



DRAFT MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 9TH JUNE 2026 AT THE ALLENS, ALBION ROAD, MARDEN COMMENCING AT 7.30PM

Marden Parish Council operates under General Power of Competence since adopted on 7th May 2024. Minute Reference 012/24.

In the absence of both the Chairman and Vice-Chairman Cllrs elected Cllr Tippen to be in the chair for this meeting.

035/26 PRESENT

Cllrs Adam, Gibson, Goda, Newton, Rabot, Summersgill, Tippen and Turner. The Clerk, Borough Cllrs Couch and Russell and 5 members of the public were in attendance.

036/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Boswell, Dobinson and Griffiths. County Cllr Black also gave his apologies.

037/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllr Gibson declared an interest in item 041/26 Allotments as a resident of Highwood Green.

Changes to Register of Interest

There were no changes to Cllrs Registers of Interest

Granting of Dispensation

There were no requests for dispensation.

038/26 MINUTES OF THE PREVIOUS MEETING

Cllrs received, and agreed, as true records the Minutes of the Annual Parish Council and EFCM meetings held on 12th, 19th, 26th May and 2nd June. These were duly signed by the Chairman.

039/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Members of the public were in attendance for item 041/26 – Employing a Planning Consultant.

The Chairman proposed that this item be brought to the beginning of item 041/26. All Cllrs in agreement.

The meeting was adjourned for the following items:

PUBLIC FORUM

It was agreed that members of the public would speak at item 041/26 as detailed above.

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report – not in attendance

Borough Councillors Report – nothing verbal to report.

Police – not in attendance

Before the meeting was reconvened the Chairman welcomed comments from the residents regarding item 041/26 Employing a Planning Consultant.

Residents felt that, although the Parish Council had submitted a detailed response felt that assistance from a planning consultant was needed to offer expert advice. The land in question at Plain Road was not in Maidstone Borough Council's Local Plan and a technical overview to look at the transport assessment would be welcomed.

The meeting was reconvened to discuss item 040/26 onwards.

041/26 PARISH MATTERS

Employing a Planning Consultant

Cllrs considered the comments raised by residents and the merits of employing a planning consultant for the proposed development at Plain Road. Questions were raised as to how much it would cost and where the money would come from as no budget had been put aside for this financial year. Cllrs were all in agreement that the Clerk would investigate costs and speak with other parish councils who had instructed planning consultants. This would be reported back to a future meeting.

The 5 members of public then left the meeting.

040/26 CLERK'S REPORT

Cllrs received the Clerk's Report for May. Noted.

041/26 PARISH MATTERS

Reports from MBC and KCC

Cllrs received and noted the written reports from Borough Councillors

Police Update/Report from Police Forum

Crime Figures

21 offences were reported on the Kent Police website which is lower than normal. Most crimes have been criminal damage, anti-social behaviour and burglary.

Other Police Matters

Police Surgery to be held in the Parish Office on Wednesday 24th June from 5pm to 6pm and the Police Drop-In Session at the Vestry Hall will be on Friday 10th July.

Communication

Newsletter

Currently being edited. Hoping to get it to the printers on 22nd June so that they are returned on 26th ready for distribution.

Marden Flooding

No updates received. The Clerk had chased Katie Lam but no response to date.

Infrastructure Spend Plan (ISP)

No additional items to be added.

Changing Rooms Refurbishment

The Amenities Committee were unable to view the tenders as both Cllrs Griffiths and Turner were not in attendance. It was proposed, and agreed, that an EFCM be called on 16th June to discuss and reach an agreement of the contract and to agree the Management Plan to be submitted to MBC. Cllrs Griffiths and Turner would arrange to meet beforehand to go through the technical details.

Public Conveniences – Solar Panels

The Clerk had chased the solicitors to request consent to go ahead with the structural work and installation of the solar panels but no response received to date.

Cllr Gibson left the meeting for this item.

Allotments

An email had been received today outlining the work planned for the allotments and the timescale for the work is estimated at 8 to 10 weeks. There seemed to be some discrepancies in this compared to the MPC specification and it was agreed that Cllrs Rabot and Tippen would look through both documents and report back.

Cllr Gibson returned to the meeting.

Full Council Action Log

Noted

Appointment of MPC Representative on Marden Memorial Hall Committee

Cllrs appointed Cllr Goda as representative for Marden Memorial Hall.

Chairmen's Board

Cllrs received an updated quote of £185.00 from Hallmark Signs Ltd for the addition of the names of the 4 Chairmen to be engraved on the Chairmen's Board. This was agreed and the Clerk would arrange to have it taken to the company for the work to be completed.

Employing a Planning Consultant

See above.

042/26 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the Minutes of the Amenities Committee meeting held on 2nd June which had previously been circulated and were available on the Parish Council website.

There would be no Amenities Committee meeting on 23rd June.

Planning Committee

Cllrs noted the Minutes of Planning Committee meeting held on 26th May which had been previously circulated and available on the Parish Council website.

Planning Application

26/501894/FULL – Turkey Farm House, Goudhurst Road, Marden
Erection of a double bay car port with storage bay and landscape alterations
Cllrs noted that the applicant has taken consideration of most of the pre-app guidance but there does not appear to be a robust justification for not converting the existing outbuildings as advised.

Finance Committee

No Finance meeting had been held in May.

Meetings – Marden Parish Council

Those in attendance updated the meeting on the following:

- 18th May – Age Friendly Parishes webinar: Cllr Boswell attended
- 19th May – Cloudy IT webinar – The Clerk and Deputy Clerk attended on Hybrid meetings – not yet legislation, provided details of what Cloudy IT could provide.
- 19th May – HR webinar – The Clerk attended – details give on employment law changes and being compliant with legislation.
- 26th May – KALC Area Committee AGM - Cancelled
- 30th May – Meet the Council at Marden Library – Cllrs Boswell and Tippen attended and a couple of issues were raised
- 2nd June – HR Sub-Committee meeting – Notes to be circulated and reported to Finance Committee
- 4th June – Community Forum – Cllr Boswell attended. This would be the last forum meeting as numbers were dwindling. Any issues would be discussed via email to interested parties.
- 9th June – Play Inspection Training – Cllr Newton and the caretaker attended.

Conferences/Meetings/Webinars/Events forthcoming

- 10th June – HR Sub-Committee meeting
- 22nd June – Age Friendly Parishes meeting
- 23rd June – Parish Environmental Network meeting
- 24th June – Police Surgery in the Parish Office
- 25th June – PPG AGM
- 29th June – Maidstone KALC Area Committee AGM
- 9th July – Road Safety Seminar (virtual)
- 10th July – Police Drop-In at Village Café (tbc)
- 20th to 31st July – Marden Summer Play Scheme

043/26 CORRESPONDENCE

Cllr received information on the Kent Downs Management Plan Review. Cllrs noted this consultation but as Marden is not mentioned no response would be made.

Cllrs received the following items for noting:

- Marden Parish Council Office Correspondence Log – May
- Marden Parish Church Magazine
- KALC Newsletter

Clerk/Council publications

044/26 FINANCE

(A) Bank Statements:

Revenue Accounts

Nat West: £13,742.12

Unity: £206,610.79

Capital Account

CCLA: £57,614.34

(B) Accounts 2025/2026:

(B)(i) Statement of Internal Control

Cllrs received and agreed the Statement of Internal Control previously circulated to Cllrs. Document was 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.

(B)(iii) Bank Reconciliation/Balance Sheet 31st March 2026

Cllrs received and noted the end of year bank reconciliation/balance sheet at 31st March 2026. Cllrs received and noted and were signed by the Chairman and RFO.

(B)(iv) Annual Governance and Accountability Return (AGAR) 2025/2026

(B)(iv)(a) Section 1 – Annual Government Statement 2025/2026

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 have assured 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).*

We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

The relevant boxes were ticked Yes on the AGAR for items (1) to (8) and (10) ((9) was N/A as the Council is not a sole managing trustee) and the Chairman and Clerk (RFO) signed and recorded the minute number.

(B)(iv)(b) Section 2 – Accounting Statements 2025/2026

The Clerk had completed and signed Section 2 with figures from 2024/2025 and 2025/2026 accounts (also discussed at Finance Committee meeting).

Cllrs confirmed the statements and the Chairman signed and recorded 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 noted the additional documents to be sent to the External Auditor.

- i. Bank Reconciliation as at 31st March 2026
- ii. Statement of Variances – Year ending 31st March 2026
- 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

The relevant notices would be placed on the notice boards and website tomorrow and all the above documentation would be sent back to Mazars, our External Auditor.

Thanks were expressed to the Clerk for the work undertaken.

Grant Applications

Grant applications have been received from Paddock Wood Community Advice Centre.

After discussion all Cllrs agreed to grant £350 to Paddock Wood Community Advice Centre and £250 to the Heart of Kent Hospice.

Payments for Approval

Invoices for Payment

The following invoices were due for payment and were put in front of Cllrs:

Signature Plants: plants for troughs (Budget Code 4310) £130.25

Mulberry LAS – EOY Internal Audit (Budget Code 4050) £273.00

KALC – Annual Subscription (Budget Code 4100) £2,258.32

Employees/HMRC – June salaries/NIC/PAYE (Budget Codes 4000/4002 - £8,382.42

Alison Hooker – office postage (Budget Code 4075) £10.95

Total: £11,054.94

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

045/26 HIGHWAYS AND PUBLIC TRANSPORT**Highways**Highways Improvement Plan (HIP)

Cllr Tippen and the Clerk will review the document to ensure it is up to date in regard to the priority list.

Speed Watch

Cllr Summersgill will circulate dates to the group shortly.

Public Transport

Nothing to report.

There being no further business the meeting closed at 8.57pm

Cllr Anne Boswell

Chairman

Date: 14th July 2026