



## MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 13<sup>TH</sup> SEPTEMBER 2016 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

- 080/16 **PRESENT:** Cllrs Adam (arrived late), Brown, Childs, Cowin, Harvey, Mannington, Newton, Robertson, Tippen and Turner were present. The Clerk and Borough Councillor Steve McLoughlin were also in attendance.
- 081/16 **APOLOGIES FOR ABSENCE:** Cllr Boswell gave her apologies. Apologies were also received from PCSO Nicola Morris and County Councillor Paulina Stockell.
- 082/16 **AMENDMENTS TO COUNCILLOR REGISTERS OF INTEREST:** Cllrs Childs and Mannington needed to amend their Registers. Amendments would be made and registers returned to the Clerk for sending to MBC Monitoring Officer.  
**DECLARATIONS OF INTEREST:** There were no declarations of interest.  
**GRANTING OF DISPENSATION:** There were no requests for dispensation.
- 083/16 **MINUTES OF THE PREVIOUS MEETING**  
 Minutes of the Parish Council meeting held on 9<sup>th</sup> August 2016 and the Extraordinary Full Council Meeting on 6<sup>th</sup> September 2016 were agreed and signed as true records.
- 084/16 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:**  
 There were no members of the public present

The meeting to be adjourned for the following items:

### **PUBLIC FORUM**

No members of the public present.

### **EXTERNAL REPORTS**

Borough Councillors present – Borough Councillor Steve McLoughlin reported that due to the holiday period there was not a lot to report. He had attended the Flood Meeting at Collier Street and also the meeting with the Marden Parish Council Chairman.

County Councillor not in attendance but had provided two reports for Cllrs to view. Due to boundary changes Paulina Stockell would no longer present Marden from May 2017. Marden would be covered by Maidstone Rural South.

Police: PCSO Morris was not in attendance but had provided a report. There had been 3 crimes since last month – 1 theft from motor vehicle, 1 burglary other than dwelling and 1 theft. PCSO Morris had also had reports of youths knocking doors and running off; youths on building site and nuisance motorbikes – all had been responded to.

Community Warden: Not in attendance.

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

### **6. 085/16 MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**

To Do List update: Majority of the items were to be discussed later in the meeting however the Clerk did report that the footpath at The Chestnuts, Rookery Path and Southons Drive were being tarmaced this week.

## 7. 086/16 PARISH MATTERS

- (a) Local Needs Housing: The Clerk was asked to email Golding Homes for an update regarding the Local Needs Housing in Maidstone Road.
- (b) Business Forums – No reports had been received from either Business Forum.
- (c) Police Forum: The Clerk was asked to email Geraldine Brown for further dates.
- (d) Communication
  - (i) Newsletter: The Autumn edition of the newsletter had been delivered.
  - (ii) Website: No information had been received from KCC as to when Marden's website would be updated.
- (e) Cemetery – Exclusive Right of Burial Certificates – There were no ERBs to sign. The Clerk reported that a Parish Council seal had been purchased.
- (f) Parish Council Action Plan – no additional actions to be added.  
*19.47 Cllr Adam arrived*
- (g) MPC Social Media & Website Policy – The Clerk had made the amendments and Cllrs agreed the document. It was proposed that the Clerk would circulate to all Cllrs who would respond to indicate they had read the document. The Clerk and Assistant Clerk would sign the document to confirm they had read the document.
- (h) Byelaws – Update from Cllrs Adam and Newton following drafting of new set. A copy of the draft was on the website and an article had been placed in the Autumn edition of the newsletter for residents to comment. The closing date for this is 31<sup>st</sup> October. The item would then be placed on the November Full Council agenda for Cllrs to agree the next step. The Clerk would read through the documents to confirm the procedure.
- (i) MPC Terms of Reference: This was on last month's agenda but does not need updating as numbers of Cllrs on Amenities Committee had not changed.
- (j) MPC S106 Development Contributions document - Cllr Brown had updated the document to include item regarding the cemetery which had been circulated to Cllrs. The update was agreed and the Clerk would upload to the website and send to Maidstone Borough Council.
- (k) Amendments to Marden Victory Fund Committee –Robin Judd had stood down as Chairman and Anne Cox had been elected. Cllrs noted the change.
- (l) Street naming – Stanley Farms development: The Clerk had contacted Millwood Homes regarding the name given to the development in the Kent Messenger. A response had been received stating that this was only for advertising purposes. The Chairman proposed that Cllrs consider the suggestions made by residents and to look at estate names and street names in readiness for when MBC contact the Parish Council.
- (m) CCTV – Marden Playing Field: Cllrs Harvey and Turner had looked at the feasibility of having cameras mounted on two poles at the changing rooms. They had visited the playing field and looked at the possible options available. Cllrs Harvey and Turner recommended that QTec offered the best solution for what was required. The Clerk was asked to arrange a further meeting with QTec representative to discuss in more detail.
- (n) Land south of Playing Field - litter clearance: Alpha Wholesale in Pattenden Lane had volunteered to clear the rubbish and date was to be confirmed. Cllrs welcomed the offer and accepted the proposal from Alpha to undertake what they can. The Community Pay Back Team would then be asked to clear ditches if possible. The Clerk would also speak with Maidstone BC and KCC to ask for advice regarding clearing the mattress etc in the ditch. The Clerk was asked to contact the Land Registry for details of ownership.
- (o) Chairman's Board – Cllr Kate Tippen to be added to the board. A quote had been received from Maidstone Signs for £105. Cllrs agreed this and the Clerk would arrange delivery.

## 8. 087/16 COMMITTEE REPORTS

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 23<sup>rd</sup> August had been previously circulated.  
The Chairman asked about the condition of the changing rooms. Cllrs Harvey and Turner reported that they had looked at the showers and found that the pumps were working but the shower heads need soaking as clogged with limescale. Cllr Childs was asked to speak to Claygate to see if they were able to help with replacements. Cllrs Harvey and Turner also reported that the changing rooms were being left dirty and needed a clean. Cllrs would view this when they undertook the site visit on 1<sup>st</sup> October. Also reported was the possibility of the storage of goal posts. It was suggested that they could be stored internally above the doors with the hatch being moved to on the external wall.
- (b) **Planning Committee** - Minutes of Planning Meeting held on 6<sup>th</sup> September had been previously circulated.
- (c) **Planning Application:**  
15/506426/SUB – Plain Road  
Submission of details pursuant to Condition 23 – Highways works of planning permission 13/1585  
Cllrs viewed the documents and noted that the details on the pedestrian crossing was for The Parsonage. The Clerk was asked to contact MBC Planning with regard to this. Cllrs had no issue with the other proposals however wished it noted to MBC that the location of the transition and raised kerbs were in the location of the suggested pedestrian crossing discussed with County Councillor Stockell outside the library.
- (c) **Other Conferences/Meetings attended:**  
29<sup>th</sup> July – Meeting with Maidstone Borough Councillors notes circulated. Proposed further meeting on 3<sup>rd</sup> October at 10am  
19<sup>th</sup> August – Highways Meeting and responses from the Highway Steward – notes circulated  
26<sup>th</sup> August – Joint Parish Meeting to discuss flooding issues held at Collier Street. The notes of this meeting had previously circulated and Cllr Tippen gave a report to Cllrs. There was only one property registered with the Environment Agency (Turkey Farm) but no other properties are known to flood if the Rivers Beult and Teise burst their banks. Cllrs proposed that Marden PC would wish to receive the minutes of future meetings but felt that the Parish Council could not offer much support or assistance to this group.  
1<sup>st</sup> September – Meeting with Redrow Representatives - notes circulated  
2<sup>nd</sup> September – Meeting with PROW Officer - notes circulated
- (d) **Conferences/Meetings for the coming months:**  
26<sup>th</sup> September – KALC Area Committee Meeting  
27<sup>th</sup> October – Highways Conference  
28<sup>th</sup> October – The Cockpit Play Area Meeting  
The Clerk was asked to chase up the Rural Speeding meeting which was due to take place shortly.

## 9. 088/16 CORRESPONDENCE

- (a) Beult Catchment Improvement Plan advertising open days in October regarding the proposals. The dates had been advertised on the Parish Council website and in the Parish Church magazine.
- (b) NALC Bulletin for information. Updates of several Legal Topic Notes had been circulated.
- (c) Waste Disposal Consultation – deferred from last meeting as Cllr Harvey took document away to view. Cllr Harvey had now read the document and reported to the meeting the main points of the consultation. Cllrs wished the Clerk to respond on facilities for trade waste for small businesses.
- (d) Clerks & Councils Direct – September edition for information

- (e) NALC Consultation – Community Led Housing Survey – closing date 30/09/16 for completion at meeting if relevant – Cllr Brown had drafted a response and Cllrs agreed for the Clerk to respond
- (f) Marden Parish Magazine – September edition for information
- (g) The Clerk – September edition for information

#### 10. 089/16 **FINANCE**

- (a) Balances as at 31<sup>st</sup> August 2016  
**Post Office £17,774.54: Santander Account £49,901.69**  
**Nat West Account: £154,863.87**
- (b) Payments for Approval – Invoices agreed and cheques were signed by Cllrs.
- (c) Change of NS&I Signatories. Changes to the signatories had been proposed and agreed at the August meeting. The Clerk had produced a letter for Cllrs Newton, Robertson and Tippen to sign. These three Cllrs signed the letter and this would be sent to NS&I for amendment to their files.
- (d) Nat West – deletion and addition of Cllrs on mandate. Unfortunately Nat West had lost the previous forms which Cllrs Childs and Cowin had completed. Additional signatory form had been completed by Cllr Harvey. Cllrs Childs and Cowin were asked to complete the forms again. This was agreed and the Clerk would arrange to take the completed forms to Nat West.
- (d) Finance Committee Minutes of 19<sup>th</sup> July 2016 this were deferred from last meeting. The question was raised as to why minutes of the Finance Committee cannot be agreed and signed at the Finance meeting. The Clerk reported that there was no legal reason. Cllrs proposed that from now on the Finance minutes would be signed by the Finance Chairman at the next available Finance meeting
- (e) Unity Bank application. The Clerk had completed the majority of the application which had been circulated to Cllrs. Cllrs agreed to proceed with the application but the Clerk requested Cllrs meet to discuss the part of the application form which states amounts to be transferred and signatories. This was agreed to be discussed at the next Finance meeting.
- (f) Purchase of maintenance equipment: The Parish Council ride on mower had been serviced and cleaned but needed to be replaced due to that fact that it does not meet the current needs of the parish. The Clerk had obtained quotes for several mowers and after discussion Cllrs agreed to proceed with Westwood mower from Rams Hill. The village caretaker had also requested the Cllrs consider purchasing an air compressor and shredder. These would be discussed at the next Finance meeting.
- (g) Changing Rooms – repairs to roof: Cllrs agreed to accept the quote from Top2Bottom to repair the fascia boarding and tiles.
- (h) Tree work at Rookery Path and Playing Field – The Clerk was waiting for one more quote to be received. It was therefore agreed to defer to the Amenities Committee meeting on 27<sup>th</sup> September.

#### 11. 090/16 **HIGHWAYS AND PUBLIC TRANSPORT**

##### a) **Highways**

*Highways Issues – Traffic Calming and other highways issues*

##### **Other Highways Issues**

PROW KM283 – Land at Stanley Farms, Marden – confirmation of Order. Details were noted by Cllrs.

Chainhurst speeding update: Kent Highways are in the process of putting a scheme together and the draft proposals had been viewed by Cllrs. County Councillor Stockell is funding out these works of her Members Grant and the public would be consulted shortly on the proposals.

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

Cllr Adam reported that several lights, including the column on the steps, were out at the station.

**Other issues raised by Cllrs for the Clerk to action:**

Cllr Adam reported (1) that the footpath at The Chestnuts was still sinking and asked the Clerk to speak with the Highways Steward; (2) the hedge opposite the Medical Centre in Chantry Road is overhanging the footway; (3) School children are waiting for the school bus at the bottom of Church Hill causing people walking down to the hill to the station/Pattenden Lane to step out on the highway; and (4) could Cllrs consider at the next HR/Finance meetings the possibility of a Parish Council vehicle.

There being no further business the meeting closed at 9.48pm

Signed: ..... Date: 11<sup>th</sup> October 2016

Chairman

Marden Parish Council