



TO ALL MEMBERS OF MARDEN PARISH COUNCIL

Dear Councillor

YOU ARE HEREBY SUMMONED TO ATTEND the Marden Parish Council meeting to be held on Tuesday 13th October 2026 at 7.30pm at The Allens, Albion Road, Marden

Alison Hooker

Alison Hooker (Mrs)

Clerk to Marden Parish Council

6th October 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

097/26 PRESENT

098/26 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.

099/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Changes to Register of Interest

Redaction of Cllr addresses

Granting of Dispensation

100/26 MINUTES OF THE PREVIOUS MEETINGS

To receive and accept as a true record the Minutes of the Parish Council meeting held on 8th September 2026.

[Full Council Meeting – 8th September 2026 – Marden Parish Council](#)

101/26 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.

102/26 RESIGNATION OF CLLR DOBINSON

Cllrs to receive notification of Cllr Dobinson's resignation on 26th September 2026.

Election of MPC Vice-Chairman

Cllrs to elect a new Vice-Chairman of Marden Parish Council

Appointment on following Sub-Committees, Working Groups etc

Open Spaces Sub-Committee

Environmental Sub-Group

Resilience Planning Sub-Group

Asset Transfer Working Group

Highways Working Group

Neighbourhood Plan Steering Group

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 103/26 onwards.

103/26 CLERK'S REPORT

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

104/26 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

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

Other Police Matters

Cllrs to note dates for future police surgeries

Communication

Newsletter

Water Issues

Cllrs to receive and updates on outstanding issues

Infrastructure Spend Plan (ISP)

Cllrs to receive any new requests for inclusion in the ISP

Changing Rooms Refurbishment

Cllrs to receive any updates from architect on the refurbishment work.

Public Conveniences – Solar Panels

Cllrs to receive update on works

Allotments

Cllrs to meet on 15th October to discuss commuted sum.

Dog Waste Bins

Cllrs to consider quotes for separate dog waste bins at Marden Playing Field

Full Council Action Log

For Cllrs to note – *in meeting pack*

105/26 COMMITTEE REPORTS

Amenities Committee

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

[Amenities Committee Meeting – 22nd September 2026 – Marden Parish Council](#)

Planning Committee

Cllrs to note the Planning Committee draft minutes of 15th September 2026

[Planning Committee Meeting – 15th September 2026 – Marden Parish Council](#)

Finance Committee

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

[Finance Committee Meeting – 6th October 2026 – Marden Parish Council](#)

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

14th September – MBC webinar: Planning Committee changes

15th September – HIP Meeting with Kent Highways

16th September – MBC Parish Conference

16th September – Dementia Group meeting

17th September – Christmas meeting

17th September – Age Friendly Meeting

21st September – Chairman/Vice-Chairman/Clerk meeting

24th September – PPG meeting

25th September – Police Drop-In Session at Village Café

26th September – Meet the Council at Marden Library

2nd October – KALC Finance Conference

8th October – Site meetings at Cemetery, Southons Field, Toilets and Playing Field

Conferences/Meetings/Webinars/Events forthcoming

15th October – Environmental Sub-Group meeting

15th October – Allotment Sub-Group meeting

16th October – Planning Conference

21st October – SLCC Clerks Conference

22nd October – Nuts and Bolts of Clerking webinar

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 to receive the following items for noting:

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

Marden Parish Church Magazine

KALC Newsletter

Clerk/Council publications

107/26 FINANCE

Bank Statements:

Details of bank statements will be made available at the meeting.

Bank Mandates

Cllrs to discuss updates to bank mandates for Nat West

Annual Governance and Accountability Return (AGAR) 2025/2026

Cllrs to receive 2025/2026 AGAR from Forvis Mazars (External Auditors) and minute agreement.

[Annual Accounts 2025-2026 – Marden Parish Council](#)

Budget 2027/2028

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

Payments for ApprovalInvoices for Payment

Invoices due for payment to be submitted to the meeting.

108/26 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 – 13th October 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



DRAFT MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 8TH SEPTEMBER 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.

086/26 PRESENT

Cllrs Adam, Boswell (in the Chair), Dobinson, Gibson, Goda, Newton, Rabot, Summersgill and Turner.
Borough Cllr Russell was also in attendance.

087/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Griffiths and Tippen. The Clerk had also given her apologies.

In the Clerk's absence Cllr Dobinson took the minutes.

088/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllr Gibson declared a non-pecuniary interest in item 092/26 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

089/26 MINUTES OF THE PREVIOUS MEETINGS

Cllrs received, and agreed, as true records the Minutes of the Parish Council meeting held on 11th August and the EFCMs held on 18th and 25th August. These were duly signed by the Chairman.

090/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

The meeting was adjourned for the following items:

PUBLIC FORUM

There were no members of the public in attendance.

EXTERNAL VERBAL REPORTS (if in attendance)

County Councillor Report:

Not in attendance

Borough Councillors Report

Borough Cllrs Russell and Summersgill gave verbal reports which included: The Local Government Reorganisation had been put on hold by central government; there would be no elections in Marden in 2027, although some were being held in other parts of Kent; Local Plan Call for Sites – date for submission of sites had passed, details were available on MBC website; the decision to close Maidstone Market had been reversed and was now staying open; following the closure of the A229 teams were in place to clear up the litter; the Gypsy and Traveller DPD will not go the Planning Inspectorate as it was withdrawn by Cabinet, but the information in the Regulation 19 document is to be incorporated into the next Local Plan.

Police

Not in attendance.

The meeting was reconvened to discuss item 091/26 onwards.

091/26 CLERK'S REPORT

Cllrs received the Clerk's report prior to the meeting and noted content.

092/26 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

Cllr Rabot provided a report based on the most recent crime figures for July on the Kent Police website. 30 crimes had been recorded.

Other Police Matters

The next Police drop in session was to be held on 25th September at The Village Café, Vestry Hall.

Cllr Boswell had made a request to the Beat Officers to provide a piece for the newsletter.

Communication

Newsletter

Cllr Boswell had contacted village organisations etc and was beginning to draft the next edition of the newsletter. The Clerk would begin typesetting this ready for printing in October.

Water Issues

The Clerk had chased Katie Lam MP for updates but nothing had been received prior to the meeting.

The Clerk would be asked to contact South East Water to ask if there was any data available in regard to tracking/viewing reports on leaks within the area.

Infrastructure Spend Plan (ISP)

No new items had been raised to add to the ISP.

Changing Rooms Refurbishment

Cllr Griffiths was speaking with the architect in regard to costings for phased works and had provided the Management Plan ready for submission to Maidstone Borough Council.

Public Conveniences – Solar Panels

The signed Licence had been received and contractors contacted. Start dates would hopefully be in the next few weeks for the structural work and installation of solar panels would take place after that.

Allotments

Further correspondence had been received back from Redrow regarding the commuted sum proposed by Marden Parish Council. Cllr Rabot would review and make suggested amendments which would be circulated to Cllrs.

Full Council Action Log

Cllrs noted the updated action log.

Deputy Clerk Position

Cllrs received confirmation of the new Deputy Parish Clerk. Susan Smith will be starting at the Parish Council on Monday 21st September 2026 and was hoping to attend the Amenities Meeting on 22nd September. Cllrs wished her well in her new position.

Remembrance Sunday

Cllrs noted the Remembrance Sunday service which will be held on 8th November at Marden Parish Church. A wreath would be purchased and Cllrs Boswell and Tippen would attend to lay the wreath on behalf of Marden Parish Council.

093/26 COMMITTEE REPORTS

Amenities Committee

Cllrs noted the Amenities Committee draft minutes of meeting held on 25th August 2026.

Planning Committee

Cllrs noted Planning Committee draft minutes of meeting held on 18th August 2026.

Finance Committee

There was no Finance Committee meeting had been held in August.

Conferences/Meetings/Webinars/Other attended

Those in attendance to update the meeting on the following:

19th and 20th August – Golding Homes “Sports Mash Up”: Cllr Rabot reported that several Marden children attended. It was hoped to repeat this, or something similar in 2027.

24th August – Asset Transfer Webinar. The Clerk had provided notes of this meeting. The Clerk would be asked to arrange a meeting of the Asset Transfer Working Party to discuss further.

24th August – HR Sub-Committee meeting. Notes previously circulated.

8th September – Ward Cluster meeting

Conferences/Meetings/Webinars/Events forthcoming

14th September – MBC webinar: Planning Committee changes

15th September – HIP Meeting with Kent Highways

16th September – MBC Parish Conference

16th September – Dementia Group meeting
 17th September – Christmas meeting
 17th September – Age Friendly Meeting (tbc)
 21st September – Chairman/Vice-Chairman/Clerk meeting
 24th September – PPG meeting
 25th September – Police Drop-In Session at Village Café
 26th September – Meet the Council at Marden Library
 2nd October – KALC Finance Conference
 8th October – Site meetings at Cemetery, Southons Field, Toilets and Playing Field (tbc)

094/26 CORRESPONDENCE

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

095/26 FINANCE

Bank Statements:

Revenue Accounts

Nat West: £18,206.72

Unity: £153,403.89

Capital Account

CCLA: £57,614.34

Bank Mandates

Cllrs agreed for the previous Deputy Clerk to be removed from the bank mandates and debit card account and agreed the new Deputy Clerk to added to the mandates following her six-month probation period.

Payments for Approval

There were no payments for approval.

For Noting

The AGAR had been received from Mazars External Auditor but was too late to add to this meeting. The Clerk would add to the October agenda for Cllrs to minute receipt.

096/26 HIGHWAYS AND PUBLIC TRANSPORT

Highways

Highways Improvement Plan (HIP)

Cllrs had received the draft letter to the Director of Highways from the Planning Committee meeting and agreed for this to be sent with cc to relevant officers and councillors.

Speed Watch

Cllr Summersgill would contact Kent Police to ascertain whether Church Green had been risk assessed to undertake speed watch.
 No dates had been set for future sessions.

Public Transport

Cllr Adam reported that the train service was currently not good which was mainly due to track defects and speed restrictions which Network Rail doesn't have enough resources to fix.

Cllr Adam would aim to attend the Autumn Stakeholders meeting and, depending on outcome, would ask the Clerk to arrange a further station meeting.

There being no further business the meeting closed at 8.57pm

Cllr Anne Boswell

Chairman

Date: 13th October 2026

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk /

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Clerk's Report – Full Council 13th October 2026

Meetings etc 13th October to 10th November

13th October – Chairman/Clerk meeting
13th October – Full Council meeting
15th October – Environmental Sub-Group meeting 10.00am
15th October – Allotment meeting 2.30pm
15th October – HR Sub-Committee meeting 3.30pm
16th October – Planning Conference
20th October – Planning Committee
21st October – SLCC Conference
22nd October – KALC Nuts and Bolts of Clerking (webinar)
26th October – Chairman/Vice-Chairman/Office meeting
27th October – Open Spaces Sub-Committee
27th October – Amenities Committee
28th October – Village Events Sub-Group
28th October – Communications Sub-Group
29th October – Suez Waste Recycling at Memorial Hall
3rd November – Planning Committee
4th November – Internal Audit
8th November – Remembrance Sunday
9th November – KALC Clerks Conference
10th November – Chairman/Clerk meeting
10th November – Full Council

Correspondence Log - September

In meeting pack

Full Council Action Log

Action Log updated following September meeting – available in the meeting pack and on the website. Cllrs to note any outstanding issues assigned to them.

Clerk's Outstanding Issues:

Public Conveniences – Solar Panels

On agenda but structural work completed. 20% deposit paid to The Little Green Energy for solar panel installation. LGE need to apply to the grid which can take 4 to 6 weeks.

Byelaws

Confirmation received from Secretary of State. Waiting for decision.

MPC Website

Still updating – if Cllrs see any issues please let me know.

Assets of Community Value

Confirmation from MBC that The Unicorn has been added to MBC's list of Assets of Community Value – expiry date 1/10/31

Awaiting Response From:

Katie Lam MP – response to letters regarding water/development and Southern Water

Notes for items on the Agenda (13/10/2026)Item 102/26 – Resignation of Cllr Dobinson

Notification has been given to Maidstone Borough Council to advise for the casual vacancy (if 10 or more Marden electors contact MBC before 16th October a by-election will need to be called by MBC but funded by MPC). We should know by 19th October when this is the case or we can advertise for co-option – an item will be placed in the newsletter either way.

A new Vice-Chairman will need to be elected who will then go onto Amenities, Finance and Planning Committees – if already on any of these a vacancy will become available for another Cllr to be appointed.

Additional appointments to be made on the list as per agenda.

Item 104/26 – Dog Waste Bins

The current collector of general waste (Lili Waste) will no longer collect dog waste bags which are in the same bags as general waste from Marden Playing Field.

Quotes are being received for separate dog bins and collections (one quote received – waiting for 2 more). Will also look at whether there are companies who will still collect combined dog and litter waste.

Item 107/26 – Bank Mandates: Nat West

Although application forms have been submitted to remove ex-Cllrs three still remain. A further application will be completed and returned together with request for on line banking for the Clerk.

Item 107/26 – Budget 2026/27

Can Cllrs consider any additional expenditure to put before the next Finance meeting please? An item will also be placed on the next Amenities agenda as several items came out of the site meetings on 9/10/26. Quotes are also being obtained for a new cemetery database as current system is no longer supported by Microsoft.

Full Council Meetings Action Log

	Action for Cllrs
	Action for Clerk
	Action for Cllrs and Clerk
	Ongoing

ONGOING

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A18	138/24	13th February 2024	Risk Assessments - review format (see A109)	Clerk	ONGOING: Continuing to be updated.	
A27	153/24		Review faint yellow lines in village	Cllrs	ONGOING: To report to the Clerk	
A105	125/25	10th December 2024	Update Word documents to meet new Accessibility regulations	Clerk	ONGOING	
A109	136/25(F)	11th March 2025	Update Risk Assessments and upload to website	Clerk	ONGOING	
A177	085/25	11th November 2025	Arrange further Speed Watch dates	Cllrs Rabot and Summersgill	ONGOING	
A230	142/26	14th April 2026	Cllr Rabot to liaise with Beat Officers for surgery dates	Cllr Rabot	ONGOING	

2024/2025

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A111	137/25(D)(e)	11th March 2025	Trial Sharepoint with a few Cllrs	Clerk		
A117	148/25(D)		Chase Southern Water	Clerk	Chased April - September Mike Russell is now contact	

2025/26

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A150	046/25	12th August 2025	Write to Southern Water regarding the new pipework system at Bewl Water / flood risk assessment	Clerk	Emailed Mike Russell 9/9/25	
A168	069/25	14th October 2025	Arrange meeting with Allotment Society	Clerk / Cllr Rabot		
A171	074/25		Obtain quotes for wooden fingerposts	Clerk	ON HOLD	
A206	118/26	10th February 2026	Arrange meeting with MBC/KCC re asset transfers	Clerk	Asset Transfer WG	
A213	123/26	10th March 2026	Cllr Turner to view Business Stream account due to high invoice	Cllr Turner		
A234	142/26		Cllrs to look at GDPR training	Cllrs		

2026/27

Full Council Meetings Action Log

Action No.	Minute No.	Date of Meeting	Minute Action	Allocated to	To Do	Date completed
A240	041/26	9th June 2026	Obtain costings for planning consultants / contact other Parish Councils	Clerk		
A247	058/26		VAT spreadsheet for last 6 years	Clerk		
A254	069/26	11th August 2026	Annual Residents Meeting/Social event 2027	Cllr Boswell and Clerk	Look into ways of inviting organisations and residents along	



DRAFT MINUTES OF THE AMENITIES COMMITTEE **MEETING HELD ON TUESDAY 22ND SEPTEMBER 2026 IN** **THE PARISH COUNCIL MEETING ROOM, MARDEN** **MEMORIAL HALL, MARDEN COMMENCING AT 7.30PM**

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

030/26 PRESENT

Cllrs Boswell, Newton, Summersgill, Tippen (in the Chair) and Turner. Cllr Adam, the Clerk and Deputy Clerk were also in attendance.

031/26 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Dobinson, Goda and Rabot. The Chair welcomed the new Deputy Clerk, Sue Smith, to the meeting.

032/26 COUNCILLOR INFORMATION

Declaration of Pecuniary and Non-Pecuniary Interests

Cllr Boswell declared an interest in item 036/26 (Open Space Committee – Southons Field), as a resident backing onto the field.

Cllrs Newton and Tippen declared an interest in item 040/26 (Marden Memorial Hall Report) as Trustees of Marden Memorial Hall. The Clerk was also a Trustee.

Granting of Dispensation

There were no requests for dispensation.

033/26 MINUTES OF THE PREVIOUS MEETING

Cllrs received and accepted as a true record the Minutes of the Amenities Committee meeting held on 25th August 2026. These were duly signed by the Chairman.

034/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

There were no members of the public in attendance.

035/26 DEPUTY CLERK REPORT

The report had been circulated by the Clerk which gave Cllrs updates on outstanding issues which included reflectors on Napoleon Drive Gateway.

No issues were raised on the monthly Play and Tree inspection reports.

The Action Log had also been updated and circulated to Cllrs. It was agreed to add the Action Log to the agenda going forwards.

Action A10 Litter bins - Cllr Tippen and the Clerk had recently attended the MBC Parish Conference and spoken with John Edwards from MBC about re-locating one of the litter bins in the village. The Clerks agreed to audit the existing bin locations and report back to the Amenities Committee.

Cllr Summersgill reported that MBC had had a supply of new bins last year, but these were now mainly allocated around the borough.

036/26 OPEN SPACE COMMITTEE

Playing Field

Changing Rooms Refurbishment

The Clerk reported that she had not heard back from the architect, who was liaising with contractors to get new quotes for the phased works. In Cllr Griffith's absence, Cllr Turner agreed to contact the Architect for an update. A resident reported damage to one of the baby swings at the Play Area. The Clerks had attended and locked the swing up so it could not be used. The local contractor has been contacted to quote for replacement seats for both baby swings and the 2 standard swing seats.

Southons Field

No issues

Other Open Space Issues

Site Meetings

Cllrs confirmed the Open Spaces Sub-Committee site meetings have been arranged from 9am on Thursday 8th October. The Clerks will also attend. Cllrs Summersgill and Rabot sent their apologies.

Tree Audit Quotes

The Clerk reported that the previous company MPC has used is no longer in business. Further quotes from 2 other companies had been sought but had not yet replied. The matter will be deferred to the next Amenities Committee, or Full Council on 13 October, if they arrive in time.

037/26 CEMETERY

Cemetery Issues

A resident has asked if they can instal a new bench at the Cemetery. At the current time, people are offered a plaque on one of the existing benches. The Open Spaces Sub-Committee will discuss and agree a policy for such requests.

Exclusive Right of Burial Certificates

There were 2 Exclusive Right of Burial Certificates which were signed by Cllrs Summersgill and Turner.

Other

ICCM Journal

Not received.

Hedge Saplings at Cemetery

Some saplings planted earlier this year, may need replacing. The Open Spaces Sub-Committee will review at their site meeting on 8 October.

038/26 PUBLIC TOILETS AND CAR PARK

Public Toilet Issues

Solar Panels

The Clerk confirmed that the license was in place to proceed. The structural work required before the solar panels can be installed has been scheduled for 8/9 October. The agreement with Little Green Energy has been signed and a 20% deposit is now due. There is a lead time of around 6 weeks, to co-ordinate with the Grid, before the solar panels can be installed. Following the

structural work, the cleaning contractor will be asked to undertake a deep clean and the Caretaker will be asked to refresh all of the paintwork over the winter.

Public Toilet Survey

The Clerk has received a research survey re public toilet provision in the parish. Cllrs agreed to delegate to Clerks to respond on behalf of MPC.

Car Park Issues

No issues, however the Clerk is still awaiting a response from MBC to her e-mail in March re the meeting held with MBC. Cllr Summersgill agreed to chase again.

039/26 AMENITIES SUB_GROUPS

Environmental Sub-Group

Next Meeting

The next meeting is scheduled for 15th October at 10am. Cllr Boswell is still trying to agree a new date for the Green Homes initiative. The Estate Management Plan will be discussed.

Village Events Sub-Group

Marden at Christmas

Cllr Tippen gave an update from the meeting on 17th September. Date has been agreed as Saturday 5th December – Cllrs to note. Format will be similar to previous years. The PTA have asked to work with MPC at the event and have agreed to run a children's activity/craft marquee in the car park and also organise the BBQ. Following advice from MPC's insurers, stallholders at the Craft Fair will now need to provide evidence of their own Public Liability Insurance, Risk Assessment and Food Hygiene Certificate (if relevant). An updated Stallholder Policy has been drafted, and the Booking Form would be updated accordingly.

2027 Events

The Sub-Group agreed to meet again in October to consider event ideas with indicative figures for 2027, in advance of the first budget meeting at end October.

040/26 MARDEN MEMORIAL HALL REPORT

Cllr Tippen reported that the Trustees had met on 21 September. The new fire alarm system should be in place by end October. It has been agreed that if there are no hirers over the weekend, the car park would be closed off with a heavy chain and padlock.

041/26 AMENITIES ISSUES FOR DECISION/NOTING

MPC Stallholder Policy

The draft policy had been circulated, and the Clerk went through additional changes. Cllrs agreed to implement the new Stallholder Booking Policy

Health and Wellbeing

Cllr Boswell gave an update following the Dementia Friendly meeting held on 16th September. She thanked Cllr Tippen for her help in securing grants to enable the group's activities to continue.

Cllr Tippen gave an update following the Age Friendly Community meeting held on 17th September. The group were keen to find an Age Friendly Co-ordinator, who could co-ordinate the various groups, lists, information and

activities currently provided by various bodies including the Church and Medical Centre. Cllr Boswell has included an article in the next newsletter. Revd Harvey was aiming to set up a Bereavement Group and Cllr Boswell had written an article for the next newsletter about the Compassionate Neighbour scheme run by Hospice in the Weald.

Not on Agenda

The Clerk passed correspondence from Business Stream to Cllr Turner, re an incorrect utility bill. Cllr Turner will again try to resolve with Business Stream, and if unsuccessful a formal complaint will be raised.

042/26 INVOICES FOR PAYMENT

The following invoices were due for payment:

Alison Hooker: Travel/parking MBC Conference (Budget code: 4005) £36.45

Ian Jones: Locking/unlocking Southons Field and Toilets (Budget codes 4222/4328) £200.00

Little Green Energy: 20% payment for solar panels (Budget code 4324) £1,157.52

P&F Cleaning: September toilet cleaning (Budget code: 4326) £775.00

Viking: Office supplies (Budget code 4071) £123.42

Employees/HMRC: September Salaries/PAYE/NIC (Budget code: 4071) £11,326.76

Total: £13,619.15

Cllrs agreed invoices and Cllrs Adam and Turner authorised on Unity.

There being no further business, the meeting closed at 20.24

Date: 22nd September 2026

Signed:

Cllr Adrian Rabot

Chairman, Amenities Committee

Marden Parish Council, Parish Office, Goudhurst Road, Marden, Kent, TN12 9JX

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DRAFT MINUTES FOR THE MEETING OF MARDEN PARISH COUNCIL PLANNING COMMITTEE ON 15TH SEPTEMBER 2026 HELD IN THE PARISH OFFICE, MARDEN MEMORIAL HALL, GOUDHURST 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.

051/26 PRESENT:

Cllrs Boswell, Dobinson (in the chair), Gibson, Newton and Tippen were present. The Clerk was also in attendance.

052/26 APOLOGIES:

Apologies were received from Cllrs Adam, Griffiths and Turner.

053/26 APPROVAL OF PREVIOUS MINUTES:

Cllrs received and agreed the minutes of the meeting held on 1st September. These were duly signed by the Chairman.

054/26 CLLR INFORMATION

Declarations of Interest

There were no declarations of interest

Granting of Dispensation

There were no requests for dispensation

055/26 IDENTIFICATION OF ITEMS INVOLVING PUBLIC SPEAKING

No members of the public were in attendance.

056/26 PLANNING APPLICATIONS WITHIN MARDEN PARISH

FULL PLANNING APPLICATIONS

26/503097/FULL – Montrose, Howland Road, Marden

Demolition of on site detached garage and erection of a single detached two-storey dwelling with two parking spaces. Creation of a new access, two car parking spaces and installation of electric charging point for the existing dwelling.

Cllrs raised no objection to this application.

LISTED BUILDING CONSENT

26/503342/LBC – The Cottage, High Street, Marden

Listed Building Consent to replace cement render to North, East and West elevations with lime render. Replace felt roof to two doors (North and West elevations) with lead.

Cllrs raised no objection to this application subject to the Conservation Officer's approval.

SUBMISSION OF DETAILS

26/503309/SUB – Lane East of Albion Road and North of Copper Lane, Marden

Submission of details pursuant to Condition 17 – Construction and Environmental Management Plan (CEMP) and Condition 20 – Turtle dove and ground-nesting bird mitigation, compensation and management strategy (TDMS) in relation to Planning Permission 23/504068/OUT (Appeal ref APP/U2235/W/24/3346817)

Noted but requested MBC to continue liaising closely with Marden Wildlife and Kent Wildlife Trust.

26/503310/SUB – Lane East of Albion Road and North of Copper Lane, Marden

Submission of details pursuant to Condition 15 – HMMP* in relation to Planning Permission 23/504068/OUT (Appeal ref APP/U2235/W/24/3346817)

**Biodiversity net gain and habitats management plan – collectively known as “HMMP” (taken from covering letter from the planning agent included in the application papers)*

Noted.

057/26 PLANNING APPLICATIONS OUTSIDE MARDEN PARISH

No planning applications received outside of Marden.

058/26 MBC DECISIONS & APPEALS

Decisions

The following MBC Decision on Marden was received:

26/502636/FULL: The Bungalow, West End, Marden

Erection of single storey front and rear extensions and replacement of attached garage, installation of 7 PV panels and Air Source Heat Pump, new flue.

MPC: Recommended refusal

MBC: Refused

Decisions outside Marden Parish

There were no decisions on applications outside of Marden Parish.

Appeals

26/500075/REF (Appeal Ref No. 6015748): Hunton Lodge, Hunton Road, Marden - Noted

059/26 OTHER PLANNING ISSUES:

MBC Planning Committee

Cllrs noted the next MBC Planning Committee meeting on 17th September 2026. Application 26/5000724/PSINF: Marden Primary Academy was due to be heard due to it being outside of the village settlement and contrary to Maidstone Borough Council Review Policy LPRSP9.

Not on Agenda – for noting

The Clerk had received notification from MBC of a breach of condition notice being sent to Redrow and HML for condition 8 (landscaping) of 17/502926/OUT.

Cllrs Boswell, Dobinson and Summersgill along with the Clerk attended the MBC Planning webinar on Monday 14th September which provided details of

changes regarding the decision making within MBC. Notes would be circulated shortly.

060/26 MARDEN NEIGHBOURHOOD PLAN (MNP)

Following the update of the NPPF Cllrs would arrange a meeting to discuss the Marden Neighbourhood Plan Review following Regulation 14 consultation.

061/26 INVOICES FOR PAYMENT:

The following invoices were submitted to the meeting:

Marden Memorial Hall – Hall hire, office rent and refuse (Budget Codes 4052 / 4070 / 4074) - £340.00

KALC – Finance Conference (Budget Code 4010) - £84.00

KCC – Photocopier rental (Budget Code 4065) - £108.02

J Lutener – plants for troughs (Budget Code 4010) - £17.97

Castle Water – water supply for changing rooms (Budget Code 4226) - £8.76

Castle Water – water supply for cemetery (Budget Code 4302) - £24.20

Total: £582.95

Cllrs agreed payments and Cllrs Dobinson and Newton would authorise on Unity.

There were no enforcement issues to discuss.

062/26 ENFORCEMENT

New/Reported Alleged Enforcement

MBC Update on Enforcement

There being no further business the meeting closed at 8.07 pm.

Signed:

Cllr

Chairman, Marden Planning Committee

Date:

Marden Parish Council, Parish Office, Goudhurst Road, Marden

01622 832305 / 07376 287981 / clerk@mardenkent-pc.gov.uk



The Planning Committee meeting planned for Tuesday 29th September 2026 had to be cancelled due to it not being quorate. Cllrs Boswell, Gibson, Griffiths, Tippen and Turner had given their apologies prior to the meeting and Cllr Dobinson resigning earlier in the week.

Cllrs Adam and Newton along with the Clerk still met to discuss the applications listed on the agenda and made recommendations to the rest of the Planning Committee via email as the consultation date would close prior to the next planning meeting.

One resident arrived at 7.30pm in respect of his planning application (1 Old Pond Cottage) and this was viewed first.

26/503205/FULL – 1 Old Pond Cottage, Howland Road, Marden

Erection of a first floor side extension including 1 rear dormer and 2 rooflights

[26/503205/FULL | Erection of a first floor side extension including 1no. rear dormer and 2no. rooflights. | 1 Old Pond Cottage Howland Road Marden Kent TN12 9HA](#)

PROPOSAL:

No objection.

26/503174/FULL – 1 Summerhill Cottages, Battle Lane, Marden

Demolition of the existing single storey rear extension, erection of a replacement part single storey and part two storey pitched roof extension, erection of a two storey side extension and erection of an attached garage.

Amended site layout plan received 15th September 2026

[26/503174/FULL | Demolition of the existing single storey rear extension, erection of a replacement part single storey and part two storey pitched roof rear extension, erection of a two storey side extension and erection of an attached garage. | 1 Summerhill Cottages Battle Lane Marden Kent TN12 9DE](#)

Cllrs Adam and Newton noted that the amended site layout plan now included the existing access from Battle Lane. However, they continued to query whether this access should have required planning permission.

They still disagreed with section 5.4 of the Design and Access Statement as felt it was contrary to Maidstone Borough Council Local Plan Review Policy LPRSP9 (Development in the Countryside) due to the impact on harm and appearance to the rural environment from both Battle Lane and PROW KM268 due to the mass and scale of the proposal. Also no attempt has been made to demonstrate conformity to policies within the Marden Neighbourhood Plan.

PROPOSAL:

REFUSAL on the above grounds but did not wish this application to go to Committee.

26/503182/FULL – Home Farm, Staplehurst Road, Marden

Conversion of existing first floor garage/workshop storage area to residential use ancillary to the main dwelling, with addition of 2 dormer windows, solar panels and EV charge point.

[26/503182/FULL | Conversion of existing first floor garage/workshop storage area to residential use ancillary to the main dwelling, with addition of 2no. dormer windows, solar panels and EV charge point. | Home Farm Staplehurst Road Marden Kent TN12 9BU](#)

Cllrs Adam and Newton felt this application was contrary to Maidstone Borough Council Local Plan Policy LPRSP9 (Development in the Countryside) and Marden Neighbourhood Plan Policy BE4 (Conversion of Rural Buildings) due to the unacceptable domestication of an existing garage/workshop in the open countryside giving the impression of a third dwelling on the site even though the application states it would be ancillary to the main dwelling. It would also affect the setting of Home Farm, a Grade II listed building.

PROPOSAL

REFUSAL on the above grounds but did not wish this application to go to Committee.

26/503433/FULL – Loves Farm House, Goudhurst Road, Marden

Erection of a single storey rear extension to form family and dining area with new patio area.
Erection of single storey in-fill extensions to form utility room and WC, including changes to fenestration.

[26/503438/FULL | Erection of a single storey rear extension to form family and dining area with new patio area. Erection of single storey in-fill extensions to form utility room and WC. including changes to fenestration. | Loves Farm House Goudhurst Road Marden Kent TN12 9NB](#)

Cllrs Adam and Newton viewed the location and noted that the Farmhouse opposite was Grade II listed not this property. Although they had some concern of the size of the proposed extension they could not see a fundamental reason for refusal.

PROPOSAL

No objection.

26/503445/LBC – 1 High Street, Marden

Listed Building Consent for internal alterations to enlarge second bedroom, with creation of ensuite, and provision of new shower room at ground floor level.

[26/503445/LBC | Listed Building Consent for internal alterations to enlarge second bedroom, with creation of ensuite, and provision of new shower room at ground floor level. | 1 High Street Marden Kent TN12 9AA](#)

Cllrs Adam and Newton proposed no objection provided the Conservation Officer is satisfied that the previous grounds for refusal have been addressed.

PROPOSAL:

No objection as above.

26/503509/TCA – Bridgeland House, High Street, Marden

Conservation Area notification to reduce Hybrid Poplars (T1) height by 3m and the spread by 2m and thin remaining crown by 15%, one Holly (T2) reduce the longer protruding laterals by 1.5m. Fell one Liquid Amber (T3) to near ground level, One Magnolia (T4) structural prune of the protruding laterals back to the vicinity of the natural crown profile and two multi-stemmed Portuguese Laurel (G5) remove all stems impacting on the subject fence, back to source.

[26/503509/TCA | Conservation area notification to reduce Hybrid Poplars \(T1\) height by 3m and the spread by 2m and thin remaining crown by 15% \(see cut line on photo\), one Holly \(T2\) reduce the longer protruding laterals by 1.5m \(see cut line on photo\), Fell one Liquid Amber \(T3\) to near ground level, One Magnolia \(T4\) structural prune of the protruding laterals back to the vicinity of the natural crown profile \(see cut line on photo\) and two multi-stemmed Portuguese Laurel \(G5\) remove all stems impacting on the subject fence, back to source. | Bridgeland House High Street Marden Kent TN12 9DS](#)

PROPOSAL:

No objection subject to the Tree Officer's agreement.

The above notes were circulated to all on Planning Committee (see below) and comments agreed and submitted to MBC. These notes will be added as an Appendix to the next Planning Committee minutes.

Planning Committee Cllrs:

Cllr Adam

Cllr Boswell

Cllr Gibson

Cllr Griffiths

Cllr Newton

Cllr Tippen

Cllr Turner

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

MARDEN PARISH COUNCIL

www.mardenkent-pc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

03/12/2025

05/06/2026

Debbie Siddle, Mulberry LAS

Signature of person who carried out the internal audit

Debbie Siddle

Date

05/06/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

MARDEN PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	☒	☐	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	☒	☐	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	☒	☐	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	<i>responded to matters brought to its attention by internal and external audit.</i>
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.	☒	☐	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	☐	☐	☒
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	☒	☐	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

09/06/2026

and recorded as minute reference:

PAGE 169 044/26(B)(iv)(a)

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

LA Lin

Clerk

Absent

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Section 2 – Accounting Statements 2025/26 for

MARDEN PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	93,341	95,366	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	182,504	209,527	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	41,575	26,262	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	121,155	137,162	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	18,238	18,238	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	82,661	88,010	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	95,366	87,745	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	91,223	93,715	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	211,344	221,045	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	264,019	255,076	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Ahsan Huda

Date

08/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

09/06/2026

as recorded in minute reference:

PAGE 170 044/26 (B)(iv)(b)

Signed by Chair of the meeting where the Accounting Statements were approved

WA

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Marden Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature

Forvis Mazars LLP

Date

3 September 2026

MARDEN PARISH COUNCIL

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2026

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

1. The audit of accounts for Marden Parish Council for the year ended 31st March 2026 has been concluded.

2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Marden Parish Council on application to:

Alison Hooker, Parish Clerk and Responsible Financial Officer to Marden Parish Council
Parish Office, Marden Memorial Hall, Goudhurst Road, Marden, Kent TN12 9JX /
clerk@mardenkent-pc.gov.uk

3. Copies will be provided to any local government elector on payment of £1.00 for each copy of the Annual Return.

Announcement made by: Alison Hooker, Parish Clerk and Responsible Financial Officer to Marden Parish Council

Date of announcement: (e) Thursday 17th September 2026