

TO ALL MEMBERS OF MARDEN PARISH COUNCIL

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the Marden Full Council meeting to be held on Tuesday 9th June 2026 at 7.30pm at The Allens, Albion Road, Marden

Alison Hooker
Alison Hooker (Mrs)
Clerk to Marden Parish Council
4th June 2026
clerk@mardenkent-pc.gov.uk / 01622 832305 / www.mardenkent-pc.gov.uk

Members of the public and press are welcome to attend this meeting and may speak during the public adjournment at the discretion of the Chairman and in accordance with standing order 1 e-g. Questions relating to any other items that are not on this agenda should be referred to the Chair of the Council or Clerk as appropriate and outside this meeting.

The law allows the public proceedings of council meetings to be recorded, which includes filming as well as audio-recording. Photography is also permitted. By attending this meeting, you are consenting to be filmed. As a matter of courtesy, please advise the Clerk if you intend to record any part of the proceedings.

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

AGENDA

Due to the Chairman and Vice-Chairman both being unavailable for this meeting a Cllr will need to be elected prior to the commencement of the agenda.

017/26 PRESENT

018/26 APOLOGIES FOR ABSENCE

Apologies for absence to be received.
Cllrs to inform the Clerk by 5.00pm on the day of the meeting if they will not be attending the meeting.

019/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests
Changes to Register of Interest
Granting of Dispensation

020/26 MINUTES OF THE PREVIOUS MEETING

To receive and accept as true records the Minutes of the Annual Parish Council and EFCM meetings held on 12th, 19th, 26th May and 2nd June.

[Annual Parish Council Meeting – 12th May 2026 – Marden Parish Council](#)
[Extra Ordinary Full Council Meeting \(EFCM\) – 19th May 2026 – Marden Parish Council](#)
[Extra Ordinary Full Council Meeting \(EFCM\) – 26th May 2026 – Marden Parish Council](#)
[Extra Ordinary Full Council Meeting \(EFCM\) 2nd June 2025 – Marden Parish Council](#)

021/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Members of the public to make themselves known to the meeting as to whether they wish to raise any issue under this item.

The meeting to be adjourned for the following items:

PUBLIC FORUM

Members of the public will be given the opportunity to raise any issue under this item.

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report

Borough Councillors Report

Police

The meeting to be reconvened to discuss item 022/26 onwards.

022/26 CLERK'S REPORT

To receive and note the Clerk's report – *in meeting pack*

023/26 PARISH MATTERS

Reports from MBC and KCC

Cllrs to receive and note written reports from Borough and County Councillors
Borough Cllr reports in meeting pack.

Police Update/Report from Police Forum

Crime Figures

Cllr Rabot to provide a report on receive crime figures.

Crime Figures can be found at: [Marden and Yalding | Your area | Kent Police | Kent Police](#)

Other Police Matters

Communication

Newsletter

[News Articles – Marden Parish Council](#)

Marden Flooding

Cllrs to receive and updates from Southern Water

Infrastructure Spend Plan (ISP)

Cllrs to receive any new requests for inclusion in the ISP

Changing Rooms Refurbishment

Cllrs to receive information from architect regarding tenders received.

Public Conveniences – Solar Panels

Cllrs to receive updates on structural work

Allotments

Cllrs to receive update from Redrow solicitors.

Cllrs to consider next steps for allotment transfer.

Full Council Action Log

For Cllrs to note – *in meeting pack*

Appointment of MPC Representative on Marden Memorial Hall Committee

Cllrs to appoint a representative for Marden Memorial Hall.

Chairmen's Board

Cllrs to receive quotes and agree updating of MPC Chairmen's board

Employing a Planning Consultant

Cllrs to consider employing a planning consultant for the proposed development at Plain Road following the EFCM held on 26th May where this was raised by residents.

024/26 COMMITTEE REPORTS

Amenities Committee

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

[Meetings – Marden Parish Council](#)

Planning Committee

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

[Planning Committee Meeting – 26th May 2026 – Marden Parish Council](#)

Planning Application

26/501894/FULL – Turkey Farm House, Goudhurst Road, Marden

Erection of a double bay car port with storage bay and landscape alterations

[26/501894/FULL | Erection of a double bay car port with storage bay and landscape alterations. | Turkey Farm House Goudhurst Road Marden Kent TN12 9NP](#)

Finance Committee

No Finance meeting had been held in May.

[Meetings – Marden Parish Council](#)

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

18th May – Age Friendly Parishes webinar

19th May – Cloudy IT webinar

19th May – HR webinar

26th May – KALC Area Committee AGM - Cancelled

30th May – Meet the Council at Marden Library

2nd June – HR Sub-Committee meeting

4th June – Community Forum

9th June – Play Inspection Training

Conferences/Meetings/Webinars/Events forthcoming

22nd June – Age Friendly Parishes meeting

24th June – Police Surgery

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

025/26 CORRESPONDENCE

Cllr to receive information on the Kent Downs Management Plan Review – consultation ends 19th July

[Kent Downs Management Plan Review 2026 - 2031 - Kent Downs](#)

Consultation link: [Kent Downs National Landscape Draft Management Plan | Let's Talk Kent](#)

Cllrs to receive the following items for noting:

Marden Parish Council Office Correspondence Log – May – *in meeting pack*

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

026/26 FINANCE

(A) Bank Statements:

The Clerk to provide details at the meeting.

(B) Accounts 2025/2026:

(B)(i) Statement of Internal Control

Cllrs to receive and agree statement previously circulated to Cllrs. Document to be signed by the Chairman and RFO.

(B)(ii) Internal Auditor Report

Cllrs to receive and note the end of year Final Report received from the Internal Auditor.

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

Cllrs to receive and accept the end of year bank reconciliation at 31st March 2026

Cllrs to receive and agree the end of year Balance Sheet as at 31st March 2026 - to be signed at the meeting.

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

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

The Clerk to 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).*

The Chairman and Clerk (RFO) to sign and record minute number.

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

The Clerk had completed Section 2 with figures from 2024/2025 and 2025/2026

accounts and circulated to Cllrs (also discussed at Finance Committee meeting).

Cllrs to confirm statements and the Chairman and Clerk (RFO) to sign and record minute number.

(C) Other Papers for External Auditor

Internal Auditor certificate

To receive and note the Internal Auditor's year-end AGAR certificate.

AGAR documentation:

To receive and note 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

Grant Applications

Grant applications have been received from Paddock Wood Community Advice Centre and Heart of Kent Hospice

Cllrs to consider and agree if a donation is to be award.

Payments for Approval

Invoices for Payment

Invoices due for payment to be submitted to the meeting.

016/26 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

[MPC Highways Improvement Plan - Marden Parish Council - Marden Parish Council, Marden, Tonbridge](#)

Speed Watch

Cllrs to note dates for future sessions.

Public Transport

Meeting papers can be found separately to the agenda at: [Full Council Meeting – 9th June 2026 – Marden Parish Council](#)

If you have any questions etc that you wish to ask regarding this meeting please contact the Clerk on 01622 832305 or email clerk@mardenkent-pc.gov.uk

Copies of agendas will be posted on the council's website, Facebook page and noticeboards or can be requested in advance by telephoning 01622 832305 or emailing clerk@mardenkent-pc.gov.uk