

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 15TH MAY 2023, 7.30 PM
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

Present: Mrs T Dean
Ms G Barkham
Mrs C Bridgeland
Ms I Jones
Mrs L Miles
Mr P Stevens

Also Present: Relative of Mrs Bridgeland

Minute		Action by	Action taken	Response
	ANNUAL GENERAL MEETING			
23/274	ELECTIONS & APPOINTMENTS			
274.1	<p>Declaration of Office forms were received from the new council. It was noted that Ms Stacpoole was currently on holiday and it was agreed that Ms Stacpoole would be given a period of 7 days within which to complete her form.</p> <p>Mrs Dean welcomed members to the meeting, in particular the new members of the Council.</p> <p><i>Ms Stacpoole completed her form following the meeting.</i></p>			
274.2	<p>Election of Chairman Ms Barkham proposed that Mrs Dean continue to serve as Chairman; this was seconded by Mr Stevens and agreed unanimously.</p> <p>There being no other nominations, Mrs Dean was re-elected. Declaration of Acceptance of Office signed.</p>			
274.3	<p>Election of Vice-Chairman Mrs Dean proposed that Mr Stevens serve as Vice-Chairman; this was seconded by Ms Barkham and agreed unanimously.</p> <p>There being no other nominations Mr Stevens was duly elected.</p>			
23/275	APOLOGIES FOR ABSENCE were received from Mr Mann; Ms Margetts; Mrs Smyth Mr Thompson and and Borough Councillors Roud & Tatton. Ms Stacpoole had advised that she may not be able to attend or would be late to the meeting.			
23/276	APPOINTMENT OF REPRESENTATIVES			

276.1	Tree Wardens Ms Margetts and Mr Cosier have agreed to act as WMPC tree wardens for the coming year.			
276.2	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 Javens is no longer a parish councillor but it is hoped that she will be co-opted to the Amenities Committee.			
276.3	Kent Association of Local Councils – it was agreed that attendance at the local T&M meetings would be on an <i>ad hoc</i> basis, however, Ms Barkham indicated that she would be willing to attend the meetings.			
276.4	Parish Partnership Panel – it was agreed that attendance at the meetings would be on an <i>ad hoc</i> basis, however, Mr Mann has indicated that he would be willing to attend the meetings.			
276.5	Blaise Farm Liaison Group – it was agreed that Ms Barkham would attend on behalf of WMPC.			
276.6	Document Review Group - Mr Stevens, Mrs Bridgeland and Clerk.			
276.7	Chamber of Commerce – it was agreed that dependent on availability, Mrs Dean, Mrs Miles, Mr Stevens and Clerk attend on behalf of WMPC.			
276.8	Rotary House Working Group – it was agreed that this group be considered further once the situation with the Rotary House site is clearer.			
	Ms Stacpoole arrived at the meeting at 8.12			
276.9	Climate Change & Biodiversity Action Group – Ms Stacpoole, Ms Jones, Ms Margetts, Mr Mann, Mrs Smyth & Mr Thompson			
23/277	<u>TO CONSIDER THE NEED FOR STATUTORY OR STANDING COMMITTEES</u>			
	It was agreed that the committee structure remain as it presently stands. It was noted that this may be subject to discussion at the potential four year plan meeting.			
23/278	<u>MEMBERSHIP OF COMMITTEES</u>			
278.1	Amenities Committee Ms Barkham; Mrs Dean (<i>ex officio</i>); Ms Margetts; Mrs Miles; Mrs Smyth; Ms Stacpoole and Mr Stevens.			
278.2	Planning Committee Mrs Bridgeland; Mrs Dean (<i>ex officio</i>); Ms Jones; Mr Mann; Ms Margetts; Mrs Miles; Mrs Smyth; Ms Stacpoole and Mr Thompson.			
278.3	Highways, Transportation & Streetlighting Committee Ms Barkham; Mrs Bridgeland; Mrs Trudy Dean (<i>ex officio</i>); Mr Mann; Ms Margetts; Mr Stevens and Mr Thompson.			
278.4	Finance & General Purposes Mrs Dean; Mr Stevens; Mr Thompson and Ms Margetts			
278.5	Terms of Reference To stand as per Section 4.5 of Standing Orders – to be reviewed further at the four year plan meeting.			
278.6	Time and Place of Ordinary Meetings – to remain in the current format.			
23/279	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.			

23/280	To review the following for adoption: Financial Regulations – following a number of minor amendments, the updated document was adopted. Standing Orders – adoption to be deferred to the June Full Council meeting.			
23/281	<u>ACCOUNTS</u> The end of year 22/23 financial statement was approved – see attached			
	<u>FULL COUNCIL</u>			
23/282	<u>APOLOGIES FOR ABSENCE</u> were received from Mr Mann; Ms Margetts; Mrs Smyth, Mr Thompson and Borough Councillors Roud & Tatton.			
23/283	<u>DECLARATIONS OF INTEREST</u> – none			
23/284	<u>MINUTES</u> - the minutes of the meeting held on 3 rd April were approved and signed..			
23/285	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda - none			
23/286	<u>CHAIRMAN'S ANNOUNCEMENTS</u> Mrs Dean reported that herself, Roger Roud and Michelle Tatton had been elected to the East Malling, West Malling & Offham ward in the recent TMBC elections. Cllr. Roud and Cllr. Tatton will be taking it in turns to attend West Malling Parish Council meetings.			
23/287	<u>QUESTIONS FROM COUNCILLORS</u> Mr Stevens commented on the recent Virgin media works undertaken in Offham Road. The works were very disruptive. Clerk to check with KCC regarding any notice media companies (and similar) need to provide to KCC and how much control KCC have over this type of work. Mr Stevens reported that the gullies have not been swept by TMBC resulting in a number of blocked drains. Clerk to contact TMBC to ask that the gullies be swept and for a work schedule; members to forward details of blocked drains to the Clerk so that they can be added to the KCC faults portal. Mr Stevens reported that an amended train timetable is to come into force on 21 st May. Clerk to send details to members.	Clerk Clerk Clerk	 √ √	
23/288	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
23/289	<u>POLICING MATTERS</u>			
289.1	Policing report – the April Police report had not been received.			
289.2	Other Policing Matters – members were in receipt of an email from PCSO James Robinson regarding the neighbourhood policing review. PCSO numbers to be reduced from 336 to 102, the 102 will be joining new teams, namely, the Child Centred Team, neighbourhood Task Force and Rural Task Force. PCSO Robinson has been given a position in the Rural Task Force Team. It is understood that PCSO's will be replaced by beat officers, there is no timeline for this.			
23/290	<u>LOCAL PLAN</u> The Regulation 18 consultation is to be re-published due to there being a number of new sites that did not form part of the initial consultation.			

23/291	<u>WEST MALLING PUBLIC CONVENIENCES</u> – no update			
23/292	<u>FOUR YEAR PLAN</u>			
	Recommendation from the F&GP Committee that consideration be given to holding a strategic planning session at which members could discuss aims and objectives for 2023-2027. This was agreed. Dates to be circulated for a half day meeting, Mrs Miles to facilitate and has agreed to provide a workspace.			
23/293	<u>TENNIS COURT CONSTRUCTION CONTRACT</u>			
	It was noted that the contract needs to be amended to reflect a change in specification. To be considered further once an amended contract has been received.			
23/294	<u>TONBRIDGE & MALLING COMMUNITY DEVELOPMENT GRANT SCHEME</u>			
	Mrs Dean asked members to consider if there were any voluntary / community groups that might benefit from the scheme. The scheme is funded from UK Shared Prosperity Fund. Closing date 16 th June. https://www.tmbc.gov.uk/business/community-development-grant-scheme/1			
23/295	<u>FINANCIAL MATTERS</u>			
295.1	Accounts for payment - totalling £7,386.09 were approved - see attached.			
295.2	It was noted that payments in the sum of £3731.61 were authorised at the Amenities Committee meeting on 13 th April and the sum of £1,504.11 at the Planning Committee meeting on 25 th April			
295.3	Financial Statement – bank reconciliation as of 30 th April was received – see attached			
295.4	Safeguarded sums – it was noted that on conclusion of the 22/23 financial year that the safeguarded figure was £61,366.75.			
	9.31pm - At this point in the meeting, Standing Orders were suspended to allow the meeting to continue past 9.30 (this being 2 hours after the meeting had begun).			
23/296	<u>MATTERS FOR REPORT</u>			
296.1	Amenities Committee – receipt was noted, for information of the draft minutes of the meeting held on 13th April 2023. There were no questions			
296.2	Highways, Transportation & Streetlighting Committee - receipt was noted, for information of the draft minutes of the meeting held on 17th April 2023. There were no questions			
296.3	Planning Committee – receipt was noted, for information of the draft minutes of the meeting held on 25 th April 2023. There were no questions			
296.4	Macey's Meadow Committee – the Clerk and Mrs Dean provided a verbal report of the meeting held on 19 th April. Spring Blossom / Coronation event – Mrs Dean thanked all of those involved with the event which had been a great success.			

296.5	Climate Change & Biodiversity Action group – Ms Stacpoole provided a verbal report of the meeting held on 20 th April at which TMBC Cllr. Robin Betts was in attendance.		
296.6	Malling Action Partnership – no further projects, however it is hoped that a scheme similar to the Offham Digital History project might be established for West Malling. It is hoped to catalogue West Malling’s historical documents.		
296.7	Broadwater Action Group – no report		
296.8	School Governors – no report		
296.9	Malling Society – Ms Barkham reported that the Malling Society is interested in looking at the items (part of a bracelet and a hooked tag) recently found on the parish allotments. The items are currently at Invicta House, they have been identified as not old enough to be ‘treasures’ as per the Treasure Act 1996.		
296.10	Chamber of Commerce / Christmas Lights Committee – no report		
296.11	Tonbridge & Malling Borough Council – it was noted that the next Parish Partnership Panel meeting is provisionally scheduled for 15 th June.		
296.12	KALC/NALC/ACRK – receipt was noted of KALC News April & May 2023. KALC T&M – to receive draft minutes of the meeting held on 30 th March and to note future meeting dates as follows: 13 th July; 28 th September – AGM and 14 th December.		
23/297	<u>MEETING DATES</u> F&GP – Monday 22 nd May - cancelled Amenities Tuesday 23 rd May - cancelled Planning – tbc (potentially Monday 22 nd May at Clout) Climate Change & Biodiversity Action Group – Monday 22 nd May tbc June Full Council – Monday 5 th June or 12 th June. Macey’s Meadow – Wednesday 28 th June at West Malling Village Hall.		
23/298	<u>REPORT OF BOROUGH COUNCILLORS</u> No report		
23/299	<u>REPORT OF COUNTY COUNCILLOR</u> Mrs Dean reported she is still receiving resident responses on the proposed extension of the 20mph scheme.		
	There being no other business, the Chairman thanked members for attending and closed the meeting at 9.46 Signed Dated		

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15 May 2023 (2022-2023)

West Malling Parish Council

Prepared by: SH

Date: 31/03/23

Name and Role (Clerk/RFO etc)

Approved by: CC

Date: 31/03/23

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/03/2023

Cash in Hand 01/04/2022		137,374.94
ADD		
Receipts 01/04/2022 - 31/03/2023		154,339.85
		291,714.79
SUBTRACT		
Payments 01/04/2022 - 31/03/2023		136,325.67
A Cash in Hand 31/03/2023		155,389.12
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	31/03/2023	0.00
Current Account	31/03/2023	88,372.20
Deposit Account	31/03/2023	72,084.01
		160,456.21
Less unrepresented payments		5,067.09
		155,389.12
Plus unrepresented receipts		
B Adjusted Bank Balance		155,389.12

A = B Checks out OK

Unpresented cheques

2429	TMBC	£231.00	7/11/23
2541	Maidstone Signs	£208.80	06/03/06
2552	Malling Memorial	£40.00	20/03/23
2551	KALC	£48.00	20/03/23
2549	Qualitree	£3750.00	20/03/23
2554	Mr Pearce	£105.02	31/03/23
2555	Streetlights	£534.00	31/03/23
2556	Ms Margetts	£71.50	31/03/23
2557	Viking Direct	£78.77	31/03/23

Direct Debits

Nest	£181.14
BT	£33.83

15 May 2023 (2023-2024)

West Malling Parish Council

Prepared by: SH

Date: 04/05/23

Name and Role (Clerk/RFO etc)

Approved by: CC

Date: 04/05/23

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2023

Cash in Hand 01/04/2023 155,389.12

ADD

Receipts 01/04/2023 - 30/04/2024 70,139.23

225,528.35

SUBTRACT

Payments 01/04/2023 - 30/04/2024 9,585.76

A Cash in Hand 30/04/2023 215,942.59
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/04/2023 0.00

Current Account 30/04/2023 147,951.70

Deposit Account 30/04/2023 72,084.01

220,035.71

Less unrepresented payments 4,093.12

215,942.59

Plus unrepresented receipts

B Adjusted Bank Balance 215,942.59

A = B Checks out OK

cheques

TMBC	£231.00	07/11/23
Maidstone Signs	£208.80	06/03/23
KALC	£48.00	20/03/23
Malling Memorial	£40.00	20/03/23
Mr Pearce	£105.02	31/03/23
Nest	£191.97	03/04/23
SHS	£668.04	13/04/23
KALC	£1096.18	13/04/23
Malling Memorial	£60.00	25/04/23
KCC	£817.71	25/04/23
Safeplay	£510.00	25/04/23
Rural Services	£116.40	25/04/23

