

# WEST MALLING PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE  
ANNUAL GENERAL MEETING OF THE PARISH COUNCIL  
TO BE HELD ON MONDAY 15<sup>TH</sup> MAY 2023 AT 7.30 PM  
AT THE WEST MALLING VILLAGE HALL, NORMAN ROAD

## AGENDA PART ONE – ANNUAL MEETING

- 1 Elections
- 1.1 To receive declaration of office forms from the new council and to note that Ms Stacpoole is unable to sign her declaration before this meeting and therefore to agree arrangements to enable her to do so.
- 1.2 To Elect a Chairman for the Parish Council for 2023/24 and receive declaration of acceptance of Office for Chairman.
- 1.3 To Elect Vice-Chairman for the Parish Council for 2023/24
- 2 To receive and accept Apologies for Absence
- 3 Appointments
- 3.1 To confirm appointment of Tree Wardens
- 3.2 To appoint/confirm appointment of representatives to:  
  
West Malling Village Hall Management Committee  
Kent Association of Local Councils  
Parish Partnership Panel  
Blaise Farm Liaison Group  
Document Review Group  
Chamber of Commerce  
Rotary House Working Group  
Climate Change & Biodiversity Action Group  
  
Where appropriate, to consider reporting arrangements back to Full Council.
- 3.3 To consider the need for statutory or standing committees and to establish membership:  
  
Amenities Committee  
Finance & General Purposes Committee  
Highways, Transportation & Streetlighting Committee  
Planning Committee
- 3.4 To consider committee Terms of Reference – see Standing Orders Section 4.5.
- 3.5 To determine the time and place of ordinary meetings of the full council
4. **General Power of Competence** - for Council to consider if it wishes to exercise the General Power of Competence in the future once the criteria is satisfied.

5. **Following a number of minor amendments, to review the following for adoption:**  
Standing Orders  
Financial Regulations
- 6 **Accounts** – to approve end of year financial statement.



**Claire Christmas**  
**Clerk to the Parish Council**  
**9 High Street, West Malling**  
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## **AGENDA**

### **PART TWO - FULL COUNCIL**

- 1 **Apologies for Absence**
- 2 **Declarations of Interest** – to receive
- 3 **To approve the minutes** of the Parish Council Meeting held on 3<sup>rd</sup> April 2023
- 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** – to note the outcome of the PCSO / policing review

#### **Matters requiring decisions**

- 8 **Local Plan** – to receive update
- 9 **West Malling Public Conveniences** - to receive an update if available.
- 10 **Four Year Plan** – to receive a recommendation from the F&GP Committee that consideration be given to holding a strategic planning session at which members could discuss WMPC aims and objectives for 2023 – 2027. If members are in agreement, to consider setting a date for a half-day meeting.

- 11 Tennis Court Construction Contract** – to receive recommendation from the Amenities Committee to enter into a contract with Sovereign-Sports, the contract sum being £47,150.00. This work is to be funded using Section 106 monies.
- 12 Tonbridge and Malling Community Development Grant Scheme** – to consider if WMPC wish to apply for funding. The scheme is funded from UK Shared Prosperity Fund, applications will close **Friday 16 June**. Applications are welcome from voluntary and community groups as well as parish and town councils. <https://www.tmbc.gov.uk/business/community-development-grant-scheme/1>
- 13 Financial Matters**
- 13.1 Accounts for Payment** – to approve
- 13.2** To note that payments in the sum of £3731.61 were authorised at the Amenities Committee meeting on 13<sup>th</sup> April and the sum of £1,504.11 at the Planning Committee meeting on 25<sup>th</sup> April.
- 13.3 Financial Statement** – up until 30<sup>th</sup> April 2023
- 13.4 Safeguarded Sums** – to note that on conclusion of the 22/23 financial year that the safeguarded figure was £61,366.75.

### Matters for Report

- 14 To receive/approve**, as appropriate, the reports of committees and representatives:
- 14.1 Amenities Committee** – to receive draft minutes of meeting held on 13<sup>th</sup> April 2023
- 14.2 Highways Committee** - to receive draft minutes of meeting held on 17<sup>th</sup> April 2023
- 14.3 Planning Committee** – to receive draft minutes of meeting held on 25<sup>th</sup> April 2023
- 14.4 Macey’s Meadow Committee** – to receive a verbal report of the meeting held on 19<sup>th</sup> April
- 14.5 Climate Change & Biodiversity Action Group** – to receive a verbal report of the meeting held on 20<sup>th</sup> April
- 14.6 Malling Action Partnership (M.A.P.)**
- 14.7 Broadwater Action Group**
- 14.8 School Governors**
- 14.9 Malling Society**
- 14.10 Chamber of Commerce / Christmas Lights Committee**
- 14.11 Tonbridge & Malling Borough Council**  
Parish Partnership Panel – to note that the next meeting is provisionally scheduled for 15<sup>th</sup> June
- 14.12 KALC/NALC/ACRK**  
KALC – to note receipt of KALC News April & May 2023 – previously circulated.  
KALC T&M – to receive draft minutes of the meeting held on 30<sup>th</sup> March and to note future meeting dates as follows: 13<sup>th</sup> July; 28<sup>th</sup> September – AGM and 14<sup>th</sup> December.

### Administration

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

F&GP – Monday 22<sup>nd</sup> May - cancelled  
Amenities Tuesday 23<sup>rd</sup> May - cancelled  
Planning – tbc (potentially Monday 22<sup>nd</sup> May at Clout)  
Climate Change & Biodiversity Action Group – Monday 22<sup>nd</sup> May tbc

June Full Council – Monday 5<sup>th</sup> June or 12<sup>th</sup> June.  
Macey's Meadow – Wednesday 28<sup>th</sup> June at West Malling Village Hall.

- 16 Report of Borough Councillor**

- 17 Report of County Councillor**



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