DRAFT MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 10TH NOVEMBER 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.

Cllrs wished Cllr Rabot a speedy recovery from his recent operation.

109/26 PRESENT

Cllrs Adam (arrived late), Boswell (in the chair), Griffiths, Newton, Summersgill, Tippen and Turner. The Clerk was also in attendance.

110/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Gibson, Goda and Rabot. Borough Cllrs Couch and Russell had also given their apologies.

111/26 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.

112/26 MINUTES OF THE PREVIOUS MEETINGS

Cllrs received and accepted as a true record the Minutes of the Parish Council meeting held on 13th October 2026. These were duly signed by the Chairman.

113/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

114/26 ELECTION OF MPC VICE-CHAIRMAN

Election of MPC Vice-Chairman

Cllr Turner proposed and Cllr Griffiths seconded that Cllr Tippen be elected as the Vice-Chairman of Marden Parish Council following the resignation of Cllr Dobinson.

Appointment on Committees

As Cllr Tippen was already appointed to the following Committees Cllrs agreed for the appointment of Cllr Summersgill on Finance Committee nd Cllr Goda on Planning Committee. There was still a vacancy on Amenities Committee.

The meeting was adjourned for the following items:

PUBLIC FORUM
No members of the public were in attendance.

EXTERNAL VERBAL REPORTS (if in attendance)
County Councillor Report: Not in attendance
Borough Councillors Report: Nothing much more to say than was in the written report other than the Local Government Review was still going through but a decision may not be made until early 2027.
Some rubbish had been removed from Stilebridge Lane but still some left further back on the land. MBC continue to undertake visits to the area to check regularly.
Police: Not in attendance.

The meeting was reconvened to discuss item 115/26 onwards.

115/26 CLERK'S REPORT

Cllrs received and noted the Clerk's report which contained a list of meetings and events over the next month, updates on outstanding issues and a brief summary of items to be discussed at tonight's meeting.
Cllr Summersgill confirmed that there were speed watch locations in Church Green.

116/26 PARISH MATTERS

Reports from MBC and KCC

The report from Borough Cllrs Couch and Summersgill had been circulated with the meeting papers.
An update on previous information had been received from County Cllr Black and a meeting was to be arranged in the New Year.

Police Update/Report from Police Forum

Crime Figures

32 crimes reported on the Police website for September. A record of crimes was also being kept from those reported on the E-Watch newsletter however, these only seemed to show theft, burglary and criminal damage.

Other Police Matters

Update from Police Drop-In Session – 30th October 2026. Cllrs Griffiths, Rabot and Summersgill attended. The top concerns at the moment were catapults, bikes and drugs. People were advised to report locations via What3Words.
The next Police Drop-In is on 18th December at the Village Café.
Cllr Rabot was due to arrange a confidential police meeting.

19:48 Cllr Adam arrived

Communication

Newsletter

The Autumn edition of the newsletter had been received back from the printers and had been distributed around the parish.

Water Issues

Following the Clerk chasing Katie Lam an email had been received back to inform MPC that the letters regarding Marden's water issues were being looked into.

Infrastructure Spend Plan (ISP)

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

Changing Rooms Refurbishment

Cllr Griffiths reported that the architect was working on the changes and would come back in the next few weeks.

Public Conveniences – Solar Panels

Both Cllr Griffiths and the Clerk had chased for a start date to install the solar panels but no information had been received prior to this meeting.

Allotments

The Allotment Sub-Group had met on 15th October to look at the proposed commuted sum.

The spreadsheet was put together by the Deputy Clerk on the formula provided by Cllr Turner. This detailed the workings out for commuted sums for 15, 20 and 25 years which had been circulated to Cllrs. As the land taken on would be in perpetuity but with very little annual income it was proposed, and agreed, that the Clerk would respond to Redrow outlining the request for 25 years commuted sum along with the workings out.

Dog Waste Bins

This had been deferred from last month's meeting and Amenities Committee meeting so that the Clerk could obtain further information. However, all the companies approached would not consider taking large amounts of dog waste in their general waste collection. The Clerk had contacted one of the companies who can provide collection of dog waste in separate bins to ascertain whether bins could be purchase from other sources and just collections made. This was possible if bins could be found at a cheaper cost. Cllrs considered the quotes for separate dog waste bins at Marden Playing Field already received and Cllr Summersgill said he would speak to MBC Waste Manager. It was agreed to report back to Amenities Committee for a final decision to be made.

Meet the Council

The next date for Meet the Council is Saturday 28th November. Cllrs Boswell and Summersgill would attend.

Maidstone Family Hubs

The questionnaire was completed and would be submitted prior to the closing date.

Assets of Community Value

Cllrs received notification from MBC regarding The Unicorn Public House being added to their list of Assets of Community Value. This would be placed on file and the expiry date of 1st October 2031 would be noted so that a further application could be submitted if needed.

Asset Transfers

Cllrs had received the notes of the Asset Transfer Working Group along with a report laying out the recommendations. Cllrs agreed for an exploratory meeting to be held with MBC to discuss further.

MPC Action Plan 2023-2028

Cllrs noted this document which had been circulated with the meeting papers. The document would be uploaded onto the website and Cllrs were asked to being considering the next five year Action Plan.

MPC Terms of Reference

Cllrs agreed Open Spaces Sub-Committee Terms of Reference following the amalgamation of Cemetery and Open Spaces Sub-Committees.

MPC Byelaws

Cllrs received the response from Secretary of State to inform the parish council that the open spaces byelaws had been granted.
Cllrs discussed the next steps of making and publicising the byelaws and agreed for the Clerk to proceed.

Agreement of Financial Policies

Cllrs agreed the Financial Risk Assessment and all other Financial policies for this financial year.

Peoples Emergency Briefing

Cllr Boswell updated Cllrs following the screening of the above. Cllr Boswell had drafted a letter which she proposed to Cllrs to send to Katie Lam MP asking her if she would attend the parliamentary call to provide the public. Cllrs agreed to send this and also to enclose a copy of MPC's letter sent in 2024 regarding climate change.

Full Council Action Log

Cllrs noted the Action log from previous meetings.

117/26 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the Amenities Committee draft minutes of meeting held on 27th October 2026.

Planning Committee

Cllrs noted the Planning Committee draft minutes of 3rd November 2026

Finance Committee

There was no Finance Committee meeting held in October.

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:
15th October – Environmental Sub-Group meeting: reported to Amenities Committee
15th October – Allotment Sub-Group meeting: discussed above
15th October – HR Sub-Committee: to be reported to the Finance Committee
15th October – Environment Agency meeting: Cllr Tippen attended. Awaiting minutes.
16th October – Planning Conference: Clerk attended and updated Planning Committee
21st October – SLCC Clerks Conference: Slides had been circulated to Cllrs.
21st October – Telephone meeting with Network Rail: Cllr Adam took part regarding step free access proposals at Marden station.
22nd October – Nuts and Bolts of Clerking webinar: Deputy Clerk attended
27th October – Open Spaces Sub-Committee: To be reported to the next Amenities Committee.
28th October – Village Events and Communications Sub-Groups: To be reported to the next Amenities Committee and Full Council.
29th October – Waste Recycling (small electrical items) at Memorial Hall
29th October – KALC Funding webinar: Cllr Tippen attended – may be some funding streams available for the parish council.
30th October – Police Drop-in Session at Vestry Hall: Cllrs Griffiths, Summersgill and Rabot attended
3rd November – Asset Transfer Working Group: Discussed above

4th November – Internal Audit: Report circulated and discussed at Finance item below.
5th November – VAT Asset Transfer webinar: Clerk attended and the presentation would be circulated to Finance Committee
8th November – Remembrance Sunday: Cllrs Boswell and Tippen attended to lay a wreath
9th November – KALC Clerks Conference: Clerk and Deputy Clerk attended – information to be reported to HR Sub-Committee.

Conferences/Meetings/Webinars/Events forthcoming

16th November – Memorial Hall meeting
25th November – KALC AGM – MPC to give apologies.
28th November – Meet the Council
30th November – KALC Area Committee
5th December – Marden at Christmas
16th December – South Eastern Stakeholder Forum – Cllr Adam hoping to attend.

118/26 CORRESPONDENCE

Cllrs received the following items for noting:
Marden Parish Council Office Correspondence Log for October
Marden Parish Church Magazine
KALC Newsletter
Clerk/Council publications

119/26 FINANCE

Bank Statements:

Revenue Accounts
Nat West: £15,210.25
Unity: £116,207.23
Capital Account:
CCLA: £57,614.34

Membership to Society of Local Council Clerks (SLCC)

Although a report had been submitted to Cllrs prior to the meeting the Clerk had received confirmation that the previous Deputy Clerk's membership can be transferred over until May 2027. Therefore no action required at the current time.

Internal Auditor Interim Report

Cllrs had received the interim audit report for 2026/27 earlier in the day and the Clerk had provided a list of the recommendations along with her comments/actions. These would be reported to Finance Committee.

Payments for Approval

Invoices for Payment
The following invoices were due for payment and were submitted to the meeting:
Sue Smith: travel, mobile top up, training, Xmas supplies (Budget codes 4005,4076,4201) £70.47
Paul Waring: contract mowing (Budget Code 4014) £208.68
Mulberry LAS: interim audit report (Budget Code 4050) £358.44
Total:
Cllrs agreed payments and Cllrs Adam and Turner would authorise on Unity.

120/26 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

There were no new items to be added.

The Clerk was in the process of drafting the letters to be sent to relevant households regarding proposals to single and double yellow lines.

Speed Watch

Cllrs Summersgill and Rabot will be arranging more dates shortly.

Kent Highways correspondence

Cllrs received the response from Kent Highways regarding Albion Road proposals.

Cllrs asked the Clerk to respond to ask for copies of all road safety audit reports which have already been undertaken or as they are undertaken.

Cllrs agreed to place the response letter on social media and agreed to continue to monitor the proposals as they are being finalised.

Public Transport

Letter to Network Rail

Following Cllr Adam's telephone meeting with Network Rail Cllr Adam had drafted, and circulated to Cllrs, a letter of support to Network Rail regarding step-free access. This had been sent to Network Rail prior to the meeting.

Footbridge (PROW) across railway

Cllrs discussed the height of the fencing on the bridge and it was proposed that Network Rail would be asked, in the first instance, to undertake a risk assessment. Depending on the response the Clerk was requested to ask Network Rail that consideration be given to increasing the height of the fencing at the time of the existing footbridge being replaced

Other

Cllr Adam had reported to the clerk that several lights were out at the station which the Clerk had reported.

Cllr Adam had volunteered to attend the Stakeholder Forum on 18th December.

There being no further business the meeting closed at 9.09pm

Cllr Anne Boswell
Chairman
Date: 8th December 2026

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