

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 8TH APRIL 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 4th March
4. **Matters Arising from the minutes** not otherwise on the agenda
5. **Chairman's Announcements**
6. **Public session** An opportunity for residents to raise questions and issues within the Parish in accordance with Standing Orders. Members of the public may make only one address to the council of no more than five minutes' duration. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration. This session shall not exceed fifteen minutes unless directed by the chairman of the meeting.
7. **Questions from councillors**
8. **Policing Matters**
 - 8.1 **Police Update**
 - 8.2 **Other Policing Matters** – to note receipt of TMBC email regarding Anti-Social Behaviour Team

Matters requiring decisions

9. **Donations** – to receive recommendation from the F&GP Committee that a donation (Section 137) in the sum of £200 be made to Friends of More Park PTA
10. **Local Plan**
 - 10.1 to receive an update if available
 - 10.2 to consider the format of the public consultation meeting & and arrangements for formulating WMPC response.
11. **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

 - 11.1 – to receive recommendation from the F&GP Committee that WMPC obtain quotes from consultants to assist with the completion of the Expression of Interest form for any future Community Ownership Fund application.
 - 11.2 – to receive recommendation from the F&GP Committee that representatives of WMPC meet with Age UK.
 - 11.3 – Working Group – to confirm membership and to progress the drafting of Terms of Reference.

12. King Street Public Conveniences

12.1 - to receive the Fire Risk Assessment, to consider approval of the document including action points.

12.2 - to receive invoice from TMBC for utility costs for the period 1/4/22 to 14/2/24, electricity £3375.00, water supply £3375.00 and waste water £2948.00. Total £9698.00 + VAT

For members to agree that the sum of £6535.82 be taken from reserves as there is insufficient money remaining from the 23/24 financial year.

12.3 to note revised associated cost of transfer (legal matters) in the sum of £4135.20 + VAT – this figure is for legal advice, indemnity insurance and searches as outlined in the Gullands invoice of 27/2/24 and an additional £20.00 for HM Land Registry fee as outlined in the Gullands invoice dated 20/3/24.

Additional expenses in connection with taking on ownership – Fire Risk Assessment £200 and electrics and PAT tests £432.00. Total expenditure to date £4767.20

13. Annual Parish Meeting

13.1 - to consider arrangements for the meeting including date and potential topic for presentation. This is to be held between 1st March and 1st June inclusive. Cllrs have agreed that this would be a brief meeting taking reports as read. The Clerk to Sevenoaks Council has agreed to give a presentation on the Neighbourhood Plan process to WMPC on date to be confirmed. In view of the public interest and interest of Offham PC, she has agreed to potentially present on Sundays 21st & 28th April should members wish to consider this option.

13.2 - KALC Community Award – to agree presentation arrangements

14. Communications Strategy – Mrs Bridgeland to provide brief feedback on her attendance at the KALC Communications training and for the Council to consider a way forward.**15. Meeting Administration:**

15.1 – to receive a recommendation from the F&GP Committee that moving forward members of the Council be referred to as 'Cllr' in agendas and minutes rather than using their titles of Mr, Mrs and Ms.

15.2 – to receive a recommendation from the F&GP Committee that moving forward the Chairmen of both committees and Council be referred to as 'Chair'.

15.3 – to consider and agree attendance policy – if available.

16. WMPC Policies & Risk Assessment – recommendation from the F&GP Committee that the following policies and risk assessment be adopted:

Health & Safety Policy

Grievance Policy

Grants Policy

Sickness & Absence Policy

Training & Development Policy

Lone Workers Policy & Risk Assessment

GDPR Policy

17. Financial & Administrative Matters

17.1 Accounts for Payment - to receive

17.2 To note that payments in the sum of £846.00 were authorised at the Amenities meeting on 11th March, £3926.40 at the F&GP meeting on 18th March and £60.00 at the Planning meeting on 26th March.

17.3 Financial Statement up to 31st March – to receive

Matters for Report**18. To receive/approve, as appropriate, the reports of committees and representatives:**

18.1 Amenities Committee - to receive, for information, the draft minutes of the meeting held on 11th March

18.2 F&GP Committee - to receive, for information, the draft minutes of the meeting held on 18th March

- 18.3 Planning Committee** – to receive, for information, the agreed minutes of the meeting held on 8th March and the draft minutes of the meeting held on 26th March.
- 18.4 Highways Committee** – to receive a verbal report / draft minutes of the meeting held on 3rd April
- 18.5 Climate Change & Biodiversity Action Group** – to receive draft notes of the meeting held on 14th March
- 18.6 Macey’s meadow Advisory Committee** – to receive a verbal report of the meeting held on 4th April.
- 18.7 Broadwater Action Group**
- 18.8 Malling Action Partnership (M.A.P.)**
- 18.9 School Governors**
- 18.10 Malling Society**
- 18.11 Chamber of Commerce / Christmas Lights Committee** – to note that the AGM is to be held on Tuesday 9th April.
- 18.12 Tonbridge & Malling Borough Council:**
Parish Partnership Panel – to note that the next meeting date is scheduled for 30th May.
- 18.13 KALC/NALC/CPRE**
KALC T&M – to note that the next meeting will be held on Thursday 18th April in person.

Administration

- 19. Committee Meeting dates** – to agree/note dates for meetings where necessary and/or receive update on progress of:
- Amenities – Monday 15th April – West Malling Village Hall, 7.30pm
Climate Change & Biodiversity Action Group – Thursday April 18th 6.30 at The Clout - tbc
Planning – Tuesday 23rd April at West Malling Village Hall, 7.30
- May Full Council / AGM – 13th May West Malling Village Hall, 7.30pm
- 20. Report of Borough Councillor**
- 21. Report of County Councillor**
- 22. Correspondence**
Countryside Voices, Spring/Summer 2024 – CPRE – available from the office
Kent Countryside Voices (Kent), Spring/Summer 2024 CPRE – available from the office
Town & Country Planning Journal March – April 24 – available from the office



