

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 6<sup>TH</sup> JULY 2021, 7.45 PM  
AT WEST MALLING VILLAGE HALL NORMAN ROAD

**Present:** Mrs Trudy Dean (Chairman)  
Ms Gwyneth Barkham (left the meeting at 9.31)  
Mrs Linda Javens  
Ms Sara Margetts  
Ms Camilla Medhurst  
Ms Min Stacpoole  
Mr Nick Stapleton  
Mr Peter Stevens  
Mr David Thompson

**Also Present:**

Minute		Action by	Action taken	Response
21/352	<b>APOLOGIES FOR ABSENCE</b> were received from Mrs Yvonne Smyth			
21/353	<b>DECLARATIONS OF INTEREST</b> – Mrs Dean and Mr Stapleton declared an interest in [21/364] as they are both Tonbridge & Malling Borough Councillors.			
21/354	<b>MINUTES</b> – the minutes of the Parish Council Meeting held on 10 <sup>th</sup> June 2021 were approved and signed.			
21/355	<b>MATTERS ARISING</b>  21/307 – Village sign – Mrs Dean to speak with The Malling Society regarding the possibility of treating the village sign with oil / repair.  21/307.2 - Data grab – Mrs Javens asked that WMGP be contacted to try to ascertain how they will be dealing with the imminent data grab and whether patients will be notified.  <i>Subsequent to the meeting it was announced that the data grab would be postponed with no new timeframe given.</i>	TD  CC		
21/356	<b>CHAIRMAN'S ANNOUNCEMENTS</b> – Mrs Dean reported that she had now had a meeting with Rebecca Spore of KCC re Rotary House. See below			
21/357	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC</b> - none			
21/358	<b>QUESTIONS FROM COUNCILLORS</b>			
	Mr Thompson reported that a stretch of grass outside of the Abbey was not being cut on a regular basis. It is understood that the grass is maintained by the Abbey and it was agreed			

	that the lack of cutting was probably due to safety reasons on the fast stretch of road. To monitor.			
<b>21/359</b>	<b><u>POLICING MATTERS</u></b>			
<b>359.1</b>	<b><u>Police Update</u></b> – receipt of the June Tonbridge & Malling police update was noted.			
<b>359.2</b>	<b><u>Other Policing Matters</u></b> – none			
<b>21/360</b>	<b><u>LOCAL PLAN</u></b>			
	No update			
<b>21/361</b>	<b><u>ROTARY HOUSE</u></b>			
	<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> <p>Mrs Dean reported to members that she had now spoken to Rebecca Spore - Director of Infrastructure at KCC and it was confirmed that KCC will market the property on a commercial basis as they are obliged to do so. There had been a discussion regarding the timescale for marketing the property.</p> <p>Mark Cheverton (KCC Property Assets Policy &amp; Strategy) is to liaise with WMPC in this matter.</p> <p>There was a general discussion regarding the need for a business plan moving forward which would reflect community value.</p> <p>Ms Medhurst to look at KCC strategic priorities</p> <p>There was a general discussion regarding how the building would be managed if WMPC were successful in acquiring the site e.g.as a charity or maybe as a Community Interest Company Mr Thompson to draft a paper on CIC's for the benefit of members.</p> <p>Mr Stevens to produce a breakdown of potential precept increases depending on sums borrowed.</p>	<p><b>CM</b></p> <p><b>DT</b></p> <p><b>PS</b></p>	<p>✓</p>	
<b>361.2</b>	<p>It was agreed that an initial leaflet be sent to all householders asking if they are in favour of WMPC purchasing Rotary House and if so, what uses / services should be run from the building. Ms Margetts had drafted a leaflet which was circulated to all members and its content was agreed. Ms Margetts was thanked for her work on the leaflet. It was agreed that this be professionally designed and printed.</p> <p>A new dedicated email address to be set up to enable people to respond via email.</p> <p>Paper responses to be returned to 4 different addresses across the town.</p> <p>The leaflet to be shared via social media.</p> <p>Residents will have a window of 4 weeks within which to respond.</p> <p>Once the Council has decided how to proceed, a second leaflet will produced and distributed to every household detailing the increase in precept should a Public Works Loan Board loan be required.</p>	<b>Clerk</b>	✓	
<b>21/362</b>	<b><u>WEST MALLING PUBLIC TOILET PROVISION</u></b>			
<b>362.1</b>	It was noted that T&MBC had not changed their stance on the existing King Street toilets and that they would not be re-opened.			

362.2	It was agreed to allocate the majority of the Welcome Back Fund grant to porta loo provision and support costs for any festivals / events requiring their presence – for example Music @ Malling. The Clerk is awaiting the Service Level Agreement. It is estimate that the cost per porta loo is £100 per day and therefore if a Male / Female / Disabled toilet were provided this would be £300 per day.			
362.3	It was agreed to delegate arrangements for porta loo location, servicing and signposting to Clerk in consultation with Chair, Vice Chair and Chairs of relevant committees.  Ms Margetts reported that as of the end of July, Councils would be able to apply for a share of £30m Changing Places toilets fund. Mrs Dean agreed to speak with T&MBC about applying.	TD		
21/363	<b><u>T&amp;MBC 'SPECIAL EXPENSES' CONSULTATION</u></b>			
	It was noted that T&MBC is currently consulting on the proposal to add public toilets in Tonbridge and Christmas lights (which will affect West Malling) to the list of services which are funded locally via special expenses. Deadline 20 <sup>th</sup> July <a href="https://www.tmbc.gov.uk/policy/fairer-charging-public-toilets-tonbridge-christmas-lights">https://www.tmbc.gov.uk/policy/fairer-charging-public-toilets-tonbridge-christmas-lights</a>			
	It was agreed that the following response be submitted to T&MBC:  <i>The Parish Council has had the opportunity to discuss the proposed changes to the way in which the Christmas lights are funded and would wish to make the following comment.</i>  <i>We note that the reasoning for the proposed change is to ensure that residents of T&amp;MBC 'are not asked to pay for facilities outside the areas which they live and from which they are unlikely to derive significant benefit' and we further note that in the case of West Malling, residents will be asked to pay an additional £2.20 for the town's Christmas lights.</i>  <i>Members are opposed to this proposal on the basis that the Christmas lights in West Malling attract and benefit a significant number of visitors from outside of the town and in particular from the neighbouring Malling parishes; on this basis, the Council would ask that the additional cost be spread over the neighbouring Malling parishes with the exception of those parishes which will also be funding their own Christmas lights.</i>	Clerk	✓	
21/364	<b><u>T&amp;MBC ELECTORAL BOUNDARY REVIEW GROUP</u></b>			
	Following the T&MBC boundary review group meeting on 28 <sup>th</sup> June, the recommendation to be made to the T&MBC General Purposes Committee is that West Malling, East Malling and Wateringbury should fall within same electoral boundary. If this is agreed, this will form the basis of the T&MBC response to the Local Government Boundary Commission review.  Following discussion, it was agreed that WMPC would submit the following comments to T&MBC in time for the General Purposes Committee / Full Council on 13 <sup>th</sup> July.  <i>WMPC has considered the report of the Electoral Review Working Group dated 28<sup>th</sup> June which sets out recommendations on future warding patterns in the borough. The Parish Council understands that this recommendation is still to be agreed at the General Purposes Committee on 13<sup>th</sup> July before it is ultimately submitted to the LGBCE consultation and the Parish Council would ask that the following comment be taken into account on 13<sup>th</sup> July.</i>  <i>The Parish Council is in agreement that East Malling and West Malling has a common history and are well connected by road and rail and that it would therefore make sense that they fall within the same electoral boundary, however, Members are of the opinion that Wateringbury does not share the same history and links with West Malling and that Offham, with whom we share closer ties, should be considered in its place.</i>  Subsequent to the meeting, T&MBC's Full Council voted to accept last minute amendments to its proposed changes and these were submitted to Local Council Boundary Commission for England The new proposed boundary change merges West Malling with Leybourne, Ryarsh, Birling and Offham. West Malling Parish Council had not had the opportunity to discuss this change as a Council. The following comments were sent to the Local			

	Government Boundary Commission for England consultation:  <i>As Clerk to West Malling Parish Council, I wish to make the following comments. The Parish Council has not had the opportunity to discuss the recommendation of T&amp;MBC in this matter as unfortunately the recommendation was only published on the day of the T&amp;MBC meeting which did not enable the Parish Council the opportunity to discuss the recommendations as submitted by T&amp;MBC.</i>  <i>West Malling Parish Council is in agreement that West Malling and East Malling have a common history and are well connected by road and rail and that it would therefore make sense that they fall within the same electoral boundary; in addition, West Malling shares close ties with the village of Offham. It is the opinion of the Parish Council that consideration should be given to East Malling, Offham and West Malling being within the same boundary.</i>			
<b>21/365</b>	<b><u>2023 REVIEW OF PARLIAMENTARY CONSTITUENCIES</u></b>			
	<a href="https://boundarycommissionforengland.independent.gov.uk/2023-review/">https://boundarycommissionforengland.independent.gov.uk/2023-review/</a> <b>Deadline 3<sup>rd</sup> August</b>  It was agreed that WMPC would not comment on the initial proposed changes which would see West Malling and Leybourne form part of the new constituency of Maidstone and Malling.			
<b>21/366</b>	<b><u>BALL PARK RISK ASSESSMENT</u></b>			
	Recommendation from the Amenities Committee that the draft ball park risk assessment be adopted – agreed.			
<b>21/367</b>	<b><u>ACTIVE TRAVEL GRANT</u></b>			
	The Government is launching a grant scheme to encourage cycling / walking and to improve existing schemes.  Mr Stapleton confirmed that this was not on the Highways Improvement Plan as this plan is for new schemes rather than improving existing schemes.  Ms Medhurst enquired as to whether or not cycle racks could be reconsidered by the Parish Council. It was agreed that this be considered at a Highways meeting.			
<b>21/368</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>368.1</b>	Accounts for payment - totalling £7998.46 were approved - see attached.			
<b>368.2</b>	Financial Statement – bank reconciliation as at 30 <sup>th</sup> June was received – see attached			
<b>21/369</b>	<b><u>MATTERS FOR REPORT</u></b>			
<b>369.1</b>	<b>Amenities Committee</b> – receipt was noted, of the draft minutes of the meeting held on 15th June 2021  There were no questions.			
<b>369.2</b>	<b>Planning Committee</b> – receipt was noted, of the draft minutes of the meeting held on 22nd June 2021  There were no questions.			
<b>369.3</b>	<b>Macey's Meadow Advisory Committee</b> – the Clerk provided a verbal report of the meeting held on 2 <sup>nd</sup> July 2021.  It was noted that the Committee discussed the tree report survey and outstanding work to be completed. The Council agreed that the professional advice of the tree surveyor needs to be followed so as not to invalidate the Parish Council insurance.			

316.4	<b>Malling Action Partnership</b> – are in receipt of a £1000 grant from Tesco.			
369.5	<b>School Governors</b> – no report			
369.6	<b>Malling Society</b> – no report			
369.7	<b>Chamber of Commerce / Christmas Lights Committee</b> – no report			
369.8	<b>Tonbridge &amp; Malling Borough Council</b> – Parish Partnership Panel –it was noted that the next scheduled meeting date is 2 <sup>nd</sup> September.			
369.9	<b>KCC</b> - Receipt was noted of the Quarterly Member Environment Briefing			
369.10	<b>KALC/NALC/ACRK/CPRE:</b> <b>KALC:</b> Receipt was noted of the KALC Chief Executive Bulletin for June 2021 Receipt was noted of the KALC News June 2021. KALC T&M – it was noted that the next meeting would take place on Thursday 22 <sup>nd</sup> July via Zoom.			
21/370	<b><u>MEETING DATES</u></b>  Amenities (concentrating on allotments) – Tuesday 13 <sup>th</sup> July – Village Hall F&GP – Tuesday 20 <sup>th</sup> July – cancelled. Planning Committee - Tuesday 27 <sup>th</sup> July 2021 Village Hall  Amenities (concentrating on Churchyard) – Monday 9 <sup>th</sup> August – venue to be confirmed Highways Committee Monday 16 <sup>th</sup> August– The Clout - tbc  Full Council No Full Council in August September Full Council – Monday 6 <sup>th</sup> September			
21/371	<b><u>REPORT OF BOROUGH COUNCILLOR, NICK STAPLETON</u></b>  Green waste update. Reasons for issues which Urbaser have given us range from staff shortages, vehicle breakdowns, high tonnage and now a lack of HGV drivers. Unfortunately I, along with most other people, are losing sympathy. TMBC have said that financial penalties have been given to Urbaser, but I'm afraid I don't think that's going far enough. I'm also incredibly disappointed at the way in which officers inform people of these problems or resolutions. I often find out about things on Facebook before I receive an email from officers explaining.  The leader of the council Nicolas Heslop has resigned and will be stepping down on 13th July. On that day a new leader will be elected at the full council meeting.  At the end of June a new website for TMBC was launched. The other one was incredibly outdated and quite complicated for people to use. So hopefully people will find this new one an improvement.  At the TMBC Council meeting on 13th July, the potential wards will be discussed, regarding the current boundary review. The agreed recommendation will form the TMBC proposal to the Boundary Commission. The proposal sees West Malling, East Malling and Wateringbury join to become a three member ward. Leybourne, Leybourne Chase, Ryarsh and Birling would join to become a two member ward. The Boundary Commission will look at all proposals put forward and give their recommendation later in the year, when there will be a public consultation on the final proposal.			
21/372	<b><u>REPORT OF COUNTY COUNCILLOR</u></b>  1. 20 mph scheme Larkfield. I have now received confirmation that the 20mph zone can include the Lakes, as well as			

Brooklands Estate, Sheldon Way and Albion Drive.

So I have paid an additional £5k to fund this extension, which means that all blue roads on the original map on the consultation leaflet are to be within the zone.

The design engineer now advises that the whole proposal needs to go for approval to 'various departments' for checking which should happen in the 'near future'.

A series of 7 detailed maps of signs has been produced, but they crash my computer every time I try to view them. So I am asking Syretta if she can produce some A3 copies for me.

I am chasing TMBC for the planning condition on Pannattoni to see what extra value we can get from their contribution.

2.

### **OCCUPATION OF WOODLAND IN BIRLING ROAD, LEYBOURNE**

Many residents have complained about the occupation of land opposite the riding stables in Birling Road by caravans and mobile homes, and work going on apparently to prepare ground for other buildings. A planning application has been submitted for groundwork for stables, but no consent has been given. **Nick Stapleton** attended a Public Meeting to hear from Officers what action they had taken, and could take in the future. It is disappointing that a couple of years after a major consultation on improving the legislation regarding these kinds of occupations, nothing much seems to have changed.

Eleanor Hoyle, Director of Planning, Housing and Environmental Health has reported on the r  
" I can advise that prosecution action regarding the breaches of the Temporary Stop Notices ( you further. It should be noted that once we have issued proceedings we are reliant on the M:

I understand that there is some concern and confusion around the relevance the submitted pl because it does not contain sufficient information to allow an assessment to be made and in a development now in situ. As such, it will be returned to the planning agent in accordance with subsequently take to remedy the breaches of planning control.

I also understand that the circumstances around the purchase of the land in question – and w residents. Whilst I can appreciate these concerns, I must make clear that this is not something should be discussed with the Police or the Financial Conduct Authority. Whilst this cannot be any further formal action, it may provide useful background context as we progress with such to discuss further.

Our wider planning enforcement work continues and we will continue to visit the site regularly action, as set out in my previous emails. Linked to this, we understand that there is concern l occur going forward. Please do be assured that the planning enforcement officers in making t too.

In closing, I would like to take the opportunity to note that whilst the Council does not intend t investigations, as has been requested by some of you, we will continue to provide these upda

3. Children entitled to receive free school meals will get supermarket vouchers again for the summer holidays.

4. Government and KCC funding has been provided for a programme of activities with children to help them recover from the results of Covid. This Reconnect Programme will include from on line catch up education materials, to sport and mental welfare sessions. Young people were involved in the design of the programme. Details of the summer holiday activities should appear on the KCC website shortly.

5. KCC has published its latest projection of school places required for the next five years. It shows a shortfall in Special School places resulting from the lack of Government Funding provided. This is resulting in long waits for a Special School place resulting in the need for expensive one to one tuition for children at home, and increased demand from parents for children to be assessed for an Education and Health Care Plan setting out their needs. There is a legal requirement for these Plans to be issued within 20 weeks. In fact the backlog varies across the County from 18% to 55% being issued within the statutory timescale. KCC had pledged to eliminate the backlog by this year.

	<p>4. Southeastern Rail will be running a special timetable and trains for people visiting the Open Golf. Booking is essential even if you have a ticket for the Open itself. Google <b>Open Championship</b>.</p> <p>5. <b>Picnic in the Park in East Malling</b> has been cancelled for this year.</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.52</p> <p><b>Signed</b>..... <b>Dated</b>.....</p>			

<b>WEST MALLING PARISH COUNCIL</b>						
<b>Financial Statement as at 30 June 2021</b>						
<b>Reconciliation</b>						
Balance b/f from 2010/21						£ 115,499.31
<u>plus</u>						
total receipts 1.04.21-31.03.22						£ 68,458.44
<u>less</u>						
total payments 1.04.21-31.03.22						£ 22,240.01
					<b>Total</b>	<b>£ 161,717.74</b>
Deposit account						£ 72,048.47
Current account				£91,164.17		
				£1,494.90		
less unrepresented cheques						<u>£ 89,669.27</u>
					<b>Total</b>	<b>£ 161,717.74</b>
<b><u>Unrepresented Cheques</u></b>				<b><u>Date Issued</u></b>		
2280 T&MBC		£117.00		15.03.21		
2290 Silva Arboriculture		£1,055.00		21.05.21		
2293 MAP		£35.00		10.06.21		
2295 Lionel Robbins		£150.00		10.06.21		
DD Nest		<u>£137.90</u>		21.06.21		
		£1,494.90				



### West Malling Parish Council

<b>West Malling Parish Council</b>			
<b>Accounts for Payment 6th July 2021</b>			<b>cheques to be drawn</b>
Kent County Council (Laser) (Single cheque 2296) (Electricity supply period May 21 at 5% VAT)	VAT	9.91 0.50	£ <b>10.41</b>
Kent County Council (Laser) (Electricity supply periods May 21 at 20% VAT)	VAT	407.28 81.46	£ <b>488.74</b>
T&MBC (cheque 2297) (NNDR The Twitch 21/22)			£ <b>36.59</b>
Streetlights (cheque 2298) (invoice 12238 column 14, High Street repair)	VAT	216.25 43.25	£ <b>259.50</b>
Outdoorsy Living Ltd (cheque 2299) (invoice 498 Inspection & report of ball park)	VAT	165.00 33.00	£ <b>198.00</b>
Commercial Services Trading Ltd (cheque 2300) (invoice LNS3333 Grounds maintenance for 1st March - 31st May 21)		1139.95 227.99	£ <b>1,367.94</b>
NFU Mutual (cheque 2301) (Macey's Meadow tractor insurance 21/22)			£ <b>69.20</b>
Mr M Pearce (2302) (Reimbursement for diesel for Macey's Meadow tractor)			£ <b>156.01</b>
<b>July Salaries</b>			
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for July £1565.96 + reimbursement for fax £1.20, stationery £2.85, sundries £0.50, postage £10.20 & plants for war memorial memorial £11.97)			<b>£1,592.68</b>
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass Clerk - net salary for July £394.08 Reimbursement for inks £32.87))			<b>£426.95</b>
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - July)			<b>£593.69</b>
Nest - authorisation to pay pension contributions by Direct Debit for July			
Employer's contributions			£ <b>59.10</b>
Employee's contributions			£ <b>78.80</b>
<b>August Salaries</b>			
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for August £1565.96)			<b>£1,565.96</b>
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass Clerk - net salary for August £394.08 Reimbursement for inks £32.87))			<b>£369.30</b>
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - August)			<b>£587.69</b>
Nest - authorisation to pay pension contributions by Direct Debit for August			
Employer's contributions			£ <b>59.10</b>
Employee's contributions			£ <b>78.80</b>
	<b>TOTAL</b>		<b>£ 7,998.46</b>