

Clerk's Report – Full Council 11th June 2024

Update from previous Full Council meetings:

Letter to Southern Water

This has been sent but no response received.

British Transport Police

I have been unable to obtain contact details so have reported the continued vandalism of the ticket machine via their online reporting tool.

Other

Co-option

No applications have been received for co-option so will extend the closing date to 28th June.

Meetings

Meetings to be arranged for:

Assets of Community Value

Byelaws

Emergency Planning

Finance Committee – arranged for Saturday 22nd June at 10.00am

Infrastructure Spend Plan

Play Scheme

Registration opened on Monday 3rd June and within 2 days we are virtually fully booked.

Unfortunately, we are having to restrict numbers due to moving to the Scout HQ for 2024 as building works are taking place at the school. We did offer an online registration but have had to close this due to being full on majority of the days – currently have a waiting list.

Local Council Award Scheme – Quality Gold Status

I am currently going through the triage report received back on our application and updating website and documents as requested. Hope to have this completed following Cllrs input on a couple of the statements so that it can be resubmitted shortly.

Annual Return

This has now been submitted to Mazars with the details placed on notice boards and website: [2023-2024 Audit Papers - Marden Parish Council - Marden Parish Council, Marden, Tonbridge \(mardenkent-pc.gov.uk\)](#) A response is not due until end of August/September. An email was received on 5/6/24 for additional information as MPC is now classed as an intermediate council and a response is due back 20/6/24.

Fingerpost

Cllr Turner was speaking to a contractor to remove the post ready for repair.

Action Log

In line with Amenities Committee I have started to keep a log of actions from Council meetings which will be updated monthly and circulated to Cllrs.

ITEM 025-24 – EMERGENCY PLANNING WORKSHOP NOTES 21ST MAY 2024

Notes from Building Resilient Communities held at Ashford Borough Council on Tuesday 21st May 2024 attended by the Clerk.

Course run by Kent and Medway Resilience Forum, Communities Prepared ([Kent Prepared is the official website for the Kent and Medway Resilience Forum \(KMRF\)](#)) and KALC.

Speakers:

Mark Rogers (MR); Met Office Civil Contingencies Advisor
Emma Croft (EC): Environment Agency
Toby Howe (TH): Kent Highways and Transportation
Emma Harris (EH): Ashford Borough Council Resilience Officer
Tenterden Town Council (TTC)
Kerry Outlaw (KO): Chiddingstone Parish Council

MR spoke about the changes to the climate and how this could mean more wildfires in the summer, flooding at all times of the year.

- >summer temperatures by 5°
- >60% drier summers
- <rainy days in summer
- >rainfall on rainy days
- >1-4.5° warmer in winter
- >up to 30% wetter

Met office provide additional training on:

- Summer Weather hazards
- Winter Weather hazards
- Information, Products and Services
- Climate Changes and Communities

Recommend registering via Met Office for weather warnings.

ER provided details of flood plans being available on the .gov website. This was open data, free and could be downloaded to Parish Online/Pear Technology.
Promoted the EA Flood Warnings alert system.

TH provided details of Operation Brock (following on from Operation Stack), the implications of this in Dover and the surrounding areas and also about the new entry and exit system that is due to come into operation in October this year. This will have a knock on effect on the waiting times at the port of Dover and Eurotunnel – information regarding this will be published in the summer.

EH gave a background of how Ashford BC are looking at the Emergency/Resilience Plans – a smaller, less detailed, document is available to all Ashford parishes to complete rather than the full one provided by the K&MRF. She is not aware of any other parishes promoting this. However, it is recommended that if parishes have flood plans then the full document is used.

TTC had used the less detailed document for their plan and keep it in house (ie no residents/contractors are involved and no telephone tree). They have used their document as information of what TTC can do in the first 20 minutes of an emergency prior to the emergency services attending.

KO is a Cllr at Chiddingstone PC and following an emergency when main road was closed into the parish along with no electricity set about devising a plan along with a cluster of 4 other parishes.

Other Information received:

Categories provided of Cat 1 – Core Responsibilities; Cat 2 – Required to Assist; Non-Cat – No obligation to assist. Eg:

Cat 1 Core Responsibilities	Cat 2 Required to Assist	Non-Cat No obligation to assist
Police F&RS Ambulance Local Authority British Transport Police Coastguard EA	Electricity & Gas Sewer & Water Telecommunications NHS Network Rail Highways England Ports and Airports HSE	Military Parish & Town Councils Voluntary organisations RNLI British Red Cross Salvation Army

Parish and Town Councils have no statutory risk management however they represent the local community; have local knowledge and provide a network with the local authority.

List of Risk Registers

National Risk Register 2023: [National Risk Register 2023 - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Public Community Risk Register: [Kent Community Risk Register | Kent Prepared](#)

? Parish Risk Register

Can be put together to include a matrix of outcome/impact and to deal with the challenge not the hazard

Suggested things to do:

Undertake an audit of the community (ie who, what can be done)

What roles are within the community (voluntary organisations etc)

What skills are available within the community

What knowledge is available within the community

Document should be a working document and should be reviewed regularly, scenarios undertaken and advertised widely with hard copies available

List Local Assets

Community Capacity	Examples
<u>People</u> What can they offer? Who is able to provide details or information / vulnerable people etc?	Skills Knowledge Councillors Faith Leaders Medical Centre

<p><u>Networks</u> Offers of assistance?</p>	<p>Businesses Churches WI Medical Centre</p>
<p><u>Equipment</u> What is available? Who can assist?</p>	<p>4 x 4 Tractors Chainsaws <i>Insurance cover / certificates to be considered</i></p>
<p><u>Places</u> Where could people gather? Provision of safe place?</p>	<p>Venues (details of key holders/what is available) Memorial Hall Vestry Hall Sports Club Village Club Scout HQ</p>
<p><u>Infrastructure:</u> Assist with venues Access Vulnerable families</p>	<p>Primary School Medical Centre Foodbank/Church Railway Station</p>
<p><u>Economic</u> What companies can offer?</p>	<p>Businesses Self-employed</p>
<p><u>Environment:</u> What is around? Hazards?</p>	<p>Woodland Ponds/Rivers Parks</p>
<p><u>Location:</u> Where situated?</p>	<p>Rural/Urban location Distance from nearest town Neighbours</p>

Report to Marden Parish Council

Meeting date: 11th June 2024

Authors: Alison Hooker, Parish Clerk

Subject: Correspondence Log

Purpose: To enable a decision on the following:

Recommendations: That Council to consider the proposal of having a correspondence log of telephone calls, emails and face to face visits which would be kept by office staff and reported to Cllrs each month.

1. Background

It has been requested to the Clerk that a log be kept of any communication received in the Parish Office so that Cllrs (and residents) understand what is being dealt with. Majority of this is dealt with by the office staff (sign posting, cemetery, general information) and details of this will be entered onto the spreadsheet. If any item comes in which may need to be brought to the attention of Cllrs (for information purposes only) an email would be sent and if a decision is required would be entered as an item on the relevant meeting agenda. No personal details (ie name/contact details) would be entered and the log could then be put on the website for information.

2. Options for Council

- a. Note/Do nothing
- b. To except the office staff begin to create a correspondence log
- c. (b) and to agree to put on website

3. Reason for recommendation

For Cllrs and residents to understand the type of requests/concerns etc the office receives on a daily basis.

4. Expected benefits *(categorise the benefits if possible, good for reaching councillors who have interests, also useful for any potential funding applications)*

- *The local community*
- *The environment*
- *The wider community*
- *Other – understanding the work of the Council.*

Report to Marden Parish Council

4. Appendices

(Attach any additional information/paperwork/links which will allow Cllrs to find out more details)

Sample attached.

LOG OF CORRESPONDENCE AND HOW DEALT WITH?

No names/contact details should be added here

Date:	Contacted via	Who took call/emails?	Brief details of issue raised	Outcome
15/01/2024	Telephone	Ali	overgrown hedge in Maidstone Road	Reported to Kent Highways
22/01/2024	Telephone	Ali	cleaning issue at public conv.	liaised with contract cleaner
22/01/2024	Telephone	Ali	enforcement problem - previously raised anonymously	Spoke with Borough Cllr and raised under Confidential Matters at Planning Committee meeting
29/01/2024	Telephone	Ali	Dead dog on verge (Collier Street parish)	Reported to Police
15/02/2024	Telephone	Ali	Interment of ashes query	Arranged date and gave details
19/01/2024	Telephone	Ali	enforcement problem - same as 22/1/24	Sent details to Borough Cllr
28/02/2024	Telephone	Ali	resident reporting trees being dug up	reported to caretaker/cllrs
28/02/2024	Telephone	Ali	resident reporting loud neighbours	provided details for environmental health at MBC
29/02/2024	Telephone	Ali	Grave digger for tomorrow's funeral	confirmed location
05/03/2024	Telephone	Ali	resident volunteering for litter pick	added to list
06/03/2024	Telephone	Ali	Golding Homes re The Allens storage	met on site and reported to Cllrs
13/03/2024	Telephone	Ali	Play equipment company arranging delivery of equipment	passed on details of contractor for delivery
20/03/2024	Telephone	Ali	Van leasing company to check all ok	Reporting no issues
25/03/2024	Telephone	Ali	Business requesting details to stop parking outside and across drive	Passed details to MBC, KCC and Police and reported to Cllrs
25/03/2024	Email	Ali	Solicitors making a claim	Wrong authority - should be KCC
09/04/2024	Telephone	Ali	Resident reporting broken drain cover	Reported to Kent Highways
10/04/2024	Telephone	Ali	Funeral Director to arrange ashes	Arranged date and gave details
15/04/2024	Telephone	Ali	NoK to discuss options for interment of ashes	Provided details over phone and sent via email

24/04/2024	Telephone	Ali	NoK to discuss options for interment of ashes	Provided details over phone and sent via email
02/05/2024	Telephone	Ali	Stonemason asking for plot number	Details given
02/05/2024	Telephone	Ali	NoK to discuss options for interment of ashes	Provided details over phone and sent via email
10/05/2024	Telephone	Ali	Resident providing information re D-Day	Passed details to History Group
23/05/2024	Telephone	Ali	NoK to discuss options for interment of ashes	Provided details over phone and sent via post
23/05/2024	Telephone	Ali	BT to discuss telephone contract	Ringling back
30/05/2024	Telephone	Ali	NoK concerned over memorial stones being laid down	Gave reasons and NoK would contact stone mason

Fw: Voltalia Community Grants

Rachel Gillis-Coates <deputyclerk@mardenkent-pc.gov.uk>

Thu 2024-05-30 08:56

To: Alison Hooker <clerk@mardenkent-pc.gov.uk>

Rachel Gillis-Coates

Deputy Parish Clerk

Marden Parish Council

Parish Office,

Goudhurst Road,

Marden, Kent, TN12 9JX

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Clerk: Tel: 01622 832305 / 07376 287981

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Deputy Clerk: Tel: 01622 832305 / 07940 241333

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From: Louise Downing <louise.downing@bizgiveworld.com>

Sent: 29 May 2024 08:00

To: Rachel Gillis-Coates <deputyclerk@mardenkent-pc.gov.uk>

Subject: Voltalia Community Grants

Good Morning,

I'm the founder of a software company, BizGive, that supports infrastructure developers in finding and providing grants to the communities that host their assets.

I wanted to touch base as we are running a funding programme for Voltalia, which owns a solar farm near Claygate, Kent.

They're looking to distribute grants to local projects with a particular focus on supporting environmental education, the local environment and sustainable community facilities, activities and green spaces.

I hoped Marden Parish Council may have - or know of - several projects that could benefit from a grant? If so, please let me know and I will share further details.

Many thanks,

Louise Downing | Founder

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ITEM 027/24 – DIRECT DEBITS

The following Direct Debits are set up for payment out of the Marden Parish Council Nat West Current Account (including VAT):

When taken	Paid To	Reason	Amount	Total for Year
Monthly	Maidstone Borough Council	Cemetery Refuse	£63.91	£766.92
Monthly	Lex Autolease	Van Rental	£199.64	£2,395.68
Monthly	Peninsula Business	HR Support	£183.71	£2,204.52
Monthly	Sage Business	Payroll	£34.80	£417.60
Monthly	Pitney Bowes	Franking Machine Rental	£15.54	£186.48
Monthly	Nest	Employee Pensions	Dependant of salary	
Monthly	Onecom	Telephone and Internet	£128.74	£1,544.88
Monthly	Hugofox	Website	£11.99	£143.88
Monthly	SSE	Electricity supply – changing rooms and toilets	Dependant on usage	
Six monthly	Public Works Loan Board	Public Works Loan repayment	£9118.96	£18,237.92

Full Council Meetings Action Log

2023/2024

Completed actions

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A1	126/24	Cllrs to review Council policies prior to March meeting	All Cllrs	Ongoing		12/03/2024
A2	127/24	13/02/2024	Contact BTP regarding recent vandalism / update from CCTV	Clerk	contacted via online chat	
A3	127/24	13/02/2024	Contact Southern Water regarding sewer plan for the village/The Parsonage	Cllr Summersgill & Clerk	Cllr Summersgill to assist clerk with drafting letter. Letter sent 11th March 2024	
A4	127/24	13/02/2024	Review library status	Cllrs Adam, Boswell and Robertson	To meet to discuss	
A5	127/24	Cllr Rabot to be MPC's representative on the Maidstone IAG	Clerk & Cllr Rabot	Clerk to contact Maidstone IAG with Cllr Rabot's details		14/02/2024
A6	127/24	Local Council Award Scheme: review Value for Money statement	Cllr Tippen & Clerk	Clerk to also ascertain what else is required for submission. Cllrs resolved that all documentation was in place to submit		12/04/2024
A7	127/24	Open Morning/Consultation 9/3/24	All Cllrs, Clerk & Deputy Clerk	Gather papers etc together for C/Rooms, Elections and ISP		09/03/2024
A8	127/24	Parish Winter Support Grant	Clerk	Form to be completed for Foodbank donation		16/02/2024
A9	128/24	Planning application: 24/500346/MOD106	Clerk	To respond before closing date of Cllrs comments		14/02/2024
A10	128/24	13/02/2024	Planning application: 20/505751/EIFUL	Cllr Turner	To draft statement and attend MBC Planning Committee 15/2/24	Statement drafted 14/2/24 deferred from MBC Planning Committee
A11	129/24	Marden Conservation Area consultation	Clerk	Respond prior to closing date		14/02/2024

A12	129/24	Marden Conservation Area consultation	Clerk	Contact MBC regarding differing closing dates	14/02/2024
A13	130/24	13/02/2024	CCLA	arrange to open new account - on 11/6/24 agenda	
A14	130/24	Four Year Financial Business Plan	Clerk	Update Plan from Finance Committee recommendation	Agreed March 2024
A15	138/24	13/02/2024	Raise police concerns (cc Inspector)	Emailed	
A16	138/24	Local Council Award Scheme: draft application	Clerk	Finalise application following APM - submit to April FC	Resolved to accept document: 12th April 2024
A17	138/24	13/02/2024	ACV meeting to be arranged	Clerk/Cllrs	Arrange meeting following elections
A18	138/24	13/02/2024	Risk Assessments - review format	Clerk	To be done - date not fixed
A19	141/24	12/03/2024	Review Cloudy IT annual support 2025/26	Clerk/Finance	prior to 25/26 budget meeting
A20	142/24	Arrange meeting with representatives regarding parking/traffic in Goudhurst Road	Cllrs		Meeting held 15th April 2024 at 3.15pm
A21	142/24	12/03/2024	Respond to Kent Highways regarding HIP	Clerk	Teams Meeting arranged 10/6/24
A22	142/24	Request copy of timetable from SE	Clerk	Emailed 30/4/24	Received 7/5/24
A23	149/24	Submit LCAS application to NALC	Clerk		Submitted 15/4/24
A24	149/24	Update Terms of Reference	Clerk		Updated 15/4/24
A25	150/24	09/04/2024	Review format of APM	Clerk/Cllrs	Emailed 30/4/24
A26	153/24	Contact Borough/County Cllrs re parking at Church Green (email from dentist)	Clerk	Contacted Borough, County and Police	All three have spoken to dentists with options available.
A27	153/24	09/04/2024	Review faint yellow lines in village	Cllrs	To report to the Clerk
A28	153/24	09/04/2024	Speedwatch - review list of volunteers	Clerk	Arrange training. Clerk liaising with Cllr Summersgill as co-ordinator

A29	153/24	09/04/2024	South Eastern grants for biodiversity: obtain further information	Clerk/Cllr Boswell	Contacted South Eastern regarding 16/4/24 - response received meeting 20/6/24 with SE rep, Clerk and Cllr Boswell	
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2024/2025
Full Council Meetings Action Log
Completed actions

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A30	009/24	07/05/2024	Update Committees/Sub-Committees on Structure document and website	Clerk		09/05/2024
A31	010/24	07/05/2024	Update Sub-Groups/Outside bodies on Structure document and website	Clerk		09/05/2024
A32	013/24	07/05/2024	Arrange meeting with Noah Ovenden (Redrow) to discuss allotments	Clerk	Emailed 9/5/24 - meeting held 6/6/24 - report to 11/6/24 meeting	
A33	014/24	07/05/2024	Arrange Sub-Group meetings for Byelaws, ACV and Emergency Planning	Clerk	Emailed Cllrs 9/5/24 for dates	
A34	014/24	07/05/2024	Arrange Sub-Group meetings for Cemetery and Communications	Deputy Clerk	Comms meeting held 4/6/24 / Cemetery to be arranged	
A35	016/24	07/05/2024	Submit AGAR to External Auditors	Clerk	Emailed 23/5/24	23/05/2024
A36	016/24	07/05/2024	Advertise AGAR on website and notice boards	Clerk/Admin Asst.	Website: 23/5/24 Noticeboards: 30/5/24	30/05/2024