

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 3RD FEBRUARY 2020, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

Present: Mrs Trudy Dean (Chairman)
Ms Gwyneth Barkham
Mrs Linda Javens
Ms Sara Margetts
Mrs Yvonne Smyth
Ms Min Stacpoole
Mr Peter Stevens
Mr David Thompson

Minute		Action by	Action taken	Response
20/67	<p><u>APOLOGIES FOR ABSENCE</u> were received from Mr Keith Bullard, Ms Camilla Medhurst, Mr Nick Stapleton and Borough Councillor O'Toole</p> <p>Mrs Dean reported that Cllr. O'Toole's wife had recently passed away. Members requested that the Clerk pass on their condolences to Cllr. O'Toole.</p>	Clerk	✓	
20/68	<p><u>DECLARATIONS OF INTEREST</u> – Mrs Smyth expressed an interest in the additional urgent agenda item concerning the recent flooding in Frog Lane. (See minute number 20/81).</p>			
20/69	<p><u>MINUTES</u> – the minutes of the meeting held on 6th January were approved and signed.</p>			
20/70	<p><u>MATTERS ARISING</u> - there were no matters arising.</p>			
20/71	<p><u>CHAIRMAN'S ANNOUNCEMENTS</u></p> <p><u>Frog Lane – flooding</u> Due to the flooding that had taken place on the morning of Sunday 2nd February, Mrs Dean reported that this matter would now appear on the agenda as an additional urgent matter.</p>			
20/72	<p><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> – none</p>			
20/73	<p><u>QUESTIONS FROM COUNCILLORS</u> –</p> <p>McColl's Newsagents – Mrs Javens enquired if the identity of the owners / landlord was now known. Mrs Dean confirmed that the details of the company marketing the empty space has now been established and details placed on the door of the property.</p>			

	Rotary House - Ms Stacpoole asked if there had been an update on Rotary House. Mrs Dean confirmed that there was still no update and that she had written to KCC to state that this was an inappropriate use of KCC assets.			
20/74	<u>POLICING MATTERS</u>			
74.1	<u>Police Update</u> The new style Police report had been circulated and the Clerk requested that feedback be given at the next meeting. The consensus was that West Malling matters were 'buried' amongst incidents that had happened within other parishes; others felt that it was useful to see what was happening in nearby parishes. Clerk to note March Full Council agenda. It was noted that 2 additional PCSO's are to join the team in February. It was agreed to ask if they have already been allocated a geographical area.	Clerk	✓	
		Clerk	✓	
74.2	<u>Other Policing Matters</u> – there were no other matters			
74.3	<u>Rural Task Force Report</u> – receipt was noted.			
20/75	<u>LOCAL PLAN</u> There was no update			
20/76	<u>NEIGHBOURHOOD PLAN</u> A list of policy themes has now been drawn up which are to be sent to Committee Chairman; the themes will be for discussed during the February Committee meetings. Clerk to circulate with agendas	Clerk	✓	
20/77	<u>SECTION 137 DONATION</u> Heart of Kent Hospice: Recommendation from the F&GP Committee, to approve a donation in the sum of £325.00 Agreed unanimously.			
20/78	<u>HIGHWAYS / SPEEDWATCH</u> Request that the sum of £35.00 be funded from general reserves to cover the cost of a replacement sack barrow. Agreed unanimously.			
20/79	<u>HIGH STREET BRICKWORK</u> During a joint KCC / WMPC site meeting it was agreed that a number of utility reinstatements in the High Street are defective either in collapsing level or mismatched brick or both. Bricks become broken or 'lost' during works and the original brick is no longer available to buy. Having considered the options available, members agreed that the best way forward was to lift some of the grey bricks which lie within the parking areas and relay them with pink ones to match the parking areas. This would give a stockpile of original grey bricks which could be retained for future reinstatement. Clerk to notify KCC of agreed way forward. It was noted that KCC are unable to enforce substandard utility work and are only able to fine companies.	Clerk	✓	

	Mr Stevens reported that the recent emergency High Street works were badly lit. Clerk to discuss this with the utility company.	Clerk	✓	
20/80	<u>T&MBC PARKING CHARGES CONSULTATION</u>			
	<p>T&MBC consultation on the following proposed changes in car parking charges:</p> <p>High Street Car Park:</p> <ul style="list-style-type: none"> no increase to the charge for parking for up to 30 minutes, remaining at 40 pence an increase of 10 pence per hour for parking up to 3 hours no increase to the charge for parking for up to 4 hours, remaining at £3.20 <p>Ryarsh Lane car park:</p> <ul style="list-style-type: none"> an increase of £80 (to £255) for 12 month car park season tickets. <p>A consultation response was drafted by Mr Stapleton; following some minor amendments it was agreed that Mrs Dean would discuss the draft with Mr Stapleton prior to submission.</p> <p>The following response was submitted to T&MBC:</p> <p>West Malling Parish Council strongly objects to the proposed increase in charges in West Malling High Street and Ryarsh Lane car parks.</p> <p>Since the introduction of charges in the High Street car park, businesses have noticed a drop in trade. It is worth noting that we currently have 3 empty shops in the town. Should the fees be increased, more shoppers will undoubtedly go to supermarkets, where they can park for free. The 'browsing shopper' who would come to West Malling for a particular shop, but then browse through the rest of the town, could all but disappear.</p> <p>The Ryarsh Lane car park is used by staff who work in the various shops and offices in the town. An increase of £80 for an annual ticket is incredibly steep, and will impact greatly on businesses who are already noticing a downturn in trade. There has been a comparison made by TMBC between the Ryarsh Lane car park and the station car park. The station is predominantly used by people who are going into London to work, and therefore earning a London wage. The Ryarsh Lane car park is used by people who work in West Malling, and are on a significantly smaller income.</p> <p>In the future, further effort should be made by TMBC to communicate with the business in the town, who are the ones at the greatest risk, and understand the impact that these charges have.</p> <p>Exceptions to charges - we ask that exceptions to charges be made for GP type mobile clinics such as units used for breast screening and Diabetes eyes checks.</p> <p>With regards to Martin Square, Larkfield, we strongly object to the proposed introduction of charges and concur with the comments submitted by East Malling & Larkfield Parish Council.</p>	TD		
20/81	<u>FROG LANE FLOODING (URGENT MATTER, NOT ON AGENDA)</u>			
	<p>Mrs Smyth reported that on Sunday 2nd February, Frog Lane suffered its second flood since Christmas; it is believed that the latest incident was due to persons cleaning the rill in Water Lane which caused a rush of water onto Frog Lane.</p> <p>There was a general discussion regarding the history of flooding in Frog Lane, drainage issues and way forward. Maintenance of the rills in Manor Park, adequacy of the Network Rail pipework in Frog Lane (and who is responsible for maintenance), no drainage near the bungalows and whether or not the drain outside of number 9 was merely acting as a sump were discussed.</p> <p>Mrs Dean has written to Tim Bell (KCC Park Ranger Services Manager) to alert him to the issue and Earl Bourner (part of KCC Highways Asset Management) to arrange an urgent meeting.</p>			

20/82	<u>KCC SELECT COMMITTEE ON AFFORDABLE HOUSING</u>			
	It was agreed that WMPC would not respond to the consultation but that they would wish to be kept up to date with progress. It was felt that this was an important aspect of the Neighbourhood Plan.			
20/83	<u>VE DAY EVENTS</u>			
	Macey's Meadow are to hold their annual Blossom event on Friday 8 th May (Bank Holiday) and this will have a VE Day theme. The Chamber of Commerce are considering a street party on the same day. It was agreed that members fully support the efforts of the Chamber of Commerce but that WMPC will not be able to support the event financially as they will be assisting with the costs of the Macey's Meadow event. It was agreed to ask that any street closure be restricted to the same scale as the Farmers Market street closure to enable cars to access the meadow along West Street. Clerk to speak with Chamber of Commerce	Clerk	✓	
20/84	<u>ANNUAL PARISH MEETING</u>			
	The Annual Parish Meeting must be held between 1 st March – 1 st June inclusive. It was agreed in principle that a Neighbourhood Plan meeting be arranged to coincide with the Annual Parish Meeting. Clerk to speak with Aly Naylor (English Heritage) to ascertain if she will be willing to attend to speak about the work of English Heritage and in particular St Leonards Tower.	Clerk		
20/85	<u>FINANCIAL MATTERS</u>			
85.1	Accounts for payment - totalling £5776.50 were approved - see attached.			
85.2	Financial Statement – bank reconciliation as of 23 rd January was received – see attached			
85.3	The following payment made since the last Full Council Meeting was noted: £1444.79 authorised at F&GP Committee meeting on 20 th January			
20/86	<u>MATTERS FOR REPORT</u>			
86.1	Amenities Committee – receipt was noted, of the draft minutes of the meeting held on 13 th January There were no questions			
86.2	Finance & General Purposes Committee – receipt was noted, of the draft minutes of the meeting held on 20 th January There were no questions			
86.3	Planning Committee – receipt was noted, of the draft minutes of the meeting held on 28 th January There were no questions. Mr Stevens asked if the parish council had received a response regarding the flashing, illuminated sign at the nail bar in West Street. The Clerk confirmed that she had not and that she would speak with T&MBC again. Mrs Dean reported that she had asked T&MBC if the tattoo shop in West Street should have a screen in the window to ensure that residents could not see in when walking past. It is	Clerk	✓	

	understood that there is no requirement for screening, but the shop has now put a screen on their windows.			
86.4	Malling Action Partnership – no report			
86.5	Rotary House – no update			
86.6	School Governors – no report			
86.7	Malling Society – it was noted that the next meeting of the Executive Committee is scheduled for 13th March.			
86.8	Chamber of Commerce / Christmas Lights Committee – Mrs Dean reported on the meeting held on 14th January which was to predominately provide feedback on the Christmas lights festival. The heart of Kent Hospice were very happy with the event which raised in excess of £3000. A potential London Road car park and VE Day were also discussed at the meeting.			
86.9	Tonbridge & Malling Borough Council Parish Partnership Panel meeting – the next meeting date of 6th February was noted.			
86.10	KALC/NALC/ACRK/CPRE: KALC – the new Dynamic Councillor dates have been announced, 27th February in Cranbrook and Saturday 7th March in Lenham.			
20/87	<u>MEETING DATES</u> Amenities Committee – Monday 10 th February (concentrating on Churchyard) Highways, Streetlighting & Transportation Committee – Monday 17 th February at The Clout 9 High Street Planning Committee – Tuesday 25 th February Macey's Meadow Advisory Committee – Wednesday 12 th February Blaise Farm Liaison Meeting – Tuesday 10 th March 2020 at T&MBC offices.			
20/88	<u>REPORT OF BOROUGH COUNCILLOR</u> - no report			
20/89	<u>REPORT OF COUNTY COUNCILLOR</u> – no report			
	There being no other business, the Chairman thanked members for attending and closed the meeting at 9.25 Signed..... Dated.....			

West Malling Parish Council				
<u>Accounts for Payment 3rd February 2020</u>				cheques to be drawn
<u>Payment authorised under Section 137</u>				
The Heart of Kent Hospice (cheque 2160) (donation)				£325.00
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Action with Communities in Rural Kent (cheque 2161) (membership 20/21)				£ 80.00
Open Spaces Society (cheque 2162) (Subscription renewal 19/20)				£ 45.00
Streetlights (cheque 2163) (invoice 11119 - Maintenance Contract Payment 4 of 4) (maintenance £1160.48 + painting of columns £352)				1512.48 £1,814.98
				VAT 302.50
Mr M Pearce (cheque 2164) (reimbursement for trailer wheels - invoice made out to WMPC)				594.84 £713.81
				VAT 118.97
Aspli Safety Ltd (cheque 2165) (invoice 417386 Floodsax order)				191.70 £230.04
				VAT 38.34
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for February + reimbursement £1494.88 + fax £1.20 + sundries £4.60 = photocopy £3.60)				£1,504.28
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass Clerk - net salary for February + reimbursement £367.39 +£5.00 key cutting + £3.30 for sundries)				£375.69
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - February)				£556.45
Nest - authorisation to pay pension contributions by Direct Debit for February				
Employer's contributions				£ 56.25
Employee's contributions				£ 75.00
(Employees's contributions have already been deducted from salary)				
<u>TOTAL</u>				£5,776.50

WEST MALLING PARISH COUNCIL						
Financial Statement as at 23 January 2020						
Reconciliation						
Balance b/f from 2018/2019						£ 99,830.54
<u>plus</u>						
total receipts 1.04.19-31.03.20						£ 217,039.84
<u>less</u>						
total payments 1.04.19-31.03.20						£ 206,483.81
					Total	£ 110,386.57
Deposit account						£ 71,634.55
Current account				£40,730.81		
				£1,978.79		
						<u>£ 38,752.02</u>
					Total	£ 110,386.57
<u>Unpresented Cheques</u>				<u>Date Issued</u>		
2149	Outdoorsy	£ 390.00		06/01/2020		
2153	WMVHMC	£ 144.00				
2154	KCC	£ 184.86		20/01/2020		
2155	KCC	£ 191.03				
2156	Viking Direct	£ 45.59				
2157	Down to Earth	£ 800.63				
2158	CF Corporate	£ 122.68				
2159	Mr Carr	<u>£ 100.00</u>				
		<u>£ 1,978.79</u>				