

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 2 FEBRUARY 2015, 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mrs T Dean (Chairman)
Mr K Bullard
Mr J Galloway
Ms H Marlor
Mr R Selkirk
Mrs Y Smyth
Mr P Stevens
Mrs A Turner
Mr A West

Mr S Harriott (from 7.35pm)

Also in attendance:
Borough Cllr Mrs S Luck
Borough Cllr Miss S Shrubsole (from 7.45pm)

Mrs M Potts (Chairman, Malling Society)
Mrs E Vago (Malling Society)

Mr C Gosney (Chairman, VHMC)

Minute		Action by	Action taken	Response
15/57	APOLOGIES FOR ABSENCE were received from Mr Carroll and PCSO Harrison			
15/58	DECLARATIONS OF INTEREST Mrs Dean declared an interest in 15/64 as Cnty Cllr.			
15/59	MINUTES of the meetings held on 5 January 2015 and 19 January 2015 were approved and signed			
15/	MATTERS ARISING from the minutes not otherwise on the agenda			
60.1	(14/536.2) Donation – a letter of thanks had been received from the Multiple Sclerosis Society. [7.35pm Mr Harriott joined the meeting]			
60.2	(15/07.3) Anti-Social Behaviour Training – it was noted that Mrs Dean and Ms Marlor would be able to attend on 13 February 2015 but NOT Mr Galloway [subsequently re-scheduled to 17 July 2015]			
15/	CHAIRMAN'S ANNOUNCEMENTS			
61.1	New Noticeboards/Chamber of Commerce – Mrs Dean reminded the meeting that WMPC had agreed to fund new noticeboards as part of the Chamber of Commerce's funding application to T&MBC. Costs were awaited and would have to be factored into WMPC's budget.			

61.2	<p>Parish Office – Mrs Dean reported that the office was in urgent need of repair and decoration as damage had been caused by the ingress of water. Mr Colin Smith (representing the Trustees who owned the building) had already inspected the damage; he had informed the Clerk that the wall needed to be rubbed down and re-painted. Mrs Dean had spoken to Mr Smith about the problem with the damp which he felt was historic; he agreed to assess it using a damp-meter.</p> <p>Mr Smith had confirmed that the Trustees were prepared to decorate and re-carpet; all office equipment would have to be moved so the two areas of the office would be rectified separately.</p>		
61.3	<p>Laptops – Mrs Dean reported that the Clerk required a more up-to-date laptop; she suggested also that the new Assistant Clerk required a laptop to enable her to work from home as necessary. It was agreed that the Clerk and Assistant Clerk order two new laptops.</p>		
61.4	<p>Flood Sacks – Mrs Dean reported that the manufacturer had offered to provide a demonstration and training for their use on the morning of 18 February 2015.</p>		
61.5	<p>Cricket Club Lease – Mrs Dean reported that Mr Gareth Richards (WMPC's solicitor) had put arrangements in place to correct the draft lease. The revised version was awaited.</p> <p>[7.45pm Borough Cllr Miss Shrubsole joined the meeting]</p>		
15/	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></p>		
62.1	<p>Lucks Hill – Mrs Potts asked if there was any information regarding the clearance of the field near the rail station (opposite More Park School). Mrs Dean reported that no planning application had been received in respect of this; she would ask at the rail station.</p> <p>Mr West reported that this same question had been raised at the meeting of the Planning Committee (minute 15/56 refers)</p>	TD	
62.2	<p>Twitch Inn, Service Charges (minute 15/12 refers) – Mrs Potts asked for an update: Mrs Dean reported that she had received a brief reply from Mr Stuart Brunson (Area Manager, Ethical Leasehold Management).</p> <p>Mrs Potts had been given to understand that some residents were buying the freehold of their properties. The Clerk was to check the terms of the lease as to whether or not this had an impact on the position of WMPC.</p>	Clerk	
15/	<p><u>POLICING MATTERS</u></p>		
63.1	<p>Policing Report - PCSO Harrison's report is appended to these minutes (Appendix 1)</p>		
63.2	<p>Mobile Police Station – it was noted that MPS will be in WM High Street between 12pm-1pm on 6 February 2015 and 20 February 2015</p>		
15/	<p><u>CONSULTATION ON FUTURE DELIVERY OF LIBRARY, REGISTRATION AND ARCHIVE SERVICES IN KENT</u></p>		
64.1	<p>WMPC was invited to consider a response to this consultation by 8 April 2015. The Clerk had already forwarded to members the link on 15 January 2015..</p> <p>The proposal was that the current services be converted to a Charitable Trust.</p> <p>Mrs Dean explained:</p> <ul style="list-style-type: none"> ❖ Charitable Trust has the advantage of not incurring business rates ❖ It was not clear if the Registration Services could be transferred to a Charitable Trust – there were strict conditions in respect of privacy, staff training etc 		

	<p>Mr Galloway commented that he had expressed concerns regarding library staff switching to become registrars.</p> <p>Mr Selkirk commented that there were data security issues on transferring to Charitable Trust status.</p> <p>Mr Selkirk commented that he felt that the consultation document concentrated too much on the preferred option without comparing the various options to any extent. There was no indication of improvement in delivery of services.</p> <p>Amongst the disadvantages was the lack of democratic accountability.</p>			
64.2	Property – Mr Galloway asked what would happen regarding the library building which was KCC-owned. Mrs Dean replied that it was likely that the Trust would lease from KCC.			
64.3	<p>Business Rates – Mrs Dean explained that although there would be no liability for business rates, this saving would NOT come into effect in 2015/16 so the anticipated saving would be achieved through reduction in staff costs and book fund.</p> <p>Mrs Dean reported that Portsmouth had carried out a similar exercise some years ago but being a unitary authority they achieved a reduction in business rates immediately.</p>			
64.4	Funding - Mr Harriott reported from his experience that the Charitable Trust would have access to funding streams not available to a local authority.			
64.5	<p>Response</p> <p>The Clerk was asked to draft a response and forward this to Mrs Dean before submitting it on behalf of WMPC (deadline 8 April 2015)</p>	Clerk		
15/65	<p><u>WEST MALLING PARKING REVIEW</u></p> <p>Mr Bullard tabled a summary of responses/comments</p> <p>Mr Bullard reported:</p> <ul style="list-style-type: none"> ❖ the next meeting of the Parking Review Steering Group would be on 11 February 2015 ❖ residents had requested a meeting with T&MBC officers ❖ the Clerk had asked T&MBC officers to attend the present meeting but they were unable to do so ❖ Mr Bullard had invited Mr Steve Humphrey (T&MBC, Director of Planning, Housing & Environmental Health) to attend a meeting of the Joint Parish Councils Traffic Consultative Group in a few months' time and would raise this issue with Mr Humphrey ❖ The Clerk was to ask Mr Mike O'Brien (T&MBC Chief Engineer) to ensure that agenda + supporting papers were distributed in advance of the meeting; the Clerk was to refer to the fact that Mr O'Brien had already agreed this with Mrs Dean <p>[* Mr O'Brien agreed]</p>	Clerk	✓	*
	Sandown Road/Epsom Close Junction – Mrs Potts suggested that corner protection in the form of double yellow lines was needed at this junction.			
15/66	<p><u>ELECTORAL REVIEW OF KENT COUNTY COUNCIL</u></p> <p>WMPC was invited to consider submission of comments by 2 March 2015 (details of proposals from www.lgbce.org.uk).</p> <p>Mrs Dean explained that the proposal was to reduce the number of County Councillors from 84 to 81. There was an interactive map on the KCC website for the use of members.</p>			

15/ 67	<p><u>BLUE PLAQUE GROUP</u></p> <p>Mrs Dean reported:</p> <ul style="list-style-type: none"> ◆ Group had been set up by Mr Peter Cosier ◆ First meeting had been held on 14 January 2015 ◆ Mrs Molly Potts, Mrs Dean, Mrs Smyth, Mrs Valvassura along with others had attended, with Mr Stephen Gregg (T&MBC) ◆ Mrs Dean was elected Chairman ◆ There was already a similar scheme in operation in Tonbridge ◆ Mr Gregg said that owners of listed buildings were often resistant to having plaques on their buildings ◆ Mrs Dean suggested instead having QR codes on windows of properties ◆ Mr Cosier was compiling a list of properties ◆ Mrs Valvassura was compiling a list of appropriate websites ◆ An article would appear in Downsmail 		
	<ul style="list-style-type: none"> ◆ Next meeting would be on Tuesday 17 February 2015, 10.30am @ the Clout; it was agreed that WMPC would meet the cost of this room hire again. Clerk to book. 	Clerk	✓
15/ 68	<p><u>ACCOUNTS FOR PAYMENT</u> totalling £4,090.33 were approved.</p> <p>It was noted that payments totalling £479.21 had been approved at quorate meetings since the previous Full Council meeting.</p>		
15/ 69	<p><u>FUNDING INFORMATION</u></p> <p>Receipt was noted of “Inside Track” issue 223 from KCC. This included details of the Funding Fair to be held on Tuesday 21 April 2015 @ Chatham Maritime at a cost of £15.</p>		
15/	<p><u>MATTERS FOR REPORT</u></p>		
70.1	<p>Streetlighting – Mr Bullard reported that he, Mrs Dean and the Clerk had earlier in the day attended an informal meeting with Ms Sue Kinsella and Mr Dan Pritchett from KCC, Streetlighting. The purpose of the meeting had been to discuss the conversion of the mercury lights to LED. KCC had already started on converting their own streetlights and would be going out to tender; it might be possible for WMPC to arrange for its own lights to be converted in conjunction with KCC.</p> <p>The legal requirement was to convert from mercury by April 2015; Ms Kinsella said that possibly this deadline would be extended and she would find out.</p> <p>Mr Pritchett said that it was relatively easy to convert IF the existing lights were in good condition.</p> <p>It would be possible for KCC to carry out a survey for WMPC.</p> <p>“Rent-a-Jointer” Scheme – the way in which this scheme operated had been improved. It used to be that the fixed cost was for the services of a jointer for the day so in order for it to be cost-effective the day’s work had cover 5 or 6 connections/disconnections.</p> <p>However this scheme had now been improved and was costed on a unit basis.</p>		
	<p>Mr Pritchett reported that the lights in New Hythe Lane, Larkfield had already been converted to LED. The lights in Gighill Road and Lunsford Lane, Larkfield would be converted shortly if members wished to see these <i>in situ</i>.</p> <p>Mr Pritchett had brought to the meeting an example of the type of lighting head to be used.</p>		
	<p>Way Forward</p> <p>It was agreed to defer a decision by WMPC until autumn 2015 when it might be possible for KCC to include WMPC in with their works.</p>		

70.2	<p>Amenities Committee – the draft minutes of the meeting held on 12 January 2015 were received.</p> <p>(15/28) Allotments – Mr Galloway agreed to have a look at plot 28B. If Mr Galloway wished to take on this half-plot (in addition to the existing 28A) then the Tenancy Agreement was to be issued.</p>	Clerk	✓
	<p>The Clerk was to forward to Mr Galloway the e-mail from the outgoing tenant of 28B as this explained what was being left on the half-plot.</p>	Clerk	✓
70.3	<p>Planning Committee – the draft minutes of the meeting held on 20 January 2015 were received.</p> <p>(15/23) Planning Approval: TM/14/02986/RD – details of materials, access gradient, surface water, landscaping and waste pursuant to conditions 2, 5, 6, 8 and 11 of planning permission TM/14/00969/FL (demolition of existing single storey bungalow and construction of new two storey house with freestanding garage) at 93 Norman Road for Mr & Mrs Mark Adams.</p> <p>Mr Stevens reminded the meeting that in spite of the planning condition requiring measures to be put in place “prior to development” the developer had in fact gone ahead with the development without these measures being in place. Mr Stevens understood that T&MBC had visited the developer.</p>		
70.4	<p>Macey’s Meadow Advisory Committee – the draft minutes of the meeting held on 28 January 2015 were received.</p>		
70.5	<p>Malling Action Partnership (M.A.P.) – no report</p>		
70.6	<p>Rotary House – notification had been received of a Dementia Friendly Community Meeting on 17 June 2015, 3.30pm – 5.30pm</p>		
70.7	<p>Village Hall Management Committee – it was noted that their next meeting would be held on Wednesday 25 February 2015. Mrs Turner reported that it was hoped to have a small celebration of the fact that the Hall been open for 40 years. Mrs Dean offered her congratulations and apologised for not being able to attend.</p> <p>Mr Gosney (Chairman, VHMC) reported that the thermostat in the Hall had been changed: it was now programmable but not by hirers.</p> <p>Mrs Dean presented Mr Gosney (Chairman, VHMC) with the ACRK Hallmark Certificate Level II; photographs were taken.</p>		
70.8	<p>School Governors – no report</p>		
70.9	<p>Malling Society – Mrs Dean reported that the Malling Society was reducing the extent of its activities. A new website had been set up.</p>		
70.10	<p>Christmas Lights Committee/Chamber of Commerce – Mrs Dean reported:</p> <ul style="list-style-type: none"> ◆ They were still trying to combine the two sets of accounts for the Christmas Lights ◆ Christmas Lights event was even better than previous year ◆ Mrs Jane Marshall wished to stand down as Chairman of the Chamber; her work over the years was much appreciated ◆ Some new members had joined the Chamber 		
70.11	<p>KALC/NALC/ACRK – notification had been received of:</p> <ul style="list-style-type: none"> • KALC Annual Planning Conference to be held on Friday 27 March 2015 at Lenham (cost £72 + VAT) • ACRK Kent Community Halls Advisory Group – to be held on Saturday 21 March 2015 9.30am-1.30pm @Etchinghill – cost £25 PER HALL (up to 4 people) 		

15/	<u>REPORT OF BOROUGH COUNCILLORS</u>			
71.1	Borough Cllr Miss Shrubsole reported: <ul style="list-style-type: none"> • Miss Shrubsole intended collating the e-mail responses on the Parking Review • She would also “chase” Mr Mike O’Brien (see minute 15/65 above) 			
71.2	Borough Cllr Mrs Luck reported: <ul style="list-style-type: none"> • Parking Enforcement Officers had been in operation on Monday 			
15/72	<u>REPORT OF COUNTY COUNCILLOR</u> Cnty Cllr Mrs Dean reported: <ul style="list-style-type: none"> • KCC budget cuts: proposal to do road repairs only when “safety critical” but this concept was not defined as yet • On Friday KCC had announced that when all LED streetlights had been installed then the lights in residential areas would be switched on again rather than part-night lighting - but not clear when this would happen • Mrs Dean had received complaints about the layout of WM rail station 			
15/73	<u>CORRESPONDENCE</u> was received as detailed on the separate sheet.			
	There being no further business, the Chairman thanked members for attending and closed the meeting at 9.45 pm Signed..... Date.....			

APPENDIX 1

Parish council

West Malling Council, monthly update for January 2015
Note Summary report covering 1st-25th January .PCSO on annual
Leave 26th -January -4th February 2015

Crimes of note

Attempted Burglary –

A house in Ewell avenue had a window damaged at the rear of the property as there was an attempt to break in, no entry was made and no property was taken The residents were away on holiday at the time and could not say exactly when it occurred . Enquiries are continuing.

A house in Norman Road that was having some building work being done, had damage done to the front window by persons unknown, the window had been forced but no entry was gained. Enquiries are on-going.

Theft-

A Church in the High street had their collection box broken into and monies taken during the Christmas day service. This was not reported to the police until January, a suspect was seen leaving the church enquiries are continuing.

A caravan site in Windmill lane had new fencing panels and posts stolen costing the council 1500£ no suspects identified enquiries on –going.

A petrol garage on London road had two occasions where drivers made off without payment of fuel. On the first occasion the offender covered the registration plates with tape but was captured on CCTV and maybe identified. on the second occasion it was a foreign driver and the vehicle could not be traced. , both incidents are under investigation.

Anti-social behaviour and other incidents of note

Updates of previous reported issues

Fraud

The following description is of a nationwide scam which a resident in West Malling has been a victim of:

The offender calls the victim, purporting to be a police officer, and tells them they are investigating a fraud on their bank account and have someone arrested. They might also claim to be from the victim's bank, again stating they are investigating fraudulent activity on their account.

The offender asks for account information, including card, security and PIN numbers. Sometimes the offenders will ask victims to 'key in' their PIN number into the phone – the number is then captured by the offenders.

They may also ask the victim to withdraw a large sum of cash from their bank or building society. If they make this request they will explain that the money is required as it needs to be forensically examined. They also instruct the victim not to tell the bank why they are withdrawing the money, giving the reason that the bank might be involved in the fraud.

The victim is then instructed to put the bank cards and/or money into an envelope and give them to a courier or taxi, which is sent to the house by the offenders to collect the items. If bank cards are collected they will be later used by the offenders to withdraw money.

In some cases the victim might become suspicious and doubt the validity of what the caller is saying. If this happens, the offender will suggest they call the police via **999** or **101** or contact their bank in order that the victim can confirm the caller's identity.

However, what the victim doesn't realise is that the caller hasn't hung up so the line remains open, even if the victim hangs up, so the victim is put straight back through to the offender who will then pretend to be another person. This 'new' person will then validate the original caller's claims.

What should you do if you get a call?

If you receive a call you're not expecting, you should be suspicious. The vital things to remember are that your bank and the police would:

- **NEVER** ask for your bank account details or PIN number over the phone, so do not disclose these to anyone, no matter who they claim to be.
- **NEVER** ask you to withdraw money and send it to them via a courier, taxi or by any other means.
- **NEVER** ask you to send your bank cards, or any other personal property, to them via courier, taxi or by any other means.

If you are not happy with a phone call and are suspicious of the conversation you have with the caller then please end the call and contact police via the non-emergency number, **101**.

Remember, when reporting a suspicious phone call to police, wait at least five minutes before attempting to make the call to ensure you're not reconnected to the offender.

Alternatively, use a mobile phone or a neighbour's phone or test your landline by phoning a friend or relative first, to ensure you aren't still unwittingly connected to the offender.

If you have concerns about your bank account, visit your local branch.