

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 3RD APRIL 2017, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

Present: Mrs Trudy Dean
Miss G Barkham
Mr Keith Bullard
Mr Richard Byatt
Mr Larry Collins
Mr Steve Harriott
Mr Ben Merchant
Mr Peter Stevens

Also present:
Mrs Sasha Luck (Borough Council)

Minute		Action by	Action taken	Response
17/183	APOLOGIES FOR ABSENCE were received from Mr Richard Selkirk, Mrs Linda Javens, Mrs Yvonne Smyth, PCSO Harrison & Mrs Molly Potts from the Malling Society.			
17/184	DECLARATIONS OF INTEREST – none other than those routinely declared			
17/185	MINUTES of the meeting held on 6 th March 2017 were approved and signed			
17/186	MATTERS ARISING from the minutes not otherwise on the agenda			
186.1	(17/129) Arriva Bus Services – Mrs Dean attended a public roadshow at The Mall in Maidstone. There have been a large number of route changes which will impact on West Malling and the surrounding area, many parents have expressed their concern about the changes to the school buses. It is understood that the changes have been brought in as an attempt to make up time lost due to congestion in Maidstone. On some affected routes, Nu Venture bus company have started their own service.			
186.2	(124.3) Doctor's Surgery – A date for a meeting with the Practice Manager / Partner is still to be set. It was agreed that the Clerk would make contact with the surgery to arrange a meeting in May; Mr Bullard and Mr Collins were interested in attending the meeting with Mrs Dean	Clerk		
17/187	CHAIRMAN'S ANNOUNCEMENTS			
	Retirement Villages Development – outline planning application. Public meeting scheduled for the 18 th April 2017 at West Malling Primary School which will allow members of the public to view the plans; the planning committee will then convene for a formal planning meeting to consider comments to be submitted to T&MBC.			
17/188	QUESTIONS FROM COUNCILLORS - none			
17/189	POLICING MATTERS			
	Policing report – crime figures for the month of January 2017 were discussed.			
	Clerk to ask PCSO Harrison to attend Full Council to discuss the figures with members as in some categories the crime figures have doubled. Of particular concern are the figures for violence and sexual offences, theft and anti-social behaviour.	Clerk	✓	

17/190	<u>BALL PARK</u>			
	<p>The Amenities Committee have asked that this matter be brought to the attention of Full Council due to the continuing anti – social behaviour in the ball park area. Youths are continuing to assemble outside the ball park (with recent acts of vandalism, littering, use of mopeds) and as a result it is unclear if members of the public are using the area with their families.</p> <p>Following on from an incident of criminal damage, whereby a gate was taken off its hinges, the ball park has been closed during the winter months, it is now open, having been assessed by 2 independent contractors who deemed the gates safe.</p> <p>Quotes are being obtained to try to increase the height of the fencing or add a net to stop balls going over into the school grounds.</p> <p>There was a general discussion about how to move forward, including the possibility of moving the ball park into the Norman Road playing field.</p> <p>Mrs Dean explained that the ball park was financed via Wren and that it was a scheme which should give a valuable space to both the school and members of the public – the ball park is locked during the school day so that the school can make use of it and is then opened after school, weekends and holidays for members of the public to use.</p> <p>It was agreed that further discussions needed to be had with the school as to their use of the space and possible ways forward.</p> <ul style="list-style-type: none"> • Clerk to book a date for an anti- social behaviour meeting with representatives from the Parish Council, West Malling Primary School, West Malling Cricket Club, Macey's Meadow and Age Concern. <i>Subsequent to the meeting a date of Thursday 17th April was agreed.</i> • Clerk to obtain quotes for works to the ball park to be considered at the next anti-social behaviour meeting. 	Clerk	✓	
17/191	<u>AUDIT 2016/2017</u>			
	<p>It was noted that the Annual Return had been received in the Parish Office.</p> <p>It was agreed that the Clerk would contact Mrs Hazel Marlor to ask if she would be available to undertake the internal audit.</p> <p>Quarterly audits – Mr Harriott, Mr Collins and Mr Bullard volunteered to undertake the quarterly audits. It was confirmed by the Clerk that West Malling Parish Council bank signatories were prohibited from undertaking the quarterly audits.</p>	Clerk	✓	
17/192	<u>KENT SPEEDWATCH CONFERENCE</u>			
	<p>The invitation to attend Kent Community Speedwatch Conference on Saturday 22nd April was noted.</p> <p>Mrs Dean reported on the new Speedwatch equipment which has been ordered for West Malling; the new equipment is very visible, sturdy, runs on portable battery and records in both directions. Evidence shows that Speedwatch is a very successful scheme, out of those who are sent a warning letter, 84% of people do not reoffend again.</p>			
17/193	<u>SOUTH EASTERN FRANCHISE CONSULTATION</u>			
	<p>Mr Peter Stevens agreed to complete the survey on behalf of the Parish Council, with the response to be considered at the next Highways meeting on 24th April 2017.</p> <p>Clerk to note agenda</p>	Clerk	✓	
17/194	<u>CONFIDENTIAL ITEM</u>			
	<p>It was agreed that in view of the confidential nature of the business to be transacted 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</p>			
194.1	<p>Staffing Matters</p> <p>It was agreed to make a number of changes to the Assistant Clerk's contact.</p> <p>It was agreed that the Clerk 's probation period had been successfully completed.</p>			
194.2	Potential Preparation of a legal document – confidential item			

194.3	Confidentiality required to protect the personal details of a resident – confidential item			
17/195	<u>FINANCIAL MATTERS</u>			
195.1	Accounts for payment - totalling £6368.92 were approved- see attached. It was noted that payments totalling £1303.21 had been approved at quorate meetings (Planning Committee on 28 th March 2017) since the previous Full Council.			
195.2	Financial Statement – was received – see attached.			
195.3	KCC – Inside Track – receipt was noted of KCC 'Inside Track' no. 244			
17/196	<u>MATTERS FOR REPORT</u>			
196.1	Amenities Committee – receipt was noted, for information of the draft minutes of the meeting held on 13 th March 2017. Macey's Meadow (17/143) Compensation had been paid by Railscape in the sum of £350. This money is to be safeguarded. Replacement Lime tree: (17/145) Mr Stevens and the assistant Clerk were to meet with Liz Guthrie (Landscape Officer for T&MBC) to discuss where the new lime tree should be positioned. Parish Walk: It was reported that the first of the Parish Walks had taken place with 21 people participating; members thanked Mr Stevens for organising the walk and Mrs Javens for making the refreshments. The second walk was to take place on the 9 th April and is to be led by Mr Byatt. It was noted that the walkers had difficulty walking along footpath MR116 towards Eden Farm House as a wire fence had been erected which partially blocked the public right of way. The Assistant Clerk had notified KCC PROW.			
196.2	Finance & General Purposes Committee – receipt was noted, for information of the draft minutes of the meeting held on 20 th March 2017.			
196.3	Planning Committee – Draft minutes were not available of the planning meeting held on 28 th March; Mr Selkirk was not present due to work commitments and was unable therefore to provide a verbal report. Due to the date of the planning meeting changing from the 3 rd Tuesday to the 4 th Tuesday of the month it was proving difficult for the comments to be drafted and the minutes to be typed up before Full Council. It was agreed that the Clerk should draft the comments and that Mr Selkirk check them before they are sent to T&MBC.			
196.4	Malling Action Partnership – no report			
196.5	Rotary House – no report			
196.6	School Governors – no report			
196.7	Malling Society – Mrs Earl, Secretary of the Malling Society via email, reported: 'Our next meeting is on Monday 10 th April 2017 as Lesley Polley from Baigneux Les Juifs in Burgundy, with whom we have a "Friendship", is attending as she will be in the UK. She will report personally about arrangements for The Malling Society's visit there in 2017 as well as being able to finalize arrangements for their visit to West Malling over Heritage Open Days this September.' The Malling Society asked that the Parish Council look at the Cascade in Swan Street as residents have commented that it needs upkeep, moss, greenery etc has accumulated. It was agreed that Councillors would look at the Cascade and report back to Full Council.			
196.8	Christmas Lights Committee – no report			
196.9	Chamber of Commerce – no report			

196.10	Tonbridge & Malling Borough Council – no report			
196.11	KALC/NALC/ACRK – no report			
17/197	<p><u>MEETING DATES</u></p> <p>Amenities Committee – Monday 10th April 2017 (concentrating on Churchyards)</p> <p>Highways, Transportation & Streetlighting Committee – Monday 24th April 2017 (at The Clout, 9 High Street)</p> <p>Planning Committee – Tuesday 25th April 2017</p> <p>Macey’s Meadow Advisory Committee – Wednesday 5 April 2017</p> <p>Annual Parish Meeting – Monday 8th May 2017</p> <p>Finance & General Purposes Committee – Monday 22nd May 2017 (at The Clout, 9 High Street)</p>			
17/198	<p><u>REPORT OF BOROUGH COUNCILLOR</u> See attached report</p>			
17/199	<p><u>REPORT OF COUNTY COUNCILLOR</u></p>			
	<p>Due to the KCC elections, business at County Hall has been closed.</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.12</p> <p>Signed.....</p> <p>Dated.....</p>			

West Malling Parish Council			
Accounts for Payment - 3rd April 2017			cheques to be drawn
KALC (cheque 5293)		£ 760.06	£912.07
(Annual membership renewal 17/18)	VAT	£ 152.01	
John Collins (Cheque 5294)			£245.40
(Litter picking & other duties - 34 hours 32 hours @ £7.20 per hour & 2 hours @ £7.50 per hour *)			
Mr J Galloway (cheque 5295)			£ 25.00
(Allotment deposit refund plot 28A)			
T&MBC (Cheque 5296)			£ 117.68
National Non Domestic Rates 17/18 - The Twitch			
KALC (Cheque 5297)		£ 60.00	£ 72.00
(Invoice 5521)	VAT	£ 12.00	
Fee for attendance of Cllr Byatt at Planning Conference)			
Mrs Claire Christmas (Cheque 5298 dated 17/4/17)			£1,350.76
(Clerk - net salary for April 2017			
Mrs Sarah Howard (cheque 5299 dated 17/4/17)			£ 610.13
(Asst. Clerk - net salary for April 2017			
Carole D' Silva (Cheque 5300)			£1,859.20
Clerk 's Retirement Fund			
HMRC - authorisation to pay via Faster Payments			£1,147.82
(Deductions from Clerks' salaries (April 17) and retirement fund for outgoing Clerk)			
Nest - authorisation to pay pension contributions by Direct Debit for April '17			
Employer's contributions			£ 16.03
Employee's contributions			£ 12.83
(Employees's contributions have already been deducted from salary)			
		TOTAL	£6,368.92
* to reflect increase of Living Wage to £7.50 as of 1st April 2017			

West Malling Parish Council 3rd April 2017

Councillor's Report

I have requested a litter bin in the parking area at the bottom of Town Hill. Dog walkers are leaving bags of dog excrement in the parking area. You can put dog excrement in a litter bin.

The public conveniences in King Street will be closed for 4 days, they found asbestos in the soffits.

The parking machines in the shopper's car park behind Tesco will not be changed because of the new £1 coin, unfortunately they can be adapted.

The new Doctors Practice Manager called into the shop, I mentioned the problems residents are having with the service.