

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 6<sup>TH</sup> DECEMBER 2021, 7.30 PM  
AT WEST MALLING VILLAGE HALL NORMAN ROAD

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

**Also Present:**

Minute		Action by	Action taken	Response
21/637	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Mr Nick Stapleton and Ms Medhurst			
21/638	<b><u>DECLARATIONS OF INTEREST</u></b> – Mrs Dean declared an interest at minute number 21/647 as she is a KCC Member.			
21/639	<b><u>MINUTES</u></b> - the minutes of the Parish Council Meeting held on 1 <sup>st</sup> November 2021 were approved and signed			
	Ms Margetts and Mr Thompson joined the meeting at 7.38			
21/640	<p><b><u>MATTERS ARISING</u></b></p> <p><b>Remembrance Day (21/583)</b> Ms Barkham asked that Matthew and Ewan Christmas be thanked for giving up their time to assist with the collection and Mrs Dean asked that all stewards be thanked for assisting with the road closures.</p> <p>It was agreed that the new road closure signs had been successful, but that an alternative method of tying them to the posts be considered as the signs had twisted on the columns over time.</p> <p><b>Broadwater Farm (21/584.1)</b> Mr Mann reported that the Broadwater Action Group had made their members aware that comments were being added to the planning portal after the submission deadline date.</p>			

	Clerk to speak with T&MBC to ask if comments should be added to the portal after the deadline for submissions has passed.	Clerk	✓	
21/641	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b> – none			
21/642	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b> - none			
21/643	<b><u>QUESTIONS FROM COUNCILLORS</u></b>  Mr Stevens reported that he had witnessed the cardboard waste being emptied into the green lidded plastics bin, the contents of which were then put into the waste truck without separation.  Clerk to contact TMBC	Clerk	✓	
21/644	<b><u>POLICING MATTERS</u></b>			
644.1	<b><u>Police Update</u></b> – the Police report for November was received. Members expressed disappointment at the lack of detail in the report and that the PCSO does not attend Full Council meetings.			
644.2	<b><u>Other Policing Matters</u></b>  Mr Stevens reported that the Police had visited licensed premises within the town and that the licensee that he had spoken to was pleased that the visit had taken place.			
21/645	<b><u>LOCAL PLAN</u></b>			
645.1	No update			
645.2	It was agreed that a letter be sent to T&MBC requesting that a small group of councillors meet with T&MBC so as to discuss the draft plan moving forward, this could provide an opportunity to push for new important elements to be added.  It was agreed that other parishes will be considering the same steps and that this matter should be progressed through the Parish Partnership Panel. The following letter has been to Eleanor Hoyle, Director, Planning, Housing & Environmental Health at T&MBC.  <i>Dear Eleanor,</i>  <i>The Parish Council is deeply disappointed that the Local Plan will have to be redrawn following the Inspector's decision. As you know, this is a challenging moment for local communities which will leave us vulnerable to unregulated development until such a time as a new plan is agreed and in place.</i>  <i>However, a need to redraft the Local Plan does provide an opportunity to include within it new elements which will be of real benefit to local residents. West Malling Parish Council is keen to play an active and constructive role in helping TMBC to formulate a Local Plan that achieves three key objectives: protecting our unique local heritage, safeguarding our valued green spaces and delivering a plan which offers a green, sustainable, thriving and prosperous future for the people of Tonbridge and Malling.</i>  <i>To that end, we would welcome an opportunity for a small group of Parish Councillors involved in our Planning Committee to speak with you about how the new Local Plan can build on the best elements of the previous iteration, while also benefitting from a number of important new elements which will help us all achieve the above.</i>  <i>Given that swift progress on the Local Plan is in everyone's interest, it would be good if this could be arranged for early in the New Year. We would further ask that this be raised as an urgent matter at the next Parish Partnership Panel meeting; I have contacted committee</i>			

	<i>services asking that this matter be added to the agenda.</i>			
<b>21/646</b>	<b><u>ROTARY HOUSE</u></b>			
	<p><b>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.</b></p> <p>The Clerk reported that she had today received an update from KCC and that it has been confirmed that one of the Parish Council's bids is being considered along with others from interested parties.</p> <p>WMPC to submit some additional information to KCC and the way forward was discussed.</p>			
<b>21/647</b>	<b><u>WEST MALLING PUBLIC TOILET PROVISION / WELCOME BACK FUND</u></b>			
	<p><b><u>Public toilet provision</u></b></p> <p>It was noted that one toilet flush mechanism had needed to be repaired; the fault was due to the age of the system.</p> <p>It was noted that the slope leading to the block was uneven. Clerk to obtain a quote for a repair.</p> <p>It was agreed to obtain costs for a sign to advise users of contact details should there be an issue with the toilets. Clerk to ascertain if the contact telephone number for SHS (cleaning contractor) is manned at weekends.</p> <p>The public toilet risk assessment was agreed.</p> <p>It was agreed that Ms Margett's contact details be provided to SHS in the event that contact needs to be made with the Parish Council out of office hours.</p> <p>Welcome back fund The Clerk suggested that quotes be obtained for Christmas lights on the village green as the green is no longer lit. It was agreed to obtain quotes.</p>			
<b>21/648</b>	<b><u>AMENITIES</u></b>			
<b>648.1</b>	<p><b><u>Churchyard - works to London Plane tree</u></b> Members considered a recommendation from the Amenities Committee that WMPC contribute towards emergency tree works recently undertaken at the Churchyard. Works to the London Plane tree had cost a total of £2,046.</p> <p>Mr Stevens proposed that WMPC pay a contribution of £30% of the costs which equates to £615.00 Ms Barkham seconded this proposal. This was agreed.</p>			
<b>648.2</b>	<p><b><u>Churchyard tree survey</u></b> Members considered a recommendation from the Amenities Committee that the sum of £58 be taken from reserves to cover the additional costs of the Churchyard tree survey.</p> <p>This was agreed.</p>			
<b>648.3</b>	<p><b><u>Ryarsh Lane hedge</u></b> Members considered a recommendation from the Amenities Committee that the sum of £224.89 be taken from reserves for the cutting of the Ryarsh Lane hedge; this is to enable the hedge to be cut by hand (rather than tractor and flail) as this is deemed more suitable. The previously agreed tender cost being £450 and the new cost being £674.89.</p> <p>This was agreed.</p>			

<b>648.4</b>	It was agreed that an advert for a handyman / person be drafted. The duties to include amongst other things, general maintenance, litter picking, emptying bins, checking of the play equipment and unlocking the gates when required. It was estimated that the role would be 2/3 hours per week.			
<b>21/649</b>	<b><u>CLIMATE EMERGENCY</u></b>			
	<p>It was noted that an informal meeting of the Climate Change Group was held on 15<sup>th</sup> November and the report from that meeting was received.</p> <p>It was agreed that that the Climate Change Advisory Group (name to be confirmed) Be formally set up. Ms Stacpoole to Chair the meetings and Ms Margetts to note-take.</p> <p>It was agreed that the meetings would take place monthly, before F&amp;GP and Highways committees.</p> <p>It was agreed that the group at their next meeting produce a statement for Full Council to enable the Council to decide if they should declare a climate emergency and consider becoming carbon neutral by 2030-50.</p> <p>It was further agreed that at the same meeting consideration be given to setting a budget for the 2022/23 financial year. The group would report to F&amp;GP.</p>			
<b>21/650</b>	<b><u>GLADMAN APPEAL</u></b>			
	<p>It was agreed that West Malling Parish Council should make a verbal statement at the Gladman (Development Site South West of West Malling Railway Station, Station Approach) Informal Hearing scheduled for 16<sup>th</sup> and 17<sup>th</sup> December.</p> <p>Mr Mann volunteered to speak on behalf of WMPC .</p> <p>Clerk to notify Inspectorate</p> <p><i>Subsequent to this meeting, the Informal Hearing was cancelled to enable a period of consultation to take place. Comments to be now be submitted by 13<sup>th</sup> January 2022.</i></p>	<b>Clerk</b>	✓	
<b>21/651</b>	<b><u>KALC COMMUNITY AWARDS SCHEME</u></b>			
<b>651.1</b>	<b>2022 Scheme</b> – it was agreed that the Council would adopt the 2022 scheme. Nominations were discussed and a recipient agreed. Certificate wording to be confirmed.	<b>TD</b>		
<b>651.2</b>	<b>2021 Scheme</b> – arrangements were discussed for the presentation of the 2021 award.			
<b>21/652</b>	<b><u>WMPC DRAFT BUDGET</u></b>			
<b>652.1</b>	<b><u>Draft Committee Budgets</u></b>			
	Draft committee budgets were noted. To be considered further at Full Council on 10 <sup>th</sup> January and F&GP / Extraordinary Full Council on 17 <sup>th</sup> January.			
<b>652.2</b>	<b><u>Council Tax Base</u></b>			
	The Clerk reported that the Council Tax base figure had just been received in the office.			
	The Council Tax Base has increased from 1,138.21 to 1,166.63.			
<b>21/ 653</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>653.1</b>	<b>Accounts for payment</b> - totalling £6,534.93 were approved - see attached.			
<b>653.2</b>	It was noted that a payment of £2267.91 was authorised at the F&GP meeting held on 15 <sup>th</sup> November 2021.			

653.3	<b>Financial Statement</b> – bank reconciliation as at 30 <sup>th</sup> November 2021 was received – see attached			
21/654	<b><u>MATTERS FOR REPORT</u></b>			
654.1	<b>Amenities Committee</b> – receipt was noted, of the draft minutes of the meeting held on 8 <sup>th</sup> November 2021  There were no questions.			
654.2	<b>Finance &amp; General Purposes Committee</b> – receipt was noted, of the draft minutes of the meeting held on 15 <sup>th</sup> November 2021  There were no questions.			
654.3	<b>Planning Committee</b> – receipt was noted, of the draft minutes of the meeting held on 23 <sup>rd</sup> November 2021  There were no questions			
654.4	<b>Malling Action Partnership</b> – no report			
654.5	<b>School Governors</b> – no report however Mr Stevens reported that new signage was in place at the entrance to the school.			
654.6	<b>Malling Society</b> – Ms Barkham reported that face to face meetings had now resumed, but unfortunately they are poorly attended.			
654.7	<b>Chamber of Commerce / Christmas Lights Committee</b> Christmas window competition results: Small window – Chocolate Umbrella Large window – The Drawing Rooms			
654.8	<b>Tonbridge &amp; Malling Borough Council</b> Parish Partnership Panel – it was noted that a meeting was held on 4 <sup>th</sup> November and that Mr Stapleton was in attendance. Tonbridge & Malling Community Safety Partnership – Winter newsletter was received.			
654.9	<b>KALC/NALC/ACRK/CPRE:</b> <b>KALC:</b> Receipt was noted of the KALC Chief Executive Bulletin November 2021 Receipt was noted of the KALC News October 2021. Receipt was noted of the draft minutes of the KALC T&M meeting held on 21 <sup>st</sup> October.			
21/655	<b><u>MEETING DATES</u></b>  Amenities (concentrating on Churchyard) – Monday 13 <sup>th</sup> December 2021 Highways – Monday 20 <sup>th</sup> December at The Clout Planning – no December meeting  Full Council December Full Council – Monday 10 <sup>th</sup> January 2022 F&GP / Extraordinary Full Council 17 <sup>th</sup> January 2022 Macey's Meadow Wednesday 19 <sup>th</sup> January 2022.			
21/656	<b><u>REPORT OF BOROUGH COUNCILLOR, NICK STAPLETON</u></b>  The Neighbourhood Engagement meetings run by TMBC and the Police seem to have been well received. They're hoping to move to face to face meetings next year. In the lead up to Christmas there will be stands popping up around the Borough, regarding community safety and crime prevention.  The 2019 Draft Local Plan has now officially been withdrawn. Regulation 18 consultations			

	<p>will commence in the Spring of next year, including a call for sites exercise. This plan will be looking to provide approximately 15,000 units. It has been emphasised that brown field sites will be looked at first.</p> <p>The trial wildflower strip on Darenth Avenue in Tonbridge seems to have been a success, so it has been agreed to identify other sites for these roadside nature reserves across the Borough. Some of these new sites will then be implemented as from next year. Do let me know if we have any local sites which could be good for this.</p> <p>It was discussed whether there should be an exemption for community based works through Parish Councils when it comes to pre application advice costs. This was discussed at the Planning and Transportation Advisory Board and will hopefully go to Cabinet.</p> <p>Tonbridge and Malling Borough Council have responded to the Gatwick Airport northern runway consultation. The Council has objected to the proposals. The full response from the Council can be seen on the papers for the Planning and Transportation Advisory Board of 10th November.</p> <p>Residents parking permits will be increasing from £45 per year to £52. There will be the introduction of a monthly season ticket for Ryarsh Lane car park, at £26 per month. The parking charges for the High Street car park will also be increasing. Full details can be found in the paperwork for the Street Scene Advisory Board of the 23rd November. This will all go to the next Cabinet meeting. I don't support any of these rises, and I feel that if these rises go ahead, there should be proper enforcement of parking, which is unlikely to be the case.</p> <p>At the TMBC Full Council meeting on 7th December, the Council will discuss its response to the Boundary Commissions proposals for a new warding structure. The deadline for comments is 13th December, and this consultation is open to the public.</p> <p><i>There was a general discussion regarding the wildflower trial in Tonbridge and members suggested London Road verges, Offham Road (beyond the Scared Crow) and the strip of land on St Leonards near the junction with Teston Road as potential sites within the parish.</i></p>			
	Clerk to discuss with Borough Councillor Nick Stapleton	Clerk	✓	
21/657	<p><b><u>REPORT OF COUNTY COUNCILLOR</u></b></p> <p><b>Farmers Market</b> – is to be held on Sunday 12th December and then back to the 4th Sunday of the month.</p> <p>A GoFundMe campaign has been set up by Roses Coffee and Juice bar for donations towards the <b>Christmas Lights 2021</b>.</p> <p>West Malling Primary School has received a <b>Green Travel Award</b> for their walking bus scheme.</p> <p><b>Lucks Hill</b> – investigations have revealed that the drainage pipes are severed and will need replacing. It was noted that More Park Primary School has previously been flooded.</p> <p><b>Retirement Village London Road</b> – there is to be a technical review of access.</p> <p><b>20mph Scheme</b> – T&amp;MBC is assessing the pilot 20mph scheme in Tonbridge.</p> <p><b>Natwest Bank</b> – the bank is to close in April 2022 and a representative has been in touch to advise WMPC of the details and to ask if WMPC had any suggestions as to how the community could be supported during and after the closure.</p> <p>Ms Margetts suggested that the library may be able to assist residents with accessing online banking.</p> <p>Natwest to be asked to work alongside the Post Office (Natwest customers will be advised that they can use the Post Office to undertake some banking tasks) and to see if the bank could assist the Post Office financially with any modifications / leaflets etc needed.</p> <p>Members requested that Natwest update the Parish Council on the future of the building.</p>			

	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.50</p> <p><b>Signed</b>..... <b>Dated</b>.....</p>			

<b>West Malling Parish Council</b>						
<b>Accounts for Payment 6th December 2021</b>					<b>cheques to be drawn</b>	
<b>Section 137 donation</b>						
Music @ Malling (cheque 2350) (donation towards 2021 event)					£ 1,000.00	
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BML Building Services Ltd (cheque 2351) (invoice 1554 - repair to toilet flush, King Street toilets)					79.00 VAT 15.8	£ 94.80
Kent County Council (Laser) (Single cheque 2352) (Electricity supply period October 21 at 5% VAT)					7.00 VAT 0.35	£ 7.35
Kent County Council (Laser) (Electricity supply period October 21 at 20% VAT)					448.15 VAT 89.63	£ 537.28
Malling Memorial Institute (cheque 2353) (invoice 20/21 - room hire on 15th November @ £16.50) (invoice 23/21 - room hire on 20th December @ £16.50)						£33.00
Streetlights (cheque 2354) (invoice 12579 - to carry out pruning work as detailed in the annual inspection report)					490.00 VAT 98.00	£588.00
Cheque 2355 cancelled						
ELM Header Account (single cheque 2356) (invoice 62889 estimated insurance costs £98.68, estimated electricity £199.22 & estimated water costs £35.80 from 1st May - 31st October 21)						£ 333.70
(invoice 67097 estimated electricity costs 1st Nov - 31st Jan 22)						£ 99.61
(invoice 67098 estimated insurance costs £49.34 & estimated water costs £17.90 from 1st Nov - 31st Jan 22)						£ 67.24
Mr M Carr (single cheque 2357) (re- installing waste bin at play area - concrete, fittings & labour)						£ 115.50
(check & refill salt bins - twice a year)						£ 100.00
Geosphere Ltd (cheque 2358) (invoice 29UP023 - 0005 - Parish Online subscription)					90.00 VAT 18.00	£ 108.00
KALC (single cheque 2359) Invoice 2338205929 - Climate Change Conference M. Stacpoole)					40.00 VAT 8.00	£ 48.00
(invoice 2344919369 Climate Change Conf. T Dean & G Barkham)					80.00 16.00	£ 96.00
Day Tree Fellers (cheque 2360) (invoice 2179 works undertaken at children's play area)					375.00 VAT 75.00	£ 450.00
Ms Sara Margetts (cheque 2361) (reimbursement for safety goggles £30, 2 x Morello cherry trees £51 & copying for climate change group £13.78)						£ 94.78
<b>December Salaries</b>						
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for December £1566.16 + reimbursement for fax £1.20, stamps £20.40 sundries £7.60)						£1,595.36
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass Clerk - net salary for December £426.72)						£426.72
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - December)						£601.69
Nest - authorisation to pay pension contributions by Direct Debit for December						
Employer's contributions					£	59.10
Employee's contributions					£	78.80
<b>TOTAL</b>					£	<b>6,534.93</b>

