

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 1ST APRIL 2019, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

Present: Mrs Trudy Dean (Chairman)
Ms Gwyneth Barkham
Mr Keith Bullard
Mr Richard Byatt
Mrs Linda Javens
Ms Camilla Medhurst
Ms Min Stacpoole
Mr Nick Stapleton
Mr Peter Stevens
Mr David Thompson

Also present: Borough Councillor Sasha Luck

Minute		Action by	Action taken	Response
19/193	<u>APOLOGIES FOR ABSENCE</u> were received from Mrs Yvonne Smyth,			
19/194	<u>DECLARATIONS OF INTEREST</u> – none			
19/195	<u>MINUTES</u> – the minutes of the meeting held on 4 th March 2019 were approved and signed.			
19/196	<u>CHAIRMAN'S ANNOUNCEMENTS</u> – <ul style="list-style-type: none"> Mrs Dean noted that it was Councillor Lucks final Full Council meeting as she was not standing for re-election on 2nd May. Mrs Dean thanked Cllr Luck for her regular attendance at meetings and for always being accessible to residents. 			
19/197	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
19/198	<u>QUESTIONS FROM COUNCILLORS</u> – Mrs Javens asked if there had been any progress on trying to find out more information about the WW2 bomber which crashed in the area of Lavenders Road. Mrs Dean reported that 2 members of the public have come forward with their accounts of the incident. Mr Stevens reported that the pothole near the zebra crossing had not yet been repaired. Clerk to speak with KCC again.	Clerk	✓	
19/199	<u>POLICING MATTERS</u>			

	<p>The council were in receipt of monthly police reports for February and March. Having read the reports, members queried the recorded incident during which tickets were issued to a large number of vehicles in West Malling train station car park which were acting in an anti-social manner.</p> <p>Clerk to speak with PCSO Robinson for clarification.</p> <p>The Clerk reported that PCSO Robinson had visited the parish office during the last month.</p> <p>Mr Thompson reported that he had spoken with the PCC re improving communication with parish councils</p>	Clerk	✓	
199.2	<u>Other Policing Matters</u>			
	<ul style="list-style-type: none"> There were no other matters to report. 			
19/200	<u>LOCAL PLAN</u>			
	<ul style="list-style-type: none"> Representations are now on the T&MBC website – see link: https://eformsprod.tmbc.gov.uk/ufs/DOCUMENT_SEARCH.eb?ebd=0&ebz=2_1554140721575 As there is no search facility, each policy needs to be opened separately making it difficult to see if individual representations appear or are recorded properly. 			
19/201	<u>MACEY'S MEADOW BLOSSOM EVENT</u>			
	<p>The Macey's Meadow Advisory Committee had requested that the Parish Council consider if it would be appropriate for alcohol to be sold at the Blossom Event on 12th May. The Malling Jug had offered a free polypin with the second being offered at cost price; the parish council would need to apply for a temporary events licence and provide cups etc.</p> <p>Following discussion, it was agreed that alcohol should not be sold at this event as members were concerned that this may bring with it issues of control and supervision as well as perhaps changing the character of the annual event.</p>			
19/202	<u>KING STREET PARKING PERMITS</u>			
	<p>Due to a T&MBC software coding error at the time of the West Malling parking review, King Street residents who fall within the WM3 permit area were in error allocated WM1 permits; the mistake was noticed upon first renewal of the permits. T&MBC are proposing to allow King Street residents to continue to remain in WM1; as the mistake would appear to have not caused any significant impact and there have been no complaints from residents of WM1.</p> <p>T&MBC are asking the parish council to provide their express support for this action – agreed unanimously.</p> <p>Clerk to notify TMBC</p>	Clerk	✓	
19/203	<u>PLANNING APPLICATION – CHANGE OF USE, 98 HIGH STREET</u>			
	<p>Application for a change of use from A1 retail to A3 Restaurant and Bar. Comments to be drafted at the planning meeting on 24th April; observations from members as below:</p> <ul style="list-style-type: none"> It is understood that an historical survey has never been undertaken on this property. West Malling needs to offer 'balanced retail'. If granted, this would be an additional licence rather than a replacement licence for a licensed premises that is no longer trading. Close proximity to 2 other licenced premises causes concern about anti-social behaviour. 			
19/204	<u>ROAD LINING ON ST LEONARDS TOWER CORNER</u>			

	<p>Recommendation from the F&GP Committee that a single central dashed line be marked on this section of St Leonards Street; this being the majority view following a door to door survey of St Leonards Street residents.</p> <p>Mrs Dean explained to members the history of the road marking scheme on St Leonards Street; the initial traffic calming works were funded from a KCC community project, the double white lines which had been laid down prohibited parking on the street and some residents claimed that double lines caused the traffic to speed up rather than slow down. Following recent resurfacing work, Mrs Dean had requested that speed measurements take place before the lines were re-marked; the results of the speed measurement were that traffic on the whole was within the speed limit. Mrs Dean and Mr Stapleton surveyed residents who were in favour of a single dashed white line on remarking. It is hoped that this will assist vehicles in keeping within the correct lane but to allow on street parking.</p> <p>Agreed</p>			
19/205	<u>VILLAGE CAR PARK SECURITY MEASURES</u>			
	<p>Following discussion at both the Amenities and F&GP committee it was agreed that the views of all members be canvassed as to whether or not additional security measures be installed at the village hall.</p> <p>Ms Medhurst expressed concern that travellers may be able to gain access to the village hall car park and that a height barrier at the entrance to the village hall (or set back) should be considered.</p> <p>Members noted that waste services need access to the village hall on a weekly basis and bulky waste at least twice a month. Ms Stacpoole commented that the bin lorries use the entrance to the village hall to turn every week.</p> <p>Following discussion, it was agreed that this be referred back to the Amenities Committee for further consideration. Amenities Committee to consider the possibility of restricting the turning circle, additional ragstone between hedge and tree and a possible height barrier.</p> <p>Clerk to note agenda</p>	Clerk	✓	
19/206	<u>BANKING ARRANGEMENTS</u>			
	<p>It was agreed that the parish accounts be transferred to Unity Trust Bank.</p> <p>It was further agreed that NALC/KALC should be asked to place pressure on Unity Trust to review their bank charges for councils. Clerk to discuss with KALC in the first instance.</p>			
19/207	<u>AUDIT</u>			
207.1	Receipt was noted of Annual Return 2018/19, to be completed by June Full Council. Internal auditor is to visit the office on 17 th May to complete the internal audit.			
207.2	Quarterly internal audits – Ms Stacpoole, Mr Bullard, Mr Thompson and Ms Medhurst agreed to undertake the quarterly audits as required.			
19/208	<u>FINANCIAL MATTERS</u>			
208.1	Accounts for payment - totalling £3887.64 were approved - see attached.			
208.2	The following payment made since the last Full Council Meeting was noted: £3627.82 authorised at Finance & General Purposes Committee 18 th March 2019.			
208.3	Financial Statement – bank reconciliation as of 23 rd March was received – see attached			
19/ 209	<u>MATTERS FOR REPORT</u>			
209.1	Amenities Committee – receipt was noted, of the draft minutes of the meeting held on 11 th March 2019.			

	There were no questions			
209.2	Finance & General Purposes Committee – receipt was noted, of the draft minutes of the meeting held on 18th March 2019. There were no questions			
209.3	Planning Committee – receipt was noted, of the agreed minutes of the meeting held on 26 th February 2019			
209.4	Planning Committee – receipt was noted, of the draft minutes of the meeting held on 25 th March 2019. [19/185.5] Mr Byatt reported that the committee had objected to the proposed external/shopfront works to the restaurant formally known as The Ghandi. [19/185.8] Land West of Station Road North West Malling The change in access was noted. Mr Byatt to attend the Area 2 Committee on 10 th April.			
209.5	Macey's Meadow Advisory Committee – a verbal report was received of the meeting held on 20 th March. The meeting concentrated on the arrangements for the Blossom Day on 12 th May and the choice for wooden bench which is being largely funded from a donation from The Malling Lionesses.			
209.6	Malling Action Partnership – no report			
209.7	Rotary House – no report			
209.8	School Governors – no report			
209.9	Malling Society – the next committee date of the 23 rd May was noted. The Clerk reported that Twitch Heritage Centre open day dates were to be agreed by the Malling Society and then sent to the representatives of Douces Manor Holdings via the Clerk.			
209.10	Chamber of Commerce / Christmas Lights Committee – no report			
209.11	Tonbridge & Malling Borough Council Parish Partnership Panel meeting – the next meeting date of 13 th June 2019 was noted.			
209.12	KALC/NALC/ACRK KALC T&M – it was noted that the KALC T&M AGM was to take place on the 23 rd May at Ditton Community Centre. Mr Byatt to attend if possible. KALC – receipt was noted of February KALC news.			
19/210	<u>MEETING DATES</u> Amenities Committee – Monday 8 th April (concentrating on Churchyard) Highways Committee – Monday 15 th April @ The Clout, 9 High Street. Planning Committee – Tuesday 23 rd April Macey's Meadow Advisory Committee – Tuesday 16 th April Blaise Farm Liaison Group – Tuesday 10 th September			
19/211	<u>REPORT OF BOROUGH COUNCILLOR</u> - see below King Street Parking permits as per minute number 19/202			

19/212	<u>REPORT OF COUNTY COUNCILLOR –</u>			
	<p>Mrs Dean reported:</p> <ul style="list-style-type: none"> • Arundel House – there has been no response from the owner of Arundel House. T&MBC are looking at follow up action. • Young Persons Travel Card – it has been agreed that payments can be made in instalments 			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.55</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council

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Accounts for Payment 1st April 2019			cheques to be drawn
Mr Nick Stapleton (cheque 2024) (reimbursement for sack barrow/bungi cords)			£ 26.78
Mr John Moon (cheque 2025) (Reimbursement for ball valve)			£5.37
T&MBC (Cheque 2026) National Non Domestic Rates 19/20 - The Twitch			£ 141.12
KCC Laser (cheque 2027)		£ 539.22	623.62
Electricity supply 1/2/19 - 28/2/19)	VAT	£ 84.40	
West Malling Village Hall (cheque 2028) (committee room hire fees Jan - March 19)			£84.00
Castle Water (cheque 2029) (Allotment water charges 1st January - 30th June 2019)			£ 254.99
Craigdene Ltd (Cheque 2030) (Invoice 1787/19 playground / ball park inspection)			£ 195.00
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for April £1494.88 + fax £1.20 + sundries £2.00 and postage 1.40)			£1,499.48
Mrs Sarah Howard authorisation to pay via Faster Payments (Asst. Clerk - net salary for April £367.39 + reimbursment for sundries £2.19)			£369.58
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - April)			£556.45
Nest - authorisation to pay pension contributions by Direct Debit for March			
Employer's contributions			£ 56.25
Employee's contributions (Employees's contributions have already been deducted from salary)			£ 75.00
		TOTAL	£ 3,887.64

WEST MALLING PARISH COUNCIL					
Financial Statement to be presented to Full Council 1 April 2019					
Reconciliation					
Balance b/f from 2017/18					£ 91,892.24
<u>plus</u>					
total receipts 1.04.18-31.03.19					£ 145,227.25
<u>less</u>					
total payments 1.04.18-31.03.19					£ 137,490.45
				Total	£ 99,629.04
Deposit account					£ 91,095.71
Current account			£12,444.21		
	less unrepresented cheques		£3,910.88		
					<u>£ 8,533.33</u>
				Total	£ 99,629.04
Unrepresented Cheques			Date Issued		
5498	Kent Asbestos	£ 144.00		09/07/2018	
5564	ATC Squadron	£ 150.00		21/11/2018	
5576	Elm	£ 62.58		10/12/2018	
	DD Nest	£ 77.00		18/03/2019	
2018	Wrotham Computers	£ 231.00		18/03/2019	
2019	Gavin Jones	£ 64.80		18/03/2019	
2020	Malling Memorial	£ 16.50		18/03/2019	
2022	ACRK	£ 75.00		18/03/2019	
2023	Streetlights	<u>£ 3,090.00</u>		18/03/2019	
		<u>£ 3,910.88</u>			