

# WEST MALLING PARISH COUNCIL

**ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND  
THE NEXT FULL COUNCIL MEETING OF THE PARISH COUNCIL  
TO BE HELD ON MONDAY 2<sup>ND</sup> OCTOBER 7.30 PM.  
AT WEST MALLING VILLAGE HALL, NORMAN ROAD, WEST MALLING**

## AGENDA

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> September and the extraordinary meeting held on 11<sup>th</sup> September.
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 **Police Update** – to receive September Police report (previously circulated)
  - 7.2 **Other Policing Matters**

### Matters requiring decisions

8. **Local Plan**
  - 8.1 **Updates** – to receive any updates and to note the progress of the joint parish Green Belt extension petition.
9. **Rotary House**

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

  - 9.1 – **Community Ownership Fund** – to note that an Expression Of Interest form was submitted on 19<sup>th</sup> September and to consider any further action to be taken.
  - 9.2 – to note those councillors wishing to be part of a Rotary House group.
10. **West Malling Public Conveniences**
  - 10.1 – **King Street** – to receive update and to consider quote from Gullands Solicitors in the sum of £1,750 to £2,500 plus VAT and disbursements for legal services.
  - 10.2 – **Potential New Toilet Block** - to receive costings for pods from Changing Places / RISE

11. **Village Gateway Scheme** – to receive recommendation from the F&GP Committee that the sum of £1621.00 be taken from reserves to fund the installation (KCC) of heritage gates on St Leonards Street. This is a Highways Improvement Plan proposal to help reduce the speed of traffic.
12. **Remembrance Day / Armistice Day** – to consider arrangements for both Saturday 11<sup>th</sup> November and Sunday 12<sup>th</sup> November.
13. **Publication Scheme** – to receive recommendation from the F&GP Committee that the draft document be agreed.
14. **Civility Pledge** – to receive recommendation from the F&GP Committee that WMPC sign up to the Civility and Respect Project.  
[Civility and Respect Project \(nalc.gov.uk\)](http://nalc.gov.uk)
15. **Chamber of Commerce / Christmas Lights**
  - 15.1 to note that the Christmas Lights Festival is to take place on 3<sup>rd</sup> December and that volunteers are required to assist with the running of the day.
  - 15.2 **Christmas window display competition** – to note that this will take place on Friday 1<sup>st</sup> December and is again to be judged by parish councillors – to agree 3 councillors.
  - 15.3 to note that chamber membership subscription is to be re-introduced in the sum of £100.00. To consider if WMPC wishes to be a member and if so to agree the additional £50.00 be taken from reserves (£50 in budget).
16. **Appointments to Outside Bodies.**
  - 16.1 The Patient Participation Group of the West Malling Group Practice have asked for a local councillor nomination for their 'board' from West Malling PC.
  - 16.2 WMPC needs to appoint one or more representatives to the Board of Malling Action Partnership) (MAP is a company limited by guarantee set up to support the business and community life of West Malling and the ten surrounding parishes. It works primarily by facilitating the setting up of new groups or projects, assisting with obtaining funds, and providing monitors where required by funding bodies. It meets twice a year at 4pm and meetings are targetted to finish in an hour. It currently has representatives of East Malling, Larkfield, Kings Hill and Offham, and with appointments from Leybourne and West Malling outstanding).
17. **WMPC Committee/Advisory Committee Structure/Standing Orders/Equality Act**

**F&GP Committee** – recommendation from the F&GP Committee that the committee look to co-opt an additional 2 (maximum) members.

**Matters arising from the meeting on 23<sup>rd</sup> September.**

**Advisory Committees** - to consider the creation of Advisory Committees to be made up of mainly non-councillors, To consider what working groups are needed, who runs them and where and how they feed back to the council.

**Council Priorities** – to scope out our list of priorities, the timelines and the scale of what is involved – to consider how this be progressed.

**Standing Orders/limitation on the term of office for Chairpersons** – to agree that this be considered further by the F&GP Committee.

**Protected Characteristics under the Equality Act** – to note the Protected Characteristics which must underlie the Parish Council's decisions to ensure its services are available to everyone, are listed at the end of each agenda or in accompanying paperwork.
18. **Office Matters.**
  - 18.1 Clout Office Lease – to agree amendments (if available)

**19. Financial & Administrative Matters****19.1 Accounts for Payment** - to receive

**19.2** To note that payments in the sum of £1359.92 were authorised at the extraordinary meeting on 11<sup>th</sup> September and that payments in the sum of £784.84 were authorised at the F&GP Committee meeting on 18<sup>th</sup> September.

**19.3 Financial Statement up to 28<sup>th</sup> September** – to receive

**19.4 Quarterly Internal Audits** – to note that an additional councillor is required to undertake internal audits alongside Mr Stevens.

**Matters for Report****20. To receive/approve**, as appropriate, the reports of committees and representatives:

**20.1 Amenities Committee** – to receive, for information, the draft minutes of the meeting held on 11<sup>th</sup> September.

**20.2 F&GP Committee** – to receive, for information, the draft minutes of the meeting held on 18<sup>th</sup> September

**20.3 Planning Committee** – to receive, for information, a verbal report or draft minutes of the meeting held on 29<sup>th</sup> September.

**20.4 Climate Change & Biodiversity Group** – to receive the draft notes of the meeting held on 18<sup>th</sup> September and to note the carbon footprint figures for 22/23.

**20.5 Broadwater Action Group**

**20.6 Malling Action Partnership (M.A.P.)**

**20.7 School Governors**

**20.8 Malling Society**

**20.9 Chamber of Commerce / Christmas Lights Committee** – to receive the minutes of the meeting held on 19<sup>th</sup> September – previously circulated.

**20.10 Tonbridge & Malling Borough Council:**  
Parish Partnership Panel – to receive the draft minutes of the meeting held on 31<sup>st</sup> August 2023 and to note that the next meeting date is scheduled for 2<sup>nd</sup> November.

**20.11 KALC/NALC/CPRE**

**KALC T&M** meeting – to receive a verbal report of the meeting (AGM) held on Thursday 28<sup>th</sup> September.

**Administration****21. Committee Meeting dates** – to agree/note dates for meetings where necessary and/or receive update on progress of:

Amenities – Monday 9<sup>th</sup> October – West Malling Village Hall, 7.30pm

Climate Change & Biodiversity Action Group – Monday 16<sup>th</sup> October at The Clout, 6.30 - tbc

Highways – Monday 16<sup>th</sup> October at The Clout, 7.30

Planning – Tuesday 24<sup>th</sup> October – West Malling Village Hall, 7.30pm

Kent Wildlife Trust Talk – Thursday 26<sup>th</sup> October at the Clout

- 22. **Report of Borough Councillor**
- 23. **Report of County Councillor**



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**27<sup>th</sup> September 2023**