC Information re Increase to Clerk and Assistant Clerk’s salaries 2016-18. A circular had been received from NALC stating that there had been an increase to the Salary Scales for 2016 to 2018. Cllrs agreed for this increase which would be backdated to April 2016. The Clerk was asked to calculate PAYE/NIC prior to payment.

- (m) Notes of informal meeting held on 31st May for Cllrs to understand the Parish Council 5-year plan. These had previously been circulated and Cllr Adam was thanked for his help in this.

037/16 **HIGHWAYS AND PUBLIC TRANSPORT**

a) **Highways**

Highways Issues – Traffic Calming and other highways issues

Other Highways Issues

PROW – Footpath KM283 Land at Stanley Farm, Marden – Diversion Order. Cllrs noted the diversion but did not wish to make comment.

KCC Active Travel Strategy consultation – noted

Other Highway Issues not on agenda but raised by Cllrs:

Hedge bordering Stanley Road and MC&HC needs cutting back – The Clerk would report to Kent Highways

Street name plate at Sheephurst Lane is bent – The Clerk would report to MBC including several that still need attention of are missing, including the new one which has been misspelt along Goudhurst Road.

Cllr Boswell and the Clerk had driven around parish photographing fingerposts. The details would be transferred to a document and circulated. They would also be placed on Pear Technology. Cllr Boswell's husband has offered to have a look at the cast iron fingerpost signs Cllr Newton would look at the wooden fingerpost at Sheephurst Lane junction.

The Give Way sign has twisted by Farm Shop – The Clerk would report to Highways

The village parking questionnaires had been circulated with the newsletter with the closing date of 1st July. Following this the Assistant Clerk would put all the responses into a document and circulate. It was proposed that two or three Cllrs would view these prior to reporting to Full Council.

(b) **Public Transport**

Marden Station – meeting arranged with station manager on 8th July.

Improve Rail and Bus Services and Facilities

There being no further business the meeting closed at 9.35pm

Signed: Date: 12th July 2016

Chairman

Marden Parish Council