



## **MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 9<sup>TH</sup> AUGUST 2016 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM**

- 063/16 **PRESENT:** Cllrs Adam, Boswell, Brown, Harvey, Mannington, Newton, Tippen and Turner were in attendance. The Assistant Clerk and one member of the public were also present.
- 064/16 **APOLOGIES FOR ABSENCE** Cllr Cowin gave her apologies. The Parish Clerk and PCSO Nicola Morris also gave their apologies.
- 065/16 (a) **AMENDMENTS TO COUNCILLOR REGISTERS OF INTEREST** There were no amendments to the Cllr Registers of Interest  
 (b) **DECLARATIONS OF INTEREST** There were no declarations of interest on any items on the agenda  
 (c) **GRANTING OF DISPENSATION** There were no requests for dispensation.
- 066/16 **MINUTES OF THE PREVIOUS MEETING**  
 The Minutes of the Parish Council meeting held on 12<sup>th</sup> July were agreed and signed as a true record.
- 067/16 **IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING:**  
 The member of the public wished to speak during the Public Forum part of the meeting.

The meeting was adjourned for the following items:

### **PUBLIC FORUM**

Member of the Public requested information on how often hedgerows were monitored by Cllrs. Many hedgerows overgrowing the pavement, brambles and ivy growing in the verges. Although the Clerk and Assistant Clerk could contact the landowners it is normal practice to report these issues direct to Kent Highways. Cllrs also requested that this be put in the newsletter.

### **EXTERNAL REPORTS**

Borough Councillors present – There were no Borough Councillors present.

County Councillor – The County Councillor was not present.

Police - Although PCSO Nicola Morris was not in attendance she had provided the Clerk with the crime figures and further information for the meeting. Since the last meeting there has been three crimes: 1 Burglary other than dwelling; 1 theft from dwelling; and 1 theft from a person. It was also reported that there was a smell of cannabis at the park at Napoleon Drive.

Community Warden – the Community Warden was not present.

The meeting was reconvened for the rest of the agenda.

- 068/16 **MATTERS ARISING FROM PREVIOUS MINUTES (for information only)**  
 To Do List update: This had been circulated to Cllrs. Cllr Boswell reported that the Clerk was still chasing MBC with regard to S106 contributions to Marden.

### **PARISH MATTERS**

- (a) Local Needs Housing – Details had been received from the Planning Inspectorate who had granted permission for the development on the land adjacent to Highfield House, Maidstone Road. Cllrs requested the Assistant Clerk contact Mr Jarman at Maidstone Borough Council for clarification on the five year housing land supply compared to the comments made in a recent Appeal notice.

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- (b) Business Forums  
MBF: Nothing reported  
NRBF: Nothing reported
- (c) Police Forum: A meeting was held on 20<sup>th</sup> July 2016 – No MPC representative in attendance. No minutes have been received.
- (d) Communication:  
(i) Newsletter – The newsletter is almost ready for printing. The Assistant Clerk has contacted a local company regarding costings for franking as suggested by Cllr Harvey at the Amenities Committee meeting. The Assistant Clerk was requested to look at other options to be reported at the next Full Council Meeting.  
(ii) Website – KCC have begun updating these but it appears they are going through Parish Councils alphabetically and Marden's website has not yet been updated. The Clerk/Assistant Clerk continue to update the website as necessary. The Clerk to report on the update when it has occurred.
- (e) Cemetery – Exclusive Right of Burial Certificates – One certificate was signed
- (f) Parish Council Action Plan – noted. Cllr Adam requested that fingerpost signs and railway station improvements be added to the action plan. New play equipment for the Napoleon Drive Play Area is also to be added and the Memorial Hall improvements from the balance of the Public Works Loan.
- (g) MPC Social Media & Website Policy – The Clerk was hoping to finalise the draft but unfortunately this was not possible before she went on leave. Cllrs viewed the current draft document and were asked to provide any comments prior to the next Full Council meeting. The Assistant Clerk was asked to recirculate this and any comments to be sent back to the Clerk.
- (h) Byelaws – A further draft has been looked at and Cllrs Adam and Newton reported to Cllrs the amendments made and the course of action to be taken. Cllrs requested that the draft Byelaws be taken to the next stage. The Chairman thanked Cllrs Adam and Newton for all their hard work. Cllr Boswell will put a notice in the newsletter and the draft Byelaws to be put on the website for public consultation.
- (i) Committee Structure: Cllr Harvey identified that he wished to join the Amenities Committee and would sit on the Open Spaces and Village Celebrations sub-committees. Cllr Brown offered to step down from the Amenities Committee due to the number of Cllrs already sitting on this Committee. The Clerk will make amendments the Terms of Reference which will be reviewed at the next Full Council Meeting.

#### 070/16 COMMITTEE REPORTS

- (a) **Amenities Committee** – Minutes of the Amenities meeting held on 26<sup>th</sup> July had been previously circulated. Cllr Newton has the costs for the Wildlife Camera; it was hoped that the members of the Community Payback Scheme are going to clear the litter from the trees and ditches beyond the playing field; A contractor has been mowing Southons Field and the Playing Field. Cllr Boswell thanked everybody concerned with the Play Scheme which was very successful and reported that some young people had started a small fire in Southons Field. Cllr Adam reported that Cemetery Caretaker has been doing a good job litter-picking the playing field in the Village Caretaker's absence.
- (b) **Planning Committee** - Minutes of Planning Meeting held on 2<sup>nd</sup> August had been previously circulated.
- (c) **Other Conferences/Meetings attended:**  
13<sup>th</sup> July – Burial Law and Management – The Clerk and Cllrs Brown and Newton attended and notes had previously been circulated and discussed at Amenities Committee. Cllr Brown reported that it was extremely useful. Cllr Newton has drafted a pamphlet of Marden's rules, regulations and fees to be discussed with the Clerk. It was also discussed that a member of the Council should attend a burial to check the name on the coffin. Cllr Brown reported that Section 106 should also include funding for cemeteries.  
22<sup>nd</sup> July – Meeting with Marden Medical Centre – The Clerk and Cllr Childs and Tippen attended. The Chairman reported the MMC is going to the Care Commissioning Group to retract their boundary to the west of Staplehurst and south of Coxheath so no new patients

will be taken from Staplehurst or Coxheath in order to be able to cope with the number of new residents from the new housing. As space is at a premium due to lack of scope for extending the surgery they may have to retract some of the additional services they provide.

25<sup>th</sup> July – MBC Planning Training – Cllrs Childs and Mannington attended. Cllr Mannington reported MBC's proposed deliverance of Section 106 and CIL. A powerpoint presentation is being sent to MPC.

27<sup>th</sup> July – Meeting with Helen Grant regarding The Cockpit Play Area – Cllrs Boswell and Tippen attended. Cllr Boswell reported that William Connell, Director of Regeneration and Place at MBC was leading the meeting. Cllr Burton, Anna Fisk from the Children's Centre and Jo Joyce from MBC Parks Department were also in attendance. The Chairman reported that Helen Grant was very assertive on behalf of MPC. Cllr Burton is going to lobby other Borough Councillors to keep the play area open under MBC and William Connell is going to have a meeting with Golding Homes. There will be a further meeting on 28<sup>th</sup> October 2016. The Chairman is going to invite Anna Fisk to come to a meeting and tell Councillors about her work with young people.

29<sup>th</sup> July – Chairman's meeting with Borough Councillors Burton and McLoughlin – The Clerk and Cllrs Boswell, Childs, Mannington and Tippen attended. Cllr Burton will be the lead Cllr for Planning. It was felt to be a very productive meeting and it was agreed to hold quarterly meetings.

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

19<sup>th</sup> August – Highways Meeting – Several Cllrs were hoping to attend to meet with representatives of Kent Highways

26<sup>th</sup> September – KALC Area Committee Meeting – Cllr Mannington will attend

Further KALC Training Events – Allotment Workshop, Introduction to Finance and Finance Conference.

071/16 **CORRESPONDENCE**

- (a) KCC – Waste Disposal Strategy Consultation – consultation ends 2<sup>nd</sup> October 2016. Cllr Harvey will read through the Strategy and report back to either Planning, Amenities or Full Council, whichever is appropriate.
- (b) KALC – Parish News – Circulated to Cllrs.
- (c) KALC – Area Committee AGM Minutes – 27<sup>th</sup> June 2016 – were available at the meeting. The Clerk to scan and circulate the minutes
- (d) MBC – Changes to Council Tax Reduction Scheme – previously circulated to Cllrs. Cllr Brown had already completed the survey. Cllrs agree that Option 1 is the best course of action. Cllrs requested that the Clerk complete the survey on behalf of MPC. Cllrs requested "NO" to be made to the final 3 options with the comments "MBC receive funding from the Government which they expect to be passed onto Parish Councils to make up the shortfall arising from the Council Tax Reduction Scheme. It is essential that this funding is passed onto Parish Councils, as intended, and not diverted to help fund MBC's own budget".
- (e) Marden Church Magazine – for information
- (f) Email from Great Pagehurst Steering Group requesting MPC consider a donation towards financing a landscape expert to attend the Hearing in September. Details had previously been circulated to Cllrs together with advice from KALC. Cllrs agreed not to donate because MPC responds to planning applications as a Statutory Consultee.
- (g) MBC – Parish Consultation – Survey requested from individual Cllrs regarding liaison between parishes and MBC. The Chairman told Cllrs it was entirely their choice whether they responded. The Chairman requested that the Clerk re-circulate the email of 19<sup>th</sup> July from Yasmin Gordine to all Councillors.

**072/16 FINANCE**

- (a) Balances as at 20<sup>th</sup> July 2016  
**Post Office £17,774.54: Santander Account £49,901.69**  
**Nat West Account: £178,889.44**
- (b) Payments for Approval. Invoices were viewed, agreed and cheques signed for payment.
- (c) Cllrs agree for Cllr Harvey to be added to Nat West Bank Mandate. Cllr Harvey took the form to complete and will return to the Clerk.
- (d) Minutes of the Finance Committee minutes of 19<sup>th</sup> July 2016 - Cllr Adam requested that this be deferred to the next finance meeting.
- (e) ALCC (Association of Local Council Clerks) – membership payment from 31<sup>st</sup> December 2016. The Society of Local Council Clerks had split the “union” side of the Society and the annual subscription would now be in two parts, one being the membership of the Society and the other for the ALCC. Cllrs agreed that it was for the Clerk to pay the annual subscription to ALCC.
- (f) Signature amendments to NS&I Account – Cllr Newton is the only remaining councillor signatory. Cllrs Tippen & Robertson agreed to become signatories. The Clerk will arrange for a letter of changes to be drawn up and signed.
- (g) Discussions regarding purchase of a new/second hand ride-on mowers were held. Several quotations had been obtained together with an offer from Cllr Childs of purchase of his ride-on mower. Cllrs decided to defer this to the next Amenities Meeting. Cllrs requested that the Clerk contact Cllr Childs and advise that Cllrs are unable to make a decision at the present time until they know the status of the current mower.
- (h) Estimated cost from Kent Highways for tree pit in High Street. Cost of £145.66 provide a tree pit and the cost of planting a new replacement tree. Cllrs agreed unanimously to pay for the tree pit.

**073/16 HIGHWAYS AND PUBLIC TRANSPORT**

- (a) **Highways**  
 Highways Issues – Cllr Adam stated that if there was a visibility problem with the verges it should be reported to KCC.  
**Other Highways Issues**  
 PROW KM275 – Copper Lane to Park Road diversion. Diversion modified and agreed – for information
- (b) **Public Transport**  
 Marden Station  
 Improve Rail and Bus Services and Facilities  
 Email from Nu-Venture – Changes to bus timetables circulated. Details have been put on the website and will be put in the newsletter.

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

Cllr Adam wished MPC to be involved in the Flood Prevention meeting being arranged by Collier Street Parish Council on 23<sup>rd</sup> August. Assistant Clerk to circulate response from Collier Street to Councillors.

There being no further business the meeting closed at 9.40pm

Signed: ..... Date: 13<sup>th</sup> September 2016  
 Chairman  
 Marden Parish Council