

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 5TH DECEMBER 2016, 7.30PM
AT THE VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mr Richard Selkirk (Chairman)
Mrs Linda Javens
Mr Richard Byatt
Mr Peter Stevens
Mr Ben Merchant
Miss Gwyneth Barkham

Also present:
Mrs Sasha Luck (Borough Councillor)

Minute		Action by	Action taken	Response
16/686	<u>APOLOGIES FOR ABSENCE</u> were received from Mrs Dean , Mr Harriott, Mr Bullard, Mrs Smyth & PCSO Harrison			
16/687	<u>DECLARATIONS OF INTEREST –</u> none other than those routinely declared			
16/688	<u>CASUAL VACANCY</u>			
	It was noted that there was one casual vacancy on West Malling Parish Council and that T&MBC have notified that the vacancy can be filled by co-option at this meeting. The vacancy has been advertised on social media and the Parish Council's noticeboard. One application has been received from Mr Larry Collins. Mr Selkirk recommended that Mr Collins be co-opted onto the Council and this was agreed. It was suggested that Mr Collins meet with Mrs Dean or Mr Selkirk to discuss appointment and to complete the relevant paperwork in the presence of the Clerk .			
16/689	<u>MINUTES</u> of the meeting held on 7 th November 2016 were approved and signed			
16/690	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda.			
	(629.5) It was agreed to re-arrange the Christmas meal for a suitable date in January.	Clerk		
16/691	<u>CHAIRMAN'S ANNOUNCEMENTS</u> Rev'd David Green has asked if a member of the Parish Council would like to do a reading at the Carol Service to be held at St Mary's Church on the 18 th December. Mr Selkirk volunteered. Clerk to notify Rev'd Green.	Clerk	✓	
16/692	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u>			

692.1	Defibrillator in West Malling High Street. Mr Merchant had recently undertaken training in the use of defibrillators and questioned if training could be offered to the public. It was felt that once the emergency number was accessed the instructions given were clear and concise and that training would not be necessary. It was agreed that the location of the West Malling defibrillator should be publicised to ensure that residents are aware of its existence. Mrs Javens is to write about the defibrillator in the Downs Mail column.	LJ	✓	
692.2.	Downs Mail – Due to new builds within the area, insufficient numbers of the Downs Mail have been issued resulting in some houses not receiving a copy (it is delivered door to door). More copies are to be produced to rectify the problem.			
16/	<u>POLICING MATTERS</u>			
693.1	Crime figures – Mr Selkirk has started to collate the monthly crime figures which are received at the Parish Office. The latest published figures will be produced for Full Council each month. Full Council no longer receives a police report from the local officers.	Clerk		
693.2	Anti-social behaviour meeting – new meeting date to be fixed for January. Mr Stevens was disappointed with the police response to the anti - social behaviour.			
693.3	Criminal damage – there has been a recurrence of criminal damage to cars in the Town Hill and Neville Court area. General discussion regarding policing and the CCTV. CCTV is supposed to only be a temporary measure with it being used short term where there is a problem area; the CCTV cannot stay in that spot indefinitely, particularly as this type of offence starts and stops with long periods without any offences being committed.			
16/ 694	<u>SWAN STREET TELEPHONE BOX</u>			
	BT propose to take the telephone box which is located by Post Office out of service due to it receiving little use (31 phone calls were made in one year). The Parish Council have been asked to comment on this proposal. It was agreed to oppose the proposal – see comments attached.	R/S Clerk	✓	
16/ 695	<u>STANDING ORDERS & FINANCIAL REGULATIONS</u>			
	Members of the Parish Council have been reviewing the existing Standing Orders and Financial Regulations having considered the NALC Model Standing Orders and Financial Regulations. It was agreed that in future Standing Orders are to be reviewed on an annual basis, a review date is to be set in June or July of each year. Clerk to note. Draft policies have also been produced for: Grievance / Freedom of Information / Equal Opportunity / Document Retention & Disposal / Data Protection / Sickness & Absence Policy / Information Security / Health & Safety. To be reviewed by F&GP at a future date.	Clerk	✓	
16/ 696	<u>WATER MAINS WORKS KING STREET /HIGH STREET & WEST STREET</u>			
	King Street work is due to start (provisional date) in the 3 rd week of January. The Parish Council were concerned to limit disruption as much as possible. It was agreed to ask for a site visit with representatives from Clancy Docwra and South East Water. Clerk to arrange.	Clerk	✓	
16/ 697	<u>BUDGET PREPARATION</u>			
	Macey's Meadow budget is being produced. Amenities draft budget is almost complete except for 2 outstanding quotes which are expected within the week. Highways draft budget to be agreed at Highways meeting on 19 th December 2016			
16/	<u>FINANCIAL MATTERS</u>			
698.1	Accounts for Payment – totalling £4172.89 were approved – see attached. At a previous			

	meeting of F&GP on 21/11/16 accounts for payment totalling £820.29 were approved.			
698.2	Financial Statement – was received – see attached.			
698.3	Tenders – recommendation from F&GP Committee on 21 st November 2016. It was agreed to accept the recommendation of the F&GP Committee with the tenders being awarded as follows: Turfsoil – Norman Road and Churchyard in the sum of £4250 Four Seasons – Macey's Meadow, allotment and cricket meadow in the sum of £2805			
16/	<u>MATTERS FOR REPORT</u>			
699.1	Amenities Committee – receipt was noted, for information of the draft minutes of the meeting held on 14 th November 2016. No matters for report			
699.2	Planning Committee - receipt was noted, for information of the draft minutes of the meeting held on 15 th November 2016. 665.2 – Railway bridge on Town Hill is now being rectified. Network Rail contacted neighbours to warn of possible noise disruption however failed to contact The Bull Public House which is next door. Clerk to contact Network Rail	Clerk	✓	
699.3	Finance & General Purpose Committee - receipt was noted, for information of the draft minutes of the meeting held on 21st November 2016. No report			
699.4	Malling Action Partnership – no report			
699.5	Rotary House – no report			
699.6	School Governors – no report			
699.7	Malling Society – no report			
699.8	Christmas Lights Committee – a successful event with lots of visitors, very well organised by the Christmas lights committee and Tesco.			
699.9	Chamber of Commerce – no report			
699.10	Tonbridge & Malling Borough Council – see attached report from Councillor Luck			
699.11	County Council – no report			
699.12	KALC/NALC/ACRK – <ul style="list-style-type: none"> • receipt noted of Parish News November 2016 • Community Awards scheme – The Parish Council agreed to adopt the scheme (deadline is Friday 27th January 2017). Nominations to be considered at next Full Council. • Attendance at 'New Clerk / refresher' training to be discussed at next F&GP. Cost £60 plus VAT. Date 26th January 2017 			
16 /700	Committee Meeting Dates Amenities Committee 12 th December 2016 (concentrating on Churchyard) Finance & General Purposes Committee – Monday 16 th January 2017 - TBC Highways, Transportation & Streetlighting Committee – Monday 19 th December 2016 Planning Committee – Tuesday 20 th December 2016. It was agreed to change meeting dates from the 3 rd Tuesday to the 4 th Tuesday of the month from January 2017 onwards. Full Council – to agree Monday 9 th January 2017 in view of Bank Holiday Macey's Meadow Advisory Committee – Wednesday 18 th January 2017			

	There being no other business, the Chairman thanked members for attending and closed the meeting at 9.34			
	Signed			
	Dated			

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Emma Keefe
Tonbridge & Malling Borough Council
Gibson Building
Kings Hill
ME19 4LZ

By Email

7th December 2016

Dear Emma,

Thank you for extending the time limits for the West Malling Parish Council response.

The Council met on 5th December 2016 and discussed the BT proposals with regard the telephone box outside the Post Office, in Swan Street West Malling.

We believe that there is still an ongoing need for a public telephone box and it should not be removed as BT have planned.

We would ask them to retain it and address a number of the issues we have highlighted below.

1. This telephone box is the last remaining one in the centre of West Malling. There are no other public telephones available to serve our busy High Street.
2. The telephone box has not been properly maintained and cleaned by BT for the last couple of years. This has resulted in it either being out of use or unattractive to residents, visitors and workers to use. This will have been reflected in the volumes of calls recorded by BT.
3. Although we accept there has been a sustained growth in the use of mobile phones, West Malling continues to suffer from large areas of very poor reception (frequently referred to as 'NOTSPOTS') where it is very difficult to obtain even a basic mobile phone signal and no 3G or 4G coverage.
4. It should be noted that we do not have any public WIFI service.
5. The telephone box is located within our Conservation Area and should be of the red heritage style. For some reason we have a modern one, which is out of keeping with its surroundings. We feel that it should be replaced with the correct one. This would also have a positive impact on the amount of usage.

If you have any questions, please do not hesitate to contact me.

Yours Sincerely

Claire Christmas

Accounts for Payment - 5th December 2016					cheques to be drawn
Val Valvassura (cheque 5224) (Cost of plants for War Memorial) Payments authorised under Section 137					£ 48.00
Mrs Trudy Dean (cheque 5225) (Cost of hi viz jackets)					£ 48.93
Mrs Claire Christmas (cheque 5226) (Reimbursement for stamps)					£ 30.72
Mrs Claire Christmas (cheque 5227, dated 19/12/16) (Clerk 's net salary for December 2016)					£1,491.43
Mrs Sarah Howard (cheque 5228, dated 19/12/16) Net salary Assistant Clerk for December 2016					£ 311.93
Carole D'Silva (cheque 5239, dated 19/12/16) (outgoing Clerk 's net salary for hours worked in Nov. 2016)					£ 91.25
HMRC (Cheque 5229, dated 19/12/16) (Deductions from Clerks' salaries Dec 16)					£ 267.89
KCC invoice 900030354 (cheque 5230) (Legal fees - October)			£ 99.00 £ 19.80		£ 118.80
Streetlights x 4 - total £603.60, single cheque					
Invoice 8390 (cheque 5231) (Col 66 Swan St, lighting repairs)			£ 42.50 VAT £ 8.50		£ 51.00
Invoice 8391 (Replace doors Column 10 & 115)			£ 170.00 VAT £ 34.00		£ 204.00
Invoice 8411 (Col 32, Frog Lane, lighting repairs)			£ 80.50 VAT £ 16.10		£ 96.60
Invoice 8446 (Christmas lights temporary socket)			£ 210.00 VAT £ 42.00		£ 252.00
Down to Earth (cheque 5232) (Inv 19,363 - trees on playing field)			£ 432.00 VAT £ 86.40		£ 518.40
Mr John Moon (cheque 5233) (Reimbursement for posts & labour)					£ 22.40
Mr Mervyn Carr (cheque 5234) Materials & labour costs, fence at Village Hall)					£ 199.74
Mr Malcolm Doyle (cheque 5235) (Reimbursement for skip hire costs - Macey's Meadow)					£ 240.00
Mr & Mrs Granger (5236) (Allotment deposit refund)					£ 25.00
Danwood (invoice 4149771 / cheque 5237) (Photocopies October 2016)			£ 25.00 VAT £ 5.00		£ 30.00
Parish Online (cheque 5238) (Annual / set up fee)			£ 104.00 £ 20.80		£ 124.80
					£4,172.89

WEST MALLING PARISH COUNCIL						
Financial Statement to be presented to meeting on 5 December 2016						
Reconciliation						
Balance b/f from 2015/16						£ 115,467.93
<u>plus</u>						
total receipts 1.4.16-23.11.16						97,357.61
<u>less</u>						
total payments 1.4.16-23.11.16						£ 91,285.62
					Total	<u>£ 121,539.92</u>
Bank Accounts as at 23.11.16						
Deposit account						£ 100,414.75
Current account				£36,997.30		
	less unrepresented cheques			£14,370.97		
	Less cancelled cheques			<u>£1,501.16</u>		<u>£ 21,125.17</u>
					Total	<u>£ 121,539.92</u>
Direct Debits						
Plusnet			£13.49			
EDF Energy			£680.76			
			£694.25			

West Malling Parish Council 5th December 2016

Councillor's Report

A big thank you, to all who were involved with The West Malling Christmas Lights they were a great success, the High Street was jammed with parents, children and dogs.

Consultation ends 11th January, on Public Phone Boxes in West Malling, Phone Box outside Post Office and near the Wheatsheaf Pub on London Road

Closures on M20 Junction 4. 8th/ 9th December between 2100 – 0500

Resident of Norman Road contacted me about their wall pillars, they live by the "pinch point" at the narrowest point of the road, I am having a discussion with Andy Bracey about it, next week.

Resident in the High Street complained about the speed of traffic in the High Street. I replied that Speed Watch will be setting up in the near future so that should detour cars speeding. We really need one of the speed sign that show the speed of the passing traffic

Bull Bridge essential repair works, work to be done overnight when trains are not running. Sundays 27th November / 4th December / 11th December. 01.25 to 7.10

Government Driving Transparency, Parking Fines. The Government is proposing that motorists should be able to see a complete breakdown of parking charges, more information on fines imposed, and how monies paid and cancelled. Since 2014 the Council have had to reveal how much they raise through parking penalties