



DRAFT MINUTES OF THE PARISH COUNCIL MEETING HELD ON TUESDAY 10TH JUNE 2025 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

017/25 PRESENT

Cllrs Boswell, Gibson, Griffiths, Newton, Rabot (in the Chair), Tippen and Turner were present. The Clerk, County Cllr Black and one member of the public were also in attendance.

018/25 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Adam, Dobinson, Goda and Summersgill. Borough Cllr Couch also gave her apologies. Borough Cllr Russell would be late to the meeting.

019/25 ELECTION OF VICE-CHAIRMAN

Cllrs Boswell and Tippen had both expressed an interest in being appointed Vice Chairman. The Chairman asked them to say a few words and invited Cllrs to vote.

Cllr Boswell was voted as Vice-Chairman for this Council year and would be ex-officio on Committees.

The Chairman thanked both Cllrs for putting themselves forward as Vice-Chairman.

020/25 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 Registers of Interest

Granting of Dispensation

There were no requests for dispensation.

021/25 MINUTES OF THE PREVIOUS MEETING

Cllrs received and accepted as a true record the Minutes of the Annual Parish Council meeting held on 13th May 2025. These were duly signed by the Chairman.

022/25 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Member of public did not wish to raise any item

The meeting was adjourned for the following items:

PUBLIC FORUM

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report

Cllr Black had no verbal report but raised an issue which was noted but advised that it was not a matter for this meeting.

19:40 Cllr Black and one member of the public left the meeting

Borough Councillors Report

Not in attendance at the time of this item.

Police

Not in attendance.

The meeting was reconvened to discuss item 023/25 onwards.

023/25 CLERK'S REPORT

Cllrs received and noted the Clerk's report. The report included meetings being arranged and updates on outstanding issues. The Clerk asked that Cllrs consider holding a Finance Committee meeting to discuss the Financial Regulations and HMRC/VAT Reclaim.

19:50 Cllrs Gibson and Tippen left the meeting

024/25 PARISH MATTERS

Reports from MBC and KCC

Written reports were received from all three Borough Cllrs and noted by Cllrs. Cllr Turner gave a brief explanation of the Maidstone Local Plan/5-year housing supply to Cllr Griffiths.

19:55 Cllr Gibson returned to the meeting

19:56 Cllr Tippen returned to the meeting

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot gave an update on the most recent crime figures from the Kent Police website: 19 crimes in April which included 8 violence offences; 3 anti-social behaviour; criminal damage and theft.

Other Police Matters

Marden had been allocated a PCSO who was hoping to attend the Village Café shortly to introduce herself.

Cllr Rabot gave a verbal report on the Police Community Sports Day which is being arranged at Marden Sports Club on 16th August.

Cllr Boswell asked if it was possible to arrange another Police Surgery date and Cllr Rabot would talk with the Ward Police and the new PCSO.

Communication

Newsletter

Thanks were expressed to Cllr Boswell for another well written newsletter.

This was currently in draft format and being read by Cllrs. The Deputy Clerk would start to edit it next week ready for printing.

It was proposed to have a “Meet The Councillors” event outside the library and a date would be arranged to add to the newsletter.

20:06 Borough Cllr Russell arrived at the meeting

Marden Flooding

Southern Water had been written to again asking for updates on MPC letter sent in January but no response had been received.

Infrastructure Spend Plan

Cllrs had received the Infrastructure Spend Plan prior to the meeting which had been reviewed/updated following the consultation. Cllrs agreed the content, and this would now be placed on the website.

Marden Resilience Plan

Cllrs had received the new draft Marden Resilience Plan prior to the meeting and Cllr Rabot gave a verbal report on the process to get to this stage. A meeting was to be arranged with the Resilience Sub-Group.

Changing Rooms Refurbishment

Cllrs had noted that the planning application has been approved by Maidstone Borough Council which was discussed at the last Planning Committee meeting. The Clerk was in the process of writing to the architect with questions regarding the conditions which were raised at Planning.

CCTV Licence

Cllrs received and considered the draft licence agreement from Golding Homes for the connection of CCTV into their property. This was agreed and a meeting had been arranged for 17th June for the Clerk and Cllr Griffiths to meet with Golding Homes to sign.

Marden PC Open Spaces Byelaws

No comments had been received following the consultation therefore Cllrs agreed to submit the application to amend the Open Spaces Byelaws to the Secretary of State.

Chairmen's Board

Cllrs received information on the costings to update the Parish Council Chairmen's Board in the Parish Office. Cllrs agreed in principle but asked the Clerk to see if cheaper companies were available.

Parish Council Code of Conduct

Cllrs received and considered the draft Parish Council Code of Conduct sent by KALC Maidstone Area Committee. Cllrs were in agreement and the Clerk would respond to KALC.

025/25 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the draft Minutes of Amenities Committee meeting held on 27th May 2025 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 20th May and 3rd June 2025 which had been previously circulated and available on the Parish Council website.

Several Cllrs met on 7th June to discuss the Regulation 14 responses on the Marden Neighbourhood Plan Review. Several changes were made and these would be submitted to the next Planning Committee meeting.

Finance Committee

No Finance Committee meeting held in May.

Conferences/Meetings/Webinars attended

Resilience Planning Meeting with Staplehurst Emergency Team: 15th May

KALC Area Committee Meeting: 19th May – Minutes circulated

AI Webinar: 21st May – notes would be circulated following 18th June session

Community Engagement Forum – 29th May

Communications Sub-Group Meeting: 5th June – Notes circulated. The

Quality of Life survey was discussed and a proposal of a Highways

Committee. Cllrs agreed and this would be added to the July Full Council to appoint Cllrs.

Web/Email Compliance Webinar: 5th June. The Clerk would circulate notes shortly.

HR Sub-Committee Meeting: 5th June. Draft minutes would be circulated shortly.

Marden Neighbourhood Plan Meeting: 7th June

Conferences/Meetings/Webinars/Events forthcoming

AI Webinar: 18th June

KALC EFCM (Reorganisation/Devolution): 19th June

Highways Improvement Plan Meeting: 24th June

Community Engagement Forum: 8th July

KALC Clerks Forum Webinar: 15th July

Asset Transfer Webinar: 16th July

Assets of Community Value Meeting: 19th July

KALC Chairmans Forum Webinar: 22nd July

Environmental Sub-Group – 29th July

MPC Meetings to be arranged:

Resilience Planning

026/25 CORRESPONDENCE

Marden Parish Church Magazine

KALC Newsletter

The May office correspondence log was also provided to Cllrs and was available on the website.

027/25 FINANCE

(A) Bank Statements:

Revenue Accounts:

Nat West: £53,558.80

Unity Trust: £131,270.26

Capital Account:

Santander: £72,582.55

(B) Accounts 2024/2025:

(B)(i) Statement of Internal Control

Cllrs received and agreed the Statement of Internal Control. The document was then signed by the Chairman and RFO.

(B)(ii) Internal Auditor Report

Cllrs received and noted the end of year Final Report received from the Internal Auditor. Thanks were given to the Clerk for the work during the financial year.

(B)(iii) Bank Reconciliation/Balance Sheet 31st March 2025

Cllrs received and accepted the end of year bank reconciliation at 31st March 2025

Cllrs received and agreed the end of year Balance Sheet as at 31st March 2025 which was duly signed by the Chairman and RFO.

(B)(iv) Annual Governance and Accountability Return (AGAR) 2024/2025

(B)(iv)(a) Section 1 – Annual Government Statement 2024/2025

The Clerk 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).*

Answers were recorded on the AGAR and the Chairman and Clerk (RFO) signed and recorded the minute number.

(B)(iv)(b) Section 2 – Accounting Statements 2024/2025

The Clerk had completed Section 2 with figures from 2023/2024 and 2024/2025 accounts and circulated to Cllrs. Cllrs confirmed the accounting statements and the Chairman signed and recorded the minute number.

(C) Other Papers for External Auditor

Internal Auditor certificate

Cllrs received and noted the Internal Auditor's year-end AGAR certificate.

AGAR documentation:

Cllrs received and noted the additional documents to be sent to the External Auditor which included:

- i. Bank Reconciliation as at 31st March 2025
- ii. Statement of Variances – Year ending 31st March 2025
- iii. Explanation of differences between Box 7 and Box 8 on Annual Return
- iv. Explanation of Earmarked Reserves
- v. Contact Details of Parish Council Clerk and Chairman
- vi. Declaration and Notice of Appointment of Exercise of Public Rights
- vii. Assertions for Intermediate Audit

(D) Marden Sports Coaching

Cllr Rabot provided a report on possible sports coaching in the summer and request for funding. Cllr Rabot has tried to arrange Charlton Athletic Community Trust to undertake a footballing coaching project in the Summer but unfortunately it may need to be moved to Autumn. Marden Parish Council may be asked to match fund once costings are received. Cllr Rabot would submit a report once more details are known.

(E) Payments for ApprovalInvoices for Payment

The following invoices were submitted for payment:

Castle Water: public conv water supply (Code 4327) - £15.79

Castle Water: Changing Rooms water supply (Code 4225) - £7.90

Castle Water: Cemetery water supply (Code 4302) - £1.67

KALC: Training x 2 (Code 4010) - £120.00

Memorial Hall: Office rent and refuse (Codes 4070/4074) - £300.00

Epic Engineering: Drill goalposts/fittings (Code 4220) - £107.28

Total: £552.64

Cllrs agreed payments and Cllrs Gibson and Turner would authorise on Unity. The Clerk raised a concern over two Business Stream invoices as these were exceptionally high. Cllr Turner agreed to look into this.

028/25 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan

A meeting was due to be held on 24th June to view responses from consultation and to consider new priorities.

Fingerposts

The Clerk had provided County Cllr Black with a timeline of the work on the fingerposts which he had raised with Kent Highways. Unfortunately, no response had been received by the meeting.

Speedwatch

Cllrs were given an update from the Speedwatch team who attended the Motor Show on 24th May. Cllr Rabot reported that this had seemed popular by visitors to the event. A Speed Watch session is planned for July or August.

Other Highways Issues

No other highways issues were reported.

Public Transport

No issues raised.

The Clerk informed the meeting that due to staff absences in July the Assistant Clerk from Pembury would be at the meeting on 8th to take minutes.

There being no further business the meeting was closed at 9.04pm

Cllr Adrian Rabot

Chairman

Date: 8th July 2025

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk / www.mardenkent-pc.gov.uk