

# 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 4<sup>TH</sup> DECEMBER 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 6<sup>th</sup> November
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 note receipt of monthly police report if available.
  - 7.2 **Other Policing Matters**

### Matters requiring decisions

8. **Local Plan** - to receive update.
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 decision on the WMPC application is expected by the end of December.
  - 9.2 – to receive minutes of the working group, to note actions and to agree the recommendation of the group to contact Mr Olden (surveyor) to obtain a quote for re-surveying the property.
10. **West Malling Public Conveniences**
  - 10.1 – **King Street** – to note that TMBC has provided a list of works to be undertaken to the toilets prior to transfer to WMPC.
  - 10.2 – to note that Nick Hill Consultancy undertook a survey of the site on Friday 24<sup>th</sup> November; report circulated.
11. **Car Parking Consultation** – to note that the consultation opened on Friday 24<sup>th</sup> November and closes on Sunday 7<sup>th</sup> January 2024. To agree WMPC response and how WMPC can advertise the consultation.  
[Off-street parking consultation 2023 – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tonbridgeandmallingsborough.gov.uk/off-street-parking-consultation-2023)  
[On-street parking consultation 2023 – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](https://www.tonbridgeandmallingsborough.gov.uk/on-street-parking-consultation-2023)

12. **Donations** – to consider recommendation from the meeting of F&GP Committee that the Heart of Kent Hospice receive a donation in the sum of £300.
13. **KALC Community Awards Scheme 2024** - for Council to consider adopting the 2024 scheme and to consider nominations (closing date for nominations is **Friday 2<sup>nd</sup> February 2023**)
14. **WMPC Draft Budget 2024/25**
- 14.1 Consideration of draft committee budgets and to agree a draft budget if able to do so.
- 14.2 To note the effect of the Council Tax base 24/25 as advised by TMBC.(subject to this figure being provided)
- 14.3 To agree arrangements for finalising the budget at the January Full Council meeting.
15. **Recommendations from the Amenities Committee:**
- Allotments** – to consider the quote for the clearance of Plot 10 – the sum of £724.96 to be taken from reserves (full quote is £1,000 with balance being paid from safeguarded sums).
- Kissing Gate on allotment path** – to consider the quote of £180 for repairs to the metal kissing gate – to be taken from reserves.
16. **WMPC Draft Policies** – recommendation from the F&GP Committee that the following policies be adopted.
- 16.1 Equality & Diversity
- 16.2 Dignity at Work
17. **KCC Plan Tree Strategy** – to note and to agree a way forward
18. **Confidential Item** – to agree a motion that in view of the confidential nature of the business to be transacted it is 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 (staffing matters)
- 18.1 **Salaries** – to note receipt of the 2023/24 National Salary Award – to agree back pay calculations from reserves - circulated separately.
- 18.2 **Overtime** – to note recommendation from the F&GP Committee that the Clerk be paid overtime for hours worked in relation to the Community Ownership Fund application – details circulated separately.
19. **Office Matters.**
- 19.1 Clout office lease – amendments having been agreed at the F&GP meeting – to agree that the document be signed.
20. **Financial & Administrative Matters**
- 20.1 **Accounts for Payment** - to receive
- 20.2 To note that payments in the sum of £1,011.32 were authorised at the F&GP meeting on 20<sup>th</sup> November
- 20.3 **Financial Statement up to 30<sup>th</sup> November** – to receive

### Matters for Report

21. **To receive/approve**, as appropriate, the reports of committees and representatives:
- 21.1 **Amenities Committee** – to receive, for information, the draft minutes of the meeting held on 13<sup>th</sup> November

- 21.2 **F&GP Committee** - to receive, for information, the draft minutes of the meeting held on 20<sup>th</sup> November
- 21.3 **Planning Committee** - to receive, for information, the draft minutes of the meeting held 28<sup>th</sup> November
- 21.4 **Climate Change & Biodiversity Group** – to receive draft notes of the meeting held on 16<sup>th</sup> November.
- 21.5 **Macey’s Meadow Advisory Group** – to receive draft minutes of the meeting held on 23<sup>rd</sup> November.
- 21.6 **Broadwater Action Group**
- 21.7 **Malling Action Partnership (M.A.P.)**
- 21.8 **School Governors**
- 21.9 **Malling Society**
- 21.10 **Chamber of Commerce / Christmas Lights Committee** – to note the winners of the Christmas window competition.
- 21.11 **Tonbridge & Malling Borough Council:**  
Parish Partnership Panel – to receive Mr Mann’s notes from the meeting held on 9<sup>th</sup> November
- 21.12 **KALC/NALC/CPRE**  
**KALC T&M** - to note that the next meeting is scheduled for 14<sup>th</sup> December (via Zoom).

#### Administration

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

Amenities – Monday 11<sup>th</sup> December – West Malling Village Hall, 7.30pm

Highways – Monday 18<sup>th</sup> December at The Clout, 7.30

Planning – TBC

Climate Change & Biodiversity Action Group – TBC

Full Council Monday 8<sup>th</sup> January – West Malling Village Hall, 7.30

Macey’s Meadow Advisory Group – Thursday 25<sup>th</sup> January at the Clout TBC

- 23. **Report of Borough Councillor**

- 24. **Report of County Councillor**



Claire Christmas  
Clerk to the Parish Council  
9 High Street, West Malling  
01732 870872  
[clerk@westmallingspc.org](mailto:clerk@westmallingspc.org)

29<sup>th</sup> November 2023