

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 7TH OCTOBER 7.30 PM.
AT WEST MALLING VILLAGE HALL, NORMAN ROAD, WEST MALLING

AGENDA

1. **Apologies for Absence** – to receive [LGA 1972 s85(1)]
2. **Declarations of Interest** – to receive [LA 2011 s31]
3. **To approve the minutes** of the Parish Council meeting held on 2nd September [LGA 1972 Sch 12. Para 41(1)]
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** – to update members on the police public drop in session held on Thursday 19th September and to note police presence at the AppleFest event.
 - 8.2 **Other Policing Matters** – to note

Matters requiring decisions

9. **Local Plan**
 - 9.1 to receive an update if available
10. **Extension of the Conservation Area** - to agree to apply to TMBC for an extension to the Conservation Area to broadly include the fields which were the subject of the two successful Appeals against development. The current TMBC appraisal being dated 2002.
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 update
12. **Section 137 donation request** – to receive a recommendation from the Finance & General Purposes Committee that a donation be made to Mental Health Resource charity in the sum of £200.00
13. **Amenities**
 - 13.1 – **Smart Access System for tennis courts** – to note receipt of invoice for SmartAccess Netcode Subscription in the sum of £160 +VAT (£156 in budget) and SmartAccess Entry Maintenance Contract-

Telephone Technical Support in the sum of £391 + VAT (not budgeted for). Request that members agree that the total sum of £395 be taken from reserves.

13.2 Tree works on Norman Road – to note that tree works have been undertaken on Norman Road in the sum of £740 + VAT. For members to agree that £500 to be taken from the 24/25 Macey's tree work budget and £240 from Macey's tree work safeguarded sums.

13.3 Production of A5 cards – to note that Macey's Meadow cards have been produced for the total sum of £193.55. For members to agree that £100 be taken from the 24/25 marketing budget and £93.55 from the Macey's marketing safeguarded sums.

13.4 EV Charging Points – to receive a recommendation from the Amenities Committee that EV Charging points be installed at West Malling Village Hall car park. Installation is via a KCC scheme at no cost to WMPC. To note the suggested positioning of the points and to agree the draft KCC/WMPC. To note that the lease is to be finalised once KCC has formally approved the scheme.

- 14. West Malling Group Practice** – to note that an Anima workshop in conjunction with the Patient Participation Group will take place on 21st October, 12 noon – 2pm at West Malling Village Hall.
- 15. Projection equipment** – recommendation from the F&GP Committee that a projector and screen be purchased to facilitate parish meetings. The cost to be funded from reserves. Costs and spec to be finalised – budget of £1000.00.
- 16. Remembrance** – to review arrangements
- 17. WMPC Policies/Financial Regulations** – recommendation from the F&GP Committee that the following draft documents be adopted:
- (a) Terms of Reference for F&GP Committee
 - (b) Financial Regulations
 - (c) Statement on Internal Control
 - (d) Scheme of Delegation
- 18. External Audit**
- 18.1 - External Audit 2023/24** to receive notice from external auditor Forvis Mazars of completion of the audit for the year ended 31 March 2024 – report attached.
- 18.2 – email management** – to note contents of the letter of conclusion advising: 'While the Practitioner's Guide 2024 does not mandate the use of '.gov.uk' email addresses, we would expect the Council and its councillors to have a generic email address to use for official Council correspondence. If the Council and councillors are not using generic email address by 31 March 2025, then this could result in either a qualification or other matter on the 2024/2025 AGAR'.
- 19. Financial & Administrative Matters**
- 19.1 Accounts for Payment** - to receive
- 19.2** To note that payments in the sum of £2583.17 were authorised at the Amenities meeting on 9th September and £1964.01 at the F&GP meeting on 30th September
- 19.3 Financial Statement up to 30th September** – to receive
- 19.4 Receipts & Payments/financial breakdown** – to receive half yearly summary

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 9th September
- 20.2 Planning Committee** - to receive, for information, the agreed minutes of the meeting held on 5th September and the draft minutes of the meeting held on 24th September.

- 20.3 Finance & General Purposes Committee** - to receive, for information, a verbal report of the meeting held on 30th September
- 20.4 Neighbourhood Plan Steering Group** – to receive the approved minutes of the meeting held on 8th August and to approve the minutes of the meeting held on 25th September - to note that the group is to approach the 3 planning consultants referred to in the minutes for quotes.
- To further note that the F&GP Committee reviewed the Terms of Reference of the group and agreed no change was necessary to strengthen the powers of the group.
- 20.5 Broadwater Action Group**
- 21.6 Malling Action Partnership (M.A.P.)**
- 21.7 School Governors**
- 21.8 Malling Society**
- 21.9 Chamber of Commerce** to receive notes of the meeting held on 17th September and to note the next meeting date of Thursday 10th October.
To agree the arrangements for the Christmas window competition.
- 21.10 West Malling Group Practice – Patient Participation Group** – to receive notes from Cllr Margetts of the September meeting.
- 21.11 Tonbridge & Malling Borough Council:**
Parish Partnership Panel – to note that the next meeting is scheduled for 21st November.
- 21.12 KALC/NALC/CPRE**
KALC T&M – to receive a report from Cllr Stacpoole (if available) of the meeting held on 26th September

Administration

- 22. Committee/Working Group Meeting dates** – to agree/note dates for meetings where necessary and/or receive update on progress of:
- Amenities – Monday 14th October – West Malling Village Hall, 7.30pm
 Highways - Monday 21st October – The Clout, 7.30pm
 Climate Change & Biodiversity Action Group -Thursday 24th October - The Clout, 6.30pm
 Macey’s Meadow Advisory Group – Thursday 31st October - The Clout, 7.00pm
 Planning - Tuesday 29th October - West Malling Village Hall, 7.30pm
- November Full Council - 4th November - West Malling Village Hall, 7.30pm
- 23. Report of Borough Councillor**
- 24. Report of County Councillor**
- 25. Correspondence – Open Space Autumn 2024**
Countryside Voices – Autumn/Winter 2024



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2nd October 2024