



MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 13TH DECEMBER 2016 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

- 114/16 **PRESENT:** Cllrs Adam (late), Boswell, Brown, Childs, Cowin, Harvey, Mannington, Newton (late), Robertson, Tippen (in the Chair) and Turner were in attendance. The Clerk, Community Warden Mira Martin, PCSO Nicola Morris and one member of the public were also present.
- 115/16 **APOLOGIES FOR ABSENCE:** Apologies were received from Borough Councillor Steve McLoughlin.
- 116/16 **(a) AMENDMENTS TO COUNCILLOR REGISTERS OF INTEREST:** There were no amendments to Councillors Registers of Interest.
(b) DECLARATIONS OF INTEREST: There were no declarations of interest
(c) GRANTING OF DISPENSATION: There were no granting of dispensation requests.
- 117/16 **MINUTES OF THE PREVIOUS MEETING**
 The Minutes of the Parish Council meeting held on 8th November 2016 were agreed and signed as a true record.
- 118/16 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** The member of the public did not wish to speak on any item.

The meeting was adjourned for the following items:

PUBLIC FORUM

The member of the public did not wish to raise any items.

EXTERNAL REPORTS

Borough Councillors: Not in attendance.

County Councillor: Not in attendance. The Clerk had emailed the County Councillor for an update on the Chainhurst speed limit consultation and was waiting for a response.

Police: 4 crimes since the last meeting: 1 burglary other than dwelling; 1 drugs possession with intent to supply; 1 theft and 1 burglary dwelling.

There had been reports of motorbikes on the playing field and the PCSO was viewing the CCTV. There had been reports of a 30/40 year old male drinking in the playing field and chasing youths and this was being investigated.

19:35 PCSO Nicola Morris left the meeting

Community Warden: Had attended the primary school to give a talk on winter road safety. There were ongoing issues with the parking at the school and was looking at the zig-zag restrictions. The Clerk would contact the Headteacher asking for advice on the timings of these restrictions. A resident had been reported of driving across the grassed area of The Cockpit. Golding Homes are aware but issue is still occurring and needs addressing.

19:38 Cllr Newton arrived at the meeting

The meeting was reconvened for the rest of the agenda.

119/16 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

To Do List update – The Chairman went through the list from November meeting and the majority of issues were waiting on responses.

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Parish Office opening times:

Mondays, Tuesdays & Fridays: 10am to 12noon

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PARISH MATTERS

- (a) Local Needs Housing: Golding Homes is looking to start development in Maidstone Road in Spring 2017.
- (b) Business Forums
MBF: Marden Business Forum had provided the presents for Santa's grotto on Saturday and a letter of thanks had been sent.
NRBF: There was a suggestion that this body had dissolved. The Clerk would contact the Chairman to confirm.
- (c) Police Forum: No update
- 19:43 Cllr Adam arrived at the meeting
- (d) Communication
 - (i) Newsletter: Cllr Boswell is due to start drafting the Spring newsletter early in the New Year. Several items were suggested for inclusion.
 - (ii) Website: A decision was due to be made at the January Finance meeting as to the future provider of the Parish website.
- (e) Cemetery – Exclusive Right of Burial Certificates: No certificates to sign
- (f) Parish Council Action Plan: The Clerk was reviewing this to ensure all actions had been undertaken to date.
- (g) CCTV Policy for agreement and adoption: This had previously been circulated however Cllr Adam asked the Clerk to ensure the signage was compliant and to put the details of this in the policy. An amended version would be placed on the January full council agenda for agreement.
- (h) Marden Neighbourhood Plan Update: Cllr Turner reported that the final amendment had been undertaken and the document had been forwarded to Richard Wells (the Clerk was asked to email Mr Wells to ensure that he had received this). Preliminary dates had been proposed for sending to the Independent Referral Service and Maidstone Borough Council, for their informal review, once the document had been received back from Mr Wells. It was hoped that by the March Full Council meeting the Neighbourhood Plan Group would have all the comments necessary to present the draft to the Parish Council. Cllr Mannington spoke about Community Land Trusts and asked whether this should be included in the Plan. Cllr Turner would look at the details and add to the section on future actions.
- (i) Update from Marden Primary School regarding expansion: An email had been received from one of the Governors providing information to Councillors on the current situation regarding funding from KCC. Governors will keep MPC informed if assistance is required.

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COMMITTEE REPORTS

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 22nd November had been previously circulated – report from Chairman of Amenities included repairs to the changing room roof and fascias now that the CCTV is in place; three out of the four play supplies had submitted plans and quotes; Marden at Christmas held on Saturday was felt to be another successful event.
- (b) **Planning Committee** – Minutes of Planning Meetings held on 15th November and 6th December had been previously circulated – report from Chairman of Planning provided details of several Tree Protection Orders being discussed; Cllrs were awaiting with interest MBC's response to an application for garages on converted agricultural buildings.
- (c) **Finance Committee** – Minutes of the Finance Meeting held on 29th November had been previously circulated – report from the Chairman included detailed accounts had been reviewed and the HR Sub-Committee had been tasked with some work on a salary policy. The HR and Finance Committee would meet again on 17th January when it was hoped all the relevant information would be available on salaries and the details of the Tax Base from MBC. An EFCM would be called on 24th January to agree the budget and precept which needed to be returned to MBC by 31st January.
- (c) **Other Conferences/Meetings attended:**
15th November - MBC Local Plan: Gypsy & Traveller – Cllr Brown and the Clerk attended. Cllr Brown gave a short report on this.

17th November - Patient Reference Group (Marden Medical Centre) – Cllrs Childs and Tippen attended. Cllr Childs had agreed to attend the meetings to represent the Parish Council. The PRG links into the CCG and is a group of volunteers who help with any public consultations and proposals from the surgery. The surgery is recruiting a paramedic/nurse practitioner who is acting along the lines of a triage nurse dealing with small emergencies. The Chairman of the PRG spoke about social prescription and health & wellbeing and Cllr Tippen spoke about MPC's proposals on adult gyms.

30th November - KALC Area Committee – Cllr Mannington attended and the minutes had been circulated. It is understood that the Council Tax Support Scheme would not carry on for 2017/18.

5th December – Southern Water – Cllrs Brown and Tippen and the Clerk attended. Both Cllrs gave a report and notes of the meeting had been circulated late today. Southern Water would be providing a press release for the newsletter and website.

5th December – Southeastern Meet the Manager – Cllr Adam attended and had spoken to representatives regarding feedback from the July Railway Station meeting at Marden.

7th December – Flood Group – Cllr Turner attended and gave a detailed report to Cllrs. Two representatives from the charity "Flood Forum" had attended and spoken to all those present regarding help for property owners and gave advice on how to deal with flooding, they also work at more strategic levels speaking with Government Officers. A report was being drafted and this was hoped to be available in January.

The Clerk was due to write to Max Tant of KCC regarding the action plan from the Marden Surface Water Management Plan. Cllr Adam asked that KCC confirm they are using the Environment Agency revised February 2016 climate change allowances.

9th December – Southeastern Railway Forum – Cllr Childs attended. Cllr Childs had circulated a report and he spoke to Mike Gibson regarding feedback.

10th December – Marden at Christmas: Thanks were expressed to the Clerk and Assistant Clerk and everyone who helped on the day.

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

9th January – Meeting with Millwood Representatives. Cllr Tippen and the Clerk were attending. Cllrs Turner and Brown also expressed an interest. Cllr Tippen asked for any items to be raised to be with her by the beginning of January. Cllr Adam asked that they look at reducing the time of the PROW closure.

10th January – Meeting at Marden Children's Centre. Cllrs Boswell and Tippen along with the Clerk would be attending.

23rd/24th February – Annual SLCC Conference. Although this was in Kenilworth the Clerk had expressed an interest in attending as it was felt the items on the agenda could be beneficial to MPC. Cllrs proposed that if the Clerk wished to attend agreement would be given to cover the costs.

18th April - Annual Parish Meeting 2017

9th May - Annual Parish Council Meeting 2017

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CORRESPONDENCE

(a) The Clerk Magazine: noted

(b) Letter from resident re parking: Cllrs agreed that the Clerk would respond stating that the comments would be considered whether finalising the report on the parking survey and to inform the resident that we were talking with South Eastern and Network Rail regarding the parking at the station.

(c) Parish Church Magazine: noted

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FINANCE

(a) Balances as at 30th November 2016

Post Office £17,774.54: Santander Account £49,964.43

Nat West Account: £120,936.89

(b) Payments for Approval: Cllrs agreed the invoices and cheques were signed.

- (c) Bank Reconciliation for November: This had been circulated earlier in the day to Cllrs and a hard copy was available for to Cllrs to view at the meeting.
- (d) Internal Auditor report following the Interim Audit. This had previously been circulated to Cllrs and Cllrs agreed with the content. The Clerk was thanked for her work in the audit.
- (e) Agreement of Financial Regulations and Standing Orders: Part of the Internal Audit form was to look at the figures in both these documents. The Clerk was looking into what information must be included and what could be changed to references to the other document. A new draft would be circulated to Cllrs and this would be discussed at the Finance meeting in January.

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HIGHWAYS AND PUBLIC TRANSPORT**(a) Highways***Highways Issues – Traffic Calming and other highways issues***Other Highways Issues**

Emails relating to village speeding: There had been several emails regarding different areas of the village. The Clerk would respond to all informing them that the details would be considered when drafting the final report on the parking survey as Cllr Childs was of the opinion that speeding, restrictions and parking should all be included.

Proposed diversion of KM260(part) and creation of a new length of KM261 (part): Cllrs agreed with the proposals.

(b) Public Transport*Marden Station**Improve Rail and Bus Services and Facilities*

Update from South Eastern following the meeting in July 2016: A response from Mike Gibson of South Eastern was due shortly on this.

Cllr Adam reported that the school children were still waiting at the bottom of Church Hill and although majority were moving to allow commuters to walk to the station parents were still parking in the station approach and on the hill (both sides) resulting in backing up of vehicles trying to get past.

There being no further business the Chairman wished everyone a Happy Christmas and the meeting closed at 21.05pm

Signed: Date: 10th January 2017
Chairman, Marden Parish Council