

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 9TH MAY 2022, 7.30 PM
AT 9 HIGH STREET WEST MALLING

Present: Mrs T Dean
Ms G Barkham
Mrs L Javens
Mr K Mann
Ms S Margetts
Ms C Medhurst
Mrs L Miles
Mrs Y Smyth
Mr P Stevens

Also Present: Borough Councillor Paul Boxall (until 8.43)

Minute		Action by	Action taken	Response
22/250	APOLOGIES FOR ABSENCE were received from Ms Stacpoole and Mr Thompson			
22/251	ELECTIONS & APPOINTMENTS			
251.1	Election of Chairman Mr Mann proposed that Mrs Dean continue to serve as Chairman; this was seconded by Mrs Smyth and agreed unanimously. There being no other nominations, Mrs Dean was re-elected. Declaration of Acceptance of Office signed.			
251.2	Election of Vice-Chairman Mr Mann proposed that Mr Stevens serve as Vice-Chairman; this was seconded by Ms Margetts and agreed unanimously. There being no other nominations Mr Stevens was duly elected.			
251.3	Tree Wardens Ms Margetts and Mr Cosier – subject to the Clerk receiving confirmation from Mr Cosier (Subsequent to the meeting, Mr Cosier agreed to continue as a tree warden for WMPC)			
22/252	APPOINTMENT OF REPRESENTATIVES			
252.1	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.			
252.2	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.			

252.3	Parish Partnership Panel – it was agreed that Mr Mann would attend on behalf of WMPC			
252.4	Blaise Farm Liaison Group – it was agreed that Ms Barkham would attend on behalf of WMPC			
252.5	Document Review Group - Mr Stevens and Clerk.			
252.6	Chamber of Commerce – it was agreed that Mrs Dean, Mr Stevens and Clerk would attend on behalf of WMPC			
252.7	Rotary House Working Group – Mrs Dean, Ms Margetts, Mr Mann and Ms Stacpoole (to be confirmed)			
252.8	Climate Change & Biodiversity Action Group – Ms Stacpoole, Ms Margetts, Mr Mann, Mrs Smyth & Mr Thompson			
22/253	<u>MEMBERSHIP OF COMMITTEES</u>			
253.1	It was agreed that the committee structure remain as it presently stands.			
253.2	Amenities Committee Ms Barkham; Mrs Dean (<i>ex officio</i>); Mrs Javens; Ms Margetts; Mrs Miles; Mrs Smyth; Ms Stacpoole and Mr Stevens.			
253.3	Planning Committee Mrs Dean (<i>ex officio</i>); Mr Mann; Ms Margetts; Ms Medhurst; Mrs Miles; Mrs Smyth; Ms Stacpoole and Mr Thompson.			
253.4	Highways, Transportation & Streetlighting Committee Ms Barkham; Mrs Trudy Dean (<i>ex officio</i>); Mr Mann; Ms Margetts and Mr Thompson.			
253.5	Finance & General Purposes Mrs Dean; Mr Stevens; Mr Thompson; Ms Margetts and Ms Medhurst			
22/254	<u>ACCOUNTS</u> The end of year 21/22 financial statement was approved – see attached			
	<u>FULL COUNCIL</u>			
22/255	<u>APOLOGIES FOR ABSENCE</u> were received from Ms Stacpoole & Mr Thompson			
22/256	<u>DECLARATIONS OF INTEREST</u> – Mrs Dean expressed an interest in minute numbers 22/264 & 22/265 as she is a KCC member & Mrs Smyth expressed an interest in minute number 22/270.4 as her husband is the President of Town Malling Cricket Club			
22/257	<u>MINUTES</u> - following an amendment at 22/183, the deletion of the word ‘extension’, and an amendment at 22/193 which should have read ‘West Malling services potentially impacted will be routes 58, 70 & 502, the minutes of the meeting held on 4 th April were approved and signed..			
22/258	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda (22/195) – Queen’s Platinum Jubilee – Picnic to be held on Macey’s Meadow on Sunday 5 th June 12-4pm. Mrs Dean, Ms Barkham, Mr Mann & Mrs Miles agreed to volunteer for the afternoon. Mr Mann as first aider. It was agreed that BBQs would not be allowed on the meadow. Kings Hill & West Malling Eco Hub are keen to hold youth focused events during the afternoon.			

	(22/196) – Annual Parish Meeting – the meeting date was confirmed as Tuesday 31 st May with the meeting taking place at the village hall. It is hoped that a representative from the Chamber of Commerce will be able to attend as well as Matt Christmas who will introduce his heritage project to the Parish Council and residents.			
22/259	<u>CHAIRMAN'S ANNOUNCEMENTS</u> – none			
22/260	<u>QUESTIONS FROM COUNCILLORS</u> Ms Margetts enquired as to whether or not KCC has a list of officers that is updated as and when staff join / leave a department. Mrs Dean confirmed that such a document does not exist and commented that one would be useful.			
22/261	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
22/262	<u>POLICING MATTERS</u>			
262.1	Policing report – April police report had been previously circulated. It was noted that the report referred to a number of pellet gun incidents and the Clerk reported that the noticeboards in Macey's Meadow had been damaged. Clerk to ask the PCSO why certain incidents do not appear on the report despite councillors being aware that the incident has been reported & case number received.	Clerk	✓	
262.2	Other Policing Matters – Ms Margetts reported that she had been made aware that youths had been seen damaging trees in Macey's Meadow. Mrs Dean advised that moving forward this type of incident should be reported to the police.			
22/263	<u>LOCAL PLAN</u> - no update			
22/264	<u>WEST MALLING PUBLIC CONVENIENCES</u>			
	West Malling Parish Council has submitted a letter to T&MBC detailing 5 potential sites within the short stay car park which may be suitable for a new toilet block. It is understood that an officer has assessed the sites and that the Leader of the Council, Matt Boughton, will be responding. The Council will consider the response and the way forward at their June Full Council meeting. King Street public conveniences – it was noted that Mrs Dean's KCC funding of the toilets will cease at the end of June and that members of the Parish Council will need to consider a way forward. It was noted that revised monthly cleaning costs have been received and accepted (£503.70 per month + VAT) The Council considered the Council's financial situation including reserves.			
22/265	<u>ROTARY HOUSE</u>			
	It was agreed that in view of the confidential nature of the business to be transacted (purchase of land) it was advisable in the public interest that the public and press be temporarily excluded and asked to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960. In view of the KCC decision not to sell the site to WMPC, the Council will need to consider a way forward and whether or not that includes the provision of services within West Malling at an alternative site. Way forward to be considered at the next F&GP Committee meeting to enable a recommendation to be made to Full Council.			

22/266	<u>PARISH INFRASTRUCTURE STATEMENT</u>			
22/267	This is to be considered further at the next F&GP Committee meeting.			
22/268	<u>T&MBC PLANNING COMMITTEE STRUCTURE</u>			
	As a result of a recent Local Government Association Corporate Peer Review the current structure of the area planning committees (3 in total) has been questioned. It was noted that the committee structure is to remain in its current form for the forthcoming year. Members agreed to send the following comments to T&MBC: <i>West Malling Parish Council is pleased that Areas 1, 2 and 3 Planning Committees are to continue in their present form for the forthcoming year, however the Council still has concerns about the possible future changes.</i> <i>The Council would expect to be consulted and involved in any discussions as it there could be political implications, more centralisation leading to an increase of the carbon footprint and a further loss of public trust in the democratic process of Planning.</i>			
22/269	It was agreed that in view of the confidential nature of the business to be transacted (legal matters) it was advisable in the public interest that the public and press be temporarily excluded and asked to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960. Mrs Dean updated members on the recent meeting with Zurich Insurance.			
22/270	<u>AMENITIES</u>			
270.1	<u>Garage within the playing field at Norman Road</u> – following a revised quote for works to be undertaken, it was agreed that the sum of £185 be taken from the playing field additional works budget.			
270.2	<u>Land West of Age Concern</u> – the decision to take the sum of £65.00 from reserves to enable an emergency repair to be undertaken was ratified.			
270.3	<u>Allotment Plot 1A & 1B</u> – the waste clearance costs in the sum of £380.00 were agreed. The strimming costs of £54.00 were agreed. Both within budget.			
270.4	<u>Town Malling Cricket Club</u> – receipt was noted of the email from TMCC which outlined their plans to refurbish the outdoor cricket nets in June 2022. TMCC hope to approach either Macey's Meadow Committee or Spadework in Offham for advice on creating an environmentally more attractive area of the cricket meadow with the spoil from the installation. Members had no comment to make on the project and this will be considered further by the Macey's Meadow Committee at their meeting on 25 th May.			
22/271	<u>FINANCIAL MATTERS</u>			
271.1	Accounts for payment - totalling £11,702.88 were approved - see attached.			
271.2	Financial Statement – bank reconciliation as of 30 th April was received – see attached			
271.3	Audit 21/22 Internal Auditor's Report – it was noted that the written report had been received by the office. No comments. It was noted that the Annual Internal Audit Report had been signed by the auditor.			
271.4	Section 1 – Annual Governance Statement 2021/22 - was agreed and signed.			

271.5	Section 2 – Accounting Statements 2021/22 - was agreed and signed			
22/272	<u>MATTERS FOR REPORT</u>			
272.1	Amenities Committee – receipt was noted, for information of the draft minutes of the meeting held on 11th April 2022. There were no questions			
272.2	Highways, Transportation & Streetlighting Committee - receipt was noted, for information of the draft minutes of the meeting held on 19th April 2022. There were no questions			
272.3	Planning Committee – receipt was noted, for information of the draft minutes of the meeting held on 26 th April 2022. There were no questions			
272.4	Malling Action Partnership – Mrs Dean reported that a number of blue plaques had been added to the scheme.			
272.5	School Governors – no report			
272.6	Malling Society – Ms Barkham reported that a number of scheduled meetings had been cancelled due to poor attendance			
272.7	Chamber of Commerce / Christmas Lights Committee – the Clerk reported that she had attended the recent chamber AGM.			
272.8	Tonbridge & Malling Borough Council – it was noted that the next Parish Partnership Panel meeting is to be held on Thursday 26 th May. Mr Mann hoped to be in attendance.			
272.9	KALC/NALC/ACRK – receipt was noted of KALC News March 2022			
22/273	<u>MEETING DATES</u> F&GP – 16 th May 2022 at the Clout Amenities ((concentrating on the allotments) Monday 23 rd May - cancelled Planning – Tuesday 24 th May 2022 at West Malling Village Hall Macey’s Meadow – Wednesday 25 th May at West Malling Village Hall. Annual Parish Meeting – Tuesday 31 st May at West Malling Village Hall June Full Council – Monday 6 th June 2022			
22/274	<u>REPORT OF BOROUGH COUNCILLOR PAUL BOXALL</u> Cllr. Boxall reported: T&MBC will be restructuring the five existing advisory boards in favour of a strengthened scrutiny function. Three new scrutiny select committees will focus on: housing and planning; finance, regeneration and property; communities and environment. The main Overview and Scrutiny Committee will be retained. The changes are designed to streamline decision making and reduce the overall number of meetings. To be reviewed in 12 months. Planning - Area Committees to remain for the coming 12 months. Funding for the Saturday waste collections has ceased. KCC tip at Allington has opened.			
22/275	<u>REPORT OF COUNTY COUNCILLOR</u> Mrs Dean reported that the Allington Household Waste Recycling Centre had now opened. Mrs Dean reported on the State Opening of Parliament and legislation expected to be pursued			

	in the forthcoming parliamentary session.			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 10.02</p> <p>Signed.....</p> <p>Dated.....</p>			

WEST MALLING PARISH COUNCIL						
Financial Statement as at 31 March 2022						
Reconciliation						
Balance b/f from 2010/21						£ 115,499.31
<u>plus</u>						
total receipts 1.04.21-31.03.22						£ 147,436.62
<u>less</u>						
total payments 1.04.21-31.03.22						£ 125,560.99
					Total	£ 137,374.94
Deposit account						£ 72,055.66
Current account				£68,104.06		
				£2,784.78		
						<u>£ 65,319.28</u>
					Total	£ 137,374.94
Unpresented Cheques				Date Issued		
2351	BML	94.80		6.12.21		
2385	Karen Miles	50.00				
2390	KALC	60.00				
2400	Day Tree Fellers	100.00		7.3.22		
2401	Specialised Hygiene	1,749.00				
2405	Elm Header Acc	680.98				
2412	Aston Hemmings	<u>50.00</u>				
		2,784.78				

West Malling Parish Council					
Accounts for Payment 9th May 2022					cheques to be drawn
Commercial Services Trading Ltd (single cheque 2420)			225.80	£	270.96
(invoice LNS3811, grounds maintenance for October 2021- play area, playing field, village green & staples)	VAT		45.16		
(invoice LS203197, pitch re-marking - Jan - March)			270.00	£	324.00
	VAT		54.00		
Kent County Council (Laser) (Single cheque 2421)			7.14	£	7.50
(Electricity supply period March 22 at 5% VAT)	VAT		0.36		
Kent County Council (Laser)			495.42	£	594.50
(Electricity supply period March 22 at 20% VAT)	VAT		99.08		
Streetlights (cheque 2422)			1512.48	£	1,814.98
(invoice 12960 payment of 1 (of 4) 2022/23 streetlighting maint. contract)	VAT		302.50		
(maintenance £1160.48 + painting of columns £352)					
Day Tree Fellers (cheque 2423)			83.33	£	100.00
(invoice 2347 - works to tree in allotment)	VAT		16.67		
Zurich Municipal (cheque 2424)				£	110.47
(invoice 514246781 - buildings insurance for garage near tennis courts, Norman Road)					
KALC (single cheque 2425)			878.78	£	1,054.54
(invoice 8268 - subscription for membership 22/23)	VAT		175.76		
(invoice 3256384569 - Data Protection for Councillors training - Mr Stevens)			35.00	£	42.00
	VAT		7.00		
(invoice 3255700209 - Website effective communication tool training - Ms Margetts)			35.00	£	42.00
	VAT		7.00		
(invoice 3452658349 - KALC environmenatl calculator training - Ms Stacpoole)			50.00	£	60.00
	VAT		10.00		
Lionel Robbins (cheque 2426)					150.00
(Ref 2022/30 - internal audit 2021/22)					
Malling Memorial Institute (single cheque 2427)					66.00
(invoice 12/22 - 4/7/11/& 19th April room bookings @£16.50 per session)					
(invoice 14/22 - 9 & 16th May room bookings @£16.50 per session)					£33.00
Specialist Hygiene Services Ltd (single cheque 2428)			460.00	£	552.00
(invoice 42561 - King Street toilet cleaning costs for March)	VAT		92.00		
Specialist Hygiene Services Ltd			503.70	£	604.44
(invoice 42715 - King Street toilet cleaning costs for April)	VAT		100.74		
Outdoorsy Living Ltd (cheque 2429)			1999.00	£	2,398.80
(invoice 628 - installation of zipline & monkey swing seat)			399.80		
May Salaries					
Mrs Claire Christmas - authorisation to pay via Faster Payments					£1,859.82
(Clerk - net salary for May £1842.78 + reimbursement for fax £1.20, sundries £15.84)					
Mrs Sarah Howard authorisation to pay via Faster Payments					£590.39
(Ass Clerk - net salary for May £467.82 + £100 towards spectacles from 22/23 budget £22.57 for allotment padlock)					
HMRC - authorisation to pay via Faster Payments					£857.45
(Deductions from salaries - May)					
Nest - authorisation to pay pension contributions by Direct Debit for May					
Employer's contributions				£	72.87
Employee's contributions				£	97.16
			TOTAL	£	11,702.88

WEST MALLING PARISH COUNCIL							
Financial Statement as at 30 April 2022							
Reconciliation							
Balance b/f from 2021/22						£	137,374.94
<u>plus</u>							
total receipts 1.04.22-31.03.23						£	67,862.58
<u>less</u>							
total payments 1.04.22-31.03.23						£	4,415.14
						Total	£ 200,822.38
Deposit account						£	72,055.66
Current account				£128,971.52			
	less unrepresented cheques			£204.80			
						£	<u>128,766.72</u>
						Total	£ 200,822.38
Unrepresented Cheques				Date Issued			
2351	BML	£	94.80	6.12.21			
2390	KALC		£60.00				
2412	Allotment Tenant		<u>£50.00</u>	21.3.22			
			£204.80				
Direct Debits							
Plusnet			£40.80	4.4.22			
Clerk's Pension			£170.03	5.4.22			
Photocopier			<u>£166.79</u>	4.4.22			
			£377.62				