

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 APRIL 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 meeting held on 3rd March 2025 [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 report from PC Farmer (if available)
 - 8.2 **Other Policing Matters** – to note

Matters requiring decisions

9. **Local Plan** - to receive update.
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 update from Cllr Dean and agree a way forward.
11. **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.
12. **Section 85 (1) of the Local Government Act 1972** – to consider a formal request from Cllr Jones that her continued absence be approved by Council, this is due to current work commitments.
13. **Section 137 donation** – to receive a request from West Malling Chamber of Commerce.

14. **VE Day 8th May** - to note events within West Malling and to consider if / how WMPC will mark the 80th anniversary.
15. **Financial Regulations** – to receive minor variations to the NALC Financial Regulations and to agree that they be incorporated into the WMPC Regulations.
16. **Amenities:**
16.1 – Metal detecting policy - to receive a recommendation from the Amenities Committee that the metal detecting policy be adopted
16.2 – Macey’s Meadow volunteer risk assessment - to receive a recommendation from the Amenities Committee that the updated volunteer risk assessment be adopted.
16.3 – Macey’s Meadow risk assessment - to receive a recommendation from the Amenities Committee that the draft Macey’s Meadow risk assessment be adopted.
17. **Finance & General Purposes Committee**
17.1 – Environmental Policy - to receive a recommendation from the Finance & General purposes Committee that the Environmental Policy (Climate Change & Biodiversity Action Group) be adopted.
17.2 – Thermal imaging camera - to receive a recommendation from the Finance & General purposes Committee that a thermal imaging camera be purchased (Climate Change & Biodiversity Action Group) with funds taken from reserves. An upper spend limit of £350.00
17.3 – Freedom of Information Policy - to receive a recommendation from the Finance & General purposes Committee that the draft Freedom of Information Policy be adopted.
17.4.1 – Assets – to receive and agree asset register / schedule of disposals for year end March 25.
17.4.2 – Asset Policy – further to the meeting of the F&GP Committee to review and consider the policy for adoption
17.5 – Risk Register – for Council to review and agree the updated register.
18. **Financial & Administrative Matters**
18.1 Accounts for Payment - to receive
18.2 To note that payments in the sum of £3803.14 were authorised at the Amenities meeting on 10th March; the sum of £12025.35 at the F&GP Committee on 17th March; the sum of £4080.13 at the Planning Committee and delegated payment in the sum of £600 authorised by Clerk / RFO on 28th March.
18.3 Financial Statement up to 31st March – to receive
18.4 Safeguarded Sums – following consideration at committee, for Council to agree sums to be safeguarded from the 2024/25 budget

Matters for Report

19. **To receive/approve**, as appropriate, the reports of committees and representatives:
- 19.1 **Amenities Committee** - to receive, for information, draft minutes of the meeting held on 10th March
- 19.2 **Finance & General Purposes Committee** - to receive, for information, draft minutes of the meeting held on 17th March
- 19.3 **Planning Committee** – to receive, for information, draft minutes of the meeting held on 25^h March
- 19.4 **Neighbourhood Plan Steering Group** – to receive and to approve draft minutes of the meeting held on 24th March

- 19.5 Broadwater Action Group**
- 19.6 Malling Action Partnership (M.A.P.)**
- 19.7 School Governors**
- 19.8 Malling Society**
- 19.9 Chamber of Commerce** – to receive minutes (if available) or a verbal report of the AGM which took place on 1st April.
- 19.10 West Malling Group Practice – Patient Participation Group** – to receive Cllr Margett's notes of the meeting held on 5th March.
- 19.11 Tonbridge & Malling Borough Council:**
Parish Partnership Panel – to receive draft minutes of the meeting held on 6th February. To note that the next meeting is scheduled for 29th May.
- 19.12 KALC/NALC/CPRE**
KALC T&M – to note the next meeting date of Thursday 10th April

Administration

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

Amenities – Monday 14th April – West Malling Village Hall, 7.30pm
Planning - Tuesday 22nd April – West Malling Village Hall, 7.30pm
Highways – Thursday 24th April – The Clout, 7.30pm

Neighbourhood Plan Steering Group & Climate Change & Biodiversity Action Group - tbc

May Annual Council Meeting – Monday 12th May - West Malling Village Hall, 7.30pm
- 21. Report of Borough Councillor**
- 22. Report of County Councillor**
- 23. Correspondence:**
Heart of Kent Hospice – email thanking WMPC for the donation in the sum of £300.
Open Space – Spring



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2nd April 2025