

WEST MALLING PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL
HELD ON 13TH MAY 2024, 7.30 PM
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

Present: Cllr Dean
Cllr Bridgeland
Cllr Jones
Cllr Margetts (until 8.54)
Cllr Miles
Cllr Smyth
Cllr Stacpoole (until 8.28)
Cllr Stevens

Also Present: Resident

Minute		Action by	Action taken	Response
	ANNUAL COUNCIL MEETING			
24/281	ELECTIONS & APPOINTMENTS			
281.1	<p>Election of Chair for 2024/5 [LGA 1972 ss15(2) and 34(2)]</p> <p>Cllr Stacpoole proposed that Cllr Dean continue to serve as Chair; this was seconded by Cllr Smyth and agreed unanimously.</p> <p>There being no other nominations, it was resolved that Cllr Dean be appointed as Chair</p>			
281.2	The Declaration of Acceptance of Office for Chair was signed. [LGA 1972 s83(4)]			
24/282	<p>Election of Vice-Chair for 2024/5 [LGA 1972 s15(6) & 34(6)]</p> <p>Cllr Dean proposed that Cllr Stevens serve as Vice-Chair; this was seconded by Cllr Miles and agreed unanimously.</p> <p>There being no other nominations, it was resolved that Cllr Stevens be appointed as Vice-Chair</p>			
24/283	APOLOGIES FOR ABSENCE were received from Cllr Mann; Cllr Barkham; Cllr Thompson and Borough Councillor Roud (after the meeting). [LGA 1972 s85(1)]			
24/284	COMMITTEE AND WORKING GROUP STRUCTURE & MEMBERSHIP			
284.1	<p><u>To consider the need for statutory or standing committees and to establish membership</u></p> <p>Members to consider the need for statutory or standing committees as per Standing Order 4.</p>			

	<p>Resolved: it was agreed that the committee structure remain as it presently stands with the following membership:</p> <p>Amenities Committee Membership – Cllrs Barkham; Dean (<i>ex officio</i>); Margetts; Miles; Smyth; Stacpoole & Stevens.</p> <p>Finance & General Purposes Committee Membership – Cllrs Dean (Chair); Margetts, Stevens and Thompson. Co-opted Cllrs Bridgeland & Mann.</p> <p>(membership subject to change following election of committee Chairs)</p> <p>Highways, Transportation & Streetlighting Committee Membership - Cllrs Barkham; Bridgeland; Trudy Dean (<i>ex officio</i>); Mann; Stevens and Thompson.</p> <p>Planning Committee Membership – Cllrs Bridgeland; Dean (<i>ex officio</i>); Jones; Margetts; Smyth; Stacpoole; Mann; Miles and Thompson.</p>		
284.2	<p>To consider and approve the Terms of Reference for standing committees as per Section 4.5 of Standing Orders.</p> <p>Members agreed that whilst the Terms of Reference were fit for purpose, some of the wording should be updated. To be considered further at each committee meeting.</p>		
284.3	<p>To consider the need for any new committees in accordance with Standing Order 4</p> <p>Resolved: it was agreed that no new committees were required.</p>		
284.4	<p>To consider the need for WMPC working groups and to establish membership</p> <p>Members to consider the need for working groups to facilitate the work of the Council.</p> <p>Resolved: it was agreed that WMPC require the following working groups with membership as below:</p> <p>Neighbourhood Plan Steering Group Membership - Cllrs Bridgeland; Dean (<i>ex officio</i>); Thompson; Mann; Miles and Stacpoole</p> <p>Climate Change & Biodiversity Action Group Membership – Cllrs Dean (<i>ex officio</i>); Jones; Mann; Margetts; Smyth and Stacpoole.</p> <p>Rotary House Working Group Membership (to be reviewed) Cllrs Dean; Jones; Margetts; Mann; Smyth and Stacpoole.</p> <p>Document Review Group Membership – Cllrs Bridgeland; Stevens and Clerk.</p>		
284.5	<p>To consider and approve the Terms of Reference for the Climate Change & Biodiversity Action Group and the Neighbourhood Plan Steering Group.</p> <p>Climate Change & Biodiversity Action Group – resolved: it was agreed that the draft Terms of Reference would be approved.</p> <p>Neighbourhood Plan Steering Group – resolved: it was agreed that the draft Terms of Reference would be approved subject to minor revisions at paragraph 3 (Membership)</p>		
284.6	<p>Appointment of representatives – members to consider appointing representatives to the following groups and to agree arrangements for reporting back to Full Council</p>		
	<p>WM Village Hall Management Committee – it was agreed that Mrs Javens would continue in the role as the Parish Council representative on the Village Hall Management Committee. Mrs</p>		

	<p>Javens is a co-opted member of the Amenities Committee and will report back to that committee in the first instance.</p> <p>Kent Association of Local Councils T&M Area –attendance at the meetings will be on an <i>ad hoc</i> basis, however, it was agreed that Cllr Barkham would attend the meetings when able to do so. To report back directly to Full Council.</p> <p>Parish Partnership Panel – attendance at the meetings will be on an <i>ad hoc</i> basis, however, it was agreed that Cllr Mann would attend the meetings when able to do so. To report back directly to Full Council.</p> <p>Blaise Farm Liaison Group – attendance at the meetings will be on an <i>ad hoc</i> basis, however it was agreed that Cllr Stacpoole would attend the meetings when able to do so. To report back directly to Full Council.</p> <p>Chamber of Commerce – it was agreed that dependent on availability, Cllrs Dean, Miles, Stevens and the Clerk attend on behalf of WMPC. To report back directly to Full Council.</p> <p>Malling Action Partnership – it was agreed that Cllr Mann would represent the parish council.</p> <p>WMGP Patient Participation Group – it was agreed that subject to receiving further information from the Patient Participation Group on meeting dates etc that Cllrs Margetts and Miles would represent the parish council. To report back directly to Full Council.</p> <p>Broadwater Action Group – it was agreed that Cllr Thompson would represent the parish council. To report back directly to Full Council.</p>			
284.7	<p>To confirm appointment of tree wardens</p> <p>Resolved: it was agreed that Cllr Margetts and Peter Cosier (resident) continue as tree wardens.</p>			
284.8	<p>To determine the time and place of ordinary meetings</p> <p>Resolved: it was agreed that the time and place of ordinary meetings remain in the current format. These are subject to change.</p> <p>Full Council – first Monday of the month – West Malling Village Hall Amenities – second Monday of the month – West Malling Village Hall Planning - second Tuesday of the month – West Malling Village Hall + ad hoc meetings when required. F&GP & Highways – alternate third Mondays in the month – The Clout</p>			
24/285	<u>TO REVIEW THE FOLLOWING FOR ADOPTION</u>			
	<p>Standing Orders – resolved: it was agreed that the Standing Orders be adopted</p> <p>Financial Regulations – to be considered further by the Document Review Group in light of the updated NALC model document.</p>			
24/286	<u>REVIEW OF THE COUNCIL AND OR STAFF SUBSCRIPTIONS TO OTHER BODIES</u>			
	<p>Members to review the following subscriptions</p> <p>Kent Association of Local Council - £976 Open Space Society - £45.00 CPRE - £36.00 SLCC £288.00 Kentish Cobnuts £15.00 Town & Country Planning Association £110.00 Chamber of Commerce - £100</p>			

	Resolved: it was agreed to continue with the above subscriptions			
24/287	REVIEW OF THE COUNCIL'S COMPLAINTS PROCEDURE			
	Complaints procedure/vexatious complaints procedure to be reviewed, last reviewed and adopted April 2024. Resolved: it was agreed that having reviewed the policies that no changes were required.			
24/288	REVIEW OF THE COUNCIL'S POLICIES, PROCEDURES AND PRACTICES IN RESPECT OF ITS OBLIGATIONS UNDER FOI AND DATA PROTECTION LEGISLATION			
288.1	<u>GDPR Policy</u> to be reviewed, last reviewed and adopted April 2024 Resolved: it was agreed that having reviewed the GDPR Policy that no changes were required.			
288.2	<u>Model Publication Scheme</u> to be reviewed, last reviewed and adopted October 2023 Resolved: it was agreed that having reviewed Model Publication Scheme that no changes were required.			
24/289	REVIEW OF THE COUNCIL'S EMPLOYMENT POLICIES			
289.1	<u>Equality & Diversity Policy</u> to be reviewed, last reviewed and adopted December 2023 Resolved: it was agreed that having reviewed the Equality & Diversity Policy that no changes were required.			
289.2	<u>Dignity & Work Policy</u> to be reviewed, last reviewed and adopted December 2023 Resolved: it was agreed that having reviewed the Dignity at Work Policy that no changes were required.			
289.3	<u>Sickness & Absence Policy</u> to be reviewed, last reviewed and adopted April 2024 Resolved: it was agreed that having reviewed the Sickness & Absence Policy that no changes were required.			
289.4	<u>Grievance Policy</u> to be reviewed, last reviewed and adopted April 2024 Resolved: it was agreed that having reviewed the Grievance Policy that no changes were required.			
289.5	<u>Health & Safety Policy</u> to be reviewed, last reviewed and adopted April 2024 Resolved: it was agreed that having reviewed the Health & Safety Policy that no changes were required.			
289.6	<u>Lone Workers Policy</u> to be reviewed, last reviewed and adopted April 2024 Resolved: it was agreed that having reviewed the Lone Workers Policy that no changes were required. All policies can be found on the parish council website at: Financial Reporting & policies (westmallinqpc.org) It was agreed that Council would: Undertake to review delegation arrangements to committees, staff and other local authorities. Undertake to review the Council's policy for dealing with the press and media Undertake to draft an attendance policy for WMPC Members.			
24/290	GENERAL POWER OF COMPETENCE			

	It was agreed by all members present that the Council would wish to exercise the General Power of Competence in the future once the criteria is satisfied.			
24/291	<u>FINANCE/ASSETS</u>			
291.1	<u>To note end of year financial statement and financial breakdown:</u> The year-end financial statement was noted – see below. AGAR to be considered at the June Full Council meeting. Financial breakdown as at the end of the financial year was noted including the reserves figure.			
291.2	<u>To review the Council's Section 137 expenditure incurred in 23/24</u> Section 137 expenditure incurred during the 23/24 financial year was noted.			
291.3	<u>To confirm arrangements for insurance cover in respect of all insured risks</u> The insurance cover was reviewed and cover agreed.			
	Cllr Stacpoole left the meeting at 8.28			
	<u>FULL COUNCIL MEETING</u>			
24/292	<u>APOLOGIES FOR ABSENCE</u> were received from Cllr Mann; Cllr Barkham; Cllr Stacpoole; Cllr Thompson and Borough Councillor Roud (after the meeting). [LGA 1972 s85(1)]			
24/293	<u>DECLARATIONS OF INTEREST</u> – Cllr Stevens declared an interest at minute number 24/306.1 as his company undertakes payroll for WMPC.			
24/294	<u>MINUTES</u> - to approve the minutes of the Parish Council meeting held on 8 th April [LA 1972 Sch 12. Para 41(1)] Resolved: the minutes were agreed and signed as an accurate record of the meeting.			
24/295	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda - none			
24/296	<u>CHAIRMAN'S ANNOUNCEMENTS</u> - none			
24/297	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
24/298	<u>QUESTIONS FROM COUNCILLORS</u> - none			
23/299	<u>POLICING MATTERS</u>			
299.1	<u>Policing report:</u> The April police report had not been received. Clerk to make contact with the CSU at Kings Hill regarding both the lack of written reports/communication since PC Whitehead transferred to Tunbridge Wells as well as a lack of a police presence in the town.	Clerk	√	
299.2	<u>Other Policing Matters</u> – none			
24/300	<u>LOCAL PLAN</u>			
	Cllr Dean reported that 2 additional TMBC meetings have been called for the 18 th & 19 th June and that this has led to speculation that these meetings are to agree the start of the consultation period.			

	Arrangements for the WMPC public meeting to be discussed further at the next planning meeting. Clerk to check availability of the school hall; previous meeting leaflets to be circulated to all.	Clerk	√	√
	Cllr Margetts left the meeting at 8.54			
24/301	<u>ROTARY HOUSE</u>			
	It was noted that an application for retrospective advertisement consent had been submitted. It was further noted that to date a change of use application had not been submitted.			
24/302	<u>MEETINGS WITH DEVELOPERS</u>			
	Members to receive a recommendation from the Planning committee that Full Council consider whether as a matter of policy, WMPC meet with developers when approached to do so. Resolved: It was agreed that this be discussed at the June Full Council meeting as neither the chair or vice chair of the planning committee were present.			
24/303	<u>PUBLIC CONVENIENCES RISK ASSESSMENT</u>			
	Recommendation from the Amenities Committee that the draft risk assessment be adopted. Resolved: it was agreed that the draft risk assessment be adopted.			
24/304	<u>FINANCIAL MATTERS</u>			
304.1	Accounts for payment - totalling £9,338.85 were approved - see attached.			
304.2	It was noted that payments in the sum of £4,453.11 were authorised at the Planning Committee meeting on 23rd April.			
304.3	Financial Statement – bank reconciliation as of 30 th April was received – see attached			
304.4	Internal Auditor – to note that the internal audit was undertaken on 10 th May and to ratify the decision to re-appoint Lionel Robbins as the internal auditor for WMPC for the 23/24 financial year. Resolved: it was agreed to ratify the decision to re-appoint Lionel Robbins as the internal auditor for the 23/24 financial year. It was noted that confirmation of attendance was received at the end of March. Fee £70.00 per hour. Appointment of internal auditor for 24/25 to be considered at the November 2024 F&GP meeting.			
24/305	<u>MATTERS FOR REPORT</u>			
305.1	Highways, Transportation & Streetlighting Committee - receipt was noted, for information of the draft minutes of the meeting held on 3 rd April 2024. (these minutes were unavailable at the April meeting) There were no questions			
305.2	Amenities Committee – receipt was noted, for information of the draft minutes of the meeting held on 15th April 2024. There were no questions			
305.3	Planning Committee – receipt was noted, for information of the agreed minutes of the meeting held on 12 th April and the draft minutes of the meeting held on 23rd April 2024.			

	There were no questions			
305.4	Macey's Meadow Committee – receipt was noted, for information of the draft minutes of the meeting held on 4th April 2024. There were no questions			
305.5	Climate Change & Biodiversity Action Group – receipt was noted, for information of the draft minutes of the meeting held on 18th April 2024. There were no questions			
305.6	Broadwater Action Group – no report			
305.7	Malling Action Partnership – no report.			
305.8	School Governors – no report Cllr Bridgeland agreed to speak with West Malling Primary School to try to establish better communication between the governors and WMPC.			
305.9	Malling Society – no report			
305.10	Chamber of Commerce / Christmas Lights Committee – it was noted that the next meetings are to be held on Tuesday 14th May and Thursday 23rd May at The Swan, 5.30			
305.11	Tonbridge & Malling Borough Council – it was noted that the next Parish Partnership Panel meeting is scheduled for 30 th May.			
305.12	KALC/NALC/ACRK – receipt was noted of KALC News May 2024.			
24/306	<u>MEETING DATES</u> Amenities Monday 20th May at West Malling Village Hall, 7.30 F&GP - tbc Planning – Tuesday 28 th May at West Malling Village Hall, 7.30 - tbc Climate Change & Biodiversity Action Group – Thursday 16 th May, 6.30 at the Clout Macey's Meadow Advisory Committee – Thursday 23 rd May, 7.00 at the Clout June Full Council – Monday 3rd June.			
24/307	<u>REPORT OF BOROUGH COUNCILLORS</u> Cllr Dean requested views on the cigarette butt buckets which have been placed in the town by TMBC; these buckets being part of a trial sponsored by Keep Britain Tidy. All members were in agreement that the buckets had become an eyesore due to rubbish being added to them and rainwater collecting in them.			
24/308	<u>REPORT OF COUNTY COUNCILLOR</u> – no report			
	There being no other business, the Chairman thanked members for attending and closed the meeting at 9.21 Signed Dated			

2 April 2024 (2023-2024)

West Malling Parish Council

Prepared by: SH

Date: 02/04/24

Name and Role (Clerk/RFO etc)

Approved by: CC

Date: 02/04/24

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2024

Cash in Hand 01/04/2023 155,389.12

ADD

Receipts 01/04/2023 - 31/03/2024 217,097.37

372,486.49

SUBTRACT

Payments 01/04/2023 - 31/03/2024 197,466.74

A Cash in Hand 31/03/2024 175,019.75
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/03/2024 0.00

Deposit Account 31/03/2024 72,444.53

Current Account 31/03/2024 102,720.22

175,164.75

Less unrepresented payments 145.00

175,019.75

Plus unrepresented receipts

B Adjusted Bank Balance 175,019.75

A = B Checks out OK

Unpresented cheques:

2679	Gullands	£1.00	30/01/24
2697	KALC	£84.00	11/03/24
2704	Malling Memorial Institute	£60.00	26/03/24

Direct Debits:

Kentish Cobnuts	£15.00	01/03/24
BT	£41.95	04/03/24

West Malling Parish Council					
<u>Accounts for Payment 13th May 2024</u>					Cheques to be drawn
KD Drainage and Asbestos (cheque 2719) (invoice 24405 removal of asbestos shed roof at allotments)					395.00 £ 474.00
					VAT 79.00
Capel Groundcare Ltd (single cheque 2720) (Invoice SI242538 Playing field/children's play area & side of tennis courts cuts 24/4/24 & 26/4/24), ivy clearance (16/4/24) and pitch line marking (5/4/24)					380.00 £ 456.00
					VAT 76.00
Malling Memorial Institute (cheque 2721) (invoice 13/24 room hire for April 3rd, 4th, 12th and 18th)					£ 80.00
KALC (cheque 2722) (invoice 9245 membership fee for 24/5)					975.95 £ 1,171.14
					VAT 195.19
Kents Handyman (cheque 2723) (invoice 10169 rpair to bench at Land West of Age Concern)					£ 188.48
Town & Country Planning Association (single cheque 2724) (invoice TCPA24/504 annual membership June 24/May 25)					45.00 £ 54.00
					VAT 9.00
Town & Country Journal					£ 36.00
Specialist Hygiene Services Ltd (cheque 2725) (invoice 46216 - King Street toilet cleaning costs for April)					554.07 £ 664.88
					VAT 110.81
C&A Landscapes Ltd (cheque 2726) April Churchyard cut & strim x2 + weedkill)					1725.00 £ 2,070.00
					VAT 345.00
Castle Water (cheque 2727) (allotment water charges 1/4/24 - 30/4/24)					£ 43.00
May salaries					
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for May £2267.32 + reimbursement for fax £1.20, sundries £12.40)					£2,280.92
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for May, £556.77 + £14.75 reimbursement for signs)					£571.52
Mr Nathan Howard authorisation to pay via Faster Payments (Litter picking duties for May 8 hours @ £11.44 per hour)					£ 91.52
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - May)					£954.18
Nest - authorisation to pay pension contributions by Direct Debit for May					
Employer's contributions					£ 87.09
Employee's contributions					£ 116.12
Total					£ 9,338.85

0

7 May 2024 (2024-2025)

West Malling Parish Council

Prepared by: SH

Date: 30/04/24

Name and Role (Clerk/RFO etc)

Approved by: CC

Date: 30/04/24

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2024

Cash in Hand 01/04/2024			175,019.75
ADD			
Receipts 01/04/2024 - 30/04/2024			76,785.76
			251,805.51
SUBTRACT			
Payments 01/04/2024 - 30/04/2024			20,935.76
A Cash in Hand 30/04/2024			230,869.75
(per Cash Book)			
Cash in hand per Bank Statements			
Petty Cash	30/04/2023	164,312.92	
Deposit Account	30/04/2024	72,444.53	
Current Account	30/04/2024	0.00	
			236,757.45
Less unrepresented payments			5,887.70
			230,869.75
Plus unrepresented receipts			
B Adjusted Bank Balance			230,869.75

A = B Checks out OK

Unpresented Cheques:

2679	Gullands	£1.00	30/01/24	
2697	KALC	£84.00	11/03/24	
2705	SHS	£664.88	08/04/24	
2706	Mr Hale	£50.00	08/04/24	
2709	Mr Pearce	£55.00	08/04/24	
2711	McVeigh Parker & Sons	£579.71	08/04/24	
2712	Friends of More Park	£200.00	23/04/24	
2713	Safeplay Playgrounds	£384.00	23/04/24	
2714	C&A Landscapes	£858.00	23/04/24	
2715	Commercial Services	£810.30	23/04/24	
2716	Castle Water	£5.99	23/04/24	
2717	Streetlights	£1983.88	23/04/24	
2718	Elm Header Account	£210.94	23/04/24	£5887.70

Direct Debits:

BT	£41.65	02/04/24
Grenkeleasing	£166.79	04/04/24