

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 7TH FEBRUARY 2022, 7.30 PM
AT THE CLOUT, 9 HIGH STREET, WEST MALLING

Present: Mrs Trudy Dean (Chairman)
Mr Keith Mann
Ms Sara Margetts
Mrs Yvonne Smyth
Ms Min Stacpoole
Mr Peter Stevens

Also Present: Borough Councillor Paul Boxall

Minute		Action by	Action taken	Response
22/48	<u>APOLOGIES FOR ABSENCE</u> were received from Mrs Javens, Ms Barkham, Ms Medhurst and Mr Thompson			
22/49	<u>DECLARATIONS OF INTEREST</u> Mrs Dean declared an interest at minute number 22/58 as she is a KCC Member. Although the Clerk is not part of the decision making process, it was noted that agenda item 22/63 concerned a heritage project which is being devised and implemented by her husband, Matt Christmas.			
22/50	<u>CASUAL VACANCY</u>			
50.1	It was noted that T&MBC has now notified the Clerk that the vacancy may be filled by co-option. The Clerk has advertised the post with a closing date of 15 th February.			
50.2	It was noted that there has been one applicant to date. It was agreed that should more applicants come forward, Mrs Dean, Ms Margetts, Ms Stacpoole and Mr Mann would undertake interviews.			
22/51	<u>MINUTES</u> - the minutes of the Parish Council meeting held on 10 th January and the Extraordinary Parish Council meeting held on 17 th January were approved and signed.			
22/52	<u>MATTERS ARISING</u> 22/13 – Appeal hearing, Land opposite the paddocks, Birling Road, Leybourne – It was noted that the Clerk had been in communication with Leybourne Parish Council who had advised that the hearing date had not yet been set. It was agreed that the WMPC £2000			

	<p>contribution towards the hearing may have to be paid in the 22/23 financial year once the date is set and it was confirmed that this would be paid directly to the legal team.</p> <p>The Clerk confirmed that Leybourne Parish Council is aware that WMPC wishes to be involved / updated as the appeal progresses.</p>			
22/53	<u>CHAIRMAN'S ANNOUNCEMENTS</u> – none			
22/54	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
22/55	<u>QUESTIONS FROM COUNCILLORS</u> - none			
22/56	<u>POLICING MATTERS</u>			
56.1	<u>Police Update</u> – the Police report for January was received.			
56.2	<p><u>Other Policing Matters</u></p> <p>Ms Margetts reported that there had been a police chase involving the use of a police drone which had concentrated on Manor Park.</p>			
22/57	<u>LOCAL PLAN</u>			
	<p>It was noted that the call for sites exercise had closed today.</p> <p>Mr Mann and Mrs Dean attended the recent Parish Partnership Panel meeting at which engagement and communication with parish councils was discussed. Mr Mann reported that no specific arrangements or timetable for engagement had been discussed.</p>			
22/58	<u>ROTARY HOUSE</u>			
	<p>It was agreed that in view of the confidential nature of the business to be transacted (purchase of land) 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>WMPC is still awaiting a decision as to whether or not their bid has been successful.</p> <p>There was a general discussion regarding public consultation/meeting required for finance purposes.</p>			
22/59	<u>DONATION – CITIZENS ADVICE NORTH & WEST KENT</u>			
	<p>It was noted that at the Extraordinary Parish Council meeting on 17th January a donation had been agreed in the sum of £150, the parish office is now in receipt of a separate request for funding to equip new volunteer advisers with a portable IT package. It was agreed that the previous sum of £150 be reviewed.</p> <p>On consideration of the written request and with reference to the previously submitted accounts, it was agreed that a further donation be made; Mr Stevens proposed the sum of £555.00 which was seconded by Mr Mann and agreed unanimously.</p> <p>Agreed under Section 137 LGA 1972</p>			
22/60	<u>QUEEN'S PLATINUM JUBILEE</u>			
	<p>To be considered further following a meeting of the Chamber of Commerce which is scheduled for Tuesday 8th February.</p> <p>It was noted that the Big Jubilee Lunch is scheduled for Sunday 5th June and that this date would be most convenient for a High Street road closure.</p>			

	Options to be considered further – High Street road closure or event to be held at Macey's Meadow and or the cricket meadow. Clerk to contact TMCC so as to determine if there is a cricket fixture on Sunday 5 th June	Clerk	✓	
22/61	<u>WELCOME BACK FUND</u>			
	<p>The Clerk confirmed that work is to start on the village sign and the High Street pump within the next couple of weeks (weather dependent). The Clerk has requested that the contractor also quote for the large planter to be renovated as it is showing signs of rust; it was agreed that this work be carried out once the quote is received and that if necessary (if the combined cost of work exceeds £2500) the Clerk to obtain 2 other quotes for the renovation of the planter.</p> <p>There was a general discussion regarding the possibility of lighting one village green tree with lights which would stay in situ for at least a year. The Clerk to seek advice from the streetlight contractor as to whether or not he can assist with the running of the cables – the company that may provide the lights is unable to run the cable overhead due to the distance from the tree to the power source.</p> <p>Benches on the village green – there was a general discussion regarding the renovation or replacement of the 2 benches on the village green. T&MBC plan to refurbish a number of benches in the town during this financial year but it is understood that but these 2 benches are not within their schedule of works. Members discussed the possibility of a jubilee bench to commemorate the Queen's platinum jubilee</p> <p>Clerk to look at styles/costs for benches.</p> <p>There was a general discussion regarding the maintenance of the land next to K2 carpet shop, KCC having confirmed that this piece of land is unregistered, the Parish Council would in principle be agreeable to maintaining the site. Clerk to contact KCC again to discuss this.</p>	Clerk	✓	
22/62	<u>SECTION 106 AGREEMENTS</u>			
	It was agreed that this would be considered at the next Full Council meeting			
22/63	<u>MY STREET HISTORY – HERITAGE PROJECT</u>			
	<p>The Council is in receipt of a request for non-financial support for a West Malling High Street heritage project that it is hoped will encourage visitors to the town as well as offering an education tool to schools and other organisations. The project has been devised and developed by resident Matt Christmas.</p> <p>The project will in the first instance be website based, but it is hoped that mini exhibitions / tours will be able to take place in the town.</p> <p>The project is supported by a number of organisations within the town and it is hoped that shops and businesses will be keen to become involved in the project.</p> <p>The Parish Council was pleased to be able to offer their support.</p>			
22/64	<u>ONWARD REPORT</u>			
	To be considered at the March F&GP meeting. Clerk to note agenda.	Clerk	✓	
22/65	<u>UNITY TRUST BANK</u>			
	The decision to move the parish bank accounts (savings and current account) from Santander to Unity Trust Bank was originally taken in 2019 (minute number 19/170 & 19/206 but this change has not been actioned.			

	It was confirmed by the Clerk that the changeover will take place once the first instalment of the 22/23 precept is received in April 2022. The following Councillors are to be signatories to the account: Mrs Dean Mr Mann Ms Margetts Mr Thompson			
22/66	<u>OFCOM'S POSTAL REGULATION CONSULTATION</u>			
	Having considered the proposals within the consultation, members were in general agreement with the proposals. It was agreed not to comment.			
22/ 67	<u>FINANCIAL MATTERS</u>			
67.1	Accounts for payment - totalling £12,251.26 were approved - see attached.			
67.2	It was noted that payments of £832.14 were authorised at the extraordinary meeting of Full Council held on 17 th January 2022.			
67.3	Financial Statement – bank reconciliation as at 31 st January 2022 was received – see attached			
22/68	<u>MATTERS FOR REPORT</u>			
68.1	Planning Committee – receipt was noted, of the draft minutes of the meeting held on 25th January 2022 There were no questions.			
68.2	Malling Action Partnership – no report			
68.3	School Governors – no report			
68.4	Malling Society – it was noted that the schedule of talks to be held at West Malling Primary School has been published			
68.5	Chamber of Commerce / Christmas Lights Committee – it was noted that the next meeting of the chamber is to be held on 8 th February.			
68.6	Tonbridge & Malling Borough Council Parish Partnership Panel – see minute number 22/57 above.			
68.7	KALC/NALC/ACRK/CPRE: KALC: It was noted that the KALC T&M meeting is to be held on 24 th February. Receipt was noted of the KALC training schedule for February and March.			
22/69	<u>MEETING DATES</u> Amenities – 14 th February at The Clout Climate & Biodiversity Action Group – Monday 21 st February at The Clout, 6.30 Highways Committee – Monday 21 st February at The Clout Planning – Tuesday 22 nd February at The Clout March Full Council – Monday 7 th March			
22/70	<u>REPORT OF BOROUGH COUNCILLOR, NICK STAPLETON</u> I've received a number of complaints from residents who live near the Swan. Loud music			

	<p>and noise seems to have frequently gone on to early hours of the morning. I have passed this information over to Licensing who will be investigating the concerns.</p> <p>Again, I have been receiving a lot of complaints regarding litter, overflowing dog waste bins and overflowing litter bins. This is an issue I have addressed with TMBC a number of times, but have again urged them to increase their visits locally.</p> <p>TMBC have been working to get rid of graffiti across the Borough, in partnership with GB Ltd. If you know of anywhere that's particularly bad, do let me or TMBC know.</p> <p>At the Parish Partnership Panel, the Leader emphasised that the Borough will look towards brown field sites first in regards to the new Local Plan, but it needs to be investigated if there are enough brown field sites to fulfil the need. There is now a new officer responsible for the Local Plan at TMBC. At some point, there will be a new Cabinet member for Planning and Infrastructure, due to the suspension of the last Cabinet member (Cllrs only found out about this suspension from the KM, and were not informed from officers or the Leader).</p> <p><u>REPORT OF BOROUGH COUNCILLOR, PAUL BOXALL</u></p> <p><u>Leybourne</u> The management of land on Leybourne Chase has now been transferred to LGMCIC and adoption of the roads by KCC is underway. Leybourne Chase sports pavilion has been reconfigured to create larger changing blocks.</p> <p><u>West Malling</u> Access road to West Malling Primary School has been referred to KCC Highways for a review of safety. Churchfields – the informal consultation on parking permits ended on 30th January.</p>			
<p>22/71</p>	<p><u>REPORT OF COUNTY COUNCILLOR</u> - no report</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.42</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council					
Accounts for Payment 7th February 2022					cheques to be drawn
Authorised under Section 137					
Home-Start South West Kent (cheque 2380) (donation - auth. At extraordinary Full Council -17/1/22)					£ 500.00
West Malling Chamber of Commerce (cheque 2381) (annual donation to tree & lights/event as per budget)					£ 2,250.00
Kent County Council (Laser) (Single cheque 2382) (Electricity supply period December 21 at 5% VAT)					7.27 £ 7.63 VAT 0.36
Kent County Council (Laser) (Electricity supply period December 21 at 20% VAT)					545.81 £ 654.97 VAT 109.16
All Wired Up Electrical Ltd (cheque 2383) (invoice 7472 - Parish Office - PAT tests 20 items)					60.00 £ 72.00 12.00
Valley Support Services (cheque 2384) (invoice 0464 - work undertaken on Position Statement for Rotary House)					2200.00 £ 2,640.00 VAT 440.00
Karen Miles (cheque 2385) (allotment deposit refund plot 21A)					£ 50.00
Day Tree Fellers (cheque 2386) (invoice 2227 - fell dead tree in village hall car park)					370.00 £ 444.00 VAT 74.00
Open Spaces Society (cheque 2387) (invoice 69126/02/22 Annual subscription)					£ 45.00
Streetlights (cheque 2388) (invoice 12703 payment of 4 (of 4) 2021/22 streetlighting maint. contract) (maintenance £1160.48 + painting of columns £352)					1512.48 £ 1,814.98 VAT 302.50
Sara Margetts (cheque 2389) (reimbursement for bamboo canes for new hedging)					£ 53.10
KALC (cheque 2390) (invoice 2724294609 - Chairmanship Networking day)					50.00 £ 60.00 VAT 10.00
Kents Handyman (cheque 2391) (invoice 10071 - repair of bench at land West of Age Concern)					£ 126.40
Action with Communities in Rural Kent (2392) (Annual subscription fee 2022/23)					£ 90.00
C & A Landscapes Ltd (cheque 2393) (invoice CA33690 Churchyard grounds maintenance 8th & 22nd Sep)					580.00 £ 696.00 VAT 116.00
February Salaries					
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for February £1565.96 + reimbursement for fax £1.20, stamps £20.40, sundries £9.79, stationery £1.00 + compost for the v green £6.99)					£1,605.34
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass Clerk - net salary for February £385.82 + reimbursement for keys £16.00 + clamp for play area sign £10.43)					£412.25
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - February)					£591.69
Nest - authorisation to pay pension contributions by Direct Debit for February					
Employer's contributions					£ 59.10
Employee's contributions					£ 78.80
TOTAL					£ 12,251.26

WEST MALLING PARISH COUNCIL							
Financial Statement as at 31 January 2022							
<u>Reconciliation</u>							
Balance b/f from 2010/21						£	115,499.31
<u>plus</u>							
total receipts 1.04.21-31.03.22						£	144,729.19
<u>less</u>							
total payments 1.04.21-31.03.22						£	92,757.97
						Total	£ 167,470.53
Deposit account						£	72,055.66
Current account					£96,712.55		
	less unrepresented cheques				£1,297.68		
						£	<u>95,414.87</u>
						Total	£ 167,470.53
<u>Unrepresented Cheques</u>				<u>Date Issued</u>			
2351	BML	£	94.80	6.12.21			
2359	KALC	£	144.00				
2370	SLCC	£	215.00	10.01.22			
2373	WMVH	£	102.00				
2376	Down to Earth	£	594.00	17.01.22			
2378	Zurich	£	81.88				
2379	Malling Memorial	£	<u>66.00</u>				
		£	1,297.68				