



DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 12TH AUGUST 2025 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

040/25 PRESENT

Cllrs Adam, Boswell, Dobinson, Gibson, Goda, Griffiths, Newton, Rabot (in the Chair) and Tippen were present. The Clerk was also in attendance.

041/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Summersgill and Turner.
Borough Cllr Couch also gave her apologies.

042/25 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

There were no declarations of interest

Changes to Register of Interest

There were no changes to Cllrs Register of Interest

Granting of Dispensation

There were no requests for dispensation

043/25 MINUTES OF THE PREVIOUS MEETING

Cllrs received, and accepted, as a true record, the Minutes of the Parish Council meeting held on 8th July 2025. These were duly signed by the Chairman.

044/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

Due to no public or other external representatives in attendance the meeting was not adjourned.

PUBLIC FORUM

No members of the public in attendance.

EXTERNAL VERBAL REPORTS

None of the following were in attendance:

County Councillor Report

Borough Councillors Report

Police

045/25 CLERK'S REPORT

Cllrs received, and noted, the Clerk's report which provided details on summer play scheme and outstanding items/projects which were currently being worked on.

046/25 PARISH MATTERS

Reports from MBC and KCC

Borough Cllr reports for July will be combined with August's and submitted to September's meeting.

No report was received from County Cllr.

Offer of Funding from County Councillor

County Councillor Black had offered funding to support a parish council project. Cllrs considered several projects from the Infrastructure Spend Plan it was proposed to look at funding for additional Christmas lights and the Deputy Clerk would be asked to obtain costings for commando sockets and lighting.

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot provided a report on crime figures from the Kent Police website for May which included several anti-social behaviour in the village.

Other Police Matters

Police Surgery to be held on 26th August at Marden Village Club from 5pm to 6pm. This has started to be advertised on social media.

Communication

Newsletter

Latest newsletter has been delivered to all residents and uploaded to website. The Newsletter policy was reviewed at the recent Communications Sub-Group- meeting and this would be added to the September Full Council agenda for ratification. Cllr Adam asked that the section on distribution be revised when groups assist with delivery.

Marden Flooding

A holding response had been received following the Clerk sending the two Parish Council letters again but no other updates had been received.

Cllr Adam spoke about new reservoir safety improvements being undertaken at Bewl Water with installation of additional pipework for emergency overflow. The Clerk was asked to contact Southern Water for a copy of their flood risk assessment for when these pipes come into operation.

Infrastructure Spend Plan (ISP)

No items had been received to be added to the ISP.

Changing Rooms Refurbishment

Cllr Turner would be asked to confirm whether he had submitted information regarding the condition on the planning approval.

Assets of Community Value (ACV)

Cllrs Adam and Boswell along with the Clerk had met to go through the ACV list which had been circulated to Cllrs prior to the meeting.

Cllrs received the updated ACV document and accepted the proposals for priority submissions to MBC. The Clerk agreed to go through the submission application in regard to these priorities. The ACV Sub-Group would arrange to meet to review the wording.

Engagement with Katie Lam MP

A suggestion has been made to invite Katie Lam to Marden. Cllrs discussed this and the Clerk was asked to invite her to the Parish Office to meet several of the Cllrs.

Parish Open Spaces Byelaws

The Clerk had emailed Cllrs Adam and Newton in regard to the new wording on the statements to be submitted for the Byelaws application. Both Cllrs would review these and respond to the Clerk.

Hedge/Tree Planting – Marden Cemetery

Funding was available for additional hedging which Cllrs agreed to submit an expression of interest for hedging for Marden Cemetery.

Amendments to Parish Council Documents

Cllrs accepted the changes to Standing Orders, Financial Regulations and Value for Money Policy and RA proposed, with all Cllrs in favour to ratify all three documents. These would now be uploaded to the website.

047/25 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the draft Minutes of Amenities Committee meeting held on 22nd July which had been previously circulated and available on the Parish Council website.

Planning Committee

Cllrs noted the draft Minutes of Planning Committee meeting held on 5th August which had been previously circulated and available on the Parish Council website.

Finance Committee

Cllrs noted the draft Minutes of Finance Committee meeting held on 29th July which had been previously circulated and available on the Parish Council website.

Conferences/Meetings/Webinars/Other attended

Those in attendance updated the meeting on the following:

Finance and Governance Networking – 10th July – Cllr Dobinson attended and items discussed included external audit changes, financial implications on devolution and changes in HR/Employment Law.

Marden Memorial Hall Trustees meeting – 14th July – reported at Amenities Committee.

Asset Transfer Webinar - 16th July – notes circulated to Cllrs.

Community Forum – 17th July – Cllrs Boswell and Rabot attended. Cllrs asked that the notes of this be circulated.

Assets of Community Value Meeting - 19th July (*discussed at item 046/25*)

KALC Area Committee Meeting – 28th July

Environmental Sub-Group Meeting – 29th July – will be reported to the next Amenities Committee meeting.

Summer Play Scheme – 23rd July to 1st August – full report will be submitted to the next Amenities Committee meeting.

Marden in Bloom Dog Show (Marden Playing Field) – 10th August – very well attended and positive responses were received.

Conferences/Meetings/Webinars/Events forthcoming

Blue Light Event at Jubilee Sports Field, Staplehurst – 16th August

Meet the Cllrs (outside Marden Library) – 23rd August – Cllrs Boswell, Rabot and Tippen would be in attendance.

Police Surgery – 26th August

Resilience Planning Meeting – 28th August

KALC Procurement Webinar – 8th September

Memorial Hall meeting – 8th September

048/25 CORRESPONDENCE

Marden Parish Council Office Correspondence Log – July
Marden Parish Church Magazine
KALC Newsletter
The Clerk/Councils Direct publications
Cllrs noted all above documents/publications.

049/25 FINANCE

Bank Statements:

Reserve Accounts

Nat West: £44,172.50

Unity: £99,146.52

The Clerk had applied again for changes/additions to Unity Trust Bank and Cllrs Dobinson, Goda and Griffiths signed the documentation.

The Clerk was trying to get confirmation from Nat West regarding changes to mandate.

Capital Account:

Santander: £72,582.55

The Clerk had submitted further ID for Cllr Tippen and hopefully this will now answer all the queries raised enabling the account to be closed.

Payments for Approval

Invoices for Payment

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

Qualitree Services Ltd – Tree work at Playing Field/Rookery Path - £1,128.00

Castle Water – changing rooms water supply - £7.90

Castle Water – cemetery water supply - £25.24

Rams Hill – mower repairs - £70.80

Graham Carey – ground maintenance - £456.00

Lamberhurst Engineering – New cemetery strimmer - £991.20

Play Scheme parent – refund - £48.00

Air Ambulance Charity – donation - £200.00

Total: £2,927.14

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

Other Financial Issues

Blue Light Event – 16th August

Cllr Rabot provided a verbal report to the meeting to consider funding to support this event. However, no details had been received so Cllrs agreed to put a decision on hold until further information is forthcoming.

Assertion 10 – Annual Governance and Accountability Return (AGAR)

2025/26

Cllrs noted the report from the Clerk and the actions required for the changes to the 2025/26 AGAR. The Clerk made all Cllrs aware that they should use their MPC .gov emails and not personal ones. The Clerk would review the Social Media Policy and ensure it conforms with the additions required for an IT Policy.

050/25 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

The new priority list had been submitted to Kent Highways and a meeting was being arranged next month to meet with the new Kent Highways Officer.

Fingerposts

The Clerk was asked to chase County Cllr Black on the Plain Road fingerpost sign.

Speedwatch

A session was planned for next week.

Other Highways Issues

Highways Working Group

Cllrs discussed the setting up of a Working Group for Highways issues which would report to Full Council but with no delegated powers (unless given by Full Council). The Working Group would look to monitor the HIP, recommend and changes/amendments/additions to Full Council and review/monitor the annual prioritisations. The Working Group would also monitor highways maintenance and draft responses to any surveys relating to highways. Cllrs agreed that the Group should consider of five Cllrs (Cllrs Boswell, Dobinson, Goda, Griffiths and Tippen) together with the Clerk.

Public Transport

The temporarily reduced train service had started but Cllrs were concerned that not much publicity had been circulated. The Deputy Clerk would be asked to publicise again on social media and diarise the next planned dates.

There being no further business the meeting was closed at 8.41pm

Cllr Adrian Rabot

Chairman

Date: 9th September 2025

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