



**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON TUESDAY 7<sup>TH</sup>  
MAY 2024 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT  
7.30PM**

Prior to the meeting all Cllrs signed the Declaration of Acceptance of Office following the uncontested elections.

Cllr Turner, as Vice-Chairman, took the chair for the first item on the agenda.

**001/24 ELECTION OF CHAIRMAN**

Due to no nominations being received Cllrs unanimously agreed for an additional year to be added to the Chairmanship in accordance with page 3 (3) of the Terms of Reference. Following this Cllr Besant proposed, Cllr Gibson seconded that Cllr Tippen be elected Chairman for the forthcoming Council year. Cllr Tippen accepted the role of Chairman but stated that it would be for one more year only. All Cllrs were in favour. Cllr Tippen signed the Chairman's Declaration of Acceptance of Office which was witnessed by the Proper Officer.

Cllr Tippen then took the chair for the remainder of the meeting.

**002/24 ELECTION OF VICE-CHAIRMAN**

Cllr Adam proposed, Cllr Turner seconded that Cllr Gibson be elected Vice-Chairman for the forthcoming Council year. Cllr Gibson accepted the role and all Cllrs in attendance were in favour.

**003/24 PRESENT**

Cllrs Adam, Besant, Gibson, Newton, Rabot, Summersgill, Tippen and Turner were in attendance. The Clerk was also present.

**004/24 APOLOGIES FOR ABSENCE**

Cllr Boswell gave her apologies for this meeting.

**005/24 COUNCILLOR INFORMATION**

**Registers of Interest**

Cllrs were asked to complete new register of interest forms and return to the Clerk to send to Maidstone Borough Council before the end of the month.

**Declaration of Interest**

Cllr Summersgill was in attendance as a Parish Councillor but was also now a Borough Councillor.

Cllrs Gibson and Rabot declared an interest in item allotments. Cllr Gibson declared an interest in item 13/24 – Allotments as a resident of Highwood Green and Cllr Rabot for the same item as partner was on the waiting list for an allotment.

**Granting of Dispensation**

There were no requests for dispensation.

**006/24 MINUTES OF THE PREVIOUS MEETING**

Cllrs received and accepted as a true record the Minutes of the Parish Council meeting held on 9<sup>th</sup> April 2024. These were duly signed by the Chairman.

**007/24 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING**

There were no members of the public in attendance.

The meeting was adjourned for the following items:

**PUBLIC FORUM**

There were no members of the public in attendance.

**EXTERNAL REPORTS****County Councillor Report**

Not in attendance.

**Borough Councillors Report**

Borough Cllr Summersgill reported that there have been two judicial reviews sent in on the Local Plan which had been validated.

**Police Report**

Not in attendance.

**Community Warden**

Not in attendance.

The meeting was reconvened to discuss item 008/24 onwards.

**008/24 CLERK'S REPORT**

Cllrs received and noted the Clerk's report which included staff leave, update on The Allens storage - a key had been provided for the key safe following further information received from Golding Homes and the paperwork not held in the fire safe was removed to the Parish Office; contact had been made with British Transport Police via the online chat but no response received; a response from Southern Water had not yet been received; an additional volunteer had come forward for Speed Watch and was undertaking the training; office staff are undertaking Sharepoint training; and following the elections the two vacancies have been advertised for co-option.

**009/24 APPOINTMENT OF COMMITTEES/SUB-COMMITTEES**

Cllrs to be appointed to the following Committees and Sub-Committees (Chairman and Vice-Chairman – ex-officio on Committees / Chairman ex-officio on Sub-Committees)

**Committees**

Amenities: Cllrs Besant, Boswell, Newton, Rabot, Summersgill and Turner

Finance: Cllrs Adam, Besant, Boswell and Turner

Planning: Cllrs Adam, Besant, Boswell, Newton, Rabot and Turner

**Sub-Committees**

Cemetery: Boswell, Newton, Rabot and Summersgill

Human Resources: Boswell, Gibson, Newton and Rabot

Open Spaces: Besant, Boswell, Rabot and Turner

**010/24 APPOINTMENT OF SUB-GROUPS AND OUTSIDE BODIES**

Cllrs to be appointed to the following Sub-Groups and Outside Bodies

**Sub-Groups**

Allotments: Cllrs Boswell, Rabot and Turner

Assets of Community Value: Cllrs Adam, Boswell and Turner

Byelaws: Cllrs Adam and Newton (and Clerk)

Communications: Cllrs Besant, Boswell and Tippen

Emergency Planning: Cllrs Gibson, Newton, Rabot, Tippen and Turner

Environment: Cllrs Besant, Boswell, Rabot, Summersgill and Turner

Play Scheme: Cllrs Boswell, Rabot and Tippen

Village Events: Besant, Boswell, Newton, Rabot and Tippen

Neighbourhood Plan Steering Group: Cllrs Adam, Besant, Boswell, Gibson, Rabot, Tippen and Turner

### **Outside Bodies**

Community Engagement Forum: Cllrs Boswell and Tippen  
 KALC Area Committee (Maidstone): Cllr Summersgill (Cllr Tippen – Substitute)  
 Maidstone Borough Council Cluster Group: Cllr Rabot  
 Marden Dementia Group: Cllr Boswell  
 Memorial Hall: Cllr Turner  
 Patient Participation Group: Cllrs Boswell and Tippen

**AH** Public Transport & Highways: Cllrs Adam ~~and Boswell~~  
 Amended prior to approval at the meeting on 9<sup>th</sup> July 2024.

### **011/24 PARISH COUNCIL DOCUMENTS**

#### **Terms of Reference**

Cllrs received and noted the final document which was discussed at previous Full Council meeting.

#### **Parish Assets**

Cllrs received and agreed the list of parish assets at 31<sup>st</sup> March 2024.

#### **Dates of Parish Council Meetings for 2024/2025**

Cllrs received and noted the proposed dates for Parish Council meetings in 2024/2025.

### **012/24 GENERAL POWER OF COMPETENCE**

Cllrs resolved that Marden Parish Council continues to meet the criteria of the General Power of Competence.

### **013/24 PARISH MATTERS**

#### **Reports from MBC and KCC**

Cllr Tippen had been advised that the Children's Centre was due to close at the end of May which has been taken up with the County Councillor.

#### **Police Update/Report from Police Forum**

##### Crime Figures

Crime figures were available to be viewed on the Kent Police website.

##### Other Police Issues

No other police issues reported.

#### **Communication**

##### Newsletter

The Communication Sub-Group to meet to discuss the drafting of the newsletter.

#### **Marden Flooding**

No issues to report.

#### **Cemetery**

##### Exclusive Right of Burial Certificates

One certificate was signed.

#### **Allotments**

An email had been received from Redrow regarding converting the parking areas into allotments as Golding Homes were not interested to taking over the parking spaces. Cllrs requested that meeting be arranged to discuss this in more detail; for Redrow to provide a plan and landscaping plan and to inform the Council what would happen for visitor parking.

#### **Marden Parish Council – Co-option**

Cllrs noted that MPC can co-opt for the two vacancies left following the uncontested election. Notification of co-option had been advertised from 2<sup>nd</sup> May with the closing date being 31<sup>st</sup> May 2024. If applications are received this would be added to the June agenda.

### **014/24 COMMITTEE REPORTS**

#### **Amenities Committee**

Cllrs noted the draft Minutes of Amenities Committee meeting held on 23<sup>rd</sup> April.

**Planning Committee**

Cllrs noted the Minutes of Planning Committee meeting held on 16<sup>th</sup> April and the draft minutes from 30<sup>th</sup> April.

**Finance Committee**

Cllrs noted the draft Minutes of Finance Committee meeting held on 30<sup>th</sup> April 2024.

**Conferences/Meetings/Webinars attended**

Those in attendance updated the meeting on the following:

Parking/Traffic Meeting – 15<sup>th</sup> April 2024 – Cllr Tippen gave an update on this meeting along with the meeting held with Marden Academy Principal on 2<sup>nd</sup> May. A proposal was made of changing the restrictions outside the school from 8am to 9am and 2pm to 4pm which Cllrs were in agreement to take forward to a meeting with Kent Highways.

Dementia Group AGM – 18<sup>th</sup> April 2024

Marden Primary Academy Community Consultation – 25<sup>th</sup> April 2024

NALC Climate Webinar – 26<sup>th</sup> April 2024

Marden Primary Academy – 2<sup>nd</sup> May 2024

Community Forum Meeting – 2<sup>nd</sup> May 2024

Elections – 2<sup>nd</sup> May 2024

Changing Rooms meeting – 7<sup>th</sup> May 2024. The consultation responses were reviewed and it was proposed that a draft planning application be submitted to the June Full Council meeting for decision.

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

Emergency Planning Training – 21<sup>st</sup> May 2024: The Clerk attending

80<sup>th</sup> Anniversary D-Day Beacon Lighting – 6<sup>th</sup> June 2024: All invited to attend

NALC Climate Change webinar – 26<sup>th</sup> June 2024: Cllr Boswell attending.

**MPC Meetings to be arranged:**

Meeting with Kent Highways following meeting held on 15<sup>th</sup> April and 2<sup>nd</sup> May

Byelaws Sub-Group

Assets of Community Value Sub-Group

Cemetery Sub-Group

**015/24 CORRESPONDENCE**

Marden Parish Church Magazine - noted

KALC Newsletter – April edition – noted. The May edition was also available at the meeting for Cllrs to view.

**016/24 FINANCE****(A) Bank Statements:**

The funds held in MPC accounts on 7<sup>th</sup> May 2024 are:

**Revenue Accounts**

Nat West: £10,402.69

Unity: £183,237.08

**Capital Account:**

Santander: 72,396.36

**(B) Accounts 2023/2024:****(B)(i) Statement of Internal Control**

Cllrs considered and agreed the Statement of Internal Control previously circulated to Cllrs. The document was signed by the Chairman and RFO.

**(B)(ii) Internal Auditor Report**

Cllrs considered and agreed the end of year Final Report received from the Internal Auditor. There were no recommendations raised. The RFO was thanked for the work regarding the accounts.

**(B)(iii) Bank Reconciliation/Balance Sheet 31<sup>st</sup> March 2024**

Cllrs received and accepted the end of year bank reconciliation at 31<sup>st</sup> March 2024 signed at the Finance Committee on 30<sup>th</sup> April 2024.

Cllrs received and agreed the end of year Balance Sheet as at 31<sup>st</sup> March 2024 which was signed at the meeting.

(B)(iv) Annual Governance and Accountability Return (AGAR) 2023/2024

(B)(iv)(a) Section 1 – Annual Government Statement 2023/2024

The Chairman read out the following statements to Cllrs:

- (1) We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements;
- (2) We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness;
- (3) We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances;
- (4) We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations;
- (5) We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required;
- (6) We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems;
- (7) We took appropriate action on all matters raised in reports from internal and external audits;
- (8) We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements;
- (9) Trust funds including charitable. In our capacity as the sole management trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. *Not appropriate to Marden PC as not a sole managing trustee of a local trust(s).*

Cllrs agreed to all the above statements and the Chairman and Clerk (RFO) signed and recorded the minute number.

(B)(iv)(b) Section 2 – Accounting Statements 2023/2024

The Clerk had completed and signed Section 2 with figures from 2022/2023 and 2023/2024 accounts and circulated to Cllrs (also discussed at Finance Committee meeting). Cllrs confirmed the financial statements and the Chairman signed and recorded the minute number.

**(C) Other Papers for External Auditor**

AGAR documentation:

Cllrs received and noted the additional documents to be sent to the External Auditor which included the list of significant variances and contact details for Clerk and Chairman. The Clerk also provided details of the information required to be placed on notice boards and MPC's website.

Internal Auditor certificate

Cllrs received and noted the Internal Auditor's year-end AGAR certificate which would be included in the documents to be sent to the External Auditor.

**(D) Donation Request**

Cllrs considered a request received from Paddock Wood Community Advice Centre. Cllr Tippen proposed that MPC support this request and Cllr Besant proposed £250 donation. This was agreed.

**(E) Payments for Approval**Electronic Payments

The following invoices were due for payment:

G Carey – Grounds maintenance - £402.00

Stanleys Garage – vehicle fuel £76.77

Marden Memorial Hall – office rent, refuse, cleaning and hall hire - £415.57

Business Stream – waste water public conv. - £166.64

Employees/HMRC – May salaries, PAYE and NIC - £8,780.07

TOTAL: 9,841.05

Cllrs agreed payments and Cllrs Adam and Turner would authorise on Unity.

**017/24 HIGHWAYS AND PUBLIC TRANSPORT****Highways**Highways Improvement Plan

Discussed previously in regard to the issues raised in the meetings held on 15<sup>th</sup> April and 2<sup>nd</sup> May.

Other Highways Issues

No other highways issues to report.

**Public Transport**

New train timetable had been received which will take effect from 2<sup>nd</sup> June 2024.

There being no further business the meeting was closed at 8.52pm

Cllr Kate Tippen, Chairman

Date: 11<sup>th</sup> June 2024

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981

[clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk) / [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)