

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 3RD FEBRUARY 2025 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 meetings held on 6th January and 20th January [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 receive an update if available.
11. **Section 137 donation**
 - 11.1 to receive a recommendation from the Finance & General Purposes Committee that a donation be made in the sum of £300.00 to the Heart of Kent Hospice.
 - 11.2 to agree a donation in the sum of £2500 to West Malling Chamber of Commerce, this being the budgeted figure. To note that in addition, the sum of £34.14 is to be paid for electricity works (Christmas lights work) to column 42. Accounts year end Dec 23 have been circulated.

12. **Annual Parish Meeting** – 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.
13. **KALC Community Awards Scheme 2025** – following Council's adoption of the 2025 scheme (Full Council December 24) for Council to consider any public nominations received and to agree a way forward (closing date for nominations is **Friday 7th February 2025**)
14. **Planning:**
23/03241 - Development Site Land West Of Winterfield Lane East Malling West Malling. Following the deferment of this decision for further discussion between TMBC and KCC, to consider if additional comments should be submitted by WMPC.
15. **Financial Regulations & Standing Orders** – to receive a recommendation from the F&GP Committee that the draft documents be adopted.
16. **Environmental Policy** - to receive a recommendation from the Climate Change & Biodiversity Action Group that the updated policy be adopted.
17. **Standards & Conduct survey** - strengthening the standards and conduct framework for local authorities – to agree WMPC response to the Government Consultation. Deadline of 26th February - [Strengthening the standards and conduct framework for local authorities in England - GOV.UK](#)
18. **Internal auditor for the 24/25 financial year** – to receive a recommendation from the F&GP Committee that Lionel Robbins be appointed as WMPC's internal auditor for the 2024/5 financial year. Mr Robbin's hourly rate remains at £70.00 as per last year.
19. **WMPC website & logo update** –
19.1 to receive update from the Clerk.
19.2 **Logo** - to agree that costs for the logo design be taken from reserves. To receive quotes from Aubergine in the sum of £350 +VAT and Roth Creative in the sum of £400 +VAT. To agree a way forward.
20. **Financial & Administrative Matters**
20.1 **Accounts for Payment** - to receive
20.2 To note that payments in the sum of £8,405.08 were authorised at the Amenities meeting on 13th January; £2,732.50 at the F&GP Committee on 20th January and £5,282.18 at the Planning Committee on 28th January.
20.3 **Financial Statement up to 30th January** – to receive
20.4 **Unity Trust** – for Clerk to update members

Matters for Report

21. **To receive/approve**, as appropriate, the reports of committees and representatives:
 - 21.1 **Highways Committee** - to receive, for information, draft minutes of the meeting held on 16th December (unavailable at the January meeting)
 - 21.2 **Amenities Committee** - to receive, for information, draft minutes of the meeting held on 13th January
 - 21.3 **F&GP Committee** - to receive, for information, draft minutes of the meeting held on 20th January
 - 21.4 **Planning Committee** - to receive, for information, the draft minutes of the meeting held on 28th January
 - 21.5 **Climate Change & Biodiversity Action Group** – to receive the draft minutes of the meeting held on 23rd January

- 21.6 Neighbourhood Plan Steering Group** – to receive the approved minutes of the meeting held on 27th January
- 21.7 Broadwater Action Group**
- 21.8 Malling Action Partnership (M.A.P.)**
- 21.9 School Governors**
- 21.10 Malling Society**
- 21.11 Chamber of Commerce** – to receive the minutes of the January meeting. To note the meeting of West Malling Connect on 18th January and to note the AGM scheduled for 11th March.
- 21.12 West Malling Group Practice – Patient Participation Group** – to receive the agreed minutes of the December meeting and the notes of the meeting held on 22nd January. To note that the next meeting is scheduled for 5th March.
- 21.13 Tonbridge & Malling Borough Council:**
Parish Partnership Panel – to note that the next meeting is scheduled for 6th February, in person. Cllr Mann to attend.
- 21.14 KALC/NALC/CPRE**
KALC T&M –to receive a verbal report of the meeting held on 16th January.

Administration

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

Amenities – Monday 10th February – West Malling Village Hall, 7.30pm

Highways 17th February – The Clout, 7.30pm

Planning - Tuesday 25th February – West Malling Village Hall, 7.30pm

Macey's Meadow Advisory Committee – Thursday 20th February – The Clout 7.00pm

Climate Change & Biodiversity Action Group – Thursday 27th February – The Clout 7.30pm tbc

March Full Council – Monday 3rd March - West Malling Village Hall, 7.30pm

- 23. Report of Borough Councillor**
- 24. Report of County Councillor**



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29th January 2025