

# 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> DECEMBER 2024 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 4<sup>th</sup> November [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 receive if available.
  - 8.2 **Other Policing Matters** – to note

### Matters requiring decisions

9. **Local Plan**
  - 9.1 to receive an update if available
10. **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

**10.1** - to note that the TMBC Area 2 Planning Committee will be considering the change of use application on Wednesday 4<sup>th</sup> December. Cllr Mann to attend on behalf of WMPC.
11. **Remote and hybrid attendance and proxy voting at local authority meetings in England** – to consider WMPC response to Government consultation. Deadline 19<sup>th</sup> December  
[Enabling remote attendance and proxy voting at local authority meetings - GOV.UK](#)  
To receive draft response written by Cllr Stevens and to agree submission.
12. **Amenities**
  - 12.1 **Risk Assessments** – to receive recommendation from the Amenities Committee that the draft risk assessment for the litter picker role be agreed.

- 12.2 Cricket meadow lease** – to agree to the assignment of the lease to the current Trustees of TMCC, these being James Smyth and Peter McDermott.
- 12.3 Tenders** – to receive recommendation from the Amenities Committee – see spreadsheet.
- 12.4 Parish Infrastructure Statement/Planning Obligations** – recommendation from the Amenities Committee that there be a Full Council discussion about potentially meeting with the Development Obligations Officer.
- 12.5 Maintenance of play area surfaces** – to receive recommendation from the Amenities Committee that the sum of £3043.70 + VAT be taken from reserves for the cost of professional jet washing with repellent for the following play area surfaces:
- |                   |               |
|-------------------|---------------|
| Rotating climber  | £656.70 + VAT |
| Multi play junior | £954.00 + VAT |
| Seesaw            | £438.00 + VAT |
| Junior swing      | £497.50 + VAT |
| Toddler swing     | £497.50 + VAT |
- 13. Neighbourhood Plan** – recommendation from the Planning Committee that planning consultant Alison Eardley be appointed to assist WMPC with the progress of its Plan; this is subject to grant funding being available and subject to the value of £4K.
- 14. WMPC Draft Budget 2025/26**
- 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 25/26 as advised by TMBC (subject to this figure being provided)
- 14.3** To agree arrangements for finalising the budget – awaiting deadline date from TMBC.
- 14.4** To note that a reserves policy will be formalised when setting the precept – this document can be reviewed as required.
- 15. F&GP**
- 15.1 WMPC Website** – recommendation from the F&GP Committee that the Council accept the quote from Aubergine for the build of a new site and registration and set up of .gov.uk domains. Cost - £999 + VAT (£899 + VAT for SLCC members). Additional and optional items to be considered further by the F&GP Committee. To agree a way forward.
- 15.2 Risk Management Policy-** recommendation from the F&GP Committee that the draft policy be adopted.
- 16. KALC Community Awards Scheme 2025** - for Council to consider adopting the 2025 scheme. To consider the Chair's suggestion that we invite nominations from the public for the KALC Community Award (closing date for nominations is **Friday 7<sup>th</sup> February 2025**). To agree a way forward
- 17. West Malling Concert** – to receive update
- 18. Financial & Administrative Matters**
- 18.1 Accounts for Payment** - to receive  
To note that following the finalisation of payroll for the month of December, the additional Employers National Insurance to be paid is £30.83 and not £9.55 – to agree that the sum of £30.83 be taken from reserves.
- 18.2** To note that payments in the sum of £3681.20 were authorised at the Amenities meeting on 11<sup>th</sup> November and £3518.52 at the F&GP meeting on 18<sup>th</sup> November
- 18.3 Financial Statement up to 28<sup>th</sup> November** – to receive

### Matters for Report

- 19. To receive/approve**, as appropriate, the reports of committees and representatives:

- 19.1 **Highways Committee** - to receive, for information, the draft minutes of the meeting held on 21<sup>st</sup> October (unavailable at the November meeting).
- 19.2 **Amenities Committee** - to receive, for information, the draft minutes of the meeting held on 11th November
- 19.3 **F&GP Committee** - to receive, for information, a verbal report/draft minutes of the meeting held on 18<sup>th</sup> November
- 19.4 **Planning Committee** - to receive, for information, the draft minutes of the meeting held on 26th November
- 19.5 **Neighbourhood Plan Steering Group** – to receive the approved minutes of the meeting held on 13<sup>th</sup> November
- 19.6 **Broadwater Action Group**
- 19.7 **Malling Action Partnership (M.A.P.)**
- 19.8 **School Governors**
- 19.9 **Malling Society**
- 19.10 **Chamber of Commerce** – to note the winners of the Christmas window competition.  
To receive the minutes of the 6<sup>th</sup> November meeting
- 19.11 **West Malling Group Practice – Patient Participation Group** – to note the next meeting date of 4th December
- 19.12 **Tonbridge & Malling Borough Council:**  
Parish Partnership Panel – to receive Cllr Mann’s notes of the meeting held on 21<sup>st</sup> November
- 19.13 **KALC/NALC/CPRE**  
**KALC T&M** –to note that the next meeting is scheduled for 12<sup>th</sup> December via Teams.

#### Administration

- 20. **Committee/Working Group Meeting dates** – to agree/note dates for meetings where necessary and/or receive update on progress of:  
  
Amenities – Monday 9th December – West Malling Village Hall, 7.30pm  
Highways - Monday 16<sup>th</sup> December – The Clout, 7.30pm  
Planning - Tuesday 17<sup>th</sup> December – The Clout, 9 High Street 2pm  
  
January Full Council – 6<sup>th</sup> January - West Malling Village Hall, 7.30pm
- 21. **Report of Borough Councillor**
- 22. **Report of County Councillor**
- 23. **Correspondence** – Mental Health Resources – to receive letter of thanks for Section 137 donation



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27<sup>th</sup> November 2024