

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 5TH JUNE 2017, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

Present: Mr Richard Selkirk (Chairman)

Mr Keith Bullard
Mr Richard Byatt
Mrs Linda Javens
Mr Ben Merchant
Mrs Yvonne Smyth
Mr Peter Stevens

Also present:

Mrs Sasha Luck (Borough Council)
West Malling resident

Minute		Action by	Action taken	Response
17/317	APOLOGIES FOR ABSENCE were received from Mrs Trudy Dean, Miss Gwyneth Barkham, Mr Larry Collins, PCSO Harrison & Mrs Molly Potts from the Malling Society.			
17/318	DECLARATIONS OF INTEREST – none other than those routinely declared			
17/319	MINUTES of the meeting held on 8 th May 2017 were approved and signed			
17/320	MATTERS ARISING from the minutes not otherwise on the agenda - none			
17/321	CHAIRMAN'S ANNOUNCEMENTS			
	It was noted that Mrs Dean was currently on leave and that in her absence there were no matters to be raised.			
17/322	QUESTIONS FROM MEMBERS OF THE PUBLIC			
	<p>One West Malling resident was in attendance who thanked West Malling Parish Council for introducing an anti-social behaviour reporting form on the Council website; in particular, in view of the time that it takes to report matters using the 101 service. Mr Selkirk explained that recently Kent Police had asked that the form be removed as non 999 crime should be reported using 101, it is understood that Kent Police are looking to start their own online reporting system. Mr Selkirk stated that the Parish Council share the resident's concerns about the effectiveness of the 101 service and that these concerns have been communicated to Kent Police.</p> <p>The resident asked permission to address the Council on 2 matters, inconsiderate and obstructive car parking and the behaviour of the private hire taxi drivers.</p> <ul style="list-style-type: none"> • Parking – the resident reported on a number of incidents of inconsiderate pavement parking and there was a general discussion regarding Police / Borough Council powers to deal with such incidents. It was agreed that this be listed as a substantive matter at the next Highways meeting (19th June 2017) so as to consider the matter in more detail, plus to look into Traffic Regulation Orders (TROs) which enable the Borough Council to produce Byelaws. • Complaint regarding the behaviour of local taxi drivers. Mr Selkirk confirmed that on behalf of the Parish Council, he has complained to T&MBC about the behaviour of a 			

	number of taxi drivers and that the Borough Council have suggested a joint evening patrol on a Friday or Saturday evening so as to evaluate the situation; the Parish Council are awaiting a date.			
	It was agreed that this be listed as a substantive matter at the next Highways meeting (19 th June 2017). Clerk to note agenda.	Clerk	✓	
17/323	<u>QUESTIONS FROM COUNCILLORS</u>			
323.1	St. Leonards Street - Mr Bullard commented that the traffic calming measures along St Leonards Street (double white lines & cat's eyes) appeared to be speeding traffic up rather than slowing it down and questioned if the scheme was to be reviewed. It was agreed that this be listed as a substantive matter at the next Highways meeting (19 th June 2017). Clerk to note agenda.	Clerk	✓	
323.2	Speedwatch – Mr Byatt asked if Speedwatch training would be starting shortly; Mr Selkirk stated that the online training would start once the new equipment had been received and that the Parish Council now had a number of volunteers.			
323.3	Ryarsh Lane rail crossing – Mr Byatt asked if anyone was aware if the rail crossing was going to be 'dog proofed' as the crossing was now wide open, allowing dogs to stray onto the track. Clerk to contact Network Rail.	Clerk	✓	
323.4	Footpath maintenance – Mr Stevens asked that the Clerk contact KCC to establish when the footpaths were due to be strimmed as brambles, stinging nettles and grasses were making a number of roads difficult to pass. Clerk to obtain schedule of works and to note the agenda for the next meeting of the Amenities Committee.	Clerk	✓	
17/324	<u>POLICING MATTERS</u>			
324.1	Policing report – Kent Police crime figures had not been updated.			
324.2	Anti-Social behaviour meeting – Mr Selkirk reported that at the last meeting a number of actions had been identified to try to minimise the occurrences of anti-social behaviour.			
17/325	<u>DONATIONS</u>			
	It was agreed to accept the recommendation of the F&GP Committee that a donation in the sum of £150.00 be made to Citizen's Advice in North & West Kent. This was proposed by Mr Stevens, seconded by Mr Byatt and not opposed. It was noted that CAB no longer have an office within West Malling, but that an estimated 30 West Malling residents will have benefitted from their work within the year 2016/2017. Having reviewed their most up to date end of year accounts it was also noted that CAB receive funding from other Parish Councils. Clerk to write to the local office to advise of the donation and to express the Parish Council's gratitude for the work that they undertake. Clerk to write letter.	Clerk	✓	
17/326	<u>JOINT PARISH COUNCILS TRAFFIC CONSULTATIVE GROUP</u>			
	Meeting dates of the 26 th June 2017 and the 27 th September were noted. Mr Bullard volunteered to attend on the 26 th June. [Subsequent to the meeting, the JPCTCG meeting due to be held on 26 th June was cancelled.]			
17/327	<u>CONFIDENTIAL ITEM</u>			
	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 Staffing Matters			

	Following successful completion of her probation period It was agreed to make changes to the Clerk's contract.			
17/328	<u>LEGAL MATTERS</u>			
	[Mrs Javens left the room whilst this agenda item was being discussed]			
	It was noted that the Parish Council had received a claim for compensation following a trip incident which occurred on the Parish Walk. The matter has been handed to our insurance company.			
17/329	<u>FINANCIAL MATTERS</u>			
329.1	Accounts for payment - totalling £2796.48 were approved - see attached. It was noted that payments totalling £814.70 had been approved at quorate meetings (F&GP on 22 nd May & Planning on 23 rd May 2017) since the previous Full Council.			
329.2	Financial Statement – was received – see attached.			
329.3	AUDIT 2016/2017 Section 1 – Annual Governance Statement 2016/2017 – was agreed and signed.			
329.4	Section 2 – Accounting Statements 2016 – was agreed and signed.			
329.5	KCC – Inside Track – receipt was noted of KCC 'Inside Track' no. 245			
17/330	<u>MATTERS FOR REPORT</u>			
330.1	Amenities Committee – receipt was noted, for information of the draft minutes of the meeting held on 15 th May 2017. Playing Field: (17/280) A quotation would be obtained for the replacement of the chainlink fence along the top boundary of the children's play area/playing fields and MR139. St Leonards Tower: (17/286) A meeting between English Heritage and West Malling Parish Council is to be scheduled. PROW MR116 (17/287) The committee had objected to the proposed diversion of PROW MR116. In their response to the consultation, the committee stated that they thought the diversion should be diagonally across the field which would keep it away from both sets of properties and making it a shorter walk for users. It is noted that older Ordnance Survey maps show an unofficial path on this alignment.			
330.2	Finance & General Purposes Committee – receipt was noted, for information of the draft minutes of the meeting held on 22 nd May 2017.			
330.3	Planning Committee – receipt was noted, for information of the draft minutes of the meeting held on 23 rd May 2017. (17/302) Due to the increased number of planning applications, new working methods are being considered to streamline current working practices; members of the planning committee are currently trialling Yammer. (17/304) It has been agreed to set up a small working party to deal with the Neighbourhood Plan. The refusal of planning permission for 26 Alma Road was noted as was the Planning Committee's objections to the planning application for the rear of 29-37 High Street (The Casa Chico Ltd Pension Scheme)			
330.4	Malling Action Partnership – no report			

330.5	Rotary House – no report			
330.6	School Governors – no report			
330.7	Malling Society – the minutes of the last meeting had been received by the Parish Office.			
330.8	Chamber of Commerce – it was noted that the next Chamber of Commerce meeting was to be held on 21 st June 2017 and would concentrate on the Christmas Festival. The Chamber of Commerce are currently looking for an event co-ordinator as due to a change in staff, Tesco are no longer able to take on the role.			
330.9	Tonbridge & Malling Borough Council – Parish Partnership meeting dates were noted. Mr Selkirk agreed to attend the meeting on the 7 th September 2017.			
330.10	KALC/NALC/ACRK – no report			
17/331	<p><u>MEETING DATES</u></p> <p>Amenities Committee – Monday 12th June 2017 (concentrating on Churchyards)</p> <p>Highways, Transportation & Streetlighting Committee – Monday 19th June 2017 (at The Clout, 9 High Street)</p> <p>Planning Committee – Tuesday 27th June 2017</p> <p>Finance & General Purposes Committee – Monday 17th July 2017 (at The Clout, 9 High Street)</p> <p>Macey’s Meadow Advisory Committee – Wednesday 26th July 2017</p>			
17/332	<p><u>REPORT OF BOROUGH COUNCILLOR</u></p> <p>See attached report</p>			
17/333	<p><u>REPORT OF COUNTY COUNCILLOR</u></p> <p>No report</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.26</p> <p>Signed.....</p> <p>Dated.....</p>			

West Malling Parish Council						
<u>Accounts for Payment 5th June 2017</u>						cheques to be drawn
Outdoorsy Living Ltd (cheque 5318)					£ 170.00	£ 204.00
(invoice 2386, inspection & report for play equipment) VAT					£ 34.00	
John Collins (Cheque 5319)						£262.50
(Litter picking & other duties - 35 hours @ £7.50 per hour)						
Mr R Selkirk (single cheque 5320)						£ 23.37
(Reimbursement of April MailChimp fees)						
(Reimbursement for 5GB email top up)						£ 144.00
(cheque 5321 dated 19/6/17)						£ 1,672.00
(cheque 5322 dated 19/6/17)						
(Clerks - net salaries & reimbursement for June 2017						
Mr Robert Lucas (Cheque 5323)						£ 14.97
(reimbursement for war memorial plants)						
<u>Authorised under Section 137</u>						
HMRC - authorisation to pay via Faster Payments						£ 446.78
(Deductions from Clerks' salaries June 17						
Nest - authorisation to pay pension contributions by Direct Debit for June '17						
Employer's contributions						£ 16.03
Employee's contributions						£ 12.83
(Employees's contributions have already been deducted from salary)						
					Total	£ 2,796.48

WEST MALLING PARISH COUNCIL						
Financial Statement to be presented to Full Council 5 June 2017						
<u>Reconciliation</u>						
Balance b/f from 2016/17						£ 98,172.44
<u>plus</u>						
total receipts 1.04.17-31.03.18						£ 64,734.13
<u>less</u>						
total payments 1.04.17-31.03.18						£ 24,255.34
Total						<u>£ 138,651.23</u>
Deposit account						£ 90,414.75
Current account				£51,087.03		
less unrepresented cheques				£2,850.55		
						<u>£ 48,236.48</u>
Total						<u>£ 138,651.23</u>
<u>Direct Debits</u>						
Nest		£28.86				
Plusnet		£13.49				
<u>Unrepresented Cheques</u>						
3.4.17	KALC	£ 912.07				
3.4.17	KALC	£ 72.00				
17.4.17	Carole D'Silva	£ 1,859.20				
24.4.17	Mrs Javens	<u>£ 7.28</u>				
		<u>£ 2,850.55</u>				

West Malling Parish Council 5th June

Councillor's Report

Blaise Farm Quarry, I received an information brochure regarding proposed changes to blasting operations. The Parish Council had received a copy.

Travellers at Leybourne in the donkey field, they left Friday afternoon, Tonbridge & Malling Council have cleaned the area.

Work has started on the empty shop, the old police shop.

Chamber of Commerce having a meeting 21st June in the Swan regarding the Christmas Lights Festival, need a coordinator and volunteers.

Long Term Ryarsh Lane car park, Monday spaces were cordoned off, because of subsidence. Problem rectified.

Reported the footpath at the bottom of Town Hill, to the entrance to the horse field, muddy over grown with pot holes. On the list to be done.