



If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 01622 832305 or email [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk).

Local electors and the press are entitled to listen to Parish Council Meetings but not to take part. An opportunity to speak will be given at the beginning of Council Business in line with MPC's Public Participation Policy [Microsoft Word - Public Participation Policy March 2024 \(mardenkent-pc.gov.uk\)](https://www.mardenkent-pc.gov.uk/microsoft-word-public-participation-policy-march-2024)

## **TO ALL MEMBERS OF MARDEN PARISH COUNCIL**

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of Marden Parish Council to be held on Tuesday 11<sup>th</sup> February 2025 at 7.30pm at The Allens, Albion Road, Marden, Kent.

*Alison Hooker*

Alison Hooker (Mrs)  
Clerk to Marden Parish Council  
Tuesday 4<sup>th</sup> February 2025  
01622 832305 / [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

### **AGENDA**

#### **117/25 PRESENT**

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will be taking part in the meeting.

#### **118/25 APOLOGIES FOR ABSENCE**

To receive apologies for absence.

Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be taking part in the meeting.

#### **119/25 COUNCILLOR INFORMATION**

**Declaration of Pecuniary and Non-Pecuniary Interests**  
**Changes to Register of Interest**  
**Granting of Dispensation**

#### **120/25 MINUTES OF THE PREVIOUS MEETING**

To receive and accept as a true record the Minutes of the Parish Council meeting held on 14<sup>th</sup> January and the Extra Ordinary Full Council meetings on 28<sup>th</sup> January and 4<sup>th</sup> February 2025. [Full Council Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](https://www.mardenkent-pc.gov.uk/full-council-minutes-agendas-marden-parish-council)

#### **121/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

Members of the public to make themselves known to the meeting as to whether they wish to raise any issue under this item.

The meeting to be adjourned for the following items:

#### **PUBLIC FORUM**

Members of the public will be given the opportunity to raise any issue under this item.

#### **EXTERNAL REPORTS - VERBAL**

**County Councillor Report**  
**Borough Councillors Report**  
[Reports available in the meeting pack](#)

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The meeting to be reconvened to discuss item 122/25 onwards.

### **122/25 CO-OPTION OF COUNCILLOR**

Cllrs to vote to fill vacancy via co-option.

Co-opted Cllr, if appointed, to sign the Declaration of Office before taking part in the rest of the meeting.

### **123/25 CLERK'S REPORT**

To receive and note the Clerk's report.

[Report available in the meeting pack.](#)

### **124/25 PARISH MATTERS**

#### **Written Reports received from MBC and KCC**

#### **Police Update**

##### Crime Figures

Crime Figures can be found at: [Marden and Yalding | Your area | Kent Police | Kent Police](#)

##### Other Police Issues

#### **Communication**

##### Newsletter

#### **Marden Flooding/Water**

Cllrs to receive and discuss any updates following letter sent to Southern Water.

#### **Marden Changing Room**

Cllrs to receive and discuss any updates from architect.

#### **Cemetery**

##### Exclusive Right of Burial Certificates

Exclusive Rights of Burial certificates to be signed by Cllrs

#### **Public Conveniences Solar Panel Project**

Cllrs to receive and discuss any updates following requests for revised quotes.

[Revised quotes will be circulated to Cllrs prior to the meeting.](#)

#### **Playing Field CCTV**

Cllrs to receive and discuss the revised quote for CCTV installation.

[Revised quote will be circulated to Cllrs prior to the meeting.](#)

#### **Parish Council Documents**

Cllrs to consider the following to be ratified at the March Full Council Meeting:

Full Council Policies

[Council Policies and Procedures - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Full Council Risk Assessments

[Council Risk Assessments - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Standing Orders

[Standing Orders & Financial Regs - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Terms of Reference

[Terms of Reference 2024 - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

[Cllrs to view the above prior to the meeting to raise any changes with the Clerk for amendments before the next meeting.](#)

#### **Marden Neighbourhood Plan Review**

Cllrs to receive and accept that proposed changes to the Marden Neighbourhood Plan Review and to agree the consultation dates (proposed from 10<sup>th</sup> March to 25<sup>th</sup> April 2025)

[The document is currently being amended and will be circulated to Cllrs prior to the meeting.](#)

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### **Open Morning – Saturday 22<sup>nd</sup> March 2025**

Cllrs to agree set up and content of the open morning.

#### **Staffing**

Cllrs to receive an update from the HR Sub-Committee meeting held on 3<sup>rd</sup> February.

## **125/25 COMMITTEE REPORTS**

### **Amenities Committee**

Cllrs to note the Minutes of the Amenities Committee meeting held on 28<sup>th</sup> January.

[Amenities Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

### **Planning Committee**

Cllrs to note the Minutes of Planning Committee meeting held on 4<sup>th</sup> February.

[Planning Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

### **Finance Committee**

Cllrs to note the Minutes of the Finance Committee meeting held on 21<sup>st</sup> January.

[Finance Committee Minutes & Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

### **Committee Structure**

Following the resignation of Cllr Dobinson a vacancy has arisen on all Committees (Amenities, Finance and Planning). Cllrs to consider appointing a Cllr onto these until to the May 2025 Annual Parish Meeting.

### **Conferences/Meetings/Webinars attended**

Environmental Workshop (office staff) – 16<sup>th</sup> January

Memorial Hall Trustees meeting – 20<sup>th</sup> January

KALC Chairs Networking Forum – 27<sup>th</sup> January 2024

Website Publishing Webinar – 30<sup>th</sup> January: [notes in meeting pack](#)

Communications Meeting – 3<sup>rd</sup> February

HR Sub-Committee – 3<sup>rd</sup> February

Website Accessibility Webinar – 5<sup>th</sup> February: [notes in meeting pack](#)

Burial Law – 6<sup>th</sup> February: [notes in meeting pack](#)

Village Events/Christmas meeting – 10<sup>th</sup> February

### **Conferences/Meetings/Webinars/Events forthcoming**

Website Tips Webinar – 12<sup>th</sup> February

KALC Area Committee – 24<sup>th</sup> February

KALC Cllr webinar – 17<sup>th</sup> March

Open Morning – 22<sup>nd</sup> March

Litter Pick – 29<sup>th</sup> March

Resilience Planning meeting – to be arranged

Community Assets meeting – to be arranged

## **126/25 CORRESPONDENCE**

### **Metal Detecting on Parish Owned Land**

Cllrs to consider a request received to undertake metal detecting.

[Redacted request in the meeting pack](#)

### **MPC Correspondence Log**

Cllrs to receive office correspondence log for January

[Correspondence Log - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

[Available in the meeting pack](#)

Cllrs to receive and note the following correspondence – [available at the meeting](#).

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**Marden Parish Church Magazine**  
**KALC Newsletter**  
**The Clerk magazine**

**127/25 FINANCE**

**Bank Statements:**

The Clerk to provide details at the meeting.

**Payments for Approval**

Invoices due to payment to be submitted to the meeting.

**Request for Funding**

Cllrs to discuss the request from Marden Memorial Hall for funding towards a defibrillator at the hall.

[Request form in the meeting pack.](#)

**Internal Audit**

Cllrs to receive and acknowledge the receipt of the Interim Internal Audit for 2024/25.

[Previously circulated to Cllrs.](#)

Cllrs to receive and note the contract for the Internal Audit from 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2028 with Mulberry Internal Auditors.

[Available at the meeting.](#)

**Rookery Path**

Update received regarding Rookery Path land.

[Clerk will provide an update at the meeting.](#)

**128/25 HIGHWAYS AND PUBLIC TRANSPORT**

**Highways**

Highways Improvement Plan

[The following information will be available at the meeting.](#)

Cllrs to receive and discuss the information from Kent Highways regarding the Single Yellow Lines in Goudhurst Road and Double Yellow Lines in Albion Road.

Cllrs to receive and discuss the information from Kent Highways regarding the Pattenden Lane/West End junction proposals.

Cllrs to consider next HIP priorities to put before KCC

Fingerposts

Cllrs to consider response from Kent Highways regarding materials for finger post refurbishment.

[The Clerk had received information from Kent Highways that cast iron can no longer be used for fingerposts – Cllrs to consider other options.](#)

Other

Cllrs to consider the accident concerns at West End/Goudhurst Road bend.

Cllrs to receive and note information from Kent Highways regarding additional signage in Pattenden Lane

[Information to be provided at the meeting.](#)

**Public Transport**

Any updates will be provided at the meeting

## **MBC Members Report from Cllr Claudine Russell**

**Dated: February 2025**

### **The Administration's Programme**

The new Corporate Strategy (new name for Strategic Plan) has been approved by the administration and voted against by our side. It has a further emphasis on putting the environment first and not enabling traditional growth. We still await the SPDs for the larger allocations in the Local Plan but the administration did vote to put a further £2.5m towards development work at the Heathlands Strategic Location.

### **Overview and Scrutiny**

We have finished our in depth study in to CIL and S106 and how we can alter these systems to provide further infrastructure to Maidstone. We have made various recommendations to cabinet and I will be presenting our finished report to cabinet this week.

### **Budget**

The budget will be voted on a the full council meeting in February. Large spend items in the revenue budget include £100,000 on a citizens assembly, £50,000 on an integrated transport strategy, £55,000 on a third climate change officer and £5,000 on an annual parish council conference. I will be moving budget amendments to keep the Maidstone (including Mote Park) car parking charges where they are and not raise them as the administration intend to do to fund the items above and to put further money in to our Housing Investment Fund to continue the priority work of providing affordable housing for Maidstone Residents on our council housing waiting list.

### **Ward Work**

It was quieter over Christmas but I have recently been helping with planning queries, parking queries and amenity queries. Particularly this month there have been a few council tax queries and business rates queries that residents needed assistance with from the ward. I'm grateful to all parish councils that make me aware of any issues that I can help with.

### **Devolution and Local Government Reorganisation**

Kent and Medway have not been accepted in to the priority programme for Devolution and as such the KCC elections will go ahead in May this year.

It now looks as though any authorities that are not in the priority programme will wait longer for devolution and any associated devolved budgets to come to them, so we wait to see what that looks like for Kent. With the current KCC finances carrying large spends on adult social care and SEND children and transport it would have been good to be in the first tranche of the further devolved budgets and priorities. Despite being the gateway to Europe and the main transport link, it seems that we have not been deemed a priority!

As always, if you need my help, please do not hesitate to email me at [claudinerussell@maidstone.gov.uk](mailto:claudinerussell@maidstone.gov.uk)

## Green Party Councillors' Report of January 2025, for Marden & Yalding Ward Parishes –

In a busy period within the Borough Council, high-level discussions on the Budget for 2025/26 and the implications of the new Corporate Strategy (and the medium-term Financial Strategy to 2030) continued; these were 'signed off' by the Cabinet and reviewed by Overview & Scrutiny Committee (for finalising and approval at Council on 19<sup>th</sup> Feb). Matters continue to be being complicated by the new Government, as it seeks to introduce significant Planning changes (with more housing numbers) after 'consultation', and also sorts out how & when it wishes to create single Authorities (with Mayors) in County areas – but no final decisions have emerged as to whether there will be County elections this May in Kent, so plans for next year's spending may or may not change!

At Cabinet on 22<sup>nd</sup> January, in addition to these financial matters (and fixing the tax base for next year), it was agreed to propose and extension to the Kent Downs National Landscape to include the Greensand Ridge, to refresh the local history gallery at the Museum (significantly funded by Trusts), and to progress with the former Postal Sorting Office building project design/tender work stage.

Mike's focus has been on discussing our building decarbonisation schemes and solar installation projects with various Officers, but chiefly on finalising the mid-term update to the Biodiversity & Climate Change Strategic Plan so it can be thoroughly refreshed and re-assessed for its final five years; this is due to go to Cabinet in March. I have continued liaising with four Parishes about small parcels of land that MBC own and may have potential for thirty years of natural biodiversity gain management (including one in Yalding), and approved a grant for 110 trees in Nettlestead Green.

While there were few events in January, there will be a lantern parade festival in town on Friday 7<sup>th</sup> February; see details at <https://onemaidstone.com/event/light-up-maidstone/>. And as part of the national 'Green Week', Maidstone is organising a 'Big Day Out' on 14<sup>th</sup> June; see [www.bigdayout.info](http://www.bigdayout.info)

### Parish Matters –

**Collier Street** – nothing to report, and we both missed the recent monthly meeting due to holidays.

**Hunton** – Liaison continues over potential pre-Condition submission construction activity on a large 'agricultural' site, and recent changes to planning consent are being contested by residents. Worked to erect Flood Warnings signs on 6<sup>th</sup> January, in combination with the Chainhurst Warden, and then chased KCC Drainage about evident blocked culverts (some have been blocked since 2022 & 2023).

**Marden** – Mike has been involved again in chasing Southern Water over sewer plans and approvals, after the Maynards manhole overflowed again on 5<sup>th</sup> January. At last, a Plan has been provided...

**Nettlestead** – very little to report; noted that the Hop Pole PH was boarded up early in month.

**Yalding** – Mike attended the Parish meeting on 21<sup>st</sup> Jan. The Repair Café event in March is gaining strength, and Mike purchased a steam iron for them to use (I'm hoping to find out what it is for?!). Mike also visited the Crest Nicholson exhibition about new homes at Paddock Wood on 24<sup>th</sup> Jan.

Borough Councillors Grace Couch & Mike Summersgill – 4<sup>th</sup> February 2025

Emails: [michaelsummersgill@maidstone.gov.uk](mailto:michaelsummersgill@maidstone.gov.uk), [gracecouch@maidstone.gov.uk](mailto:gracecouch@maidstone.gov.uk)

## **Clerk's Report – Full Council 11<sup>th</sup> January 2025**

### Meetings

Meetings to be arranged for:

Emergency/Resilience Planning: Cllr Rabot and the Clerk are meeting on 10<sup>th</sup> February to discuss the new template and the way forward. Details would be reported to Full Council.

Assets of Community Value (3<sup>rd</sup> August meeting cancelled)

### Correspondence Log

This has been updated with January's correspondence and is available in the meeting pack and on the website.

### Full Council Action Log

Action Log updated following January's meeting – available in the meeting pack and on the website. Currently reviewing outstanding issues.

### South Eastern Meeting

Continue to chase South Eastern for update from January 2024 meeting. Chased on 6/1/25 to arrange a meeting for Cllr Adam to attend in London/Microsoft Teams for other Cllrs in the office.

### Clerk Outstanding Issues:

*Allotments* – Reported to Amenities

*CCTV* – Quote received – on FC agenda to discuss

*Fingerposts* – on FC agenda to discuss options of materials

*Cemetery* – Section 4: next of kin written to regarding the renumbering of the new plots. Awaiting response to provide new certificates.

*SYL/DYL and other HIP issues* – on FC agenda to discuss details

*Open Morning* – Currently putting together documents – please let me know what you require for the morning.

*Risk Assessments/Policies* – on agenda to discuss Council RA and policies – for ratification, along with all policies etc, at the March meeting.

*Land Transfer* – have notified solicitor and landowner – on FC agenda.

*Santander transfer* – ID sent – awaiting reply.

*Tree work at Rookery Path* – waiting to hear from contractor regarding TPO. Emailed 20/12 and 7/1

**Letter to Southern Water sent 23<sup>rd</sup> January 2025:**

At the time of the heavy rain over the weekend of 4<sup>th</sup> and 5<sup>th</sup> January 2025 the drain at Maynards footpath overflowed causing raw sewage to flow down the footpath towards Goudhurst Road. This was reported under reference WCS5115185 by Cllr Kate Tippen.

Marden Parish Councillors have asked me to write to you as they are concerned that the works that have recently been undertaken by Southern Water have not stopped this from happening.

Can you please update the Parish Council on what has actually been achieved and what are the plans for the drains, especially the one at Maynards, to stop overflowing at the first sight of heavy rain?

**Response from Southern Water received 31<sup>st</sup> January 2025:**

Thanks for your patience while we've been looking into these queries.

The project has achieved 1.7 km of sewer lining to protect the foul network against groundwater infiltration.

Our work also identified and fixed several operational issues such as bellies in pipes and blockages. The sewer that carries flows south from the manhole in Maynards footpath towards Admiral Way was surveyed and found to be blocked with roots and debris. The pipe was cleared, cleaned and lined to prevent this from recurring so it's disappointing to hear of the manhole overflowing.

We will investigate the local drainage connecting to our network and come back to you.



## **KALC**

### **What A Council Should/Must Publish on its Website on 30th January 2025**

Presented by Mark Tomkins (Aubergine Websites) and attended by Alison Hooker

MPC has a turnover of over £200K therefore is now covered by the Local Government Transparency Code: [Local government transparency code 2015 - GOV.UK](https://www.gov.uk/guidance/local-government-transparency-code-2015)

Tick list of what needs to be included on a Parish Council website:

- A description of the Council's responsibilities
- A Council structure
- Register of interest of Cllrs
- Register of interest for senior staff
- Detailed breakdown of the annual budget
- Items of expenditure >£500
- Precept information
- Annual accounts and audit details
- Asset register
- Salaries of senior staff if over £50,000
- Grant information – what is available, who was successful etc (no personal information)
- Agendas and minutes (at least 2 full years)
- Dates and location of upcoming meetings
- 5 x years of Annual Governance and Accountability Return (AGAR) – all information
- Information of significant services/functions of the Council (good practice to also signpost to other agencies)
- All policies and risk assessments which have been ratified by the Council
- Freedom of Information (FOI) publication scheme
- Information on significant contracts/tenders issues by the Council

#### **Notes:**

##### Agendas and Minutes

There are no specific rules for how many years a council should publish meeting agendas & minutes on the website BUT...

The council must keep the meeting documents in its records 'forever'

Signed minutes are not required for the website (but for the council records)

Recommended to keep at least 2 rolling years of meeting minutes on the website

Don't use the website as your only full record of documents

Older minutes can be requested if required

##### Forms

Forms must be accessible

Forms should not be in Word documents or PDFs – it creates barriers

Use web forms – easier for accessibility & mobile experience

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### Accessibility

All council-produced documents must be accessible

AGAR files, ROIs and 3<sup>rd</sup> party documents are exempt from accessibility compliance (currently)

Don't use scans of minutes & agendas

Avoid sharing documents with signatures on the website (keep signed in the council's records)

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## **KALC**

### **Website Accessibility on 5<sup>th</sup> February 2025**

Presented by Mark Tomkins (Aubergine Websites) and attended by Alison Hooker

New website compliance WCAG2.2AA came into effect in October 2024 (previous edition was WCAG.1AA 2018). This is the standard on how a website is built.

HugoFox – MPC provider – is compliant.

## **Images**

### **Posters/Photos etc**

Always use ALT Text to give a description of poster

Provide a more detailed description (ie any salient info) in text form on the website alongside the poster/photo with ALT Text description.

### **Arrows, Icons, Logos and Stock Images**

Can just be marked as “descriptive” in ALT Text

## **Website Links within a Document**

Do not use “click here”, “download” etc. The link needs to be descriptive of what it is and do not use full URLs on webpages (ie – http://www.etc ) – assistive technology reads every letter out very slowly

## **Sequential Headings**

All documents which will be uploaded to the website must have sequential headings:

Heading 1 – main heading only used once

Heading 2 – used as main section headings

Heading 3 – sub headings etc

Set text – ideally Arial or Helvetica minimum 12 font

Above system should also be used on the website for documents from 2018.

## **Documents**

Do not use tables unless it contains financial information.

Check Word documents for accessibility – ie Review : Accessibility Check before saving as a PDF. To save: File : Export: Create PDF/XPS document or if new document Save As : PDF

Naming: Description of document.

Signatures should be removed/redacted before uploading to website.

Do not use scanned documents – exception: Register of Interest forms / AGAR

## **Website Checking**

Use free browser tool called WAVE webaim – can be downloaded from:

<http://wave.webaim.org/extension>

Will check website pages but needs to be done on each page – will not do complete website.

Accessibility statement – ensure this is up to date – as a policy needs to be ratified by Council.

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## **KALC**

### **Burial Law and Management Training**

Presented by Roger Taylor (Wellers Law Group) and attended by Alison Hooker

### **Burial Plots**

It is not a requirement of the Local Government Act 1972 for any part of the burial ground to be consecrated or designated for a particular denomination. If the family wishes the ground to be consecrated this can be undertaken at the time of burial by the clergy taking the service. The Act gives power for the management, regulations and control of cemeteries and these are contained within the Local Authorities Cemeteries Order 1977 (“**The Order**”).

All plans and records must be kept up to date and stored safely to prevent loss or damage.

Councils have a power to provide burials grounds, but not a duty, and these powers include laying out of a burial ground in such a manner as the Council thinks fit, to keep the burial ground in good order and repair together with all buildings, walls and fences connected to the burial ground.

Burial grounds can be shared with two or more parishes but an agreement must be in place in regard to burials, payments for upkeep etc.

### **Grants of Burial Rights**

The Order provides that the burial authority (the Council) may grant an exclusive right of burial in a grave space, the right of one or more burials in any grave space; and the right to erect and maintain a memorial, including an inscription, on said grave space (separate Rights of Memorials can also be provided).

These grants should be for a specified period of time (up to 100 years) and those granted prior to 1974 (which were usually in perpetuity) are now 100 years from the date of the interment/provision of grant.

Six months before the expiry of any grant the next of kin (if known) should be written to asking if they wish to extend for a further period or relinquish back to the Council. If the owner cannot be traced, notice can be given by displaying in the burial ground and for two consecutive weeks advertising in the local press.

The grant is a right in respect of the grave plot, not the land itself – permits a burial to take place.

### **Transfer of Grants of Burial Rights**

Owners should be made aware that the transfer of the grant can be done during their lifetime or something added to their will to indicate the person to whom the grant is transferred to. If this does not occur evidence is required from the transferee of probate or a will indicating they are next of kin/executor. If neither of these are available a statutory declaration is required and this needs to be witnessed by

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someone in authority (solicitor, magistrate etc). The cost will be covered by the transferee.

### **Memorials**

The Council is entitled to lay down rules regarding the type and nature of memorials and these must not be discriminatory. The right to place and maintain a memorial can be granted for a shorter time than the period given for the grant of burial (*MPC – currently one grant for both*). The memorial belongs to the person with the right of burial/memorial and the Council has no right in respect of the memorial except in the case of health and safety.

### **Closed Churchyards**

Where a churchyard has been formally closed the Parochial Church Council (PCC) shall maintain it by keeping it in decent order, including any trees, walls and fences. A PCC can, under Section 215, serve a written request on the Parish Council requiring the Parish Council to take over the maintenance of the churchyard. Unless the Parish Council serves notice on the Local Authority (*Maidstone Borough Council*) the Parish Council becomes liable three months after the service of the notice. It is only the maintenance that is transferred not the ownership.

Either of the transfers of maintenance will incur additional costs which may need to be added to the precept.

### **Exhumation**

If it is necessary to remove a body from a burial plot a licence is required from the Ministry of Justice, and if in consecrated ground a faculty from the Church of England is also required.

All costs to be covered by the next of kin. The Council can also charge a fee.

## **Metal Detecting Request**

### **Email received 24<sup>th</sup> January 2024 (non-resident)**

I hope this letter finds you well. My name is ....., and I am writing to inquire about the regulations and permissions required for metal detecting in Marden and its surrounding areas. As a disabled veteran with limited mobility, I have developed a keen interest in metal detecting as a hobby. My aim is not to seek financial gain, but rather to explore and appreciate the rich history of our local towns and villages in Kent. I believe that engaging in this activity will also contribute positively to my rehabilitation process. I am a member of the National Council for Metal Detecting (NCMD), which provides me with insurance coverage up to £10 million while detecting. I want to assure you that my approach will be responsible; I plan to dig only small holes—no deeper than six inches and four inches wide—and will ensure that the areas are left clean and safe after my activities. Any significant historical findings will be surrendered to the council, as my primary goal is to enjoy the experience of metal detecting while respecting our local heritage. Additionally, I am also interested in exploring woodlands for responsible detecting opportunities. Your guidance on how to proceed with this would be greatly appreciated. Thank you for considering my request. I look forward to your response and any information you can provide regarding metal detecting permissions in Marden.

### **Email sent by Marden PC**

Marden Parish Council has a metal detecting policy (see below) for detecting on their land (Marden Cemetery - only on land which is not currently used for burials; Marden Playing Field and Southons Field (Maidstone Road)) - unfortunately we cannot give permission for any other locations.

[Microsoft Word - Metal Detecting Policy August 2024](#)

If you still wish to proceed please let me know and I will take to Cllrs for them to make a decision. Also please include proof of your membership and insurance.

### **Email received 29<sup>th</sup> January (non-resident)**

I would like to extend my heartfelt thanks for your prompt response regarding my inquiry. I am eager to apply for the opportunity you mentioned, as I believe that participating in metal detecting could provide me with a valuable experience while also aiding in my rehabilitation. I face challenges due to perception issues that affect my coordination, as well as PTSD from my service in the Army and short-term memory difficulties stemming from multiple strokes. Despite these hurdles, I have made significant progress in my rehabilitation through determination and hard work. I truly appreciate your time and assistance in this matter. Attached, you will find my NCMD membership for your reference. Thank you once again for your support. I look forward to the possibility of engaging in this experience.

**LOG OF CORRESPONDENCE AND HOW DEALT WITH?***No names/contact details should be added here***JANUARY**

<b>Date:</b>	<b>Contacted via</b>	<b>Who took call/emails?</b>	<b>Brief details of issue raised</b>	<b>Council/Committee</b>	<b>Outcome</b>
02/01/2025	Telephone	Ali	Funeral Director to book funeral	Amenities - Cemetery	Added to diary 21/1/25 - sent relevant information
02/01/2025	Telephone	Ali	Resident asking to visit office	Office	Arranged for 2/1/25 at 3.30pm
02/01/2025	Email	Ali	Workplace Pensions - re-enrolment date	Office	Diarised to respond by March 2025
03/01/2025	Email	Ali	Christmas lights company to arrange a meeting	Amenities - Christmas	Email returned suggesting date when Rachel has returned from leave
04/01/2025	Email	Ali	Church magazine requesting report for February edition	Office	Will send prior to closing date of 10/1/25
weekend	Social media/email	Kate/Ali	Reports of flooding	Highways	KT messaged flood wardens regarding flooded area/signage
06/01/2025	Email	Ali	Resident reporting overflowing manhole cover at Maynards footpath	Highways	KT reported to Southern Water 5/1/25
06/01/2025	Email	Ali	Co-option form received	Office	to be placed on Full Council agenda
06/01/2025	Telephone	Ali	Highways Engineer regarding flood signage/meeting	Highways	Liaise with flood wardens
06/01/2025	Letter	Ali	Letter backing up concerns raised by resident on dogs	Office	Liaising with Police

07/01/2025	Email	Ali	Police - wishing to view CCTV at playing field	Office	Will view and report back
07/01/2025	Email	Ali	Funeral Director emailing paperwork for funeral on 20/1	Amenities - Cemetery	Put on file
07/01/2025	Email	Ali	IA requesting further information	Finance	Scanned invoices etc and sent back
07/01/2025	Email	Ali	Resident with concerns over an empty property	General	Sent details to local police
08/01/2025	Email	Ali	Peninsular - with slides from yesterday's training	HR	Filed
08/01/2025	Telephone	Ali	Funeral Director confirming paperwork sent for funeral on 21/1	Amenities - Cemetery	Noted
08/01/2025	Email	Ali	South Eastern rep confirming email and will come back with date for meeting	Highways	Noted
09/01/2025	Telephone/Email (several)	Ali	Cloudy IT having remote access to emails to amend Cllr Goda's name	Office	N/A
09/01/2025	Email	Ali	Land owner notifying that contact has been made with MPC's solicitor over land transfer	Office	Noted
09/01/2025	Telephone	Ali	Pitney Bowes - ink purchase	Office	Still ok - told to ring back in April to order new supply
09/01/2025	Email	Ali	Funeral Director (20/1) confirming payment made	Finance	Confirmed with bank - receipt sent



10/01/2025	Telephone	Ali	Resident regarding school application and MPC attendance at MBC Committee	Planning	Would email on Wednesday to let her know the outcome of MPC's decision
10/01/2025	Face to Face	Ali	Printer with office sign and business cards	Office	N/A
10/01/2025	Email	Ali	Tree Surgeon regarding tree application	Planning	TS contacting MBC regarding TPOs
10/01/2025	Email	Ali	CCTV company to view system and provide new quote	Office	Arranged visit for 14/1/25 at 8.30am
13/01/2025	Email	Ali	Confirmation of permission to use photos uploaded to Facebook by Weald of Kent Bellringers	Office/General	Photos of Marden Church (possibly for MNP)
13/01/2025	Face to Face	Ali	Resident regarding school application and MPC attendance at MBC Committee	Planning	Explained process and they would liaise with neighbour regarding attendance on 16/1/25
13/01/2025	Answerphone	Ali	Resident requesting call back	Office	Repond 17/1/25
14/01/2025	Email	Ali	Other PC regarding grass mowing contracts	Amenities - Open Space	Provided details of MPC contractor
14/01/2025	Email	Ali	cc'd into email to County Cllr regarding speeding in Pattenden Lane	Highways	Noted
14/01/2025	Email	Ali	cc'd into email regarding Defib use	General	Emailed resident asking for update

15/01/2025	Email	Ali	Resident reporting dog fouling along Stanley Road	General	Reported to MBC via website and emailed
16/01/2025	Email	Ali	Email received from MBC regarding tree application being approved.	Planning	Contacted tree surgeon to contact MBC as TPO not included
16/01/2025	Email	Ali	Other PC regarding street light maintenance	General	Responded - MPC do not own any street lights
16/01/2025	Telephone	Ali	Other PC regarding IT support	Office	Provided details of MPC IT support
16/01/2025	Email	Ali	Funeral Directors regarding a burial in February	Amenities - Cemetery	Noted - await further information
17/01/2025	Telephone	Ali	Public Conv. Cleaner reporting excrement on floor of men's toilet (also happening at Horsmonden and Staplehurst)	Amenities - Public Conv.	Emailed Community Warden Team to see what can be done / asked cleaner to report to me when happening again
17/01/2025	Email	Ali	Funeral Directors confirming February date of burial	Amenities - Cemetery	Noted - await documentation
17/01/2025	Email	Ali	Update received regarding defib checks	General	Noted
17/01/2025	Email	Ali	Resident regarding seagulls at S/F	Amenities - Open Space	Speak with caretakers
17/01/2025	Face to Face	Ali	Resident regarding blocked footways	Highways	Noted - and will report to relevant agency

18/01/2025	Telephone	Ali	Funeral Directors regarding timings for today's funeral	Amenities -Cemetery	Noted
18/01/2025	Email	Ali	Confirming grave digger for February funeral	Amenities - Cemetery	Noted
20/01/2025	Telephone	Ali	Marden Society regarding Copper Lane application	Planning	Provided planning reference to view appeal decision on website
20/01/2025	Telephone	Ali	ICO for survey	General	Would ring back as going into meeting
20/01/2025	Email	Ali	Resident with concerns over seagulls at S/F	Amenities - Open Space	Would speak to employees not to feed
21/01/2025	Email	Ali	Landscape company offering services	Amenities	Would keep on file
21/01/2025	Email	Ali	Funeral Director change of grave digger for February funeral	Amenities - Cemetery	Noted - would make contact
21/01/2025	Email	Ali	Parent - duke of edinburgh award volunteering	General	Provided details of litter picking
22/01/2025	Email	Ali	Details of NDHAs held with MBC	Planning	Noted for MNP
22/01/2025	Email	Ali	Tree Surgeon offering services	Amenities	Would keep on file
22/01/2025	Email	Ali	Download of Diary of an RFO document	Office/Finance	Filed
23/01/2025	Email	Ali	Conservation Officer asking for confirmation of a site	Planning	Responded 24/1/25
24/01/2025	Email	Ali	Kent Highways - considering location of SID in Pattenden Lane	Highways	completed form and returned

24/01/2025	Email	Ali	Southern Water confirming receipt of letter sent earlier in the week	Highways	Noted
24/01/2025	Email	Ali	Neighbouring PC asking for details of payroll provider	Office	Details sent
27/01/2025	Email	Ali	Funeral Director sending forms for February funeral	Amenities - Cemetery	Noted
27/01/2025	Email	Ali	Resident asking about cast iron sign/gateway	Highways	Provided information
27/01/2025	Email	Ali	Kent Highways with details of refurbishment of fingerpost	Highways	Can no longer use cast iron - waiting to hear back on materials
27/01/2025	Email	Ali	Kent Resilience Forum asking where MPC is with their plan	Emerg. Plan	Said would get back in touch once a meeting had been arranged
28/01/2025	Email	Ali	Local Police regarding incident at toilets (17/1/25)	Amenities	Report to 101
28/01/2025	Email	Ali	Resident reporting abandoned vehicle	General	Gave link to MBC website
28/01/2025	Telephone	Ali	Resident asking about grave location	Amenities - Cemetery	Provided information
28/01/2025	Face to Face	Ali	Resident viewed grave locations	Amenities - Cemetery	Above enquiry
29/01/2025	Email	Ali	Query regarding allotment waiting list	Amenities	Need to find out who to contact to be put on list
29/01/2025	Answerphone	Ali	Volunteer for litter picking	Amenities - Litter pick	Passed to Lisa to add to list

29/01/2025	Email	Ali	Request to hire S/F	Amenities - Open Space	Passed to Rachel
30/01/2025	Telephone	Ali	Grave digger (7/2/25) to arrange to meet on 4/2/25 to view location	Amenities - Cemetery	Send plan and in diary for 4/2/25 (new to Marden Cemetery)
30/01/2025	Email	Ali	Community Protection Team regarding dog fouling in Stanley Road	General	Would visit to put up signage etc
30/01/2025	Face to Face	Ali	Resident asking about solar panel (Patt. Lane) application	Planning	provided details of location and MPC meeting on 4/2/25
30/01/2025	Email	Ali	Bowls Club regarding access to S/F	Amenities	Noted
31/01/2025	Email	Ali	MBC - re litter picking equipment	Amenities	Noted
31/01/2025	Telephone	Ali	Resident asking for permission to park at hall for school pickup	Memorial Hall	Noted
31/01/2025	Telephone	Rachel	Next of Kin confirming change of grave number	Amenities - Cemetery	Passed to Ali
31/01/2025	Telephone	Ali	Utility Broker re p/con electricity account	Amenities - Public Conv.	Will send email with quotes
31/01/2025	Telephone	Ali	Marden Russet Runners re S/F booking	Amenities - Open Space	Queried location of toilets/emergency vehicles. Would meet in next few weeks. MRR will write to residents of S/F drive



# FINANCE GRANT REQUEST FUNDING REQUEST

Name of Applicant: ALISON HOOKER

Name of Organisation: MARDEN MEMORIAL HALL

Reason for Request: TO ASSIST WITH FUNDING A DEFIBRILLATOR TO BE INSTALLED ON THE FRONT EXTERNAL WALL OF MARDEN MEMORIAL HALL

How much are you asking for / what the proportion of the total cost?: **£250.00**

What other funding do you have for this project? **£750 from DHSC Community Defibrillator Scheme and £500 from Marden CIO.**

Does it involve adults and/or children of Marden: **Yes**

If so, how many on average: 1 but continual usage of those in need

Has the organisation it's own bank account: **YES / NO**

Has the organisation got a constitution: **YES / NO**

Contact details: Email: **treasurermmh@yahoo.com**

Telephone: **07737 521761**

Thank you for your application this will be considered by Councillors at the next full council meeting.

**Full Council Meetings Action Log  
2023/2024**

<b>Action No.</b>	<b>Minute No.</b>	<b>Date of Meeting</b>	<b>Minute Action</b>	<b>Allocated to</b>	<b>To Do</b>	<b>Date completed</b>
A3	127/24	13th February 2024	Contact Southern Water regarding sewer plan for the village/The Parsonage	Cllr Summersgill & Clerk	Cllr Summersgill to assist clerk with drafting letter. Letter sent 11th March 2024. Cllr Summersgill taken a copy to SW meeting (10/7/24) MS liaising with other SW contacts (Aug 2024)	
A4	127/24		Review library status	Cllrs Adam and Boswell and <del>Robertson</del>	To meet to discuss	
A18	138/24		Risk Assessments - review format	Clerk	To update prior to next review in January 2025	
A19	141/24	12th March 2024	Review Cloudy IT annual support 2025/26	Clerk/Finance	prior to 25/26 budget meeting	
A25	150/24	9th April 2024	Review format of APM	Clerk/Cllrs	Review in January 2025	
A27	153/24		Review faint yellow lines in village	Cllrs	To report to the Clerk	

2024/2025

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A33	014/24	7th May 2024	Arrange Sub-Group meetings for ACV, Byelaws and Resilience Planning	Clerk	Emailed Cllrs 9/5/24 for dates: Byelaws 13/7/24 at 9am. Resilience Planning 10/2/25 ACV to be arranged	
A37	024/24	9th July 2024	Cllrs and office staff to undertake Carbon Literacy Training	All	Look at SLCC training	
A71	076/24	12th November 2024	Cllr Rabot to liaise with Police regarding future police surgeries in the village	Adrian		
A79	088/24	10th December 2024	Flooding under Pattenden Lane railway bridge	Ali	Raise with Kent Highways / Network Rail at next meeting	
A85	092/24		Fingerpost repair	Kate/Ali	Contact contractor to confirm acceptance of quote for works - cast iron not to be used - Cllrs discussing alternatives 11/2/25	
A86	092/24		Meeting with South Eastern	Ali/Richard	Confirm Richard will attend F2F meeting - ? Microsoft Teams availability Member of staff left - rearrange for March	
A92	102/25	14th January 2025	Highways consultation	Cllr Newton - Accessibility Cllr Tippen - Highway Maint. Cllr Adam - Public Transport Cllr Summersgill - Road Safety Cllr Rabot - Walking/Cycling	Response required by 28/2/25	
A95	105/25		Report fading white lines to Kent Highways	Ali	Maidstone Road; Chantry Road junctions / Zebra crossing reported. View other areas (utility work) where lines are faded	



**Full Council Meetings Action Log  
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