

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE PARISH COUNCIL HELD ON 1ST FEBRUARY 2021, 7.30 PM VIA ZOOM CONFERENCE CALL

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

Minute		Action by	Action taken	Response
21/72	<u>APOLOGIES FOR ABSENCE</u> were received from Mr Keith Bullard and Borough Councillor Lee O'Toole			
21/73	<u>DECLARATIONS OF INTEREST</u> - none			
21/74	<u>MINUTES</u> – the minutes of the Full Council meeting held on 4 th January and the extraordinary meetings held on 18 th & 21 st January were approved and are to be signed at a later date.	TD	✓	
21/75	<u>MATTERS ARISING</u> – none			
21/76	<u>CHAIRMAN'S ANNOUNCEMENTS</u> - none			
21/77	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
21/78	<u>QUESTIONS FROM COUNCILLORS</u> – none			
21/79	<u>POLICING MATTERS</u>			
79.1	<u>Police Update</u> – no Tonbridge & Malling Police update received. It was agreed that the Clerk would send out the e-watch bulletins which are produced by Kent Police; these provide Countywide updates.			
79.2	<u>Other Policing Matters</u> <ul style="list-style-type: none"> • It was noted that there have been more thefts from sheds and garages and that residents are being advised not to store high value items in outbuildings. • It was noted that there have been some incidents of criminal damage to cars. 			
21/80	<u>LOCAL PLAN / WATES</u>			

80.1	<p><u>Local Plan Update</u></p> <p><u>Letter to Tom Tugendhat MP</u> - Mrs Dean reported that she had shared WMPC's letter to Tom Tugendhat with neighbouring Parish Councils. It was noted that East Malling and Larkfield, Ditton, Aylesford, Watringbury, Kings Hill and Offham support the contents of the letter.</p> <p>T&MBC letter to Inspectors – it was noted that T&MBC had now responded to the Inspectors' letter dated 15th December 2020.</p> <p>www.tmbc.gov.uk/data/assets/pdf_file/0003/1098525/ED69_TMBC_Response_to_Inspectors_290121.pdf</p>			
80.2	<p>Wates final invoice - it was noted that a final invoice has now been received from Richard Buxton Solicitors relating to Wates representation fees and that a cheque is to be authorised in the sum of £9,732.00 – this being one third of the invoice which is to be split equally between East Malling & Larkfield Parish Council, Leybourne Parish Council and West Malling Parish Council.</p>			
80.3	<p>Local Plan / Wates total costs – it was noted that the final costs for Local Plan representation is £5,640.80 and for Wates it is £12,699.00, making a combined cost of <u>£18,339.80</u></p>			
21/81	<p><u>ROTARY HOUSE</u></p>			
	<p>Mrs Dean reported that Rotary House has now been independently valued and surveyed and that reports are expected within the week.</p> <p>It was noted that Liz Simpson, Chair of Trustees at East Malling Community Centre since its creation, has agreed to prepare a report for WMPC on the set up and management of Rotary House as a Community Centre, possible hirers, and sources of grant funding.</p> <p>It was agreed that issues relating to Rotary House would be considered at dedicated F&GP meetings. All members are welcome to attend, Zoom links and agendas will be sent to all as usual.</p>			
21/82	<p><u>SECTION 137 DONATION</u></p>			
	<p><u>Heart of Kent Hospice</u> Recommendation from the F&GP Committee, to approve a donation in the sum of £500.00 Agreed unanimously.</p>			
21/83	<p><u>VISION ZERO</u></p>			
83.1	<p>The KCC consultation was noted. It was agreed that a response be considered at the Highways meeting on 15th February. Consultation Deadline 15th March 2021 Link to consultation:- https://kccconsultations.inconsult.uk/consult.ti/visionzero/consultationHome</p> <p>Clerk to note agenda</p>	Clerk	✓	
83.2	<p>It was noted that training workshops are to be run via KALC. These sessions will take place on Wednesday 24 February & Wednesday 3rd March. Link to training sessions:- https://www.kentalc.gov.uk/Training_and_Events_21677.aspx</p>			
21/84	<p><u>FINANCIAL MATTERS</u></p>			
84.1	<p>Accounts for payment - totalling £14,606.40 were approved - see attached.</p>			
84.2	<p>It was noted that a payment of £3824.13 was authorised at the F&GP Committee meeting on 18th January 2021.</p>			

84.3	Financial Statement – bank reconciliation as at 31st January was received – see attached			
21/85	<u>MATTERS FOR REPORT</u>			
85.1	<p>Amenities Committee – receipt was noted, of the draft minutes of the meeting held on 11th January 2021</p> <p>There were no questions.</p> <p>West Malling Village Hall - It was reported that the Parish Council had received an update from the Secretary of the management committee and an introductory email from the new Treasurer.</p> <p>It was noted that as a registered charity, the accounts are subject to an external review in accordance with Charity Law. It was further noted that the Parish Council should have sight of the accounts and minutes of management committee meetings.</p> <p>There was a general discussion regarding the constitution and the possible need for a review of its contents due to the fact that certain elements may no longer be relevant.</p> <p>It was agreed that the Clerk & Mr Stevens review the constitution and that this be discussed further at an Amenities meeting. Members of the village hall committee would be invited to attend.</p>			
85.2	<p>F&GP Committee – receipt was noted of the draft minutes of the meeting held on 18th January 2021</p> <p>There were no questions.</p>			
85.3	<p>Planning Committee – receipt was noted of the agreed minutes of the meeting held on 22nd December and the draft minutes of the meeting held on 26th January.</p> <p>There were no questions.</p>			
85.4	Malling Action Partnership – no report.			
85.5	School Governors – no report			
85.6	Malling Society – a virtual meeting of the committee is to take place on 5 th February.			
85.7	Chamber of Commerce / Christmas Lights Committee – it was noted that Ms Smith, the Secretary of the Chamber of Commerce, was about to submit an application to T&MBC for the Christmas lights grant.			
85.8	Tonbridge & Malling Borough Council – it was noted that the next Parish Partnership Panel meeting is to be held on Thursday 4 th February Mr Stapleton hopes to be in attendance.			
85.9	<p>KALC/NALC/ACRK/CPRE:</p> <p>KALC – KALC Chief Executive Bulletin – receipt was noted of the January 2021 bulletin.</p>			
21/86	<p><u>MEETING DATES</u></p> <p>Amenities Committee – Monday 8th February 2021 (concentrating on Churchyard)</p> <p>Highways, Transportation & Streetlighting Committee – Monday 15th February 2021</p> <p>Planning Committee – Monday 22nd February 2021</p> <p>Full Council – Monday 1st March 2021</p>			
21/87	<u>REPORT OF BOROUGH COUNCILLOR, NICK STAPLETON</u>			

	<p>I'm still receiving a lot of complaints from residents about the amount of litter which is being left on the road and pavements when the bins are being emptied. Again, the green boxes and food caddies are being thrown back, rather than being placed. I have again reported these issues to Waste Services and Urbaser.</p> <p>Further funding has been given to TMBC to allow them to give further grants to businesses affected by Covid and the lockdown.</p> <p>Covid marshals have continued to visit towns and parishes across the Borough, but unfortunately, on several occasions, have faced abuse from the public. I have heard of two reports of this happening in West Malling, both from the same business.</p> <p>There's now a Covid testing centre for those who aren't experiencing symptoms at the Hop Farm. The Borough now has two of these centres, this one and the one at Larkfield Library.</p> <p>I have been assisting with the stewarding at Leybourne Surgery - the local vaccination hub. On the whole it is being very efficiently run, with most people in and out within a few minutes. Malling Rotary have been doing the organising of the stewarding, so a big thank you to them.</p> <p><i>There was a general discussion regarding rubbish collections and the complaints being received about litter / green bin not being emptied properly. Mrs Dean to write to T&MBC.</i></p> <p><u>REPORT OF BOROUGH COUNCILLOR, LEE O'TOOLE</u></p> <p>Cllr O'Toole was unable to attend today's meeting but reported by email that he was aware of an increase in fly-tipping in the area.</p> <p>It was agreed that WMPC would write to KCC thanking them for the speedy clearance of the large amount of fly-tipped waste in Offham Road.</p>	<p>TD</p> <p>Clerk</p>	<p>✓</p>	
<p>21/88</p>	<p><u>REPORT OF COUNTY COUNCILLOR</u></p> <p>Mrs Dean reported:</p> <ol style="list-style-type: none"> 1. The informal consultation into extending the 20mph zone in West Malling resulted in 45 responses in favour of the proposal and 2 responses against. There were an additional 18 responses from outside the Parish, and these split 14-4 in favour of the proposal. <p>These results will now go to KCC to help prepare the formal consultation after May.</p> <ol style="list-style-type: none"> 2. The County Council has supported the national rail strategy which does not include the promised provision of fast trains into the city and beyond to Cambridge, Luton and Bedford. The Strategy will inform the next franchise award for at least the next ten years, and I am supporting attempts to persuade KCC to withdraw its support 3. KCC has launched a consultation on how the authority intends to reduce road crashes. WMPC should try to prepare a response on this important issue. 4. Schools are to remain closed until least March 8th. Government is so far resisting calls for schools staff to be vaccinated. <p>Government has changed the date on which schools list those pupils eligible for free school meals and therefore Pupil Premium payment, From January to the previous October Census .This means that Schools will have very little time to support parents through the process of registering for Free school meals and therefore for Pupil Premium until the following October. Pupils who are assessed as eligible after October ie registered to receive school meals, will miss out on an entire year's funding, worth on average £1270 per pupil. Though these payments are made to the schools who can decide how to spend the money, this</p>			

	<p>should be done in consultation with parents, and are often used for school uniform, support to enable school trip attendance, IT equipment and internet access, as well as additional teaching support.</p> <p>5. Door to door testing will begin in Maidstone tomorrow after the identification of a small number of people with the African, more contagious type of Covid. Apart from this outbreak, new case rates are falling in every Borough of the County, though pressure on hospitals remains high. A new mass vaccination centre is to open shortly in the Angel Centre. WM Practice has asked patients who are over 80 and have not been contacted to receive a vaccination appointment should contact the surgery. I dealt with a case of over 90 year olds who had not been contacted, and they were quickly visited at home. Over 3000 people have been vaccinated in four weeks in the local consortium of practices, with 500 more given a second dose. 50% of bookings for symptom free testing are still available and residents are being urged to get tested on a fortnightly basis if they leave home regularly for work, shopping or helping a relative.</p> <p>6. Lorry traffic remains very low at the Ports, and too many drivers are arriving at the port with the Kent Permit, or other documentation. Over thirty drivers are held in quarantine in local hotels. A small number of tourists have also been turned away from the port, having no acceptable justification for their travel.</p> <p>7. South east water are developing plant on the former Aylesford. Newsprint site to abstract ground water for local drinking water supplied. They have Lao purchased the land surrounding the Ditton Stream and Mill One within the Cobdown sports site and are looking for local involvement in how the site should be developed.</p> <p>8. KCC increase in Council Tax is likely to be 5%.</p>			
	<p><i>It was agreed that WMPC would write to the Chairman of the KCC Scrutiny Committee regarding the Kent Rail Strategy 2021.</i></p> <p><i>Mr Stevens agreed to draft a response</i></p>	PS	✓	
21/89	<p>CORRESPONDENCE – receipt was noted of a letter received from Home-Start South West which thanked WMPC for their recent Section 137 donation of £500.00</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 8.32</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council							
Accounts for Payment 1st February 2021							cheques to be drawn
Authorised under Section 137							
Heart of Kent Hospice (cheque 2261) (Donation)							£ 500.00
East Malling & Larkfield Parish Council (cheque 2262) (Richard Buxton invoice 309 for Wates work. Invoice to be split 3 ways with EM& L PC & Leybourne Parish Council							£9,732.00
Streetlights (single cheque 2263) (invoice 11914- repair work column 116)							£117.30
						97.75	
						VAT 19.55	
Gala Lights Ltd (cheque 2264) (invoice 20639 installation of Xmas tree lights)							£ 1,140.00
						950.00	
						VAT 190.00	
SLCC (cheque 2265) (invoice MEM 234123 - SLCC membership for Clerk)							£ 223.00
Noticeboard Company (UK) Ltd (cheque 2266) (Pro-forma invoice 6294 - replacement door for Macey's Meadow n/board)							£ 202.80
						169.00	
						VAT 33.80	
February Salaries							
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for February £1539.49 + reimbursement for fax £1.20, volunteer phone top up £20 & stamps £10.20)							£1,570.89
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass Clerk - net salary for February £378.22 + reimbursement for inks £32.39)							£410.61
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - February)							£574.61
Nest - authorisation to pay pension contributions by Direct Debit for February							
Employer's contributions						£ 57.94	
Employee's contributions						£ 77.25	
TOTAL						£ 14,606.40	

WEST MALLING PARISH COUNCIL						
Financial Statement as at 31 January 2021						
Reconciliation						
Balance b/f from 2019/2020						£ 93,046.92
<u>plus</u>						
total receipts 1.04.20-31.03.21						£ 143,511.13
<u>less</u>						
total payments 1.04.20 - 31.03.21						£ 92,204.59
					Total	£ 144,353.46
Deposit account						£ 72,048.47
Current account				£76,222.52		
				£3,917.53		
less unrepresented cheques						<u>£ 72,304.99</u>
					Total	£ 144,353.46
<u>Unrepresented Cheques</u>				<u>Date Issued</u>		
2223 TMBC		£117.00		02.11.20		
2245 Mrs Dean		£26.40		07.12.20		
2258 Mr Harding		£50.00		04.1.21		
2259 EM & L PC		<u>£3,724.13</u>				
		£3,917.53				