

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 8<sup>TH</sup> JANUARY 2018, 7.30 PM  
AT WEST MALLING VILLAGE HALL, WEST MALLING

**Present:** Mrs Trudy Dean (Chairman)  
Miss Gwyneth Barkham  
Mr Keith Bullard  
Mr Richard Byatt  
Ms Min Stacpoole  
Mr Nick Stapleton  
Mr Peter Stevens

**Also present** Cllr Sasha Luck

Minute		Action by	Action taken	Response
18/01	<b>APOLOGIES FOR ABSENCE</b> were received from, Mrs Smyth, Mr Ben Merchant, Mrs Linda Javens, Mr Larry Collins and Mrs Molly Potts from the Malling Society.			
18/02	<b>DECLARATIONS OF INTEREST</b> – none, other than those routinely declared			
18/03	<b>MINUTES</b> of the meeting held on 4 <sup>th</sup> December 2017 were approved and signed following an amendment at <b>17/689.2</b> – which should read ‘Woodland Close’.			
18/04	<b>MATTERS ARISING</b> from the minutes not otherwise on the agenda –			
04.1	(689.1) Mr Byatt reported that following the public meeting on 5 <sup>th</sup> December, Hadlow College had turned down the bid which had been put forward by Richard Hopkinson Architects.			
04.2	(689.3) Mr Bullard reported that after being emptied, wheelie bins were still being discarded into the road by the bin men in St Leonards Street. Clerk to chase response from TMBC	Clerk		
18/05	<b>CHAIRMAN’S ANNOUNCEMENTS</b>			
05.1	<b>Remembrance 2018</b> – List of remembrance events to be kept by WMPC to help avoid clashes and to also promote the events. Malling Choir and Eynsford band are putting on a concert on the 10 <sup>th</sup> November, this is to be held at The Malling School.			
05.2	<b>Royal Wedding – May 2018</b> – In the past, WMPC have helped in the organisation of street parties to celebrate Royal weddings, a decision needs to be made if one is to be organised for the wedding of Prince Harry. Clerk to note agenda for February Full Council	Clerk	✓	
18/06	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b> None			
18/07	<b>QUESTIONS FROM COUNCILLORS</b>			
07.1	<b>Lighting in Police Station Road</b> – Mr Stevens had received a complaint about the lack of			

	lighting at the Swan Street end of Police Station Road since the renovations have started on The Lobster Pot. Mrs Dean had previously spoken to The Swan who have said that they will put up security lighting.			
	Clerk to note for Highways agenda.	Clerk	✓	
07.2	<b>St Leonards Street</b> – Mr Bullard asked if any more information had been obtained regarding the car that was found in the ditch. Clerk to ask PCSO. Mr Bullard reported that the speed device had still not been connected. Clerk to speak with KCC	Clerk Clerk	✓ ✓	
18/08	<b><u>POLICING MATTERS</u></b>			
08.1	<b>Policing report</b> – updated Kent Police crime figures were noted in particular the high number of violent offences which occurred in October. It was agreed that it would be helpful if this information could be produced as a graph to assist with comparisons. Mr Bullard offered to convert the statistics into graph format.	KB	✓	
18/09	<b><u>BUDGET 2018/2019</u></b>			
09.1	Notification has been received from T&MBC that the Council Tax Base for West Malling 2018 – 2019 is 1113.20 (this being the number of equivalent Band D properties)			
09.2	For the purposes of newer Councillors, Mrs Dean explained the process of putting together the parish budget and the background to last year's high % increase. Mrs Dean explained that Parish Councils are not currently capped but that the government has made it clear that councils should exercise discretion when setting budgets; capping is something that could happen in the future. Since the last Full Council meeting, draft committee budgets have, where possible, been reduced and any potential underspends in the 2017 / 2108 budget identified.  Budget issues requiring decisions: <b>West Malling War Memorial Repairs</b> - 3 quotes received from specialist stonemason companies for comparable work. Recommendation from the Amenities Committee to accept the quote received from Heritage Stone Restoration Ltd in the sum of £8576 + VAT. This was agreed unanimously. Clerk to notify Rev'd Green that faculty permission can now be sought from the Diocesan Advisory Council for the works to be undertaken.	Clerk	✓	
09.3	<b>Litter picker – figure to be safeguarded in lieu of annual leave</b> – should annual leave not be taken, it was agreed that a maximum figure of £352.35 (45 hours at Living Wage of £7.83 from April 2018) be set aside.			
09.4	<b>Village Hall Contribution</b> - it was agreed that the figure of £3000 remain within the budget and that future annual contributions be discussed during the year and to be reconsidered for the 2019/2020 budget. The Parish Council are now in receipt of a 4 year forward plan			
09.5	<b>Clerk's salary</b> – it was agreed that a salary of £21,000 be paid from April 2018.			
09.6	<b>Precept:</b> Following a general discussion regarding the level of precept to be set, Mrs Dean proposed that the precept be increased by 2% (to reflect inflation / wage increases ) and this was unanimously agree. It was agreed that the precept be set at £118,410.00.			
18/10	<b><u>LOCAL PLAN</u></b>			
	No update to be received.			
18/11	<b><u>CIVIC SERVICE</u></b>			
	WMPC had received an invitation to the Lord Lieutenant's Civic Service at Canterbury Cathedral, on Tuesday 20th March 2018, 11am. Mrs Dean was unable to attend and unfortunately due to commitments, no others members of the Council were able to attend on behalf of the parish council.			

	This can now be booked online should members find that they can attend.			
<b>18/12</b>	<b><u>WEST MALLING GROUP PRACTICE</u></b>			
	<p>Following a telephone call with the business Practice Manager, it has been confirmed that the West Malling site is up for sale and that it has been for a number of months; the practice have stated that they will have a 'presence' in the town and that the extent of the presence will dependent on the bids received and finding other property. The Practice Manager is currently unable to meet with Mrs Dean or the Parish Council until the end of March.</p> <p>Members are very concerned with the latest developments and in particular, the lack of communication with both the public and outside organisations such as the Parish Council. It was agreed that Mrs Dean would write to the surgery, Clinical Commissioning Groups (CCG), T&amp;MBC and MP expressing member's concern in particular bearing in mind the large number of elderly residents within the town.</p>	TD		
<b>18/13</b>	<b><u>CONFIDENTIAL ITEM</u></b>			
	<p><b>Staff Matters</b> – 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> <p>Clerk's appraisal – members discussed the Clerk's recent appraisal and recommendations which have arisen from it including, increase in salary, bi monthly meetings with Chairman of Council and committees to be diarised; Clerk to undertake CILCA qualification in 2019.</p>			
<b>18/14</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>14.1</b>	<b>Accounts for payment</b> - totalling £5475.27 were approved - see attached. It was noted that payments totalling £1314.80 had been approved at a quorate meeting of the Highways Committee on 13 <sup>th</sup> December 2017 since the previous Full Council.			
<b>14.2</b>	<b>Financial Statement</b> – for the month of December were received – see attached.			
<b>14.3</b>	<b>Inside Track no. 250</b> - was received			
<b>18/15</b>	<b><u>MATTERS FOR REPORT</u></b>			
<b>15.1</b>	<p><b>Amenities Committee</b> – receipt was noted, for information of the draft minutes of the meeting held on 11<sup>th</sup> December 2017.</p> <p><b>(17/709.3) Topple Testing</b> – this needs to be undertaken every 10 years and is in the budget for 2018/19.</p> <p><b>(17/713) Lime Tree on land West of Age Concern</b> has now been planted.</p>			
<b>15.2</b>	<p><b>Highways, Transportation &amp; Streetlighting Committee</b> – receipt was noted, for information of the draft minutes of the meeting held on 13<sup>th</sup> December 2017 There were no questions</p>			
<b>15.3</b>	<p><b>Planning Committee</b> – receipt was noted, for information of the draft minutes of the meeting held on 19<sup>th</sup> December 2017.</p> <p><b>(17/744) – Flyposting</b> – Mr Stevens noted that there had been an improvement in the volume of flyposting within the town but that the railings in Station Approach were still being used as advertising space. Mr Byatt agreed to write to Network Rail who it is understood own the land.</p>	RB	✓	
<b>15.4</b>	<b>Malling Action Partnership</b> - no report			
<b>15.5</b>	<b>Rotary House</b> – no report			
<b>15.6</b>	<b>School Governors</b> – The Malling School is now the most popular non selective school in the borough.			

15.7	<p><b>Malling Society</b> – to note next meeting date of 9<sup>th</sup> January. Email received regarding the restoration of St Leonards Street well by Malling Society volunteers is to be considered at the next F&amp;GP meeting. Clerk to note agenda.</p>	Clerk	✓	
15.8	<p><b>Chamber of Commerce / Christmas Lights Committee</b> – it was reported that £500 profit from the Christmas Lights festival was donated to Age Concern West Malling. Cllr. Luck reported that she had received a complaint from a resident who has asked that in future years letters be put through doors notifying people of the arrangements for the day.</p>			
15.9	<p><b>Tonbridge &amp; Malling Borough Council</b> – Parish Partnership Panel – minutes were received of the meeting held on 16<sup>th</sup> November and the next meeting date of the 15<sup>th</sup> February 2018 was noted.</p>			
15.10	<p><b>KALC/NALC/ACRK</b> - Mr Byatt reported on the KALC meeting held on 4<sup>th</sup> January which amongst other items, discussed the proposed reductions in bus budget for 18/19 &amp; 19/20. There is to be a consultation on 1) rules relating to which services attract a subsidy and 2) a further consultation on routes; KALC suggested that Parish Councils collect data on local bus services and use and then contribute this information to the consultation. KCC and bus operators are happy to meet with parish councils to discuss. Mr Stevens reported that the number 70 was not being greatly used and it was noted that the number 58 had changed operator to Nu Venture. Minutes of the meeting to follow.</p>			
18/16	<p><b><u>MEETING DATES</u></b></p> <p>Amenities Committee – Monday 15<sup>th</sup> January 2018 (concentrating on Allotments)</p> <p>Finance &amp; General Purposes Committee – Monday 22<sup>nd</sup> January 2018 (at The Clout, 9 High Street)</p> <p>Planning Committee – Tuesday 23 January 2017</p> <p>Macey’s Meadow Advisory Committee – Wednesday 31<sup>st</sup> January 2018</p>			
18/17	<p><b><u>REPORT OF BOROUGH COUNCILLOR</u></b> See attached report.</p>			
18/18	<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 9.54</p> <p><b>Signed</b>.....</p> <p><b>Dated</b>.....</p>			

<b>Accounts for Payment 8th January 2018</b>				<b>cheques to be drawn</b>
KCC (cheque 5435 )		£ 516.17		<b>£597.22</b>
Electricity supply 1/11/17 - 30/11/17)	VAT	£ 81.05		
Mr Mervyn Carr (cheque 5436) (checking & filling salt bins - twice during winter)				<b>£100.00</b>
West Malling Village Hall (cheque 5437 ) (committee room hire fees Oct - Dec 17)				<b>£78.00</b>
Roth Creative (cheque 5438) (invoice 3051 Xmas cards printing costs)	VAT	£25.00 £5.00		<b>£30.00</b>
Turfsoil Ltd (cheque 5439) (Invoice 49784 marking out of football pitch x4)		£52.00 £10.40		<b>£62.40</b>
Four Seasons (single cheque 5540) (inv. 1712 Macey's Meadow & Ryarsh Lane hedges)	VAT	£1,609.65 £321.93		<b>£1,931.58</b>
(inv. 1714 supply & plant Lime Tree)		£94.16		<b>£112.99</b>
	VAT	£18.83		
Apogee (cheque 5541) (Invoice 804066 December photocopies)	VAT	£ 25.00 £ 5.00		<b>£ 30.00</b>
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for January 2018 + fax + postage) £1382.20 + £1.20 + £27.88				<b>£1,411.28</b>
Mrs Sarah Howard authorisation to pay via Faster Payments (Asst. Clerk - net salary for January 2018)				<b>£319.49</b>
Mr John Collins - authorisation to pay via Faster Payments (Handyman - net salary for January , incl extra hours for Dec and padlock costs £253.10 + £11.85)				<b>£264.95</b>
HMRC - authorisation to pay via Faster Payments (Deductions from salaries January 18)				<b>£507.66</b>
Nest - authorisation to pay pension contributions by Direct Debit for January '18				
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>£ 5,475.27</b>

<b>WEST MALLING PARISH COUNCIL</b>							
<b>Financial Statement to be presented to Full Council 8 January 2018</b>							
<b><u>Reconciliation</u></b>							
Balance b/f from 2016/17						£	98,172.44
<u>plus</u>							
total receipts 1.04.17-31.03.18						£	129,517.03
<u>less</u>							
total payments 1.04.17-31.03.18						£	91,429.24
						<b>Total</b>	<b>£ 136,260.23</b>
Deposit account						£	90,716.69
Current account					£46,749.97		
					£1,206.43		
						£	<u>45,543.54</u>
						<b>Total</b>	<b>£ 136,260.23</b>
<b><u>Unpresented Cheques</u></b>							
	5317	ELM Ltd		£	639.98		
	5417	KALC		£	155.09		
	5429	ATC Squadron		£	150.00		
	5434	SE Water		£	<u>261.36</u>		
				£	1,206.43		

## West Malling Parish Council Monday 8<sup>th</sup> January 2018

### Councillor's Report

I have been in contact with South East Water again about making good the road and pavement from new water main to my premises. Clancy Dowra is getting in touch with me, but I have not heard from them. Will chase again

Tonbridge and Malling having a consultation about the increase in parking charges in West Malling. Was advertised in the Kent Messenger .

## **County Councillors Report to January Parish Council Meeting.2018**

### **West Malling Surgery up for sale.**

The West Malling GP High Street Surgery is being sold. Doctors say the property is no longer fit for purpose, and NHS cuts mean they must reduce costs. They intend to “retain a presence” in West Malling, possibly using part of the existing building, but this depends on the wishes of the buyer.

Patients will need to travel increasingly to Kings Hill and cuts in local bus services are making this difficult for those without a car.

WMPC is keen to work with the practice to help ensure doctor appointments continue to be available in West Malling and Leybourne. However, we are dismayed about the lack of communication with residents. We have a high number of retired people and feel it is vital to retain a surgery particularly for the elderly, people with mobility problems, and young families. We are also concerned for the future of the pharmacy should the surgery close or reduce in size..

### **New Hythe Lane on-street parking**

TMBC has agreed to consult residents about banning on-street parking during peak periods in New Hythe Lane between London Road and the Fire Station. This was requested by local Lib Dem Councillor Anita Oakley following over 90 per cent of people supporting the change in a door to door survey last May. The Borough is proposing banning parking between 7.30 and 9am in the morning and 3 to 6pm in the evening rush hours.

### **New Police online Crime Reporting**

The public can now **report crimes and incidents** as well as **non-injury road traffic collisions** ONLINE directly through their website ([www.kent.police.uk](http://www.kent.police.uk)). The user will receive a unique reference number and a return email confirming receipt. This is a test run, and you can provide feedback on how user friendly you found it. The long waits to report non urgent crime by phone on 111 should mean this an attractive alternative.

## **Larkfield Community Group Quiz Night.**

Raising funds for community events like 'Picnic on the Rec' and Martin Square Christmas Lighting Up, Quiz Night event will be held on Saturday 13th January 2018 at the Lunsford School, Swallow Rd, Larkfield, Aylesford ME20 6PY. 7.00 for 7.30pm start. Teams of a max of 6 people at £5.00 per head *Bring your own drinks and nibbles. Raffle. Contact Barbara Sydnes at [barbarasydnes@hotmail.co.uk](mailto:barbarasydnes@hotmail.co.uk)*

## **Cottenham Orchard**

Since the application from EMCG was not successful at the Dragons Den event, I have applied for £1500 to be released to East Malling and Larkfield Parish Council so they can commission an Environmental Study, tools and possibly legal advice. The application is awaiting advice from KCC legal department on the options available for establishing a community claim to the land.

## **Public Exhibition of alterations at St Marys West Malling**

St Marys Church, High Street is planning an extension and internal alterations. Plans will be on public show in the church on Saturday 27th January at 10am when Rev David Green will be answering questions. The changes should make the church more welcoming and flexible for community events.

### **Road closures**

**Station Rd, Aylesford** for one night on Jan 13th from 11pm to 9am for cable repairs by network rail.

**B2016 Seven Mile Lane, Wrotham Heath** – from 20 January 2018 for up to 2 days between A20 London Road and Teston Road for drainage works by KCC Highways.

**Lavenders Road, West Malling** - From Monday 5 February, South East Water will be installing 1,050 meters of new water main in work that will take over six months. Lavenders Road will be closed in sections, but access to homes and businesses will not be impacted.

### **New Hythe Lane Speed Indicator Device**

The above SID has been removed as it is damaged beyond repair and a replacement is required. KCC officers have suggested that replacing it with a mobile SID which can be transferred between three or four posts every few months might be a better alternative. This could then be deployed over a number of roads in the Parish . I need Parish Council's preferred positions for the posts so that i can place the order.

Following the meeting KCC advised that the Lunsford Lane SID is also approaching removal.

### **Six local projects win funding**

Six local projects won grants at Trudy Dean's Annual Dragons Den event before Christmas. Over 70 local residents attended and voted for the most worthwhile projects. Larkfield First Scout Group and Blacklands Scout Group, Heart of Kent Hospice, Slideaway bereavement support for children, Communigrow community allotment and East Malling Centre all received a share of £10,000 from Trudy's KCC County Councillors Members Fund.

### **Four local volunteer groups received Environmental Awards from the Borough Council at Tonbridge Castle.**

Three local projects have received Environmental Champion "Love Where You Live" awards, sponsored by Veolia, Anita Oakley's work organising (and feeding!) Larkfield Litter Pickers, East Malling volunteer Linda Bailey's work in East Malling litter clearing group and Michelle Tatton's work organising Clare Lake volunteers. Michelle made a short presentation to the audience of photographs illustrating the transformation of the lake over the last few years.