

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 4<sup>TH</sup> DECEMBER 2017, 7.30 PM  
AT WEST MALLING VILLAGE HALL, WEST MALLING

**Present:** Mrs Trudy Dean (Chairman)  
Miss Gwyneth Barkham  
Mr Keith Bullard  
Mr Richard Byatt  
Mr Larry Collins  
Mrs Linda Javens  
Mr Ben Merchant  
Mr Nick Stapleton  
Mrs Yvonne Smyth  
Mr Peter Stevens

**Also present** Cllr Sasha Luck

Minute		Action by	Action taken	Response
17/682	<b>APOLOGIES FOR ABSENCE</b> were received from, Ms Min Stacpoole, Mrs Molly Potts from the Malling Society.			
17/683	<b>DECLARATIONS OF INTEREST</b> – none, other than those routinely declared			
17/684	<b>ELECTION OF VICE CHAIRMAN</b>			
	It was noted that there was a vacancy for the position of Vice Chairman. Mrs Javens proposed that Mr Stevens be nominated and Mr Stevens accepted the nomination; there being no other nominations Mr Stevens was duly elected.			
17/685	<b>MINUTES</b> of the meeting held on 6 <sup>th</sup> November were approved and signed following an amendment at 17/629 – spelling correction of the surname Vago.			
17/686	<b>MATTERS ARISING</b> from the minutes not otherwise on the agenda –			
686.1	<b>(621.1) Byelaws –.</b> Mrs Smyth confirmed that she would undertake research on the subject.	YS		
686.2	<b>(622.3) Lobster Pot</b> – Mr Collins and Mrs Smyth both reported that the lights on the hoardings did not sufficiently illuminate the scaffolding, causing a potential hazard. Clerk to report to KCC.	Clerk	✓	
686.3	<b>(626.4) – Local Plan</b> – Mr Byatt reported that Tessa O’Sullivan from Action with Communities in Rural Kent had confirmed that she would be able to attend a meeting of the Planning Committee on 23 <sup>rd</sup> January 2018. Miss O’Sullivan will discuss community led housing. This meeting is open to all members.			
17/687	<b>CHAIRMAN’S ANNOUNCEMENTS</b>			
	<b>Remembrance Service</b> – Mrs Dean reported that the remembrance service had been well attended and thanked those who had assisted as stewards on both the Saturday and the Sunday. Looking forward, 2018 is an important year as it marks in particular, the end of WW1;			

	<p>with this in mind, the Parish Council will be looking to work alongside schools and or societies who will be organising events to mark the occasion. Mrs Dean asked that members bear this in mind over the coming months. Clerk to note F&amp;GP agenda.</p> <p><b>Christmas Carol Concert</b> – held on Sunday 3<sup>rd</sup> December was also well attended.</p> <p><b>Christmas Lights Festival</b> – highly successful with a very large number of visitors, good feedback from shops and restaurants. Miss Barkham commented that the Malling School Band were excellent with exemplary behaviour. It was noted that the sound system was too loud on occasions. Mrs Dean presented 'best window' shields to: Chocolate Umbrella (small window) and Post Office (large window)</p>			
<b>17/688</b>	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b>			
	None			
<b>17/689</b>	<b><u>QUESTIONS FROM COUNCILLORS</u></b>			
<b>689.1</b>	Mr Byatt reported that he was to attend a public meeting on the 5 <sup>th</sup> December in Hadlow which will discuss a proposal to develop a site being sold by Hadlow College; the proposal is for housing (and possibly other uses) to benefit the community. The proposal is being put forward by the architects firm Richard Hopkinson Architects.			
<b>689.2</b>	<b>Woodland Close</b> – Mrs Javens confirmed that land between 11-12 Woodland Close had recently been cut by KCC			
<b>689.3</b>	<b>Wheelie bins</b> – Miss Barkham commented that it is becoming a very common occurrence that wheelie bins are being left in the road after they have been emptied. Not only is this untidy, but it could cause a hazard. Clerk to speak with TMBC	Clerk	✓	
<b>17/690</b>	<b><u>POLICING MATTERS</u></b>			
<b>690.1</b>	<b>Policing report</b> – updated Kent Police crime figures were noted			
<b>690.2</b>	<b>Other Policing Matters</b> – Clerk confirmed that the new PCSO is Dylan Mcelligott. It was noted that it is now possible to report non urgent crime using the Kent Police website; this is a pilot scheme link: <a href="http://www.kent.police.uk/services/report-a-crime/kent-police-online-reporting/">www.kent.police.uk/services/report-a-crime/kent-police-online-reporting/</a>			
<b>17/691</b>	<b><u>TENDERS 2018</u></b>			
	<p>The tendering process resulted in 2 companies quoting for the maintenance work – see attached schedule. The quotes were considered by the F&amp;GP Committee at their meeting on 20<sup>th</sup> November 2017 and it was the recommendation of that committee that the tenders be awarded as follows:</p> <p><b>Churchyard</b> – Turfsoil</p> <p><b>Norman Road Playing Fields</b> - all grass cutting and marking out to be awarded to Turfsoil; on the basis that Turfsoil have confirmed that they would have no objection to the Norman Road playing field specification being split, the hedge work to be awarded to Four Seasons. On the basis that Turfsoil had not tendered for the removal of the ivy, this to be awarded to Four Seasons.</p> <p><b>Allotments hedge &amp; footpath</b> – Four Seasons</p> <p><b>Cricket Meadow</b> – Four Seasons</p> <p><b>Macey's Meadow</b> – Four Seasons</p> <p>It was agreed to accept the recommendation of the F&amp;GP Committee. Assistant Clerk to notify contractors.</p>	Clerk	✓	

<b>17/692</b>	<b><u>DRAFT BUDGET</u></b>			
	<p>All committees to review their draft budgets at their next meetings.</p> <p>General discussion regarding budget and way forward. Main points raised:  <b><u>Amenities Committee</u></b>  <b>West Malling War Memorial</b> – quotes have been received to undertake remedial work to the memorial including re-enamelling the inscriptions on the bronze panels. Quotes range from £15,500 to £8,576. A pre grant application has been made to War Memorials Trust and we are awaiting their decision. It was agreed that the work, if at all possible, should be completed in time for remembrance 2018 as this will be marking the end of WW1. It is possible that the stonework be completed for 2018 and the inscriptions be left for another financial year, but there was a general agreement that the inscriptions should be restored for 2018.  Mr Collins suggested that a fundraising effort could take place within the community.</p> <p><b>Playing Field Fencing</b> - quotes have been received to replace the fencing which runs the length of the back of the playing field and children's play area (next to footpath). £7,500 has been set aside in the draft budget. Clerk to obtain alternative quotes to replace only the football pitch / field fencing as this stretch is in a bad state of repair compared to the fencing which runs alongside the children's playing area. It was noted that this stretch of fencing had not been replaced for 40 plus years.</p> <p><b>Village Hall Annual Contribution</b> – general discussion as to way forward.</p> <p><b><u>Highways Committee</u></b>  <b>Streetlights</b> – discussion regarding anticipated costs for Phase 4.</p> <p><b>Energy costs</b> - to be narrowed down to reflect a more accurate figure if at all possible.</p>	Clerk	✓	
<b>17/693</b>	<b><u>COMMITTEE MEMBERSHIP</u></b>			
	<p>Committee membership for WMPC's 2 new councillors as follows:  Mr Nick Stapleton – Highways and Amenities Committee  Ms Min Stacpoole – Planning and Amenities Committee  All other members were content with their current committee membership.</p>			
<b>17/694</b>	<b><u>LOCAL PLAN</u></b>			
<b>694.1</b>	<p>General discussion regarding the Government proposed nationwide formula and how this will impact on Tonbridge &amp; Malling; there is all party agreement that this proposal is counter – productive.  T&amp;MBC Local Plan is now subject to a 9 month delay and will therefore not be approved until after 31<sup>st</sup> March 2018 meaning that higher housing targets will apply immediately; a new call for sites will be needed plus there will need to be a review of the strategic housing market assessment. It was noted that T&amp;MBC does not have a 5 year supply of land for development. It is likely that more planning applications will go to appeal.</p>			
<b>694.2</b>	<p>Planning for the right homes in the right places consultation; response formulated by Mr Byatt had been submitted</p>			
<b>694.3</b>	<p>Tessa O'Sullivan, Rural Housing Enabler from Action with Communities in Rural Kent had agreed to attend the planning committee meeting to be held on 23<sup>rd</sup> January 2018 to discuss the provision of affordable housing in West Malling. Mrs Dean reminded members that the meeting would be open to all members.</p>			
<b>17/695</b>	<b><u>DONATIONS</u></b>			
<b>695.1</b>	<p>Heart of Kent Hospice:  Recommendation from the F&amp;GP Committee, to approve a donation in the sum of £300.00  Agreed unanimously.</p>			
<b>695.2</b>	<p>2374 Squadron ATC:</p>			

	A donation in the sum of £150.00 was agreed unanimously in recognition of their attendance at the 2017 Remembrance Service.  Both authorised under section 137			
<b>17/696</b>	<b><u>DRAFT RISK ASSESSMENT</u></b>			
	It was agreed to adopt the draft risk assessment. Mr J Collins to be provided with a copy.			
<b>17/697</b>	<b><u>ALLOTMENT DEPOSITS</u></b>			
	It was agreed to adopt the recommendation of the F&GP Committee that allotment deposits be increased from £25.00 to £50.00 for new tenants. Deposits are refundable provided that the allotment is returned in good order.			
<b>17/698</b>	<b><u>WMPC MEETING REPRESENTATION</u></b>			
	Representation for the following meetings was agreed: Parking Liaison Meeting – Mr Keith Bullard and Mr Ben Merchant. Blaise Farm Liaison Group – Miss Gwyneth Barkham. Neighbourhood Plan – Miss Gwyneth Barkham & Mrs Yvonne Smyth (it was recognised that sub groups may be established as the Neighbourhood Plan progresses)			
<b>17/699</b>	<b><u>STORAGE FEES</u></b>			
	The trustees of the Malling Memorial Institute have agreed that a limited number of Parish Council items may be stored in the cellar at The Clout for a fee of £50.00 per annum. This was agreed. Clerk to notify trustees and bank	Clerk		
<b>17/700</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>700.1</b>	<b>Accounts for payment</b> - totalling £8191.08 were approved - see attached. It was noted that payments totalling £1239.17 had been approved at a quorate meeting of the F&GP Committee on 20 <sup>th</sup> November since the previous Full Council.			
<b>700.2</b>	<b>Financial Statements</b> – for the month of November were received – see attached.			
<b>700.2</b>	<b>Bank mandate</b> – both Mr Collins and Mr Stevens agreed to be added to the bank mandate at a future date.			
<b>17/701</b>	<b><u>MATTERS FOR REPORT</u></b>			
<b>701.1</b>	<b>Amenities Committee</b> – receipt was noted, for information of the draft minutes of the meeting held on 13 <sup>th</sup> November 2017. There were no questions			
<b>701.2</b>	<b>Finance &amp; General Purposes Committee</b> – Monday 20 <sup>th</sup> November 2017 (at The Clout, 9 High Street) There were no questions			
<b>701.3</b>	<b>Planning Committee</b> – receipt was noted, for information of the draft minutes of the meeting held on 28 <sup>th</sup> November 2017. There were no questions			
	Due to insufficient time, the following reports were to be noted at the next Full Council meeting in January.			
<b>701.4</b>	<b>Malling Action Partnership</b>			
<b>701.5</b>	<b>Rotary House</b>			
<b>701.6</b>	<b>School Governors</b>			
<b>701.7</b>	<b>Malling Society</b>			

701.8	<b>Chamber of Commerce / Christmas Lights Committee</b>			
701.9	<b>Tonbridge &amp; Malling Borough Council</b>			
701.10	<b>KALC/NALC/ACRK</b>			
17/702	<p><b><u>MEETING DATES</u></b></p> <p>Amenities Committee – Monday 11<sup>th</sup> December 2017 (concentrating on Churchyard)</p> <p>Highways &amp; Transportation Committee – Wednesday 13<sup>th</sup> December 2017 (at The Clout, 9 High Street)</p> <p>Planning Committee – Tuesday 19<sup>th</sup> December 2017</p> <p>Macey’s Meadow Advisory Committee – Wednesday 31<sup>st</sup> January 2018</p>			
17/703	<p><b><u>REPORT OF BOROUGH COUNCILLOR</u></b> See attached report.</p>			
17/704	<p><b><u>REPORT OF COUNTY COUNCILLOR</u></b> See attached report</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.59</p> <p><b>Signed</b>.....</p> <p><b>Dated</b>.....</p>			

<b>TENDERS 2018</b>			
<b>these are all annualised costs before VAT</b>			
<b>Area</b>		<b>Turfsoil</b>	<b>Four Seasons Gardens</b>
<b>Norman Road Playing Field</b>		£ 1,932.55	£ 4,418.50
<b>Hedge Cutting</b>		£ 790.00	£ 517.50
<b>Churchyard</b>		£ 2,178.50	£ 4,192.00
<b>Macey's Meadow Hedge</b>			
<b>Hedge One</b>		£ 1,610.00	£ 1,080.00
<b>Hedge Two</b>		£ 755.00	£ 475.20
<b>Allotments</b>			
Hedge		£ 755.00	£ 589.95
Footpath		£ 122.40	£ 122.40
Clear per plot and cover			
Large Plot			£ 244.08
Full Plot			£ 384.00
<b>Cricket Meadow</b>			
Hedge		£ 805.00	£ 350.00
Strimming of staples and ragstone		£ 210.00	£ 240.00
			£ -

## West Malling Parish Council

<b>Accounts for Payment 4th December 2017</b>					<b>cheques to be drawn</b>
<b>Payment authorised under Section 137</b>					
Pauline Fisher (cheque 5421) (expenses, bugler, Remembrance Sunday)				£	<b>75.00</b>
Town Malling Day Ltd (5422 ) (Grant for West Malling Christmas Lights)				£	<b>1,800.00</b>
<hr/>					
KCC (cheque 5423)				£	533.38
Electricity supply 1/10/17 - 31/10/17)				VAT £	83.74
Streetlights (cheque 5424)				£	97.75
(invoice 9199 (column 25 - replaced photocell)				VAT £	19.55
Sovereign (cheque 5425)				£	52.88
(invoice 91383 - swing seat)				VAT £	10.58
Malling Memorial Institute (cheque 5426) (invoice 78/17 room hire fee for 25/11/17)				£	<b>15.00</b>
West Malling Village Hall (cheque 5427) (annual payment as per budget)				£	<b>3,000.00</b>
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for December 2017 + fax + postage) £1382.20 + £1.20 + £23.40					<b>£1,406.80</b>
Mrs Sarah Howard authorisation to pay via Faster Payments (Asst. Clerk - net salary for December 2017)					<b>£283.92</b>
Mr John Collins - authorisation to pay via Faster Payments (Handyman - net salary for December, incl extra hours for Nov and materials £358.50 + £15.82)				£	<b>374.32</b>
HMRC - authorisation to pay via Faster Payments (Deductions from salaries December 17)				£	<b>408.46</b>
Nest - authorisation to pay pension contributions by Direct Debit for November '17					
Employer's contributions				£	<b>16.50</b>
Employee's contributions (Employees's contributions have already been deducted from salary)				£	<b>13.20</b>
				Total	<b>£ 8,191.08</b>

<b>WEST MALLING PARISH COUNCIL</b>							
<b>Financial Statement to be presented to Full Council 4 December 2017</b>							
<b><u>Reconciliation</u></b>							
Balance b/f from 2016/17							£ 98,172.44
<b><u>plus</u></b>							
total receipts 1.04.17-31.03.18							£ 128,922.03
<b><u>less</u></b>							
total payments 1.04.17-31.03.18							£ 81,791.12
						<b>Total</b>	<b>£ 145,303.35</b>
Deposit account							£ 90,716.69
Current account							£59,035.69
less unrepresented cheques							£4,449.03
						<b>Total</b>	<b>£ 145,303.35</b>
<b><u>Direct Debits</u></b>							
Nest		£29.70					
Plusnet		£18.00					
		£47.70					
<b><u>Unrepresented Cheques</u></b>							
	5317	ELM Ltd	£	639.98			
	5402	CK Office Furniture	£	366.00			
	5404	Mr Selkirk	£	19.30			
	5410	Cable Test Ltd	£	1,950.88			
	5414	Mr Collins	£	204.00			
DD		Nest	£	29.70			
	5415	Apogee	£	30.00			
	5416	Turfsoil	£	312.00			
	5417	KALC	£	155.09			
	5418	Mr Dean	£	383.75			
	5419	Malling Memorial	£	30.00			
	5420	MAP	£	328.33			



West Malling Parish Council 4<sup>th</sup> December 2017

Borough Councillor's Report

**Road Closures**

Water Lane, 1 day 9<sup>th</sup> January.

Churchfields, 8 days 8<sup>th</sup> January between 8 – 3 pm outside no 1 to 5

**Reported**

Dirty road signs at the bottom of Town Hill.

Large amount of leaves on the footpath from Town Hill to Police Station Road.

**Local Plan**

Amey are carrying out a report on the A20 corridor, should be ready end of December

Matt Macdonald carrying out a Transport Assessment for the Borough in the New Year.

A revised timetable will be put forward to the Planning and Transport Advisory Board for approval in January.

## Kent County Councillors Report December 2017

1. The Speed Indicator device outside the Larkfield Village Hall is broken beyond repair and rather than replacing it like with like, I am considering spending some of my Members' Community Fund, to buy a mobile Speed Indicator Device. This is a screen which flashes when the driver exceeds the relevant pre set speed, and shows a smiley or frowning face. It also records automatically the number of vehicles passing the device and their speed which might be useful in those areas where speeding is thought to be a problem and evidence is needed.

The device needs to be moved by volunteers or staff of the Parish Council/s.

It is recommended that the device is not left in place longer than three months.

The Parish Council will need to specify where it wishes to use the machine and these locations have to be approved by KCC. Three or four posts therefore need to be erected, and most are inevitably blank at times when the sign has been moved elsewhere.

As with the speedwatch equipment I will need to authorise the Parish Council to purchase the equipment from KCC. I therefore need the Parish Council to accept this grant. If necessary it would be possible to share the equipment with West Malling as well if sufficient sites are not identified within East Malling and Larkfield, but if the first use of the equipment proves successful I would look to have an additional machine next year.

2. KCC has released a list of bus routes which it currently subsidises as 'Socially necessary'. The report states that in order to achieve savings, KCC intends to consult after Christmas on the need for these routes with a view to withdrawing the KCC subsidy and this in turn may lead to the route being discontinued altogether.

The list of routes includes the 58 (recently transferred to Nu Venture) and the 149/151 service.

Whilst further statements have been issued that the issuing of the list of routes was premature and not helpful, the report nevertheless stated that all these routes would need to be discontinued in order to make the saving target set. It should also be noted that the budget will be agreed on February 22<sup>nd</sup> at which these savings would be approved, whilst the consultation does not finish until a month later in March.

The 58 service has already been the subject of a recent consultation, and serves Malling villages direct to Maidstone Hospital. KCC officers have confirmed it is possible that now KCC is considering withdrawing its subsidy, that the developer contribution from Ryarsh brickworks may then be able to be used to save the service. Principal of The Malling School has already confirmed with KCC that the 149 service brings pupils to his school from Medway and north Snodland Area.

3. The Thameslink trains which were to have linked Maidstone direct with Cambridge via Blackfriars has now been delayed by two years.

4. KCC is to extend the road maintenance and small project contract held by Amey for a further two years, against the recommendation of highway officers. I took the view that the contract should

have gone out to tender to establish value for money as i have not been content with the standard of work done by Amey in my division. The Head of Highways has tendered his resignation.

5.All streetlights should now be on all night continuously. Please advise me of any that are not.

6. The Government will eventually fund all schools directly using the National Funding Formula. KCC has received details of the Government's initial level of funding which includes £50 m of new funding for Kent Schools with a further £12 m to come at an unspecified date. This results in Kent moving from being the 10<sup>th</sup> worst funded Council to being the 114<sup>th</sup> worst council out of 160.

The 2018/19 budget position leaves KCC with some flexibility to switch some 'top up' funding between a number of priorities including basic running costs, levels of deprivation, primary v secondary schools, and teaching of English as a foreign language. Following consultation, KCC is likely to adopt a combination of flexibilities which will favour Grammar schools and disadvantage small Primary Schools. I made it clear my preference would be to put new funding into primary schools where extra investments can often result in fewer problems being experienced at secondary level.

7. Six of the County's Children's Centres which are run by other organisations are being reviewed with a view to cutting their budgets nearer to the level of the directly run centres.

My division is not affected but the report identified widely varying costs per child across the county showing that less was spent on a TMBC child than elsewhere in the County. I have asked for a full report on this situation and this will occur after Christmas.

8. At my Dragons Den event in November Blacklands Scouts, Larkfield First Scouts, Heart of Kent Hospice, Slideaway children's bereavement service, Communigrow community allotment in East Malling, and East Malling Centre all won grants. Once again there were over 70 voting members of the public present.

9. I attended the turning on of the Martin Square and West Malling Lights, and this weekend the party for Pam Ayrton marking her 40 years of service to the Scouting Movement, and the turning on of the Christmas tree lights I funded at Leybourne Park. Congratulations to all those involved particularly Pam's extraordinary length of volunteering.

10. TMBC have approved subject to agreement with KCC, a further consultation including EMLPC on the application of peak hour only restrictions on the onstreet parking in New Hythe Lane between A20 and Kingfisher Road. . Anita and I both spoke against the officer recommendation which was to abandon the project following majority opposition from those properties affected to a consultation which proposed restrictions between 8am and 6pm.

11. I am pursuing a number of cases with Circle Russett where tenants are engaging in anti social activities.

12. West Malling Christmas Farmers Market is this Sunday

13. Bazaar opens at the Pilsdon Chapel Barn Water Lane for ten days from Dec 8<sup>th</sup>- 17<sup>th</sup> 10am to 5pm ( Closed Monday.) this weekend selling a variety of clothing, jewellery fabrics and giftware direct from craft workers, providing aid to earthquake devastated communities in Nepal and India.