

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE
HELD ON MONDAY 9 AUGUST 2021 AT 7.30PM
AT THE CLOUT, HIGH STREET, WEST MALLING

Present: Mr P Stevens (Chairman)
Miss G Barkham
Ms S Margetts
Mrs L Javens
Mrs Y Smyth
Co-opted Members:
Rev David Green
Ms I Macdonald
Mr J Musker
Mr M Doyle

Mr J Collins - Resident
Mr K Mann - Resident

Minute		Action by	Action taken	Response
21/403	<u>APOLOGIES FOR ABSENCE</u> : Ms M Stacpoole			
21/404	<u>DECLARATIONS OF INTEREST</u> – none other than routinely declared.			
21/405	<u>MINUTES</u> – minutes of the meeting held on Tuesday 13 July 2021 were approved and signed.			
21/406	<u>MATTERS ARISING</u> There were no matters arising.			
21/407	<u>CHURCHYARD</u>			
407.1	<u>Report by Rev David Green</u> Rev David Green reported that the first allotment, from the shared list, had been allocated. The taps are all working The wildflower meadow is due to be cut, by the volunteers, this Saturday. The Assistant Clerk had been provided with some draft wording for the 2022 specification in respect of this area. Some repairs had been necessary to boundary wall with neighbouring properties. Rev David Green felt that further repairs may be needed and will obtain costs for discussion at budget time. Ms Macdonald said that the Lime trees, coming from Churchfields, needed lifting.			
407.2	<u>Tree Inspections</u> Discussion took place regarding an updated tree survey for the churchyard. A full survey is not required until 2022 although it will be necessary to carry out a survey of the Lime	SH	✓	

	<p>trees on the path to the church. Two quotations had been received at budget time and both costs have been honoured:</p> <p>Silva Arboriculture Ltd £360.00 + VAT Tree Craft Ltd £245.00 + VAT</p> <p>Due to the sensitive nature of these trees it was agreed Silva Arboriculture Ltd be instructed to inspect.</p> <p>Down to Earth to be asked to provide a quotation, for a full survey, at budget time.</p>			
	Churchyard representatives left the meeting at 7.44p.m.			
21/408	<p><u>TENNIS COURTS</u></p> <p>Mr Barton did not attend the meeting. It was agreed that he be given dates for next meetings.</p>	SH	✓	
21/409	<p><u>ALLOTMENTS</u></p> <p><u>Allotment Inspections</u></p> <p>The allotment inspection report was presented as follows:</p> <p>1A – less than 75% cultivated, weeds not controlled, fruit trees, hedges and grass not maintained. First letter to be sent 3A – brambles in hedge to be cut back 4A – new tenant is clearing plot 4B – new tenant 6 – less than 75% cultivated, weeds not controlled and grass not maintained. To monitor. 9B – weeds not controlled. To monitor. 14A – weeds not controlled. To monitor. 19A – less than 75% cultivated, weeds not controlled, hedges and grass not maintained. New tenant. To monitor. 19B – less than 75% cultivated, weeds not controlled, hedges and grass not maintained. To monitor. 21A – less than 75% cultivated, weeds not controlled, hedges and grass not maintained. First letter to be sent. 26B – less than 75% cultivated and weeds not controlled. To monitor. 29A – vacant. To request return of key. 30 – less than 75% cultivated, weeds and fruit trees not controlled and grass not maintained. To monitor.</p> <p>It was noted that a quotation had been received from Four Season to strim plot 29A for the sum of £45.00 + VAT. It was agreed that this be accepted. To be funded from safeguarded sums as deposit of £50.00 will not be returned.</p> <p>The Assistant Clerk reported that plot 4B, and top area, had been left in a bad state after the tenant had been given notice. The tenant of plot 4A wishes to have a shed but there is no room to place one. Quotations have been received to clear and, remove from site, all extraneous materials as follows:</p> <p>Shared top area £200.00 Plot 4B £240.00</p> <p>After discussion it was agreed in principle that the clearance take place but as there is no budget for this work it was agreed to refer to Full Council for agreement.</p>	SH	✓	
409.2	<p><u>Fence Repair</u></p> <p>It was noted that a quotation had been received for repairs to the boundary fence of the allotments/cricket meadow for the sum of £165.00. After clearance of the top area the</p>	SH	✓	

	fence has collapsed and requires 3 replacement posts. It was agreed that this be accepted.			
21/410	<u>MACEY'S MEADOW</u>			
410.1	<p><u>Tree Report Update</u></p> <p>Mr Doyle reported that a quotation, for the sum of £450.00 + VAT, to carry out work on the Oak has been accepted. All work to the cherry trees has been carried out by the volunteers.</p> <p>A meeting had taken place regarding new hedging. It was agreed that a new hedge be planted along the bottom fence where the cherry trees are.</p> <p>The Clerk to obtain costs for mulch.</p> <p>It is undecided whether the Apple Fest will be taking place. If agreed it will be a smaller event. There will be a further meeting to discuss this beginning of September.</p> <p>It is not looking to be a good harvest of the cobnuts.</p> <p>There is to be a review of the Management Plan for Macey's Meadow only. Existing plan includes other meadows.</p> <p>Some fencing needs replacing.</p> <p>Ms Margetts had worded a poster for rules of dog owners using the meadow. It was agreed that this be put up on the noticeboard.</p>			
410.2	<p><u>Japanese Knotweed</u></p> <p>There is Japanese Knotweed on the area of land at the top of Ryarsh Lane next to the boundary of Macey's Meadow. This to be reported to Environmental Health.</p>			
410.3	<p><u>Hedge Maintenance</u></p> <p>The volunteers had met to discuss hedge maintenance. The proposals made, as follows:</p> <ul style="list-style-type: none"> • hedge running from Norman Road down to the railway line, internal side, be cut on a two year rotation. Top to continue to be cut annually at an angle. • hedge from gate towards the allotments on the cricket pitch side be cut on a two year rotation. • hedge running along north side of cricket pitch and the allotments to be cut on a two year rotation. Top to continue to be cut annually. Leave a grass buffer margin. <p>Discussion took place and it was felt that the hedge running down to the allotments should continue to be cut annually. Any changes to the cutting of the allotment/cricket meadow hedge, including a buffer margin, will need to be discussed with the cricket club.</p>	SH	✓	
21/411	<p><u>PLAYING FIELD</u></p> <p>There was not anything to report.</p>			
21/412	<p><u>CRICKET MEADOW</u></p> <p>There was not anything to report.</p>			
21/413	<p><u>BALL PARK</u></p> <p>There was not anything to report.</p>			

21/414	<u>VILLAGE HALL</u>		
	<p><u>Report by Parish Council Representative</u></p> <p>Mrs Javens said that the outside lights have not been replaced yet as access is required to the switch in the storeroom.</p> <p>A meeting has taken place with the pre-school and new rates have been agreed.</p>		
21/415	<p><u>WASTE/RECYCLING SERVICES</u></p> <p>Discussion took place regarding the consistent lack of waste collections. It was agreed a letter be sent to our Borough Councillors highlighting the inordinate amount of time it takes to pass on the complaints from residents.</p>	SH	
21/416	<p><u>HERITAGE WEEK AND ST LEONARD'S TOWER</u></p> <p>English Heritage have confirmed their support in opening St Leonard's Tower during heritage week, 10th to 19th September 2021.</p>		
21/417	<p><u>BYE-LAWS</u></p> <p>Mrs Smyth to look into the process of updating the Bye-laws.</p>	YS	
21/418	<u>FINANCE</u>		
418.1	<p><u>Budget Statements</u></p> <p>The monthly budget statements were noted.</p>		
418.2	<p><u>Accounts for Payment</u></p> <p>Accounts for the sum of £13781.48 were authorised.</p>		
21/419	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p> <p>There were no questions.</p>		
	<u>Date of Next Meeting</u> – Monday 13 September 2021 (concentrating on Allotments)		
	<p>There being no further business the Chairman thanked members for attending and closed the meeting at 8.55 p.m.</p> <p>Signed..... Date.....</p>		

<u>Accounts for Payment 9th August 2021</u>						cheques to be drawn
Kent County Council (Laser) (Single cheque 2303)				9.58	£	10.06
(Electricity supply period June 21 at 5% VAT)			VAT	0.48		
Kent County Council (Laser)				394.13	£	472.96
(Electricity supply periods June 21 at 20% VAT)			VAT	78.83		
Mervyn Carr (cheque 2304)					£	365.00
(costs for relocation of existing bin / installation of new bin & erection of sign post at play area)						
Streetlights (single cheque 2305)				1512.48	£	1,814.98
(invoice 12313 Maintenance Contract - payment 2)			VAT	302.50		
(invoice 12321 - Phased repair works - various)				4923.00	£	5,907.60
			VAT	984.60		
C&A Landscapes Ltd (single cheque 2306)				710.00	£	852.00
(invoice CA31947 - Churchyard maintenance April 21 (3rd man))			VAT	142.00		
(invoice CA32197 - Churchyard maintenance May 21 (3rd man))				710.00	£	852.00
			VAT	142.00		
(invoice CA32392 - Churchyard maintenance June 21)				560.00	£	672.00
			VAT	112.00		
Outdoorsy Living Ltd (cheque 2307)				1741.00	£	2,089.20
(invoice 505 play equipment repairs following inspection)			VAT	348.20		
Commercial Services Trading Ltd (cheque 2308)				286.94	£	344.33
(invoice LS200700 Grounds maintenance for June 21)			VAT	57.39		
Day Tree Fellers (cheque 2309)				112.50	£	135.00
(invoice 2023 - grinding of 2 stumps in ball park & 1 in play area)			VAT	22.50		
Mr M Pearce (cheque 2310)					£	266.28
(Reimbursement for diesel £30.00, chainsaw oil £6.28 & scaffold boards £230)						
			TOTAL		£	13,781.41