

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 5TH MARCH 2018, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

Present: Mrs Trudy Dean (Chairman)
Mr Keith Bullard
Mr Richard Byatt
Mrs Linda Javens
Mr Ben Merchant
Ms Min Stacpoole
Mr Nick Stapleton
Mr Peter Stevens

Also present Rev'd David Green, Mrs Clare Innes & Mr David Day (St Mary's Church)

Minute		Action by	Action taken	Response
18/132	APOLOGIES FOR ABSENCE were received from, Miss Gwyneth Barkham, Mr Larry Collins, Mrs Yvonne Smyth and Borough Councillor Mrs Sasha Luck.			
18/133	DECLARATIONS OF INTEREST – it was noted that all members are registered with West Malling Group Practice.			
18/134	MINUTES of the meeting held on 5 th February 2018 were approved and signed following an amendment at (18/77) – which should read 'Clinical Commissioning Group'.			
18/135	MATTERS ARISING from the minutes not otherwise on the agenda – none			
18/136	CHAIRMAN'S ANNOUNCEMENTS			
	None, however, Mrs Dean will be asking members for their opinions on how well KCC / T&MBC coped with the recent snow, gritting roads etc.			
18/137	QUESTIONS FROM MEMBERS OF THE PUBLIC			
	None			
18/138	QUESTIONS FROM COUNCILLORS			
	Mr Merchant asked if the WMPC response to the Kent Minerals & Waste consultation had been finalised. It was agreed that the response be further considered at the F&GP committee meeting on 19 th March. Clerk to send draft response to members	Clerk	✓	
18/139	ST MARY'S CHURCH – PROPOSED EXTENSION			
	Rev'd Green and Mrs Innes presented the proposed church extension plans to members. The extension will provide spaces for toilets, storage, boiler and a space that can be used by groups such as the Sunday School. Plans are currently with the Diocesan Advisory Committee. It is hoped that planning permission will be in place by the end of 2018 and that work will start in 2019.			

18/140	<u>POLICING MATTERS</u>			
	<p>Policing report - Updated crime figures were distributed PCSO Dylan McElligott (PCSO for West Malling and Leybourne) was in attendance and he reported on a small number of incidents within the area including a disturbance at a local Public House and misuse of quad bikes along Swan Street. PCSO McElligott agreed to attend a future Speedwatch session. PCSO McElligott can be contacted on Dylan.mcelligott@kent.pnn.police.uk To report a crime dial 101/999 or report a crime using the pilot online scheme: https://www.kent.police.uk/services/report-online/kent-police-online-reporting/</p>			
18/141	<u>ELECTION OF VICE CHAIRMAN – PLANNING COMMITTEE</u>			
	<p>Mr Byatt proposed that Mrs Smyth be elected and this was seconded by Ms. Stacpoole. Agreed unanimously. Ms Stacpoole expressed an interest in attending a KALC planning training day. Clerk to notify her of any upcoming training events.</p>			
18/142	<u>ANNUAL PARISH MEETING</u>			
	<p>Date and topic for special presentation still to be agreed (this has to be between 1st March – 1st June inclusive). Possible topics for special presentation are Local Plan / Neighbourhood Plan. Clerk to contact T&MBC re Local Plan speaker.</p>	Clerk	✓	
18/143	<u>LOCAL PLAN</u>			
	<p>The Planning and Transportation Advisory Board is to meet on the 6th March; report produced by Ian Bailey sets out progress on the Local Plan and the proposed timetable going forward. The agenda for the meeting and report can be found at : https://democracy.tmbc.gov.uk/ieListDocuments.aspx?CId=159&MId=3111&Ver=4</p>			
18/144	<u>THE TWITCH INN</u>			
	<p>Elm had served West Malling Parish Council with a notice to pay in respect of the outstanding service charges. WMPC have engaged a solicitor to look through the lease, past invoices etc. Following advice from the solicitor, Mrs Dean drafted a letter to Elm and Douces Manor Property Holdings Ltd, which is currently being considered in preparation for a meeting. Mrs Dean was pleased to note that a dialogue has now started between the Parish Council, Elm and the representative of Douces Manor Property Holdings Ltd.</p>			
18/145	<u>WEST MALLING GROUP PRACTICE</u>			
	<p>The scheduled meeting with the business manager, Vicki Plummer; has been rearranged for 6th March as the previous meeting was cancelled due to the heavy snow. On the 6th March, both the online and paper petition are to be handed over by Mrs Pat Lander and Mr Nick Stapleton; there are currently 1444 signatures. It is understood that the acting Chair of the Patient Participation Group, Mr Rob MacDonald will be present at the rescheduled meeting. Mrs Dean has written to the Clinical Commissioning Group expressing concern about the closure of the West Malling site.</p>			
18/146	<u>DEPARTMENT FOR TRANSPORT – PROPOSAL FOR THE CREATION OF A MAJOR ROAD NETWORK</u>			
	<p>A228 is marked as a 'major road' under this consultation. Mrs Dean to review the consultation and respond if appropriate.</p>	TD		
18/147	<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>			

	Staff Appraisal – the need for flexible working hours (at specific times of year) and salary were discussed. Issues relating to IT, accounting systems and banking to be discussed at the next F&GP Committee meeting.			
18/148	<u>FINANCIAL MATTERS</u>			
148.1	Accounts for payment - totalling £17,153.99 were approved - see attached. It was noted that payments totalling £580.00 had been approved at a quorate meeting of the Amenities Committee on 12 th February 2018 since the previous Full Council.			
148.2	Financial Statement – bank reconciliation as of 1 st March was received – see attached. It was agreed that under ‘Unrepresented Cheques’, it would be beneficial if the date that the cheque was issued could be noted.			
148.3	Macey’s Meadow – purchase of container for hay baling equipment - due to a need to increase the size of the container the members grant funding of £1910.00 now has a shortfall of £570.00. It was agreed that the figure of £570.00 be taken from the Macey’s Meadow safeguarded sums. It was noted that by having the equipment on site the Macey’s Meadow committee will save in excess of £1000 per year hire fees.			
	<u>At 9.42 Mr Bullard left the meeting</u>			
148.4	St Leonards Street Vehicle Activation Sign – additional costs of £979.04 (costs over and above allocated Members Fund of £6000) were agreed. To be paid from reserves.			
148.5	Litter Picker / handyman - It was agreed that the figure of £165.00 be paid as salary in lieu of annual leave for the period 1 st October – 31 st March 2018. To be paid from reserves.			
148.6	Insurance renewal – it was noted that the annual premium had increased from £1482.19 to £1586.50			
18/149	<u>MATTERS FOR REPORT</u>			
149.1	Amenities Committee – receipt was noted, for information of the draft minutes of the meeting held on 12 th February 2018. There were no questions			
149.2	Highways, Transportation & Streetlighting Committee – receipt was noted, for information of the draft minutes of the meeting held on 19 th February 2018 (18/113) – a resident has requested that a push button pedestrian crossing be installed at the junction of Swan Street and the High Street. It was agreed to meet with the resident and then to discuss options with KCC. Mrs Dean commented that potential new crossings have been considered in the past, issues such as parked cars near the approach to a crossing or poor line of vision have previously deemed certain locations as unsuitable.			
149.3	Planning Committee – receipt was noted, for information of the draft minutes of the meeting held on 27 th February 2018. (121.4) – it was noted that the Reshape House application had been granted. A Section 106 obligation had been agreed for the provision of open space facilities. Clerk to chase T&MBC for a response to her previous email asking if T&MBC will consult with the Parish Council as to how and where the money is to be spent. (126.3) - Nevill Court tree application – site visit to take place on 15 th March with a representative from Nevill Court, Liz Guthrie (T&MBC Landscape Officer) and the 2 Parish Council tree wardens. (125.4) - 11-13 Swan Street West Malling Replacement of windows to North & South			

	elevations. WMPC had objected to this application on the basis of the materials and design of the proposed windows. It was felt that the application as it stood would detract from the appearance of the building and that if the windows need replacing, the preferred choice would be timber, multi-paned sash windows of a traditional design.			
149.4	Malling Action Partnership – no report			
149.5	Rotary House – no report			
149.6	School Governors – no report			
149.7	Malling Society – the next meeting date of the 7th March was noted			
149.8	Chamber of Commerce / Christmas Lights Committee – no report			
149.9	Tonbridge & Malling Borough Council – Parish Partnership Panel – the minutes of the meeting held on 15th February were received. Items for the next meeting are to be received by 25th May. Mr Byatt commented that it would be useful to put forward topics that impact us and surrounding parishes; the lack of a Conservation Officer he felt ought to be a topic to be covered at a future meeting.			
149.10	KALC/NALC/ACRK - KALC February Parish News was received It was noted that the next TM KALC meeting is to be held on 10 th May at Platt Community Centre. Ms. Stacpoole hoped to be in attendance. The Community Led Housing West Kent event date of 9 th March was noted.			
18/150	<u>MEETING DATES</u> Amenities Committee – Monday 12 th March 2018 (concentrating on Allotments) Finance & General Purposes Committee – Monday 19 th March 2018 (at The Clout, 9 High Street) Planning Committee – <i>date subsequently confirmed as 3rd April 2018</i> West Malling Village Hall Committee – Thursday 8 th March 2018 Macey’s Meadow Advisory Committee – Wednesday 14 th March 2018			
18/151	<u>REPORT OF BOROUGH COUNCILLOR</u> In her absence, Cllr. Luck had asked that it be noted that T&MBC refuse and recycling collections were now almost up to date following the snow.			
18/ 152	<u>REPORT OF COUNTY COUNCILLOR</u> Mrs Dean asked for the views of members on how well KCC (with assistance from T&MBC) coped with the snow – gritting etc. Only primary routes were gritted. Members felt: <ul style="list-style-type: none"> • Bus routes were not gritted. • Pavement on Swan Street / Frog Lane to Station Approach not gritted – as this is a route used by commuters it was felt that this stretch ought to have been gritted. 			
	There being no other business, the Chairman thanked members for attending and closed the meeting at 10.27 Signed..... Dated.....			

West Malling Parish Council					
Accounts for Payment 5th March 2018					cheques to be drawn
Malling Memorial Institute (cheque 5453) (invoice 14/18 room hire 22/1/18 & 19/2/18)					£ 30.00
Kent County Council (single cheque 5454)					£ 539.67
Electricity supply 1/1/18 - 31/1/18)					£ 84.05
					£623.72
Kent County Council					£ 92.07
4th MPAN 1/10/16 - 31/12/17					£ 4.57
					£ 96.64
1st Containers UK Ltd (cheque 5455) (invoice 35076 container + extras Macey's Meadow)					£2,480.00
					£ 496.00
					£ 2,976.00
KCC (cheque 5456) (inv 900058881 supply & installation of VAS for St Leonards Street incl UKPN costs)					£ 6,979.04
					£ 1,395.81
					£ 8,374.85
Zurich (cheque 5458) (invoice 30239333) Insurance renewal 18/19					£ 1,586.50
Four Seasons (cheque 5457) (planting of saplings Norman Road hedge)					£80.00
					£16.00
					£ 96.00
Mr M Pearce (cheque 5459) (Reimbursement for tyres for Macey's Meadow trailer)					£ 136.80
KALC (cheque 5460) (invoice 6207 GDPR training 24/1/18)					£ 36.00
Gullands Solicitors (cheque 5461) (Monies on account - previous cheque 5451 cancelled as lost)					£500.00
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for March + fax) £1382.40 + £1.20					£1,383.60
Mrs Sarah Howard authorisation to pay via Faster Payments (Asst. Clerk - net salary (£319.29) for March 2018 & reimbursement for keys (£18.00) & postage £1.75.)					£339.04
Mr John Collins - authorisation to pay via Faster Payments (Handyman - net salary for March / annual leave (£379.10) + reimbursement for safety equipment £19.38)					£398.48
HMRC - authorisation to pay via Faster Payments (Deductions from salaries March)					£546.66
Nest - authorisation to pay pension contributions by Direct Debit for March '18					
Employer's contributions					£ 16.50
Employee's contributions (Employees's contributions have already been deducted from salary)					£ 13.20
					£ 17,153.99

WEST MALLING PARISH COUNCIL							
Financial Statement to be presented to Full Council 5 March 2018							
Reconciliation							
Balance b/f from 2016/17						£	98,172.44
<u>plus</u>							
total receipts 1.04.17-31.03.18						£	135,969.63
<u>less</u>							
total payments 1.04.17-31.03.18						£	109,652.09
						Total	£ 124,489.98
Deposit account						£	90,716.69
Current account				£36,201.97			
	less unrepresented cheques			£2,428.68			
						£	<u>33,773.29</u>
						Total	£ 124,489.98
Unrepresented Cheques							
	5317 ELM Ltd			£	639.98		
	5429 ATC Squadron			£	150.00		
	5448 Four Seasons			£	1,059.00		
	5451 Gullands			£	500.00		
	5452 Action Rural				£50.00		
DD	Nest			£	<u>29.70</u>		
					£ 2,428.68		