



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).

**TO ALL MEMBERS OF MARDEN PARISH COUNCIL**

**BRIEFING NOTE FOR THE FULL COUNCIL MEETING TO BE HELD ON TUESDAY  
13<sup>TH</sup> AUGUST 2024 COMMENCING AT 7.30PM AT THE ALLENS, ALBION ROAD,  
MARDEN**

**BRIEFING NOTE**

**029/24 PRESENT**

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

**030/24 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.

**031/24 COUNCILLOR INFORMATION**

**Declaration of Pecuniary and Non-Pecuniary Interests**

**Changes to Register of Interest**

**Granting of Dispensation**

**032/24 MINUTES OF THE PREVIOUS MEETING**

To receive and accept as a true record the Minutes of the Parish Council meeting held on 9<sup>th</sup> July 2024.

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

**033/24 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**

**County Councillor Report**

**Borough Councillors Report**

**Police Report**

The meeting to be reconvened to discuss item 034/24 onwards.

**034/24 CO-OPTION OF COUNCILLOR**

Following the uncontested Parish Council election on 2<sup>nd</sup> May 2024 two vacancies had arisen on Marden Parish Council. One application had been received to fill one of these vacancies and the candidate had been invited to attend the meeting.

Cllrs to vote to fill one vacancy via co-option.

Application form has been circulated to Cllrs prior to the meeting.

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

**035/24 CLERK'S REPORT**

To receive and note the Clerk's report.  
Can be found in meeting pack.

**036/24 PARISH MATTERS****Reports from MBC and KCC****Police Update/Report from Police Forum**Crime Figures

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

Other Police Issues**Communication**Newsletter

Autumn/Winter edition: Date for organisation reports has been moved due to staff holidays in editing the newsletter ready for printing.

**Marden Flooding****Cemetery**Exclusive Right of Burial Certificates

Exclusive Rights of Burial certificates to be signed by Cllrs

**MPC Policies**

Cllrs to receive and approve draft Metal Detecting Policy

Item deferred from Amenities Committee regarding request for metal detecting on parish land. Cllrs requested a Metal Detecting Policy to be drafted before responding to resident. Attached in meeting pack.

**MPC Draft Byelaws**

Cllrs to received and approve draft Byelaws for MPC Open Space

Cllrs Adam and Newton, together with the Clerk, had reviewed the current Playing Field Byelaws which had been submitted to Amenities Committee for bringing to Full Council. Copy circulated with meeting pack.

**MPC Financial Regulations**

Cllrs to receive and approve new Financial Regulations as drafted by Finance Committee NALC had revised Financial Regulations and MPC's document had been reviewed in line with these.

Copy circulated with meeting pack.

**Parish Council Award Scheme**

Cllrs to note resubmission of application

The Clerk had received a preliminary report from the Panel in regard to MPC's application which had a couple of queries. The Clerk had responded.

**037/24 COMMITTEE REPORTS****Amenities Committee**

Cllrs to note the draft Minutes of Amenities Committee meeting held on 23<sup>rd</sup> July 2024 had been previously circulated and available on the Parish Council website.

[Amenities Minutes and Agendas - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#)

**Planning Committee**

Cllrs to note the Minutes of Planning Committee meeting held on 6 August 2024 would be available following the Planning meeting and available on the Parish Council website.

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

**Finance Committee**

Cllrs to note the Minutes of Finance Committee meeting held on 30<sup>th</sup> July 2024 had been previously circulated and available on the Parish Council website.

**Conferences/Meetings/Webinars attended**

Those in attendance to update the meeting on the following:

Byelaws Sub-Group – 13<sup>th</sup> July  
 Play Scheme – 22<sup>nd</sup> July to 2<sup>nd</sup> August  
 KALC Area Committee Meeting – 29<sup>th</sup> July  
 Southern Water – 2<sup>nd</sup> August  
 Communications Sub-Group – 6<sup>th</sup> August  
**Conferences/Meetings/Webinars/Events forthcoming**  
 Events Sub-Group – 29<sup>th</sup> August  
 Community Forum – 12<sup>th</sup> September  
**KALC Training Events**  
 Cllrs to receive list of KALC Training events  
[List provided to Cllrs in meeting pack](#)

#### 038/24 CORRESPONDENCE

##### **MPC Correspondence Log**

Cllrs to receive office correspondence log for July

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

Cllrs to receive the following correspondence:

##### **Marden Parish Church Magazine**

August edition for information

##### **KALC Newsletter**

August edition – previously circulated to Cllrs

##### **The Clerk**

July edition for information

##### **KCC Road Safety & Active Travel Newsletter**

Issue 1 for information

##### **KCC Consultation – Local Transport Plan**

[Local Transport Plan 5 - Striking the Balance | Let's talk Kent](#) – closing date 8<sup>th</sup> October 2024

##### **Kent Surrey and Sussex Air Ambulance**

Cllrs to receive letter of thanks for donation

[Letter will be available at the meeting.](#)

#### 039/24 FINANCE

##### **(A) Bank Statements:**

The Clerk to provide details at the meeting.

##### **(B) Voltalia Community Grant**

Full Council had agreed to apply for grant funding. Cllr Tippen and the Clerk to meet on 13<sup>th</sup> August and report to meeting.

##### **(C) Payments for Approval**

##### **Electronic Payments**

Invoices due to payment to be submitted to the meeting.

#### 040/24 HIGHWAYS AND PUBLIC TRANSPORT

##### **Highways**

##### **Highways Improvement Plan**

Cllrs to consider email received from resident regarding speeding vehicles

[Redacted copy of correspondence in meeting pack.](#)

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

##### **Public Transport**

Tuesday 6<sup>th</sup> August 2024

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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 \(mardenkent-pc.gov.uk\)](#).