

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 13 APRIL 2015, 7.30PM
AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mrs T Dean (Chairman)
Mr K Bullard
Mr F Carroll
Mr S Harriott
Ms H Marlor
Mr R Selkirk
Mrs Y Smyth
Mr P Stevens
Mrs A Turner
Mr A West

Also in attendance:
Sgt. J Mott
PCSO P Harrison
Borough Cllr Mrs Luck

Carole D'Silva (Clerk, minute-taker)
Mrs Sarah Howard (Assistant Clerk)

Minute		Action by	Action taken	Response
15/148	<u>APOLOGIES FOR ABSENCE</u> were received from Mr Galloway.			
15/149	<u>THANKS</u> Mrs Dean explained that Mrs Turner and Mr West would not be standing for re-election. Mrs Dean thanked them on behalf of members (and the Clerk) for their years of commitment and service to the community.			
15/150	<u>DECLARATIONS OF INTEREST</u> - none other than those routinely declared.			
15/151	<u>MINUTES</u> of the meeting held on 2 March 2015 were approved and signed			
15/	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda			
152.1	(15/111 et. al.) Parking Review – Mrs Dean had been informed at the Joint Transportation Board meeting that the Parking Review was “on hold” pending WMPC holding an exhibition which would be held after 7 May 2015. Mrs Dean had been informed that this should not cause any delay. Mrs Dean had asked the T&MBC officers to provide some sort of presentation even if they would not be able to man the exhibition.			
	Mr West reported that at times he had been unable to access Macey's Meadow because of parked cars; access was often needed for urgent attention to stock. Mr West reported that there was regularly a recovery truck parked near Manor Farm, Offham Road and the manner in which it was parked was dangerous. Mrs Dean pointed out that three properties in Offham Road were having building work carried out. This often carried attendant problems.			

152.2	<p>(15/06 et. al.) Fancy Goat – Mrs Dean had been approached by residents with complaints about noise, behaviour of customers, rubbish left in plastic bags in King Street which encouraged rats. The residents had had a meeting with T&MBC’s Licensing Manager Mr Anthony Garnett. The Fancy Goat had been served with an abatement notice.</p> <p>Borough Cllr Mrs Luck reported that the Fancy Goat’s licence was being called in for review. Sgt Mott offered to raise this with T&MBC and ask them to keep WMPC informed as to the review.</p> <p>Once the date for the review were known the Clerk was to place an item on the agenda to enable members to formulate a response.</p>	JM Clerk	✓	
152.3	<p>Roadworks/Water Board – Mr Carroll asked when these were likely to be completed. Mr Bullard understood that they would be completed in May. [the Clerk left the meeting; the Assistant Clerk took the minutes]</p> <p>The Assistant Clerk was asked to speak with the contractors on site for an update</p>			
152.4	<p>Garage Area, Epsom Close - Mr West commented on the garage area in Epsom Close.</p> <p>[the Clerk re-joined the meeting and continued taking the minutes]</p>			
15/ 153.1	<p>Policing Report – PCSO Harrison’s report is appended to these minutes (Appendix 1). Keying of cars in Police Station Road - PCSO Harrison suggested that the lack of lighting was an issue, although Sgt Mott reported that the incidents did not occur solely at night.</p> <p>[subsequent to the meeting the Clerk and Assistant Clerk checked the lighting in Police Station Road: there are three WMPC-owned lights, plus the KCC light at the junction of P. St. Rd. and Swan Street.]</p> <p>Sgt Mott thought it unlikely that a CCTV camera could be deployed but would submit an application. Residents were to be encouraged to report to the Police any incidents of “keying”.</p> <p>[* subsequent to the meeting Sgt Mott reported: “a feasibility study has been carried out by Andrew Young of Tonbridge and Malling Borough Council for siting a camera in Police Station Road, West Malling please. Unfortunately, as suspected, there is no suitable lamp post to attach the relevant power supply to and to fix the camera on. The lamp posts are all low level and not of the right sort for TMBC cameras.</p> <p>The only lamp post suitable is the one on Swan Street looking direction down Police Station Road but unfortunately there are yellow lines on the only stretch of Police Station Road visible to this camera and the parking and damage issue is further down the road out of sight.</p> <p>As briefly discussed last Monday, I will therefore make enquiries as to whether any other technical support is available and keep you updated.”</p>			
	<p>Mrs Dean reported that she knew of someone who could produce a leaflet aimed at residents and he could liaise with Sgt Mott. Sgt Mott’s e-mail address: 8148@kent.pnn.police.uk</p>			
153.2	<p>Neighbourhood Watch/Cold Calling Zone – Mrs Dean asked if there was a Neighbourhood Watch co-ordinator. Sgt Mott agreed to provide details to WMPC.</p> <p>Mrs Dean explained that WMPC had been informed by T&MBC that it was a requirement to have a Neighbourhood Watch scheme in place before a Cold Calling Zone could be introduced. [subsequent to the meeting, the Clerk ascertained: WMPC had been informed by Alison Finch on 14 November 2008:</p> <p>"...in regards to the establishment of the Cold Calling Control Zones we are being led by West Kent Neighbourhood Watch (as they run and organise the zones)....."</p> <p>and more recently a briefing note dated 21 February 2013 from the Parish Partnership Panel meeting (see attached) according to which these Zones have been re-designated "NhW Cold Calling Control Zones"</p> <p>Sgt Mott agreed to ascertain if this was still the case.</p>			

	[subsequent to the meeting Sgt Mott e-mailed as follows: “I have just spoken to Catherine Mulholland. She is our Force NHW co-ordinator and she states that you DON’T need a NHW scheme in place to bring in a CCCZ. However, she says that it is always preferable because you know that there is a level of local support to make it work which does make sense. She has given me the name of Linda Sinclair (07967225470) who is in the process of setting one up in Maidstone and who apparently knows all there is to know about CCCZs and setting them up. It may be worth the PC making contact with her for advice etc. This does appear to be conflicting advice with that given earlier by Alison Finch but maybe time has moved on! I think that a conversation with Linda Sinclair should clarify it all once and for all?”	Clerk	✓	*
	[* subsequent to the meeting the Clerk contacted Linda Sinclair who agreed to attend Full Council on 1 st June 2015]			
153.3	Community Safety Unit – Sgt Mott agreed to provide the e-mail address.	JM	✓	*
	[*email address for the police communication into Tonbridge and Malling Borough Council Community Safety unit. Csu.tonbridge.and.malling@kent.pnn.police.uk]			
15/154	<u>ST MARY’S CHURCH CENTRE</u> Mr Selkirk had asked for this item to appear on the agenda as he felt that WMPC ought to establish a position regarding the future plans for the Church Centre. Mrs Dean reported that the Church had held a meeting with residents of Churchfields. The Church wished to raise funds for a Parish Room with toilets, etc adjacent to the Church. As yet no planning application had been submitted.			
	The Clerk was to ask Rev Green to keep WMPC informed of the progress with the Church Centre and ask to be provided with a copy of the PCC agenda when items relevant to this issue were to be discussed.	Clerk	✓	*
	[* subsequent to the meeting Rev Green advised that regular updates were posted on the Church website]			
15/155	<u>EMERGENCY (RESILIENCE) PLAN FOR THE PARISH</u> (minute 15/114 refers) The Clerk reported that she had obtained a copy of Hadlow Parish Council’s Plan. The Clerk had contacted the Kent Resilience Team and received the following response from Mr Rob Wiles, Senior Resilience Officer. : “Your email to the Kent Resilience Team has been passed to me as a member of that team and as I work with Tonbridge & Malling Borough Council as their Emergency Planning Officer. I assume that you are thinking of holding the dedicated meeting during an evening, in which case most dates will be available with the exception of Monday 20 April to Thursday 7 May inclusive when I am away on leave. If you do need to arrange the meeting during this period, I may be able to arrange for a colleague to attend in my place. If you do have problems in arranging a meeting venue in West Malling, it might be possible to use a room at the Councils offices at Kings Hill, dependant on the date chosen. I can provide a suitable PowerPoint presentation. Both Hadlow and Staplehurst have established Community Emergency Plans. Melanie at Hadlow PC will probably let you have sight of their Plan and the Staplehurst Emergency Help Team (SEHT) have a good website presence and I am confident will answer any questions you have. I look forward to hearing from you” The Clerk had already replied to Mr Wiles that members would not wish to hold a meeting before 7 May 2015. The Clerk had obtained information from Hadlow and Staplehurst.			
	The Clerk was to place an item on the agenda for the next Full Council meeting (18 May 2015) to consider the way forward.	Clerk	✓	

15/ 156	<u>ACCOUNTS FOR PAYMENT</u> totalling £5,151.50 were approved; it was noted that payments totalling £5,163.42 had been approved at quorate meetings since the previous Full Council. . Members agreed that the payment of £756 (£630 + VAT) to Turfsoil in respect of cutting of the allotment hedge could now be released. [Planning minute 15/146 refers]			
	Members suggested that in view of the differing opinions about the cutting of the allotment hedge then the specification for that ought to be reviewed formally at an Amenities meeting. Clerk /Assistant Clerk to note for Amenities agenda. The Clerk informed the meeting that ALL specifications for grass-cutting/hedge-cutting had been reviewed annually at meetings of the Amenities Committee; the specification as agreed had formed part of the approved minutes of that Committee.	Clerk	✓	
15/ 157	<u>FUNDING INFORMATION</u> Receipt was noted of "Inside Track" issue 225 from KCC			
15/ 158	<u>THE TWITCH INN, SERVICE CHARGES</u> Mrs Dean reported that Ethical Leasehold Management (ELM) had provided a revised statement of the charges. Mrs Dean had reminded ELM that any tenant had a right to be provided with an analysis of the charges. Mrs Dean was planning to visit Beechcroft Developments in Oxford in person in order to resolve this.	TD		
15/ 159	<u>OFFICE BLINDS</u> Three quotations had been obtained for replacement blinds for the present office. It was proposed to relocate the office to the main building of the Clout. Once that had taken place then the replacement of blinds would be irrelevant and the Clerk/Assistant Clerk could notify the companies.	Clerk		
	<u>Relocation of office</u> Mrs Dean reported that the existing office equipment would fit into the new office Suite 1. The Trustees of the Clout (Malling Memorial Institute) had received a number of expressions of interest in Suite 1 and had not yet reached a decision as to the new tenant.			
15/ 160	<u>T&MBC SUMMER PLAYScheme</u> The Clerk had notified T&MBC that WMPC agreed to contribute towards the cost of the Summer Playscheme 2015 (estimated cost for fourth week is £381.07). This action was ratified.			
15/ 161	<u>INSURANCE</u> The Clerk made available to members the updated insurance schedule. The Clerk had notified the insurers (Zurich) of the employment of Mrs Sarah Howard as Assistant Clerk. The Clerk had asked for the inclusion of the two new laptops in the schedule, and also the defibrillator (yet to be purchased at an estimated cost of £2,000). Mr Chris Gosney (Chairman, VHMC) had specifically asked that WMPC agree to insure the defibrillator which was to be installed at the Village Hall. This was agreed by members. Members also agreed to continue insuring the Speedwatch equipment which was shared with East Malling & Larkfield Parish Council and currently stored with them.			
15/ 162	<u>PHOTOCOPIER</u> The lease for the office photocopier would be expiring. The Clerk had obtained comparative quotes for a new lease. Mr Carroll suggested possibly purchasing rather than leasing. The Clerk was to e-mail Mr Carroll the quotes obtained so that the pros & cons could be drawn up.	Clerk		

15/ 163	<p><u>DEFIBRILLATORS</u> (see also minute 15/161 above)</p> <p>Mrs Dean reported that her KCC Fund would cover 50% of the cost of defibrillators installed which would be available for public access. At present the proposed locations were WM Village Hall and the Baptist Church (but not St Mary's Anglican Church). It had been agreed to insure the defibrillator to be installed at the Village Hall.</p>			
15/ 164	<p><u>BENCHES NEXT TO AGE CONCERN</u></p> <p>The Assistant Clerk had obtained a quotation from All Seasons in the sum of £370 for repair work to the bench seating on the land next to Age Concern. This had been accepted in principle by the Amenities Committee but there was a shortfall of £70 between the quoted costing and the budget provision.</p> <p>It was agreed that WMPC would meet the shortfall from reserves. Assistant Clerk to contact All Seasons.</p>	Asst. Clerk	✓	
15/	<u>MATTERS FOR REPORT</u>			
165.1	<p>Amenities Committee – the draft minutes of the meeting held on 9 March 2015 were received. Ms Marlor expressed concern that tenants were bringing dogs onto the allotments. The Assistant Clerk reminded the meeting that this was prohibited by the allotment Tenancy Agreement.</p>			
165.2	<p>Planning Committee – the draft minutes of the meeting held on 17 March 2015 were received.</p>			
165.3	<p>Malling Action Partnership (M.A.P.) – Mrs Dean reported from the meeting on 31 March 2015:</p> <ul style="list-style-type: none"> • Accounts had been approved • Agreed to fund project for young people – Youth Market • And two applications for mentoring young people • And lottery grant for Malling Mail 			
165.4	<p>Rotary House – no report</p>			
165.5	<p>Village Hall Management Committee – Mrs Turner wished to place on record the VHMC's appreciation of all the hard work by Mr Chris Gosney its Chairman.</p>			
165.6	<p>School Governors – no report</p>			
165.7	<p>Malling Society - Mrs Dean reported that a cultural connection with Dijon was being established.</p>			
165.8	<p>Christmas Lights Committee – Mrs Dean reported that she had contacted Mrs Briggs of Brome House: Mrs Briggs would have no objection to a British tree being planted outside her property. However Mrs Dean had spoken to KCC's tree expert and been informed that there was insufficient space to plant a tree there but would investigate what records KCC held regarding this.</p>			
165.9	<p>Chamber of Commerce – Mrs Dean reported that Mrs Jane Marshall would be stepping down as Chairman of the Chamber. Her commitment as Chairman had been much appreciated.</p>			
165 .10	<p>KALC/NALC/ACRK – receipt was noted of:</p> <ul style="list-style-type: none"> • KALC "Parish News" March 2015 <p>The Clerk asked members to agree to fund her attendance at the Clerks' Conference on 17 June 2015 at a cost of £60 + VAT. This was agreed. Clerk to book.</p>	Clerk		

<p>15/ 166</p>	<p><u>MEETING DATES</u></p> <p>The following dates were agreed:</p> <p>May Full Council & AGM – Monday 18 May 2015</p> <p>Amenities Committee – TBA [NB no Amenities meeting in April 2015] Finance & General Purposes Committee – TBA Highways, Transportation & Streetlighting Committee – Monday 20 April 2015 @ THE CLOUT Planning Committee – Tuesday 21 April 2015</p> <p>Macey’s Meadow Advisory Committee – Wednesday 15 April 2015</p> <p>Annual Parish Meeting (has to be held between 1st March and 1st June) – it was agreed that this be held on the same day as the May Full Council & AGM i.e. 18 May 2015.</p>			
<p>15/ 167</p>	<p><u>REPORT OF BOROUGH COUNCILLORS</u></p> <p>Borough Cllr Mrs Luck’s report is appended to these minutes (Appendix 2)</p>			
<p>15/ 168</p>	<p><u>REPORT OF COUNTY COUNCILLOR</u></p> <p>Mrs Dean reported that the streetlighting situation was gradually being resolved: lights would be restored to full-night lighting by December 2016.</p>			
<p>15/ 169</p>	<p><u>CORRESPONDENCE</u> was received as detailed on the separate sheet</p>			
	<p>There being no further business, the Chairman thanked members for attending and closed the meeting at 10pm</p> <p>Signed.....</p> <p>Date.....</p>			

APPENDIX 1

Parish council

West Malling Council, monthly update for MARCH 2015

Crimes of note

Theft Made off without payment

- A Petrol garage in London Road was a victim of theft, as the driver filled a vehicle with fuel and -
- made off without payment. Maskin tape had been placed on to the Registration plate to cover _the Registration, CCTV coverage of the incident has been taken and a description of the driver _circulated.
- Enquiries are on-going.

Theft from motor vehicle

- A vehicle parked in Norman Road overnight, in a secluded unlit area, had all four Hub caps _removed. No lines of enquiry.

Theft from motor vehicle

- _A vehicle parked in the High Street overnight, in an area not covered by CCTV had the front private Registration plate stolen, value 3000£
- _No lines of enquiry.

Theft- Shop Lifting

- 1 from Boots High street, a number of cosmetic items were taken, enquiries are on-going.
- 1 from Boots High street a number of cosmetic items were taken, when there were no staff -in front of the store. The suspect is believed to be the same person who shoplifted the store _three days earlier, CCTV evidence taken.
- Enquiries are on-going.

Theft

- A Public house in the High street had alcohol and food snacks stolen after a person hid in the -toilets and waited for the staff to lock up and leave.
- Enquiries on-going

Dangerous Dog incident

- West Malling cricket pavilion,

- Two children approached another child that was holding American
- Bull Terrier on lead .The children touched the Dog after been told not to; the dog then attacked
- one of the children who then sustained some head injuries.
- Enquiries are on-going.

Criminal Damage

- _On Police station Road a parked vehicle was scratched by a sharp implement.
- _Enquiries are on-going.

Anti-social behaviour and other incidents of note

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Updates of previous reported issues

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APPENDIX 2

WEST MALLING PARISH COUNCIL 13TH APRIL

Councillor's report (from Borough Cllr Mrs Luck)

The Police and the Police Licensing Officer have visited all the licensing premises in West Malling on a Saturday evening, and one premises, the license is coming up for review.

The Hungry Guest in the High Street is now open, I expect there will be complaints, with Costa Coffee, tables and chairs outside two premises, the pathway is getting limited.
Hopefully they are now starting on Arundel House, which is housing West Malling's pigeons

Law enforcement. Since they have moved to Kings Hill they are very active in the Town, I bumped into them 7.30 in the evening, they were working a 12hr shift. I have had many complaints of parking tickets!!

I am pursuing KCC, I have had many complaints about litter on the grass verges and dirty road signs.
They "litter picked" the Bypass Tuesday evening