



MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 11TH FEBRUARY 2025 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

117/25 PRESENT

Cllrs Adam, Boswell, Gibson, Newton, Rabot and Tippen (in the chair) were present. The Clerk, Borough Cllr Couch and one member of the public were also in attendance.

118/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Goda, Summersgill and Turner. Apologies were also received from County Cllr Parfitt and Borough Cllr Russell.

119/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllrs Newton and Tippen declared an interest in item 127/25 (Request for Funding) as Trustees of the Memorial Hall (*The Clerk was also a Trustee*).

Changes to Register of Interest

There were no changes to registers of interest.

Granting of Dispensation

There were no requests for dispensation.

120/25 MINUTES OF THE PREVIOUS MEETING

Cllrs received, and agreed as a true record, the Minutes of the Parish Council meeting held on 14th January and the Extra Ordinary Full Council meetings on 28th January and 4th February 2025. All minutes were duly signed by the Chairman.

121/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Member of the public in attendance for the co-option of Parish Cllr.

The meeting was adjourned for the following items:

PUBLIC FORUM

No issues raised

EXTERNAL REPORTS - VERBAL

County Councillor Report

Not in attendance.

Borough Councillors Report

Borough Cllr Couch gave a verbal report on the written document submitted to Cllrs.

122/25 CO-OPTION OF COUNCILLOR

Cllrs voted, and agreed, to co-opt Paul Dobinson back onto the Parish Council.

Co-opted Cllr Dobinson signed the Declaration of Office before taking part in the rest of the meeting.

123/25 CLERK'S REPORT

Cllrs received and noted the Clerk's report. This included updates of items still outstanding from previous meetings – majority of which were covered in the remainder of the meeting.

124/25 PARISH MATTERS

Written Reports received from MBC and KCC

Received from Borough and County Cllrs and circulated to Cllrs prior to the meeting.

Police Update

Crime Figures

Cllr Rabot updated the meeting on the most recent crime numbers from the Kent Police website.

Other Police Issues

Cllr Rabot would email Kent Police regarding contacting ward officers.

Communication

Newsletter

The Spring edition of the newsletter was currently being typeset ready for printing.

Marden Flooding/Water

Cllrs received the update following the recent letter sent to Southern Water. The Clerk was asked to respond asking what is happening regarding Maynards drain.

Marden Changing Room

Cllrs received a further email from the architect. The Clerk was asked to respond on behalf of the Parish Council.

Cemetery

Exclusive Right of Burial Certificates

It was proposed, and agreed, that this item be moved to Amenities Committee.

Public Conveniences Solar Panel Project

Prior to the meeting only one revised quote had been received on the above. One company, who previously quoted, is now unable to undertake the work due to being out of the area. Cllrs agreed to defer this item to the next Amenities Committee meeting prior to which the Clerk would chase the remaining company requesting a revised quote.

Playing Field CCTV

Cllrs received the revised quote for CCTV installation. The Clerk explained the funding and the remainder of the money (£800) would be taken from the Infrastructure Spend Plan budget. It was agreed to review the system once the changing room refurbishment was being undertaken.

Parish Council Documents

Policies

The Clerk had explained small amendments to Council policies, mainly changes to Cllr email addresses and additional staff member, which Cllrs considered.

Additional information had been added to the Scheme of Delegation which Cllrs agreed to adopt.

Full Council Risk Assessments

The Clerk was reformatting all risk assessments which would be circulated to Cllrs shortly.

Standing Orders

This document had been reviewed in 2024, and no new updates had been received from NALC. However, Cllrs were asked to read prior to the next meeting.

Terms of Reference (ToR)

The Clerk asked Cllrs to consider adding a list of the delegated powers to each Committee at the end of each Committee ToR for ease of reference at meetings. This was agreed and would be resubmitted to the next Full Council meeting.

All the above documents would be put before March Full Council for ratification.

Marden Neighbourhood Plan Review

Cllrs were thanked for their involvement in getting the document to this stage. Cllrs had been sent the proposed tracked changes to the Marden Neighbourhood Plan Review for noting and all agreed the consultation dates for Regulation 14 would run from 10th March to 25th April 2025.

Open Morning – Saturday 22nd March 2025

Consultations would be held on the Neighbourhood Plan Review and Byelaws, a Quality of Life survey and questionnaire on Community Warden/Youth Worker for future years. Copies of the Infrastructure Spend Plan and Highways Improvement Plan would also be available.

Cllrs were asked to let the Clerk know what was required for the Open Morning.

Staffing

The Chairman informed the meeting that the Cemetery Caretaker was retiring on 31st March. Adverts for new position would be advertised from 14th February with closing date 31st March.

Thanks were expressed for the work and commitment that Ian had undertaken over the past 38 years working for the Parish Council.

125/25 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the Minutes of the Amenities Committee meeting held on 28th January.

Planning Committee

Cllrs noted the Minutes of Planning Committee meeting held on 4th February.

Finance Committee

Cllrs noted the Minutes of the Finance Committee meeting held on 21st January.

Committee Structure

Following the resignation of Cllr Dobinson (although he had now been co-opted back onto the Council) a vacancy had arisen on all Committees (Amenities, Finance and Planning). Cllrs agreed that Cllr Dobinson would be appointed back onto these three Committees until to the May 2025 Annual Parish Meeting.

Conferences/Meetings/Webinars attended

Environmental Workshop (office staff) – 16th January: Reported to Amenities Committee

Memorial Hall Trustees meeting – 20th January: Reported to Amenities Committee

KALC Chairs Networking Forum – 27th January 2024: Attended by Cllrs Boswell and Tippen.

Website Publishing Webinar – 30th January: The Clerk had provided notes previously circulated. Now that the Parish Council was over the £200k turnover threshold it needed to adhere to the Transparency Code. It was reported that majority of the documents required were already on the website but the Clerk would go through the checklist to ensure everything was up to date.

Communications Meeting – 3rd February: Notes circulated to Cllrs.

HR Sub-Committee – 3rd February: Draft minutes circulated to Cllrs and update given earlier in the meeting.

Website Accessibility Webinar – 5th February: The Clerk had provided notes previously circulated. The Clerk would start to go through documents to ensure accessibility and produce templates for office documents which would require uploading to the website.

Burial Law – 6th February: The Clerk had provided notes previously circulated. Majority of the items raised were already in place at Marden.

Village Events/Christmas meeting – 10th February: update given at the meeting. Cllrs were informed that the VE Day celebration would be on Thursday 8th May and Marden at Christmas 6th December.

Conferences/Meetings/Webinars/Events forthcoming

Website Tips Webinar – 12th February

KALC Area Committee – 24th February

KALC Cllr webinar – 17th March

Open Morning – 22nd March

Litter Pick – 29th March

Resilience Planning meeting – to be arranged

Community Assets meeting – to be arranged

South Eastern Meeting – to be arranged

126/25 CORRESPONDENCE**Metal Detecting on Parish Owned Land**

Cllrs considered a request received to undertake metal detecting. Cllrs agreed to give permission for metal detecting on the land at rear of cemetery. Cllr Newton agreed to meet the interested party on site to explain the area.

MPC Correspondence Log

Cllrs received, and noted, the office correspondence log for January.

Marden Parish Church Magazine

Noted

KALC Newsletter

Sent via email

The Clerk magazine

Not received in time of meeting.

127/25 FINANCE**Bank Statements:**Reserve Accounts

Nat West: £8,074.54

Unity: £39,375.92

Capital Accounts

Santander: £72,773.36

The Clerk was still waiting for confirmation of the closure of this account.

Payments for Approval

The following invoices were due for payment and were submitted to the meeting:

Castle Water – changing rooms water supply: £7.51

Castle Water – cemetery water supply: £13.22

KCC – photocopier rental: £108.02

Total: £128.75

Cllrs agreed and Cllrs Adam and Rabot would authorise on Unity.

Request for Funding

Cllrs had received a request from Marden Memorial Hall for funding towards a defibrillator at the hall. All Cllrs, with the exception of Cllrs Newton and Tippen, were in agreement for £250 to be donated from the Infrastructure Spend Plan account following the sale several years ago of the rocking horse.

Internal Audit

Cllrs received and acknowledged the receipt of the Interim Internal Audit for 2024/25. The Clerk was thanked for her work.

Cllrs received and noted the contract for the Internal Audit from 1st April 2025 to 31st March 2028 with Mulberry Internal Auditors.

Rookery Path

The transfer was currently with solicitors and Cllrs agreed to pay legal fees for the transfer.

128/25 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan (HIP)

Cllrs received and viewed the information from Kent Highways regarding the Single Yellow Lines in Goudhurst Road and Double Yellow Lines in Albion Road – Cllrs agreed for these to be progressed by Kent Highways.

Cllrs discussed the information from Kent Highways regarding the Pattenden Lane/West End junction proposals. The work was currently being undertaken and Cllrs were in agreement to £2,500 (or 25% of the cost if less) towards the work. Cllrs requested that the white line to be more central.

The Highways Improvement Plan would be available at the Open Day for residents to make comments on new issues and priorities.

The Clerk had received an update from Kent Highways on the HIP priorities and this would be updated following the Open Day.

Fingerposts

Cllrs considered the response from Kent Highways regarding materials for finger post refurbishment. The Clerk was asked to obtain a copy of the Passively Safe Street Furniture Policy from Kent Highways. Once received Cllrs would discuss further.

Other

The Chairman asked Cllrs to consider adding to the Highways Improvement Plan road safety following the accident concerns at West End/Goudhurst Road bend. This would be added to list gathered at the Open Day. Cllrs received information from Kent Highways regarding additional signage in Pattenden Lane which was noted. Cllr Tippen reported that Kent Highways had investigated whether a suitable site would be available for a speed indicator sign but Highways stated that this isn't feasible. It was agreed that once new signage had been installed the Clerk would look at possible locations to put forward.

Public Transport

No issues to report.

There being no further business the meeting was closed at 9.08pm

Cllr Kate Tippen, Chairman

Date: 11th March 2025

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