DRAFT MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 13TH OCTOBER 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.

097/26 PRESENT

Cllrs Boswell, Gibson, Goda, Newton, Tippen and Turner were present. The Clerk, Borough Cllr Couch and one member of the public were in attendance.

098/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Adam, Griffiths, Rabot, Summersgill. Borough Cllr Russell and County Cllr Black also gave their apologies.

099/26 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 registers of interest

Granting of Dispensation

There were no requests for dispensation.

100/26 MINUTES OF THE PREVIOUS MEETINGS

Cllrs received and accepted the Minutes of the Parish Council meeting held on 8th September 2026. The Chairman duly signed as a true record.

101/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

Member of the public did not wish to speak on any item.

102/26 RESIGNATION OF CLLR DOBINSON

Cllrs received notification of Cllr Dobinson's resignation on 26th September 2026. This had been reported to MBC and the Clerk was waiting confirmation as to whether a by-election would be held or co-option could take place.

Election of MPC Vice-Chairman

As two Cllrs had come forward expressing an interest in standing as Vice-Chairman it was proposed, and agreed, to defer until the November Full Council meeting when more Cllrs should be present.

Appointment on following Sub-Committees, Working Groups etc

Cllrs were appointed on the following Sub-Committees etc to replace Cllr Dobinson:

Open Spaces Sub-Committee: Cllr Turner
Environmental Sub-Group: Cllr Goda
Resilience Planning Sub-Group: Cllr Boswell
Asset Transfer Working Group: Cllr Turner

Highways Working Group: vacancy
Neighbourhood Plan Steering Group: vacancy although all Cllrs are recommended to attend meetings.

The meeting was adjourned for the following items:

PUBLIC FORUM
Member of the public did not wish to speak.
EXTERNAL VERBAL REPORTS (if in attendance)
County Councillor Report: Not in attendance.
Borough Councillors Report: Cllr Couch gave an update on MBC issues: The Local Government Review had been paused with no date for recommencing; Maidstone Town Council status is still being looked at going forward; MBC are looking to bring litter picking campaign into rural areas; MBC are reactive in clearing fly tipping but initiatives need to be put in place to try to stop it happening.
Police: Not in attendance.

The meeting was reconvened to discuss item 103/26 onwards.

103/26 CLERK'S REPORT

To receive and note the Clerk's report which included meeting/event dates for the next month and an update on outstanding issues.

104/26 PARISH MATTERS

Reports from MBC and KCC

Cllrs received and noted the written reports from Borough and County Councillors. There were a couple of items raised by County Cllr Black which the Clerk was obtaining more information on.

Police Update/Report from Police Forum

Crime Figures

Recent Crime Figures can be found on the Kent Police website.
Cllr Tippen reported that there had been 29 crimes committed within the parish for August.

Other Police Matters

Cllr Tippen and Deputy Clerk attended the drop-in session held 25th September. It was reported that PC George Head had moved across to Park Wood and another officer had been assigned to Marden.
Cllrs noted future dates for drop-in police surgeries are on 30th October and 18th December. The Clerk would email police contact to ask for dates regarding confidential sessions.

Communication

Newsletter

Due to go to print next week with delivery week commencing 26th October.

Water Issues

There were no updates but the Clerk had chased our MP for a response.

Infrastructure Spend Plan (ISP)

There were no new items to be added to the ISP. However, a request had been received from a resident which would be discussed at the next Amenities Committee meeting.

Changing Rooms Refurbishment

Work is progressing by the architect albeit slowly. The Clerk would chase next week to see what the current situation is.

Public Conveniences – Solar Panels

Cllr Griffiths had provided details of the structural work which had been undertaken and Little Green Energy would be contacted next week to see if a date could be provided for the installation of the solar panels.

Allotments

Cllrs noted that a meeting was being held on 15th October to discuss the commuted sum being offered by Redrow.

Dog Waste Bins

The current waste collection company would no longer dispose of dog waste which was being placed in the communal bins at the playing field. The Clerk had obtained quotes from companies to provide separate dog waste bins and collection but was asked to contact MBC's collector to see if it would be something that could undertake.

Full Council Action Log

Cllrs noted the outstanding actions.

105/26 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the Amenities Committee draft minutes of meeting held on 22nd September 2026.

Planning Committee

Cllrs noted the Planning Committee draft minutes of 15th September 2026. There was no Planning Committee meeting on 29th September due to not being quorate. Notes were taken by two Cllrs who had attended which had been circulated to the Committee. These would be added as an Appendix to the next Planning Committee minutes.

Finance Committee

Cllrs noted Finance Committee draft minutes of meeting held on 6th October 2026.

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

14th September – MBC webinar: MBC Planning Committee changes – notes had been circulated to MPC Planning Committee Cllrs.

15th September – HIP Meeting with Kent Highways: Cllr Tippen would provide an update later in the meeting.

16th September – MBC Parish Conference: Cllr Tippen and the Clerk attended: items discussed were the proposed Maidstone Town Council, transfer of parish assets and resilience planning.

16th September – Dementia Group meeting: Cllrs Boswell and Tippen attended – reported to Amenities Committee meeting.

17th September – Christmas meeting: Reported to Amenities Committee

17th September – Age Friendly Meeting : Reported to Amenities Committee

21st September – Chairman and Clerk meeting – discussed items outstanding

24th September – PPG meeting

25th September – Police Drop-In Session at Village Café: reported above.

26th September – Meet the Council at Marden Library: Cllrs Boswell and Tippen attended: only two members of the public attended but felt the sessions should continue. Next one is planned for 28th November.
2nd October – KALC Finance Conference: Clerk attended and reported to Finance Committee.
8th October – Site meetings at Cemetery, Southons Field, Toilets and Playing Field: notes to be circulated.

Conferences/Meetings/Webinars/Events forthcoming

15th October – Environmental Sub-Group meeting
15th October – Allotment Sub-Group meeting
15th October – HR Sub-Committee
15th October – Medway Confluence Flooding Plan
16th October – Planning Conference
21st October – SLCC Clerks Conference
22nd October – Nuts and Bolts of Clerking webinar
27th October – Open Spaces Sub-Committee
28th October – Communications Sub-Group
28th October – Village Events Sub-Group
29th October – KALC Funding event
29th October – Waste Recycling (small electrical items) at Memorial Hall
4th November – Internal Audit
8th November – Remembrance Sunday
9th November – KALC Clerks Conference

106/26 CORRESPONDENCE

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

107/26 FINANCE

Bank Statements:

Revenue Accounts
Nat West: £15,210.25
Unity: £137,740.33
Capital Account:
CCLA: £57,614.34

Bank Mandates

The Clerk had visited Nat West to obtain bank statements and received details of the Cllrs on the mandate. It transpired that ex-cllrs were still listed albeit forms had been submitted to remove them. It was therefore agreed to submit a further application for the removal of these Cllrs and add Cllrs Goda, Griffiths, Rabot and Summersgill together with arranging for the Clerk to have online access to view the accounts and obtain statements.

Annual Governance and Accountability Return (AGAR) 2025/2026

Cllrs received 2025/2026 AGAR from Forvis Mazars (External Auditors) and minute agreement. It was noted that there were no matters requiring attention.

Budget 2027/2028
Finance Committee are due to meet to discuss the draft budget for 2027/2028. Cllrs were asked to consider any additional expenditure to put forward for consideration.

Payments for Approval
Invoices for Payment
The following invoices were due for payment:
Castle Water: changing rooms water supply (Budget Code 4225) £8.47
Castle Water: cemetery water supply (Budget Code 4302) £16.20
KALC: Planning Conference (Budget Code 4010) £84.00
Autobase: Vehicle repair (Budget Code 4315) £595.48
G&H Carpentry: structural work at toilets (Budget Code 4324) £1,560.00
Viking: office and toilet supplies (Budget Codes 4071/4328) £206.08
KCPFA: annual subscription (Budget Code 4100) £20.00
Employees/HMRC: October Salaries/PAYE/NIC (Budget Codes 4000/4002) £7,164.92
Total: £9,655.15
Cllrs agreed invoices and Cllrs Turner and Tippen would authorise on Unity.

108/26 HIGHWAYS AND PUBLIC TRANSPORT

Highways
Highways Improvement Plan (HIP)
Cllr Tippen updated Cllrs on the meeting with Kent Highways outlining the new items on the HIP and the proposals of Kent Highways.
Speed Watch
Cllr Summersgill would arrange further dates.

Public Transport
Changes to the timetable came into effect on 11th October.
The Clerk had received an email requesting a telephone conversation on step-free access. Cllr Adam would be asked to speak on behalf of the Parish Council.

There being no further business the meeting closed at 9.04pm

Cllr Anne Boswell
Chairman
Date: 10th November 2026
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