

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 03 AUGUST 2020 AT 7.30PM

MEETING CONDUCTED BY ZOOM VIDEO CONFERENCE CALL

Present
Mr P Stevens
Ms S Margetts
Mrs L Javens
Ms M Stacpoole
Miss G Barkham
Co-opted Members:
Rev D Green
Ms I Macdonald

Minute		Action by	Action taken	Response
20/327	APOLOGIES FOR ABSENCE were received from Mr M Doyle			
20/328	<u>DECLARATIONS OF INTEREST</u> – none other than those routinely declared.			
20/329	<u>MINUTES</u> – the Minutes of the Meeting held on Monday 13 July 2020 were approved and signed.			
20/330	<p><u>MATTERS ARISING</u></p> <p>[20/298] Miss Barkham asked if there was any progress on the handrails on footpath from Churchfield to the churchyard. The Assistant Clerk said that KCC are to arrange an inspection.</p> <p>[20/305] Ms Margetts reported that Macey's Meadow volunteers have agreed to maintain the planter and will plant up in the Autumn.</p> <p>[20/304] Ms Stacpoole asked about the updated heating system. The Assistant Clerk said that the heater in the committee room had been updated.</p>			
20/331	<u>CHURCHYARD</u>			
331.1	<p><u>Report by Rev David Green</u></p> <p>Rev Green reported that the tap is fixed and working.</p> <p>The Laburnum has now been removed and thanks were given to the Parish Council.</p> <p>The Assistant Clerk asked that thought be given to the removal of the Lime trees, at the entrance to the churchyard, as per the year 2 work from the tree report. Liz Guthrie to be asked to look at the trees. Ms Margetts asked for a copy of the tree report.</p> <p>Maintenance of the churchyard continues to be of a good standard.</p> <p>There is now a sufficient amount of memorial benches in the churchyard. Miss Barkham</p>	SH	✓	

	<p>asked if there was any further news on the request, from the Malling Society, for a memorial tree. Rev Green said that an English Oak had been suggested.</p> <p>Thanks to be given to Mr Stapleton for the planting of the war memorial.</p> <p>The self seeded Holly, by the railings, is being pruned.</p> <p>Ms Stacpoole said about the God's Green Acres flower meadow scheme to encourage bio diversity to cultivate a wild meadow environment.</p> <p>Rev Green reported that PCC had agreed to a joint waiting list for both allotment sites.</p>			
331.2	<p><u>Tree Work</u></p> <p>It was noted that two quotations had been received for the 12 month tree work, as follows:</p> <p><u>Down to Earth</u> - £815.00 + VAT <u>Day Tree Fellers</u> - £441.67 + VAT.</p> <p>It was agreed that the quotation from Day Tree Fellers be accepted.</p>	SH	✓	
	Churchyard representatives left the meeting at 19.58.			
20/332	<u>ALLOTMENTS</u>			
332.1	<p><u>Reports by West Malling Parish Council and RLAS</u></p> <p>It was noted that Miss Barkham had carried out an inspection of the allotments and presented the report, as follows:</p> <p>1A – No work has been carried out by new tenant. The Assistant Clerk reported that the tenant had responded to the previous letter and had intentions of starting work but they had not been able to find sufficient time. It was agreed that a first letter be sent.</p> <p>4 – less than 75% cultivated, weeds not controlled, fruit trees unmanaged and grass not maintained. The tenant had not responded to the previous letter. It was agreed a second letter be sent.</p> <p>6 – weeds not controlled, fruit trees unmanaged and grass not maintained. It was agreed a letter be sent asking if they are shielding.</p> <p>10 – less than 75% cultivated, weeds not controlled, fruit trees unmanaged. It was agreed a letter be sent asking if they would consider splitting the plot if cultivating a full plot has become difficult.</p> <p>19A – less than 75% cultivated, weeds not controlled, fruit trees unmanaged and grass not maintained. It was agreed a first letter be sent.</p> <p>19B – a lot of bindweed. It was agreed a letter be sent.</p> <p>20/21 – the path between the plots very narrow. This was noted.</p> <p>26A – less than 75% cultivated, weeds not controlled, fruit trees not managed and grass not maintained. The Assistant Clerk reported that a reply had been received to the previous letter. The tenant apologises and asks that we bear with as they increase their knowledge and capabilities and add to their collection of tools needed to tend the plot. It was agreed that the allotment society be asked if they were aware of any tenants that have surplus tools available. Mrs Javens said that she had tools available. The tenant to be contacted.</p> <p>29A – it was noted that there is a small pond, quite hidden, on the plot. The Assistant Clerk said she would have a look.</p> <p>30 - it was noted that the plot was being worked well.</p>	SH	✓	
332.2	<p><u>Covering of Plot 1B</u></p> <p>It was noted that a quotation had been received to weed kill and cover the plot for the sum of £92.25 + VAT. It was agreed that this be accepted.</p>	SH	✓	

332.3	<p><u>Replacement Fencing</u></p> <p>It was noted that a quotation had been received from Parkers Fencing, as follows:</p> <p>To supply and install approx. 80 mtrs of 5 ft high chainlink fencing on metal posts including taking down and away old fencing for the sum of £4480.00+ VAT.</p> <p>The Assistant Clerk to chase Mr Carr for a quotation.</p>	SH	✓	
20/333	<p><u>MACEY'S MEADOW</u></p>			
	<p><u>Applefest</u></p> <p>Discussion took place regarding the Applesfest. It was agreed that the event will not take place but it may be possible for the volunteers to have a picnic.</p> <p>It was noted that the volunteers will soon be harvesting the cobnuts.</p>			
20/334	<p><u>PLAYING FIELD</u></p>			
334.1	<p><u>Play Equipment Repairs</u></p> <p>It was noted that approval had been given, under delegated powers, to replace the steering wheel on the car for the sum of £25.00 + VAT. This will be carried out when the other repairs are carried out.</p> <p>The Assistant Clerk is sourcing a rubbish bin. It was noted that the litter bin had not been emptied and this has been report to TMBC.</p> <p>Ms Margetts reported that the play area at Manor Park was now open.</p>	SH	✓	
334.2	<p><u>Covid Sign for Children's Play Area</u></p> <p>It was noted that approval had been given, under delegated powers, for a safety sign for the sum of £38.45 + VAT.</p>			
334.3	<p><u>Fitness Training – Playing Fields</u></p> <p>It was noted that a request had been received to hold 1 to 1 personal training on the playing fields. After discussion it was agreed that permission be granted subject to receiving a copy of the public liability insurance. No charge will be made unless the applicant wishes to hold group sessions.</p>	SH	✓	
20/335	<p><u>CRICKET MEADOW</u></p> <p>It was noted that details of the personal training request to be sent to the cricket club.</p>	SH	✓	
20/336	<p><u>BALL PARK</u></p> <p>There was not anything to report.</p>			
20/337	<p><u>VILLAGE HALL</u></p> <p>Mrs Javens reported that the it is hoped the hall will be open early September.</p> <p>There is now a new treasurer.</p> <p>The next quarterly meeting will be held on Tuesday 18 August 2020.</p> <p>The radiator and heater have been upgraded in the committee room</p>			

	Mr Gosney is setting up a new contact system and all committee members to have a copy of the software. This could possibly be an alternative to Zoom Points of note were noted.			
20/338	<u>FINANCE</u>			
338.1	<u>Budget Statements</u> Monthly budget statements were noted.			
338.2	<u>Accounts for Payment</u> It was noted that payments to the sum of £3105.43 were approved. (appendix to the Minutes)			
20/339	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u> There were no questions from Members			
	<u>Date of Next Meeting</u> – Monday 14 September 2020 (concentrating on Allotments)			
	There being no further business the Chairman thanked Members for attending and closed the meeting at 8.47p.m. Signed..... Date.....			

Accounts for Payment 3rd August 2020

**cheques to
be
drawn**

**Authorised under Section
137**

Mr Nick Stapleton (cheque 2212) (reimbursement for war memorial plants)		£ 20.00
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Down to Earth (cheque 2213) (invoice RF11025 - removal of Laburnum tree situated in Churchyard)	175.00 VAT 35.00	£ 210.00
Kent County Council (Laser) (2214) (electricity supply for June)	438.53 VAT 86.58	£525.11
Four Seasons Gardens Ltd (cheque 2215) (invoice 3584 Macey's Meadow light hedge cut)	761.30 VAT 152.26	£913.56
Royal British Legion Industries (cheque 2216) (invoice 036365 Covid 19 play area signage)	38.45 VAT 7.69	£46.14

Mr M Carr (cheque 2217)		£120.00
ES Solutions (cheque 2218)		1058.85
(invoice 13192 Deposit for fingerposts and noticeboard order)	VAT	211.77 £1270.62
	TOTAL	£3105.43