

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 13TH MAY 2019, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

Present: Mrs Trudy Dean
Miss G Barkham
Mr Keith Bullard
Ms Camilla Medhurst
Ms Min Stacpoole
Mr Nick Stapleton
Mr Peter Stevens
Mr David Thompson

Also Present: Two residents of West Malling
Borough Councillor Brian Luker from 7.35

Minute		Action by	Action taken	Response
19/257	APOLOGIES FOR ABSENCE were received from Mr Byatt, Mrs Smyth, Mrs Javens & Borough Councillor O'Toole (received on 14/5/19)			
19/258	ELECTIONS & APPOINTMENTS			
258.1	Acceptances of Office – the Clerk reported that all members present at the meeting had signed their Acceptances of Office in the presence of the Clerk as Proper Officer. It was confirmed that Mrs Javens had signed her form at the parish office and that arrangements were to be made for Mr Byatt and Mrs Smyth to sign their forms in the immediate future.			
258.2	Election of Chairman Mr Stapleton proposed that Mrs Dean continue to serve as Chairman; this was seconded by Mr Bullard and agreed unanimously. There being no other nominations, Mrs Dean was re-elected and signed her Declaration of Acceptance of Office in the presence of the Clerk. Clerk to notify T&MBC.	Clerk	✓	
258.3	Election of vice-Chairman Mrs Dean proposed that Mr Stevens serve as vice-Chairman; this was seconded by Ms Barkham and agreed unanimously. There being no other nominations Mr Stevens was duly elected.			
258.4	Tree Wardens Members were pleased to confirm the re-appointment of Mr Cosier and Ms Margetts as WMPC's Tree Wardens and wished to thank them for all their efforts.			
18/259	APPOINTMENT OF REPRESENTATIVES			
259.1	WM Village Hall Management Committee – it was agreed that Mrs Javens would continue in the role as the Parish Council representative on the Village Hall Management Committee.			

259.2	Kent Association of Local Councils – it was agreed that attendance at the local T&M meetings would be on an <i>ad hoc</i> basis.			
259.3	Parish Partnership Panel – it was agreed that attendance at the meetings would be on an <i>ad hoc</i> basis; the Clerk was to forward any paperwork to all WMPC members.			
259.4	Parking Liaison Group – Mrs Smyth had previously expressed an interest in attending meetings alongside Mrs Dean .			
259.5	Blaise Farm Liaison Group – it was agreed that Ms Barkham would attend on behalf of WMPC			
259.6	Document Review Group Mr Stevens and Clerk. Mr Byatt had previously offered assistance with the review of WMPC social media policies.			
18/260	<u>MEMBERSHIP OF COMMITTEES</u>			
	It was agreed that the committee structure remain as it presently stands.			
260.1	Amenities Committee Ms Gwyneth Barkham; Mrs Trudy Dean (<i>ex officio</i>); Mrs Linda Javens; Ms Camilla Medhurst, Mrs Yvonne Smyth; Ms Min Stacpoole; Mr Nick Stapleton; Mr Peter Stevens.			
260.2	Planning Committee Ms Barkham indicated that she would at some point wish to resign from the committee but would be happy to remain on the committee whilst Mr Byatt was unable to attend the meetings. Ms Gwyneth Barkham; Mr Keith Bullard; Mr Richard Byatt; Mrs Trudy Dean (<i>ex officio</i>); Mrs Yvonne Smyth; Ms Min Stacpoole, Mr David Thompson.			
260.3	Highways, Transportation & Streetlighting Committee Ms Gwyneth Barkham; Mr Keith Bullard; Mrs Trudy Dean (<i>ex officio</i>); Mr Nick Stapleton; Mr David Thompson.			
260.4	Finance & General Purposes Mrs Dean ;Mr Stevens; Mr Byatt and Mr Stapleton			
19/261	<u>ELECTION OF COMMITTEE CHAIRMEN</u> It was agreed that committee Chairmen be elected at the present meeting Amenities Committee Mr Stevens - agreed unanimously. Planning Committee Mr Byatt - agreed unanimously (in his absence, Mr Byatt had expressed his willingness to serve as chairman) Highways, etc Committee Mr Stapleton - agreed unanimously.			
19/262	<u>ACCOUNTS</u> The end of year 18/19 financial statement was approved – see attached			
19/263	<u>APOLOGIES FOR ABSENCE</u> were received from Mr Byatt, Mrs Smyth, Mrs Javens & Borough Councillor O'Toole (received on 14/5/19)			
19/264	<u>DECLARATIONS OF INTEREST –</u> none other than those routinely declared			
19/265	<u>MINUTES</u> of the meeting held on 1st April 2019 were approved and signed			

19/266	MATTERS ARISING from the minutes not otherwise on the agenda			
266.1	(19/198) Pothole near zebra crossing – members noted that the pothole had still not been reinstated. Mrs Dean reported that she was to attend a site meeting with KCC to discuss this and the cumulative effect of other road surface issues within West Malling.			
266.2	(19/212) Arundel House – since the scaffolding has been taken down, there has been a natural interest in the progression of the works from residents. Mrs Dean is to meet with the project manager to discuss the likely timetable and way forward.			
19/267	<u>CHAIRMAN'S ANNOUNCEMENTS</u>			
	Mrs Dean welcomed Mr Stapleton as a newly elected Borough Councillor and welcomed back Mr Luker as a re-elected councillor.			
19/268	<u>QUESTIONS FROM COUNCILLORS</u> - none			
19/269	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
19/270	<u>POLICING MATTERS</u>			
270.1	Policing report – April police report was circulated. Clerk reported that the West Malling train station car park incident referred to in the February report related to a large number of vehicles speeding and wheel spinning. Fixed penalty notices were issued to the majority of drivers.			
270.2	<u>Police Report Feedback</u> The Community Safety Unit have requested feedback on the monthly police reports. It was agreed to provide the following feedback: <ul style="list-style-type: none"> - Members are still of the opinion that the reports lack detail and that often refer to out of area crimes. - It would be of benefit to know if data has been removed from the report for intelligence reasons. - Members ask if it would be possible for Inspector Alvey to attend a meeting of the Full Council. 	Clerk		
270.3	<u>Crime Figures</u> – updated figures produced by Mr Bullard were circulated.			
270.4	<u>Rural Matter Magazine Spring 2019</u> – receipt was noted			
270.5	<u>Other Policing Matters</u> – Clerk reported that hay bales in Macey's Meadow were set on fire which necessitated the fire service being called.			
19/271	<u>LOCAL PLAN</u> No date has yet been set for the Examination in Public.			
19/272	<u>BELLWAY APPLICATION</u> Bellway Developers have appealed the application on the grounds of non-determination. The matter is to be reported to the Area 2 Planning Committee on 29 th May, but this is only to allow councillors the opportunity to agree T&MBC reasons for refusal. The reasons for refusal will form the basis for the Borough Council's case at appeal. Mr Stapleton will be in attendance at the Area 2 Committee in his role as Borough Councillor. The committee report has not yet been published. Members will need to decide if WMPC /EM&LPC should be represented at the appeal; a decision can be made once the report has been published.			

19/273	<u>MALLING AGE CONCERN</u>			
	<p>Malling Age Concern have announced that it is to close at the end of May due to financial difficulties. The lease is due to finish at the end of June. It is understood that currently attempts are being made to ensure suitable placements for those who attend the centre.</p> <p>The building and land is owned by KCC. WMPC have in the past expressed an interest in acquiring the land/lease should Malling Age Concern no longer wish to renew the lease. As the site is listed as a Community Asset, KCC cannot progress a sale without giving notice and allowing a period of 6 months to elapse during which the necessary finance to purchase could be raised by the community. KCC have not decided if the land is to be sold or leased. Following on from WMPC's expression of interest, KCC have asked WMPC to suggest possible uses to which the premises could be put.</p> <p>Following discussion, it was agreed members wished to put forward potential uses for the site and that these included making the site a community facility with potentially spaces for start-up businesses/community hire/conference centre/parish office. It was noted that in the past, the building had been a suggested site for an alternative GP surgery/clinic.</p> <p>Mrs Dean /Clerk to arrange a meeting with KCC</p>			
19/274	<u>HEART OF KENT HOSPICE – COMPASSIONATE NEIGHBOURS SCHEME</u>			
	<p>It was agreed unanimously that WMPC would express an interest in the Heart of Kent Hospice pilot scheme.</p> <p>Clerk to notify scheme coordinator</p>			
19/275	<u>VE DAY 75TH ANNIVERSARY COMMEMORATIONS</u>			
	<p>Details of the VE Day commemorations to be held over the period 8th – 10th May 2020 were noted. It was agreed that this matter be referred to the Amenities Committee for further discussion and liaison with Rev'd Green.</p> <p>Clerk to note next Amenities (Churchyard) agenda.</p>			
19/276	<u>FINANCIAL MATTERS</u>			
276.1	Accounts for payment - totalling £5734.63 were approved- see attached.			
276.2	The following payment made since the last Full Council Meeting was noted: £1316.03 authorised at Planning Committee 23 rd April 2019.			
276.3	Financial Statement – bank reconciliation as of 23 rd April was received – see attached			
19/277	<u>MATTERS FOR REPORT</u>			
277.1	<p>Amenities Committee – receipt was noted, for information of the draft minutes of the meeting held on 8th April 2019.</p> <p>[19/221] – security measures at the cricket meadow – to include:</p> <ul style="list-style-type: none"> - Refurbishment and re-setting of the staples - Additional bench - Addition of staple behind existing bench - Obtain a quote to install a low level metal gate on the existing gate line - Investigate obtaining permission to paint hatching on the tarmac in front of the gate to try to dissuade parked cars blocking the access. 			
277.2	<p>Highways, Transportation & Streetlighting Committee – receipt was noted, for information of the draft minutes of the meeting held on 15th April 2019.</p> <p>[231.1] – Phase 5 Streetlight work</p>			

	<p>- Replacement of a number of mercury lanterns (High Street) to commence from June onwards.</p> <p>Mr Stevens noted that the new train timetable would come into effect on Sunday 19th May</p>			
277.3	<p>Planning Committee – receipt was noted, for information of the draft minutes of the meeting held on 23rd April 2019.</p> <p>No questions.</p>			
277.4	<p>Macey's Meadow Advisory Committee -</p> <p>Ms Stacpoole and Clerk reported that the meeting concentrated on arrangements for Blossom Day.</p>			
277.5	<p>Malling Action Partnership – Mrs Dean reported that MAP are funding the insurance for the new mower which is to be used at Clare Lake and that attendance at The Silver Lunch Club had now reached 30 people on a regular basis.</p>			
277.6	<p>Rotary House – no report</p>			
277.7	<p>School Governors – no report</p>			
277.8	<p>Malling Society – next meeting date of 23rd May was noted as was the receipt of the Malling Society Spring Newsletter.</p>			
277.9	<p>Chamber of Commerce / Christmas Lights Committee – the 2019 festival date of 1st December was noted. There is to be an informal meeting of the Chamber of Commerce to be held at The Swan on 22nd May from 6pm.</p>			
277.10	<p>Tonbridge & Malling Borough Council – next scheduled meeting date of the Parish Partnership Panel meeting is due to take place on 13th June. Ms Barkham may be able to attend depending on commitments.</p>			
277.11	<p>KALC/NALC/ACRK – it was noted that the KALC T&M AGM was to take place on 23rd May at Ditton Community Centre. Receipt was noted of April KALC news.</p>			
19/278	<p><u>MEETING DATES</u></p> <p>Amenities Committee – Wednesday 22 May 2019 (concentrating on allotments)</p> <p>Finance & General Purposes Committee – to be rescheduled to Thursday 23rd May - tbc</p> <p>Planning Committee – Tuesday 28th May 2019</p> <p>Highways, Transportation & Streetlighting Committee – Monday 17th June 2019 (at The Clout, 9 High Street) tbc</p> <p>Macey's Meadow Advisory Committee – Wednesday 26th June 2019</p> <p>Blaise Farm Liaison Group – Tuesday 10th September</p>			
19/279	<p><u>REPORT OF BOROUGH COUNCILLOR</u></p> <p>Cllr. Luker – new stretch of bridleway allowing horse-riders and cyclists to ride from Fartherwell Road to Church Road Offham has been adopted.</p> <p>Cllr. Stapleton – T&MBC early bird offer (£35) for garden waste bin has now been launched.</p>			
19/280	<p><u>REPORT OF COUNTY COUNCILLOR</u></p>			

	<p>Mrs Dean reported:</p> <ul style="list-style-type: none"> - The Cuxton tip is to close to T&MBC residents at the end of May. - Ofsted report has classed the provision for children with special needs as 'poor'. 	-		
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.50</p> <p>Signed.....</p> <p>Dated.....</p>			

WEST MALLING PARISH COUNCIL					
Financial Statement end of year 31st March 2019					
Reconciliation					
Balance b/f from 2017/18					£ 91,892.24
<u>plus</u>					
total receipts 1.04.18-31.03.19					£ 145,458.75
<u>less</u>					
total payments 1.04.18-31.03.19					£ 137,520.45
				Total	£ 99,830.54
Deposit account					£ 91,095.71
Current account			£8,947.41		
			£212.58		
less unrepresented cheques					<u>£ 8,734.83</u>
				Total	£ 99,830.54
<u>Unrepresented Cheques</u>				<u>Date Issued</u>	
5564	ATC Squadron	£	150.00	21/11/2018	
5576	Elm	£	<u>62.58</u>	10/12/2018	
		£	212.58		

West Malling Parish Council					
Accounts for Payment 13th May 2019					cheques to be drawn
Mr John Collins (cheque 2036) (Reimbursement for petrol & refuse sacks)					£7.31
Mr M Pearce (cheque 2037) (Reimbursement for diesel - Macey's Meadow)					£55.01
Malling Action Partnership (cheque 2038) (Downs Mail 'Where I Live' - June - Dec)					£ 100.00
Kent Assoc Local Councils (cheque 2039) (invoice 7231 - annual membership subscription 19/20					£918.34
	VAT	£ 765.28			
		£153.06			
Four Seasons Gardens (cheque 2040) (Invoice 2760 Grounds maintainence, March & April					£ 503.52
	VAT	£ 419.60			
		£ 83.92			
staples cut x2, allotment path weedkill, memorial stone cut x2, resecuring matting in allotment 1a & 29b & clearance of tennis courts)					
Streetlights (single cheque 2041) Invoice 10416 repairs, column 71					103.50
	VAT	£ 86.25			
		£ 17.25			
(Invoice 10443 repair column 100)					59.10
	VAT	£ 49.25			
		£ 9.85			
(Invoice 10547 Payment 1 of 4 for maintenemce contract)					1392.58
	VAT	£ 1,160.48			
		£ 232.10			
Roth Creative (cheque 2042) (invoice 3260 - print costs for Macey's Meadow stickers)					24.00
	VAT	£ 20.00			
		£ 4.00			
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for May £1494.68 + fax £1.20 + sundries £3.50 and reimbursement for blossom event items 20.97)					£1,520.35
Mrs Sarah Howard authorisation to pay via Faster Payments (Asst. Clerk - net salary for May £351.85 + reimbursment for sundries £2.19 + sign £12.98)					£367.02
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - May)					£552.65
Nest - authorisation to pay pension contributions by Direct Debit for May					
Employer's contributions					£ 56.25
Employee's contributions					£ 75.00
(Employees's contributions have already been deducted from salary)					
TOTAL					£ 5,734.63

WEST MALLING PARISH COUNCIL					
Financial Statement as at 18 April 2019					
For 13th May meeting					
<u>Reconciliation</u>					
Balance b/f from 2018/2019					£ 99,830.54
<u>plus</u>					
total receipts 1.04.19-31.03.20					£ 60,436.28
<u>less</u>					
total payments 1.04.19-31.03.20					£ 3,905.64
				Total	<u>£ 156,361.18</u>
Deposit account					£ 91,095.71
Current account			£65,893.67		
	less unrepresented cheques		£628.20		
					<u>£ 65,265.47</u>
				Total	<u>£ 156,361.18</u>
<u>Unrepresented Cheques</u>			<u>Date Issued</u>		
5564	ATC Squadron	£ 150.00		21/11/2018	
5576	Elm	£ 62.58		10/12/2018	
2025	Mr Moon	£ 5.37		01/04/2019	
2028	WMVH	£ 84.00			
2030	Craigdene	£ 195.00			
	DD Nest	<u>£ 131.25</u>		15/04/2019	
		£ 628.20			