



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12TH JUNE
2018 AT THE ALLENS, ALBION ROAD, MARDEN
COMMENCING AT 7.30PM**

- 021/18 **PRESENT:** Cllrs Harvey, Jones, Mannington, Newton, Robertson and Tippen were in attendance. The Clerk was also present.
Cllrs Adam, Brown and Turner arrived during the course of the meeting.
- 022/18 **APOLOGIES FOR ABSENCE:** Cllrs Boswell and Stevens had given their apologies.
- 023/18 **COUNCILLOR DETAILS:**
(a) **REGISTERS OF INTEREST:** There were no amendments to the registers of interest.
(b) **DECLARATIONS OF INTEREST:** Cllrs Newton and Tippen declared an interest in item 030/18((f) as Members of Marden Theatre Group
(c) **GRANTING OF DISPENSATION:** There were no requests for granting of dispensation.
- 024/18 **MINUTES OF THE PREVIOUS MEETING**
Minutes of the Annual Parish Council meeting held on 15th May 2018 was agreed and signed as a true record.
- 025/18 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only):**
The Clerk had obtained information from SLCC regarding other names for which a Clerk could be known by, which had been raised by Cllr Brown at the May Full Council Meeting – noted
- 026/18 **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 were no members of the public in attendance.

EXTERNAL REPORTS

County & Borough Councillors – not in attendance

Police – not in attendance

Community Warden – not in attendance

The meeting was reconvened for the rest of the agenda.

027/18 **PARISH MATTERS**

- (a) Reports from MBC and KCC – would be discussed at item 028/18(e)
- (b) Marden Business Forum – no report received.
- (c) Police Update/Report from Police Forum: Email had been received from PCSO Nicola Morris with details of the previous two months crime figures: These include 1 theft; 1 criminal damage; 1 theft of motor vehicle and 3 burglaries. Other reports had been received regarding nuisance and anti-social behaviour especially on the playing field and at Tippen Way and Cascade Close. Details would be give under item 028/18(e)
- (d) Communication
(i) Newsletter: The draft had been circulated to Cllrs and had now been sent to the publisher. The Clerk would recirculated once this had been received back. Cllrs were asked to let the Assistant Clerk know of what roads they could deliver as several Cllrs were unavailable.
(ii) Website: Nothing to report.

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- (e) Cemetery – Exclusive Right of Burial Certificates – No certificates to sign.
- (f) General Data Protection Regulations – Cllrs agreed the policies relating to the GDPR which included the Privacy Notice (general, employees and play scheme), Document Retention and Subject Access Requests.
- (g) Update regarding Flooding/Water issues: A further email had been received from the Environment Agency given details of the new company who would honour the guarantees of the flood resilience work already undertaken.
- (h) MPC Standing Orders – Cllrs wished amendments to be made to items 13(e) and (g) in regard to delegated powers to grant dispensation. Once the Clerk had made these amendments (and to the equivalent in the MPC Policy for granting dispensation) the document would be recirculated and agreed.
- (i) MPC Policies – Cllrs agreed, following the amendment to the policy mentioned above, that all policies excluding those which made reference to the Data Protection Act would be agreed. The Clerk would update the GDPR parts of the remainder and present to Council at the next meeting. It was agreed that Council policies would be reviewed, agreed and adopted annually at the June Full Council meeting and those relevant to the Committees would be agreed annually at the relevant Committee meeting in June/July.
- (j) MPC Terms of Reference – amendments had been made in regard to the agreed change of the Amenities Committee meetings – this was agreed and the Terms of Reference adopted.
- (k) Street Names – MBC had contacted the Clerk for street name suggestions for the extension to The Parsonage. Cllrs agreed that these should continue with the hop theme and proposed “Challenger Way” and “Pilgrim Close” – Cllrs in attendance agreed and the Clerk would notify MBC.
- (l) Photos from the Annual Parish Meeting – The current Chairman and Vice-Chairman along with previous Chairmen and Vice-Chairmen who were in attendance at the APM in May were photographed and it was agreed that one would be produced to hang in the Parish Office.
- (m) ICCM Photographic Competition – Cllrs delegated the Clerk to make the final decision and send to ICCM.

028/18 **COMMITTEE REPORTS**

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 29th May had been previously circulated. Cllr Robertson was elected Chairman and Cllr Boswell elected as Vice-Chairman. Cllr Tippen highlighted the problems that had been experienced over the past couple of weeks regarding the grass mowing but thanks to a member of the Friends of Marden’s Heritage and MPC Caretaker Southons Field had been mown to a standard acceptable for the Big Musical Picnic. The Clerk had had to enter details of the running track/footpath onto the Government’s Contract Finder and several companies had been in touch therefore a pack regarding the specification was required to be put together which the Clerk was currently undertaking.
- (b) **Planning Committee** - Minutes of Planning Meeting held on 22nd May and 5th June had been previously circulated. Cllr Mannington reported that the Marden Neighbourhood Plan Regulation 14 consultation had been launched at the Big Musical Picnic on 9th June. Thanks were expressed to Cllr Tippen and the Clerk for preparing all the paperwork and sending out the relevant correspondence. A few residents visited the stall to discuss the MNP and other issues within the parish.
Cllr Robertson had received several emails and telephone calls regarding the balancing pond at Napoleon Way in relation to the ownership, management and clearing of the pond. Although Cllrs acknowledged the problems it was felt that this was more an issue for the residents and Taylor Wimpey to discuss however residents would be asked to alert MPC if the lack of maintenance resulted in a flood risk to all residents.
- (c) **Finance Committee** – There had been no Finance Meeting held since the last Full Council meeting.
- (d) **Other Conferences/Meetings attended:**
Meeting with Borough Councillors – 5th June – notes had been circulated prior to tonight’s

meeting. Items discussed included the Marden Neighbourhood Plan, Youth meeting which Cllr Burton hoped to attend, pavement parking in Pattenden Lane – Cllr Burton was in talks directly with Kent Highways regarding this and non-provision of allotments at Highwood Green.

KALC Employment Law Workshop – 6th June. The Clerk had attended this but had not been able to obtain information regarding TUPE although would contact the speaker direct for details.

Meeting with Kent Highways and MBC Parking – 7th June – notes had been circulated prior to tonight's meeting. Items discussed included areas of road for double and single yellow lines, pavement parking, school parking and parking restriction times.

Meeting with PCSO, Youth Group and Housing Associations – 7th June – notes had been circulated prior to tonight's meeting. The PCSO and Community Warden were in attendance along with representatives from the youth club and two housing associations and Borough Cllr Burton. Items discussed included anti-social behaviour, how this could be addressed, what could be provided for the age group of 11-18 and reporting of anti-social behaviour.

KALC Area Committee – 11th June 2018 – Maidstone Town Hall

(f) **Conferences/Meetings for the coming months:**

MBC – Community Infrastructure Levy workshop – 20th June

Marden Summer Play Scheme – 23rd July to 3rd August

029/18 **CORRESPONDENCE**

- (a) KCC Big Conversation – details had been circulated regarding a consultation on rural transport. The Clerk hoped to attend one of the sessions in July.

030/18 **FINANCE**

- (a) Balances as at 12th June 2018:

Nat West Reserve Account: £140,035.16 Current Account: £00.00

Unity Bank: £13,653.41 / Santander: £38,503.34 / NS&I: £17,965.59

- (b) Invoices for Approval:

Cheque Payments:

Chq No.	Payee	Details	Amount
5782	Graham Carey	Play Area/Cemetery Grounds Mainte.	290.00
5783	Cash	Office cleaning and Clerk's travel	61.15
5784	MPC	Unity Bank	75,000.00
5785	Memorial Hall	Grant for drainage	14,376.00
TOTAL			89,727.15

Invoice agreed and cheque signed by three Cllrs.

Electronic Payments:

Payee	Details	Amount
Inland revenue	PAYE/NIC	961.08
KALC	Employment Law Training	72.00
Viking	Office, Newsletter and Play Scheme supplies	198.53
Citizens Advice	Outreach session	50.00
Animal Encounters	Play Scheme visit	80.00
Marden Memorial Hall	Office Rent and hall hire	504.00
RBS Ltd	Finance software subscription	142.80
Ecocleen Services	Public Conv cleaning	597.79
Pear Technology	Annual subscription	240.00
MBC	Cemetery refuse	54.17
Stanleys Garage	Vehicle and mower fuel	158.27
TOTAL		£3,328.64

Invoices agreed and Cllrs Mannington and Newton would authorise payment.

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- (c) Unity Bank – Additional Signatory of Cllr Stevens. Cllrs agreed to add Cllr Stevens to the mandate for Unity Bank payments. The forms were duly completed and signed by Cllrs.
- (d) Unity Bank – Transfer of funds from Nat West Current Account to Unity Bank Current Account. Cllrs agreed to transfer £75,000 to the Unity Bank for financial transactions for the financial year of 2018/19.
- (e) Transfer of funds from Santander (Reserve Account) to Nat West Current Account (Revenue). Cllrs agreed to transfer £5,253.76 for the capital expenditure during 2017/18. A letter was duly signed by Cllrs Mannington, Newton and Tippen.
- (f) Request for funding from Marden Theatre Group for the Summer Drama School (*Cllrs Newton and Tippen had declared a non-pecuniary interest in this item*). Cllrs agreed that a donation of £350 be made and proposed that £175 be from the Youth budget and £175 from the donations budget.

031/18 **HIGHWAYS AND PUBLIC TRANSPORT**

a) **Highways**

Highways Issues – Traffic Calming and other highways issues

Other Highways Issues

The Clerk was asked to report fly tipping in Underlyn Lane, verge breaking away along Maidstone Road by Battle Lane junction and the grass cutting in Roundel Way.

Cllr Turner reported that Stanleys Garage now had two electric points for vehicles.

(b) **Public Transport**

Cllr Adam had drafted a letter to David Statham in response to Chris Vinson's email – this had been posted but no reply had been received to date.

A letter from Helen Grant MP had been received in response to Marden Parish Council's letter regarding the closure of Marden Station during the period of snow in February.

There being no further business the meeting closed at 21.40pm

Signed:
Chairman, Marden Parish Council

Date: 10th July 2018