



**MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 14TH
NOVEMBER 2017 AT THE ALLENS, ALBION ROAD, MARDEN
COMMENCING AT 7.30PM**

- 082/17 **PRESENT:** Cllrs Adam, Boswell, Brown, Harvey, Mannington, Newton, Robertson, Tippen and Turner. The Assistant Clerk, Mr Michael Jones and four members of the public were also in attendance.
- 083/17 **APOLOGIES FOR ABSENCE:** The Clerk and Community Warden Mira Martin had given their apologies.
- 084/17 **PARISH COUNCILLOR INTERESTS**
REGISTERS OF INTEREST There were no amendments to the Registers of Interest.
DECLARATIONS OF INTEREST There were no declarations of interest
GRANTING OF DISPENSATION There were no requests for dispensation.
- 085/17 **MINUTES OF THE PREVIOUS MEETING**
Minutes of the Parish Council meeting held on 10th October 2017 and the Extraordinary Full Council meeting held on 7th November 2017 were agreed and signed as true records.
- 086/17 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING** The members of the public in attendance wished to speak on item 093/17(a). The Chairman proposed, and Cllrs agreed, to move this section prior to item 088/17.
07.35 pm Cllr Adam arrived
- 087/17 **CO-OPTION OF PARISH COUNCILLOR:** One application has been received for Cllr Childs' vacancy and details regarding the co-option had been circulated to Cllrs prior to the meeting. The candidate, Mr Michael Jones, was in attendance at the meeting and the Chairman invited Mr Jones to speak to Cllrs regarding his application. After questions from Cllrs, Mr Jones was co-opted onto Marden Parish Council.
The Declaration of Office form was signed, and witnessed by the Assistant Clerk. Cllr Jones then joined the Council to discuss the remainder of the agenda.
The Chairman reported that the vacancy left by the resignation of Cllr Cowin has now been advertised for co-option.

The meeting was adjourned for the following items:

PUBLIC FORUM

Members of the public were in attendance for item 093/17.

EXTERNAL REPORTS

Community Warden: The Community Warden was not in attendance

The meeting was reconvened for the rest of the agenda.

093/17 **HIGHWAYS AND PUBLIC TRANSPORT**

(a) **Highways**

Extension to Speed Limit Restriction in Chainhurst – An update of the meeting held with County Councillor Eric Hotson had been given in regard to a request for 50% funding from Marden Parish Council towards the traffic regulation order and survey. After discussion and comments from residents Cllrs agreed to fund the 50% from the 2018/19 budget on this occasion only as it is an exceptional circumstance because of the nature of the settlement, the road and the previous works. Chainhurst residents are prepared to support this through Speedwatch.

Office Opening Times:

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07.50 pm the members of the public left the meeting

088/17 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)

Update from Full Council To Do List – The updated document had been circulated to Cllrs prior to the meeting. The Chairman read through the items listed and any action taken. Cllr Turner requested Assistant Clerk to ask if a representative from Kent Resilience Forum could come and talk to Cllrs regarding Marden's Emergency Plan.

089/17 PARISH MATTERS

- (a) Business Forums' report - MBF Network event took place on 9th November at Marden Fire Station
- (b) Police: Updates for Parish Councils - Crime figures had been received from PCSO Morris as follows: 1 x Robbery, 1 x Criminal Damage, 2 x Burglary and 1 Theft of a Motor Vehicle. A man had been arrested in regard to burglaries from Wilden Park Road and Staplehurst. Cllr Tippen requested that the link regarding this recent arrest be circulated to Cllrs.
- (c) Communication
 - (i) Newsletter: The Winter edition of the newsletter has now gone to print and hoped to be delivered to the office on 17th November. The Clerk asked Cllrs to consider putting together a library of photographs suitable for editions, Cllrs agreed and Cllr Tippen requested that Cllr Newton creates a library of seasonal photos.
 - (ii) Website: It was proposed, and agreed, that this item would be renamed Website & Social Media. There were no other issues relating to the website.
- (d) Cemetery – Exclusive Right of Burial Certificates: There were no certificates to sign
- (e) Updates from MBC and KCC: No updates had been received from Borough or County Councillors other than what had been discussed at the relevant meetings.
- (f) Water/Drainage/Flooding: updates from outside agencies including an email received regarding Middle Medway Flood Resilience Scheme – Cllrs noted content.
- (g) Van Policy update – Cllrs agreed that the trailer could also be hired out with the van and the Clerk would be asked update the policy accordingly.

090/17 COMMITTEE REPORTS

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 24th October had been previously circulated and the Chairman went through some of the items raised. Cllr Boswell also gave an update informing the Cllrs that the PTA Firework Display went very well. Cllr Boswell also requested that Cllrs consider funding for new toilet doors at the Finance meeting when discussing next year's budget
- (b) **Planning Committee** – Minutes of Planning Meeting held on 17th October and 7th November had been previously circulated. Cllr Adam thanked Cllr Mannington for attending the MBC Planning Committee meeting. Cllr Brown requested an update on progress of the Neighbourhood Plan and Cllrs agreed that the draft Neighbourhood Plan will be submitted to MBC for pre-examination consultation.
- (c) **Finance Committee** – Minutes of the Finance Meeting held on 31st October had been previously circulated. Cllr Tippen urged all councillors to attend the next Finance Meeting on 5th December 2017 to discuss the 2018/19 Budget.
- (e) **Other Conferences/Meetings attended**
 - 12th October – KALC Finance Conference – Ditton Cllr Tippen and the Clerk attended Cllr Tippen reported a good HR Session, there are a couple of policies that need to be created including Performance Management and Absence (including Sickness) policies.
 - 23rd October – KCC Highways Seminar – Oakwood House, Maidstone Cllr Tippen attended. Cllr Tippen reported that it was hoped the Country Eye App would be upgraded to report HGVs on unsuitable roads. KCC Highways asked that any highways or drainage issues be reported on the KCC Website. Marden street light conversion to LED should start in November 2017.
 - 26th October – Meeting with County Councillor Eric Hotson. Cllrs Boswell and Tippen and

the Clerk in attendance. Notes of meeting had been circulated to Cllrs prior to meeting. Cllr Tippen invited any Cllrs who wished to attend to come to the next meeting on 1st December 2017 at 9.00 am in the Parish Office.

30th October – Meeting with Borough Councillors, Cllr Tippen, Clerk and Assistant Clerk in attendance. Notes of the meeting had been circulated to Cllrs prior to meeting.

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

18th November – KALC AGM – Ditton. Unfortunately MPC Cllrs were unable to attend therefore the Clerk had sent apologies to KALC.

18th November – Staplehurst Emergency Help Team workshop. No Cllrs are available to attend

27th November -KALC Meeting – Cllr Mannington will attend

21st March 2018 – SLCC Regional Training Seminar – The Clerk was hoping to attend. This Seminar was also open to Cllrs if they wished to attend.

Other KALC conferences/training circulated to Cllrs

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CORRESPONDENCE

- (a) Boundary Commission Proposals - Cllr Tippen reported that any responses needed to be submitted by 11th December 2017. Cllrs had been sent the details which included Marden being included within the Mid Kent & Ticehurst Constituency. Cllrs support the proposal of the revision to the composition of constituencies in principle but disagreed that Ticehurst and Etchingham be included within Marden's constituency. However, Cllrs agreed that they would not be adverse to another Kent Ward of a similar size population being included.
- (b) KALC Community Award Scheme 2018 – KALC are looking for nominations and applications are requested by 26th January 2018. Cllr Boswell requested that this is circulated and be included on the December Agenda.
- (c) KCC Budget consultation – The closing date for this consultation is 2nd December 2017 . Cllr Tippen gave a précis of the Consultation. After discussion several items were raised including why the figures are based on Band C Property rather than Band D Property; streamlining some of the behind-the-scene functions and greater co-operation between MBC and KCC. Cllrs did not wish to see the cutting of any front-line services. Cllrs wished it noted that the services which Marden residents value most are amongst those provided by KCC including the Library, Childrens' Centre, highway infrastructure and provision of rural bus services.
- (d) NALC News Release, Bulletins and GDPR (General Data Protection Regulations) update. Cllr Tippen gave a report on these. Cllr Tippen discussed the GDPR and the Clerk is starting a gap-analysis on MPC's current practices and future practices that will be required. KALC will be carrying out some workshops on the GDPR prior to Christmas.
- (e) Clerks & Councils Direct – noted
- (f) Marden Parish Church magazine – November – noted
- (g) The Good Councillor's Guides – noted
- (h) KALC – Battle's Over – Tribute 11/11/18. Cllrs agreed to support this event and wished it be added to the Amenities agenda for further action.
- (i) The Clerk publication – noted

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FINANCE

- (a) Balances as at 14th November 2017:
 Nat West Reserve Account: £67,328.11 / Current Account: £0.00
 Unity Bank: £68,199.09 / Santander: £38,425.37 / NS&I: £17,881.33
- (b) Invoices for Approval:

Cheque Payments:

Chq No.	Payee	Details	Amount
5751	Inland Revenue	October PAYE/NIC	813.39
5752	SSE	Public Convenience electricity	19.09
5753	Cash	Miscellaneous	65.20

Invoices agreed and cheques signed by three Cllrs.

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Electronic Payments:

Payee	Details	Amount
Ecocleen Services	Cleaning of public conveniences	572.50
Postage by Phone	Franking Machine to-up	100.00
Marden Memorial Hall	Youth Club hall hire, office rent and refuse	413.00
Viking	Office supplies	97.60
Pitney Bowes	Franking Machine Rental	15.54
Citizens Advice	Outreach Session	50.00
Kent County Supplies	Photocopier Rental	284.75
Rams Hill	Mower repairs	48.00
Viking	Office, Hall and Christmas supplies	283.78
Auditing Solutions	Interim Internal Audit	384.00

Invoices agreed and Cllrs Boswell and Cllr Robertson to authorise payment.

- (c) Internal Audit – half yearly visit was undertaken on 20th October 2017: The report had been circulated to Cllrs with MPC passing with flying colours
- (d) Removal of signatories on Unity Bank following resignation of Cllrs: Cllrs agreed to remove Cllrs Childs and Cowin from Unity Bank authorisation and Cllrs Mannington and Boswell signed the document.
Cllrs proposed, and agreed, that Cllr Jones would be added to the authorisation and the Clerk would be asked to provide forms for completion.
- (e) Request for funding for Dementia/Memory Café. Cllrs fully supported this project and Cllr Harvey volunteered to take this further.

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HIGHWAYS AND PUBLIC TRANSPORT**(a) Highways**

PROW KM260 (Part) Diversion – Confirmed Order and Notice – Cllrs noted content and details would be added to the PROW File.

Kent County Council Highways and Transportation Survey. Cllrs requested that the Clerk respond to this survey.

Kent Highways short guide and newsletter. Once MPC had received the guide in electronic format the Assistant Clerk would put it on the website. Cllr Tippen requested that the Clerk revisit the item regarding mowing of highway verges and contact Kent Highways for further information to put before the Finance Committee on 5th December.

Clapper Farm Lane update: Further information had come forward in regard to issues with Clapper Farm Lane. Cllr Adam requested that County Councillor Hotson be informed.

Accidents on B2079 Winchet Hill. An email has been received from a resident regarding concerns of the number of accidents on this stretch of road. It was proposed Cllr Tippen would raise this with County Cllr Hotson at the next meeting. Cllrs requested that the Clerk respond informing that this will be raised and also informing them about Speedwatch within the village.

Extension to Speed Limit Restriction in Chainhurst – discussed at the beginning of the meeting.

(b) Public Transport

Cllr Adam requested that the Clerk chase Mr. Vincent from South Eastern Railways regarding any actions which have been taken on the questions raised by the Parish Council.

Other: Cllr Boswell reported that MBC had published a magazine entitled "Insight" which had been delivered to several properties within the village. It was proposed that Cllr Boswell would take this to Amenities Committee to discuss further.

There being no further business the meeting closed at 9.30 pm

Signed:

Date: 12th December 2017

Chairman, Marden Parish Council

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