

# WEST MALLING PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE  
ANNUAL GENERAL MEETING OF THE PARISH COUNCIL  
TO BE HELD ON MONDAY 9<sup>TH</sup> MAY 2022 AT 7.30 PM  
AT THE CLOUT, 9 HIGH STREET WEST MALLING

## AGENDA – PART ONE

- 1 **Apologies for Absence**
- 2 **Elections and Appointments**
  - 2.1 **To Elect Chairman** – followed by signature of Acceptance of Office
  - 2.2 **To Elect Vice-Chairman**
  - 2.3 **To confirm appointment of Tree Wardens**
  - 2.4 **To appoint/confirm appointment of representatives to:**
    - West Malling Village Hall Management Committee
    - Kent Association of Local Councils
    - Parish Partnership Panel
    - Parking Liaison Group
    - Blaise Farm Liaison Group
    - Document Review Group
    - Chamber of Commerce
  - 2.5 **To consider need for statutory or standing committees and to establish membership:**
    - Amenities Committee
    - Finance & General Purposes Committee
    - Highways, Transportation & Streetlighting Committee
    - Planning Committee
- 3 **Accounts** – to approve end of year financial statement



**Claire Christmas**  
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## AGENDA – PART TWO

- 1 **Apologies for Absence**
- 2 **Declarations of Interest** – to receive
- 3 **To approve the minutes** of the Parish Council Meeting held on 4<sup>th</sup> April 2022
- 4 **Matters Arising** from the minutes not otherwise on the agenda
- 5 **Chairman's Announcements**
- 6 **Questions from members of the public and councillors**
- 7 **Policing Matters**
  - 7.1 **Policing Report** – to receive April report if available.
  - 7.2 **Other Policing Matters**

### Matters requiring decisions

- 8 **Local Plan** – to receive update
- 9 **West Malling Public Conveniences**
  - 9.1 **Cleaning costs** - to note that revised monthly cleaning costs have now been received and accepted (£503.70 per month + VAT).
  - 9.2 **Licence** – to note that the Licence with T&MBC has been extended until the end of June and to agree a way forward after that date.
- 10 **Rotary House** – in view of the KCC decision not to sale the site to WMPC, to receive an update regarding communication with KCC and for the Parish Council to consider how they wish to move forward on this and other projects.
- 11 **Parish Infrastructure Statement (Planning Obligations Protocol)** – to note receipt of email from T&MBC dated 15<sup>th</sup> March which asks that parishes complete an infrastructure statement by 16<sup>th</sup> June 2022. To consider how to progress this.
- 12 Please note that due to the confidential nature of this item (legal matters ) it may be 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.  
**Legal Matters** – to update members on the outcome of the meeting with the insurance representative
- 13 **T&MBC Planning Committees** – to agree representations to be to T&MBC regarding the possibility of the current 3 area committees being merged to make one area committee.
- 14 **Amenities**
  - 14.1 **Garage within the playing field at Norman Road** – following a revised quote for works to be undertaken, members are asked to agree that the sum of £185 be taken from the playing field additional works budget.

- 14.2 **Land West of Age Concern** – to ratify the decision to take the sum of £65.00 from reserves to enable one of the wooden benches to be urgently repaired.
- 14.3 **Allotment Plot 1A & 1B** – to agree waste clearance costs in the sum of £380 (£500 in budget)
- 14.4 **Town Malling Cricket Club** – to note receipt of email from TMCC regarding outdoor cricket net refurbishment and possible use of spoil, to consider response.

## 15 Financial Matters

- 15.1 **Accounts for Payment** – to approve
- 15.2 **Financial Statement** – up until 30<sup>th</sup> April 2022
- 15.3 **Audit 2021/2022** – to note receipt of the internal auditor's written report and signature of the 21/22 statement.
- 15.4 **Audit 2021/2022** – to complete Section 1 Annual Governance Statement 2021/22 for audit purposes (deadline 1st July 2022)
- 15.5 **Audit 2021/2022** – to complete Section 2 Accounting Statement 2021/22 for audit purposes (deadline 1st July 2022)

## Matters for Report

### 16 To receive/approve, as appropriate, the reports of committees and representatives:

- 16.1 **Amenities Committee** – to receive draft minutes of meeting held on 11<sup>th</sup> April 2022
- 16.2 **Highways Committee** - to receive draft minutes of meeting held on 19<sup>th</sup> April 2022
- 16.3 **Planning Committee** – to receive draft minutes of meetings held on 26<sup>th</sup> April 2022
- 16.4 **Malling Action Partnership (M.A.P.)**
- 16.5 **School Governors**
- 16.6 **Malling Society**
- 16.7 **Chamber of Commerce / Christmas Lights Committee**
- 16.8 **Tonbridge & Malling Borough Council**
- 16.9 **KALC/NALC/ACRK**  
KALC – to note receipt of KALC News March 2022

## Administration

### 17 **Committee Meeting dates** – to agree/note dates for meetings where necessary and/or receive update on progress of:

F&GP – 16<sup>th</sup> May 2022 at the Clout  
 Amenities ((concentrating on the allotments) Monday 23<sup>rd</sup> May - cancelled  
 Planning – Tuesday 24<sup>th</sup> May 2022 at West Malling Village Hall

Macey's Meadow – Wednesday 25<sup>th</sup> May at West Malling Village Hall.

Annual Parish Meeting – Tuesday 31<sup>st</sup> May at West Malling Village Hall

June Full Council – Monday 6<sup>th</sup> June 2022

**18 Report of Borough Councillors**

**19 Report of County Councillor**



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