

# 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 6<sup>TH</sup> NOVEMBER 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 2<sup>nd</sup> October 2023 and the minutes of the extraordinary meeting held on 9<sup>th</sup> October.
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 welcome PC Whitehead to the meeting.
  - 7.2 **Other Policing Matters**

### Matters requiring decisions

8. **Local Plan**
  - 8.1 **Updates** – to note that the joint parish Green Belt extension petition was presented to the Mayor, Cllr. James Lark on 19<sup>th</sup> October.
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 a full bid application was submitted on 11<sup>th</sup> October – awaiting outcome.
  - 9.2 – to agree to engage with the Plunkett Foundation ([www.plunkett.co.uk](http://www.plunkett.co.uk)) for financial advice on the purchase of Rotary House (this requires 3 councillors to agree to be members of a steering group).
10. **West Malling Public Conveniences**
  - 10.1 – **King Street** – to receive a verbal report of the site meeting with Chris Goymer of TMBC; the purpose of the meeting was to establish works to be undertaken to the toilets prior to transfer to WMPC.
  - 10.2 – to receive quotes from 3 surveyors as follows; Adkins Consultants Ltd £898.00 + VAT; Osborne White £750.00 (no VAT); Nick Hill Consultancy £850.00 (no VAT). To agree a way forward.

11. **Remembrance Day / Armistice Day** – to consider arrangements for both Saturday 11<sup>th</sup> November and Sunday 12<sup>th</sup> November.
12. **Amenities Risk Assessments** – recommendation from the Amenities Committee that the draft risk assessments for the ball park, playing fields, children’s play area, allotments and litter picking be agreed.
13. **Climate & Ecology Bill** – to agree WMPC response [Climate and Ecology Bill - Back the CE Bill Campaign \(zerohour.uk\)](#). For a draft motion see [Local authority motion on the Climate and Ecology Bill - Google Docs](#)
14. **Audit 22/23**
  - 14.1 - to receive notice from external auditor Mazars of completion of the audit for the year ended 31 March 2023– report attached
  - 14.2 – Minor Scope for Improvement – to note that 2 matters were raised that need consideration moving forward – see completion letter.
15. **Office Matters.**
  - 15.1 Clout Office Lease – to agree amendments (if available)
16. **Financial & Administrative Matters**
  - 16.1 **Accounts for Payment** - to receive
  - 16.2 To note that payments in the sum of £9,267.98 were authorised at the extraordinary meeting on 9<sup>th</sup> October
  - 16.3 **Financial Statement up to 31st October** – to receive
  - 16.4 **Unity Trust Bank** – to agree to move both the current account and deposit account from Santander to Unity and to further agree signatories.

### **Matters for Report**

17. **To receive/approve**, as appropriate, the reports of committees and representatives:
  - 17.1 **F&GP Committee** - to receive, for information, the draft minutes of the meeting held on 18<sup>th</sup> September – unavailable for the October Full Council meeting.
  - 17.2 **Planning Committee** - to receive, for information, the draft minutes of the meeting held on 29<sup>th</sup> September – unavailable for the October Full Council meeting.
  - 17.3 **Amenities Committee** – to receive, for information, the draft minutes of the meeting held on 9<sup>th</sup> October.
  - 17.4 **Highways Committee** – to receive, for information, the draft minutes of the meeting held on 16<sup>th</sup> October
  - 17.5 **Climate Change & Biodiversity Group** – to receive a verbal report of the Kent Wildlife Trust talk held on 26<sup>th</sup> October.
  - 17.6 **Broadwater Action Group**
  - 17.7 **Malling Action Partnership (M.A.P.)**

**17.8 School Governors**

**17.9 Malling Society**

**17.10 Chamber of Commerce / Christmas Lights Committee** – to note that the next meeting is scheduled for Tuesday 7th November arrival 5.30pm at The Cow Shed behind The Farm House.

**17.11 Tonbridge & Malling Borough Council:**  
Parish Partnership Panel – to receive a verbal report of the meeting held on 2<sup>nd</sup> November.

**17.12 KALC/NALC/CPRE**  
**KALC T&M** meeting – to receive draft minutes of the meeting held on 28<sup>th</sup> September and to note that the next meeting is scheduled for 14<sup>th</sup> December (via Zoom).  
**KALC** – to note that the AGM is to take place on Saturday 18<sup>th</sup> November at Ditton.

**Administration**

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

Amenities – Monday 13<sup>th</sup> November – West Malling Village Hall, 7.30pm

F&GP – Monday 20<sup>th</sup> November at The Clout, 7.30

Climate Change & Biodiversity Action Group – Tuesday 28<sup>th</sup> November at West Malling Village Hall, 6.30 - tbc

Planning – Tuesday 28<sup>th</sup> November – West Malling Village Hall, 7.30pm

Macey's Meadow Advisory Group – Thursday 23<sup>rd</sup> November at the Clout

**19. Report of Borough Councillor**

**20. Report of County Councillor**



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**1<sup>st</sup> November 2023**