



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9TH
JANUARY 2018 AT THE ALLENS, ALBION ROAD, MARDEN
COMMENCING AT 7.30PM**

- 112/18 **PRESENT:** Cllrs Adam, Boswell, Brown, Harvey, Jones, Mannington, Newton, Tippen and Turner. The Clerk was also in attendance.
- 113/18 **APOLOGIES FOR ABSENCE:** Cllr Robertson gave her apologies. PCSO Nicola Morris and Community Warden Mira Martin also gave their apologies.
- 114/18 **PARISH COUNCILLOR INTERESTS**
(a) **REGISTERS OF INTEREST:** No amendments were made
(b) **DECLARATIONS OF INTEREST:** There were no declarations of interest
(c) **GRANTING OF DISPENSATION:** There were no requests for dispensation.
(d)
- 115/18 **MINUTES OF THE PREVIOUS MEETING**
Minutes of the Extraordinary Full Council Meeting on 5th December and Parish Council meeting held on 12th December were agreed and signed as true records.
- 116/18 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:** There were no members of the public in attendance.
- 117/18 **CO-OPTION OF PARISH COUNCILLOR:** No applications have been received for this vacancy.

The meeting was adjourned for the following items:

PUBLIC FORUM

No members of the public were in attendance.

EXTERNAL REPORTS

Community Warden: An email had been received from the Community Warden with information that she was dealing with. She hoped to attend some Parish Council meetings in the future and was visiting village clubs and organisations. Talks were ongoing with Marden Youth Club and the Church Youth Worker in regard to additional sessions as discussed at a previous meeting.

The meeting to be reconvened for the rest of the agenda.

118/18 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

Update from Full Council To Do List which had been circulated to Cllrs prior to the meeting.

Cllr Tippen had put together 30 words for the civic award which would be circulated to Cllrs prior to submitting to KALC.

Consultation for parking and playing field was planned for 3rd February and a draft format had been circulated. Cllr Turner was arranging for some large maps to be printed and Cllrs were due to meet on the 23rd January to put together the plans.

19.40 Cllr Adam arrived at the meeting.

119/18 **PARISH MATTERS**

(a) Business Forums' report: No reports had been received.

(b) Police: Updates for Parish Councils:

Crimes: 4 since last meeting: 1 theft of a border terrier; 2 trees stolen from front of a property; 2 Yeoman gates had been stolen and 1 burglary with items stolen.

PCSO Morris reported an 81 year old missing person from Hollingbourne and the Clerk

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would place the details on Facebook and the website.

(c) Communication

- (i) Newsletter Spring Newsletter due to go to print on 9th February 2018: Cllr Boswell has begun to draft the newsletter. Cllr Newton was asked to circulate some photographs which would be suitable for the front cover.

- (ii) Social Media & Website: No updates

(d) Cemetery – Exclusive Right of Burial Certificates: no certificate to sign.

(e) Updates from MBC and KCC: Borough Councillors have been contacted in regard to a further meeting. The meeting with County Councillor Hotson would be discussed later in the meeting.

(f) Water/Drainage/Flooding: updates from outside agencies: Emails had been received from the Environment Agency in regard to the flood measures for properties.

(g) MPC Vehicle Policy – amendments were agreed in regard to trailer/towing

(h) Upcoming Gas Works – Chantry Road works proposed in April 2018 with traffic management. The details had been placed on the website and on the Facebook page. The Medical Centre had also been contacted.

Cllrs were made aware that the water would be cut off for a few hours tonight due to essential works at the new development at The Parsonage.

120/18 **COMMITTEE REPORTS**

(a) **Amenities Committee** – There was no Amenities Committee meeting held in December however Cllr Boswell reported that the installation of the youth shelter had been deferred until the ground has dried out to enable the vehicles to access the site more easily. The smaller shed has been moved at Southons Field and the larger shed was due to be ordered later this week.

(b) **Planning Committee** - Minutes of Planning Meeting held on 19th December had been previously circulated.

Draft Neighbourhood Plan was still with Maidstone Borough Council.

The appeal for Church Farm was due to be heard in February.

(c) **Finance Committee** – Minutes of the Finance Meeting held on 2nd January had been previously circulated.

(e) **HR Sub-Committee** – Minutes from the meeting held on 2nd January had been circulated.

(f) **Other Conferences/Meetings attended:**

5th January 2018 – Meeting with County Councillor Eric Hotson (deferred from 1st December). The notes of this meeting had been circulated. The Clerk was asked to write to Cllr Hotson raising Cllrs concerns over the footway outside the four houses near to the primary school and to request what the Highways Engineer is proposing in regard to the suggestion of railings. Cllr Hotson was also to be informed that Kent Highways had instructed Marden Parish Council in the past that any hedge/tree issues should be reported to them for investigation – in this respect the overhanging trees along Plain Road should be referred back to Kent Highways.

The Clerk was asked to contact Norman Kemp of Nu-Venture in regard to the morning school bus and where it is turning.

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

11th January 2018 – KALC GDPR workshop - Cllr Tippen and the Clerk attending

17th January 2018 – Parish/Police Liaison Meeting - Cllr Turner attending

3rd February 2018 – Parking & Open Space Consultation

5th February 2018 – KALC Area Committee Meeting – Cllr Mannington to attend

8th February 2018 – KALC Governance Conference – the Clerk to attend

22nd & 23rd February 2018 – SLCC Practitioners' Conference. The Clerk had decided that she would not attend this conference this year.

21st March 2018 – SLCC Regional Conference – Cllrs Boswell and Tippen along with the Clerk would be attending.

Other KALC conferences/training circulated to Cllrs

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121/18 CORRESPONDENCE

- (a) Marden Parish Church magazine – January 2018 - for information
- (b) Rural Intelligence – Field of Vision.org – Cllr Turner was asked to raise the question as to whether Kent Police were promoting this at the Parish & Police Liaison Meeting and whether the information held would be covered by the Data Protection Act.
- (c) Kent Fire & Rescue Safety and Wellbeing Survey – Cllrs discussed the options available and after reviewing the proposals the decision went to the vote as follows: Option 2 – 3 Cllrs; Option 3 – 5 Cllrs; 1 Cllr abstained. The Clerk would respond with this decision before the consultation ended.
- (d) Response from DCLG re Marden Byelaws copy circulated to Cllrs. The Secretary of State had declined the amendments to the new Byelaws and Cllrs wish the Clerk to draft a response for further information.
- (e) Letter from resident re Bridgehurst Footpath copy circulated to Cllrs. This footpath was an unrecorded public rights of way and as not registered MPC were not able to assist. However the resident, if they have evidence that it has been walked for 20+ years can obtain legal advice to ascertain whether this footpath could be made a PROW.
- (f) Clerks & Councils Direct – January 2018 edition - for information
- (g) Invicta Law – Parish Council Legal Scheme – noted and would be kept on file.

122/18 FINANCE

- (a) Balances as at 9th January 2018:
 Nat West Reserve Account: £63,574.16 / Current Account: £0.00
 Unity Bank: £56,749.95 / Santander: £38,425.37 / NS&I: £17,881.33
- (b) Invoices for Approval:

Cheque Payments:

Chq No.	Payee	Details	Amount
5765	Inland Revenue	Staff PAYE/NIC	£1,339.28
5766	Heart of Kent Hospice	Donation	£100.00
5767	Hospice in the Weald	Donation	£100.00
5768	Cash	Office cleaning & Supplies	£97.43
TOTAL			£1,636.71

Invoice agreed and cheque signed by three Cllrs.

Electronic Payments:

Payee	Details	Amount
Alison Hooker	Additional hours	£342.50
Artisan Developments	Emergency Exit Doors for Hall	£9,900.00
Ecocleen	Public Conv. cleaning	£572.50
South East Water	Changing Room water supply	£31.11
Marden Memorial Hall	Hall Hire, Office Rent	£556.00
Citizens Advice	Outreach session	£50.00
South East Water	Cemetery water supply	£46.13
Lizzie Wells Ltd	MNP revision x 3	£715.00
Maidstone BC	Cemetery refuse collection	£54.17
South East Water	Public Conv. water supply	£293.17
Stanleys Garage	Van petrol	£76.97
Erika Lock	Gift for Christmas car driver	£15.00
Kent County Council	Hall & Office supplies	£62.04
Pitney Bowes	Franking Machine Rental	£15.54
TOTAL		£12,734.30

Invoices agreed and Cllrs Boswell and Mannington would authorise payment.

(Note: Unfortunately after the meeting Cllr Boswell was unable to use her laptop so Cllr Tippen authorised the payments along with Cllr Mannington)

- (c) Unity Bank forms for signing additional signatory of Cllr Jones added – Cllrs Harvey and Jones completed their parts and this would now be sent off for amendment.
- (d) MBC Precept and Tax Base 2018/19 information previously circulated to Cllrs – noted for Finance Meeting.

123/18 **HIGHWAYS AND PUBLIC TRANSPORT**

(a) **Highways**

The road verge opposite the Windsor Meadow development is breaking up and the Clerk was asked to report to Kent Highways.

(b) **Public Transport**

Update from Southeastern email received from Chris Vinson and read out. The white lines were due to be repainted shortly and the replacement bus service signs were currently being discussed with Arriva.

The Clerk was asked to contact Southeastern in regard to a blocked gulley at the entrance to the station; Cllr Adam believes that the lighting has been changed to motion sensors – Cllrs Brown and Turner would have a walk around the station and report back to the Clerk.

There being no further business the meeting closed at 21.13pm

Signed:
Chairman, Marden Parish Council

Date: 13th February 2018