

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON MONDAY 12 DECEMBER 2016 AT 7.30PM AT VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mr P Stevens (Chairman)
Mrs T Dean
Mr R Selkirk
Mrs L Javens
Miss G Barkham
Co-opted Members:
Mr M Doyle
Rev David Green
Mr J Musker

Also in Attendance

Mrs Sarah Howard (Assistant Clerk)
Mrs A Turner (Representative from Village Hall Management Committee)
Mr B Dickson (St Mary's Church)

Minute		Action by	Action taken	Response
16/701	<u>APOLOGIES FOR ABSENCE</u> were received from Mrs Y Smyth, Ms I Macdonald and Val Valvassura			
16/702	<u>DECLARATIONS OF INTEREST</u> – there were no declarations of interest other than those routinely declared.			
16/703	<u>MINUTES</u> - the Minutes of the meeting held on Monday 14 November 2016 were approved and signed.			
16/704	<u>MATTERS ARISING</u> - there were no matters arising.			
16/705	<u>CHURCHYARD</u>			
705.1	<u>Churchyard Management Document 2015-2019</u> Mr Stevens reported that due to the Borough Council withdrawing the allocated funds parts of the Management Document will need to be rewritten. He said he would make the necessary amendments and present the document at the January Meeting.	PS	✓	
705.2	<u>Report from Rev David Green</u> Rev Green presented his report, as follows: <ul style="list-style-type: none"> the maintenance contract for the 2016 had now finished. He was pleased with the work that Turfsoil had carried out but felt it would be helpful if they were able to inform St Mary's ahead of time when they were to visit. The Assistant Clerk will speak with Turfsoil. A family was seeking to reserve plots for burial and this would need Faculty permission. 			

	<ul style="list-style-type: none"> • Theft of water from the standpipe outside the church. A couple had been found filling a container with water. They were informed that the water supply belonged to the church. • Faculty constraints have been changed regarding the removal of trees. If a tree is found to be dangerous or dead it can be removed without Faculty permission. Three quotations have been received for year 3 of the plan, as follows: <ol style="list-style-type: none"> 1. Day Tree Fellers - £700.00 2. Down to Earth - £1746.00 + VAT 3. TreeAbility - £1554.00 + VAT. <p>After discussion it was agreed that the quotation from Day Tree Fellers be accepted. Rev Green to inform them.</p> <p>Rev Green spoke about the withdrawal of funds from the Borough Council for the maintenance of the churchyard. He had received clarification from the Archdeacon of Tonbridge that an open graveyard cannot be closed due to financial constraints. Rev Green apologised to the Amenities Committee that the assertions made by his predecessors (Canon Young and Canon Stevenson) and also by himself over several decades was, therefore, incorrect. If civic funding was withdrawn, the PCC would need to discuss the options available. They could tighten restrictions by only allowing current residents of the Parish to be buried or, conversely, slacken restrictions to increase income by allowing more burials. If capacity became an issue, the PCC could seek closure. Rev Green said that if PCC funded the grounds maintenance, the budget would almost certainly have to be reduced and so would not maintain the grounds to the same standard. He recognised some might point to the funds from the sale of the Church Centre as means for the PCC to use, but PCC hoped to ring-fence such funds to provide amenities in the church, like toilets and better heating and seating. Those funds were not a long-term, sustainable solution for the Churchyard.</p> <p>Mrs Dean said she would not like the PCC to increase the use of the churchyard. It was a crucial part of village and has been maintained to a high standard. After considerable discussion it was agreed that the Parish Council provide the finance for maintenance of the churchyard. Recommendation to be made to Full Council.</p> <p>Comment was made regarding a financial contribution from Kings Hill Parish Council as a large part of the Kings Hill development falls within the ecclesiastical parish boundary of St Mary's, thus giving those Kings Hill residents rights of burial in the Churchyard. Mr Stevens and Mrs Dean to arrange a meeting with Kings Hill Parish. Rev Green said he would be happy to attend.</p> <p>Rev Green introduced Members to Bruce Dickson who is taking on responsibility from Isobel Macdonald of organising the Churchyard maintenance working parties for the church.</p> 			
705.3	<p><u>Draft Budget 2017/18</u></p> <p>TMBC basic allocation heading to be removed from the draft budget. There were no further amendments. It was agreed that a recommendation be made to Finance and General Purpose for approval. (Appendix 1)</p>			
	Church representatives left the Meeting at 8.25p.m.			
16/706	<u>ALLOTMENTS</u>			
706.1	<p><u>Report</u></p> <p>Mr Stevens said that he would not produce an allotment report until March as there was very little activity at the allotments.</p>	SH PS	✓	

	<p>He inspected the plots that were being relinquished and it was agreed that the following action be taken:</p> <ul style="list-style-type: none"> • Plots 1,9A and 28A – retain deposits • Plots 23A and 25A – return deposits <p>The Assistant Clerk said that the tenant of 28A had requested additional time to clear the plot. It was expected to be cleared by the end of December. Mr Stevens to inspect the plot when cleared.</p> <p>The Assistant Clerk reported that she had traced the remaining deposits held and they had been withheld due to the condition of the plot. These deposits should be removed from the safeguarded list.</p>			
706.2	<p><u>Replacement barrier on footpath between Allotments and Cricket Meadow</u></p> <p>The Assistant Clerk reported that she had obtained details of two metal kissing gates from Centrewire who provide the gates at Manor Park. After discussion it was agreed that the larger of the two would be suitable as it allowed access for pushchairs. The cost being £239.00 + VAT. An updated quote for the installation would need to be obtained as metal posts and additional work would be required. It was agreed that upon receipt of the updated quote a recommendation be made to Finance and General Purposes that the work be carried out as a matter of urgency. There are not funds budgeted for this work in the current financial year.</p>	SH	✓	
706.3	<p><u>Draft Budget for 2017/18</u></p> <p>There being no amendments to the draft budget for 2017/18 it was agreed that a recommendation be made to Finance and General Purposes for approval. (Appendix 2)</p>			
16/707	<p><u>MACEY'S MEADOW</u></p>			
707.1	<p><u>Consideration of Budget 2017/18</u></p> <p>Discussion took place regarding the draft budget for 2017/18. Tender figures for hedge cutting on the boundary and additional funds for repairs to the tractor were included in the draft. It was agreed that a recommendation be made to Finance and General Purposes for approval. (Appendix 3).</p> <p>Mr Doyle reported that the upkeep of the internal hedges was continuing. They had several new volunteers. There had been an incident of a sheep attack by a dog during the Christmas light event. It was suggested that perhaps the sheep could be put in a field with the gate locked during events to stop this from happening. The Orchard Project will continue to run until Spring 2018 and that he was pursuing other avenues for funding.</p> <p>Mr Doyle said they were still pursuing compensation from Network Rail.</p>			
16/708	<p><u>PLAYING FIELD</u></p>			
708.1	<p><u>Lime Tree – Children's Play Area</u></p> <p>It was noted that an additional inspection had taken place, due to adjacent neighbour's concerns, of the Lime tree by Down to Earth, and their report is as follows:</p> <p>"The tree has an attractive natural form and a rounded symmetrical canopy shape, I noted no defects at the base despite a small amount of compaction from children's foot traffic which is to be expected within such a location.</p> <p>The main stem divides into two co-dominant stems to form the main canopy at approx. 2m from ground level, this is a satisfactory union. All other major stem or branch unions also appeared satisfactory from a ground level inspection, the</p>	SH	✓	

	<p>senior crew leader (Daniel Rose) noted no major defects during the aerial deadwood removal work and his time within the tree. The crew recently completed crown lifting work to raise the canopy and also major deadwood removal.</p> <p>To conclude, I noted no abnormal defects during my inspection and would be hesitant to recommend any unnecessary pruning purely to create a smaller framework as this would encourage very fast growing prolific re-growth and spoil the overall character of the tree. I would recommend an annual ground based inspection and a three yearly aerial inspection to include deadwood removal. I would also recommend a formal re-inspection after any extreme weather events to assess the physiological and structural condition.”</p> <p>It was agreed a letter be sent to the resident concerned saying a further assessment had been completed and that there was no cause for concern. The tree will continue to be monitored as will the others in the play area.</p>			
16/709	<u>CRICKET MEADOW</u>			
709.1	<u>Anti Social Behaviour</u>	Clerk		
	The Clerk to arrange next meeting.			
16/710	<u>LAND WEST OF AGE CONCERN</u>			
710.1	<u>Lime Tree</u>			
	The Assistant Clerk reported that this will be considered by the cricket club at their next meeting.			
710.2	<u>Removal of Hornbeam Tree boundary of 18 Norman Road</u>			
	<p>It was noted that a quotation had been received from Turfsoil to remove the Hornbeam tree as follows:</p> <p style="padding-left: 40px;">West Malling Parish Council Hornbeam tree adjacent to chain link fence opposite Age C building</p> <p style="padding-left: 40px;">Supply plant labour and materials to fell to ground level one number Hornbeam tree. Collect remove and dispose of arising's from site.</p> <p style="padding-left: 40px;">For the sum of £815.00</p> <p style="padding-left: 40px;">To be held on file until 2017/18.</p>			
16/711	<u>VILLAGE HALL</u>			
	<p>At the quarterly committee meeting it was decided by the Management Committee that a new boiler system must be installed. The existing boiler is approximately 20/25 years old and has recently started to show its age with minor faults and leaks. Three quotations had been obtained.</p> <p>Considerable discussion took place regarding the replacement and it was felt that consideration should have been given to an alternative sustainable fuel installation. Mrs Turner said one of the existing quotations was in favour. To be funded by the Village Hall Management Committee.</p> <p>Mr Stevens said that consideration should be given to a four year management plan and would prepare a draft after March 2017.</p>			

16/712	<u>VILLAGE GREEN</u> It was noted that a reply had been received from the County Council. They confirm they own the land but are unable to trace any record of an agreement/correspondence confirming that the County Council will make payments to the Parish Council to cover maintenance of the land. The Assistant Clerk said she was unable to find any paperwork other than the payments in the account books up to 2009. She is to check when the payment first started.	SH	✓	
16/713	<u>RECYCLING, CLEANSING & ENVIRONMENTAL ISSUES</u>			
713.1	<u>Saturday Freighter Service</u> It was noted that Saturday Service schedule had been received for February. January is still awaited. Comment was made that the service is to be provided two weeks in a row. A copy of the schedule to be sent to Mrs Javens (for Downsmail) and the KM column. Mrs Dean said that the High Street was left in a bad litter state after a Friday and Saturday night. She asked that the Borough Council schedule a Saturday and Sunday cleaning service.	SH	✓	
16/714	<u>PUBLIC RIGHTS OF WAY</u>			
	<u>MR141</u> The Assistant Clerk said she had reported the above footpath to the Rights of Way Officer at KCC and a reply was awaited.			
16/715	<u>FINANCE</u>			
715.1	<u>Draft Budget for 2017/18</u> There being no amendments to the draft budget for 2017/18 it was agreed that a recommendation be made to Finance and General Purposes for approval (Appendix 4)			
715.2	<u>Budget Statement</u> The statement of receipts and payments to the date of the meeting was received.			
715.3	<u>Accounts for Payment</u> Accounts for payment totalling £1625.10 were approved.			
16/716	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u> There were no questions from Members of the public and Councillors.			
	<u>Date of Next Meeting</u> – Monday 16 January 2017 (concentrating on Allotments)			
	There being no further business the Chairman thanked Members for attending and closed the meeting at 9.40 p.m. Signed..... Date.....			

Appendix 1

Churchyard

Income

Budget 2017-18

Total

0.00

Expenditure

Budget 2017-18

Grounds Maintenance

2013.00

Tree works

1500.00

War Memorial

350.00

3863.00

Appendix 2

Allotments

Income	Budget 2017-18
Allotments	
Rents	737.50
Contribution to water supply	80.00
Total	817.50
Expenditure	Budget 2017-18
Water Rates	1000.00
Maintenance Contractor	564.00
Maintenance general	250.00
	1814.00

Appendix 3

Macey's Meadow

Income	Budget 2017-18
Grazing fees	250.00
Total	250.00
Expenditure	Budget 2017-18
Loan repayments	5200.00
General Maintenance (incl tools)	400.00
Tractor repairs	550.00
Diesel/petrol	500.00
Hedge Cutting	1872.00
Total	8522.00
Surplus/-deficit	-8272.00

Appendix 4

Amenities Committee

Income	Budget 2017-18
Ball Park	0.00
Tree Wardens	0.00
Village Green KCC	63.20
Cricket Meadow Rent	350.00
Non recreational income	0.00
Playing Field Football pitches	300.00
	713.20
Expenditure	
Ball Park	
Litter Clearance	350.00
Repairs	1200.00
Tree Wardens	
Payments	100.00
Village Green	
Maintenance	250.00
Planting	100.00
Cricket Meadow	
Loan	3000.00
Litter clearance	325.00
CM Hedge (50%)	564.00
Path strimming	
Playing field	
Grass cutting and other maintenance	2237.00
Playground inspections	625.00
Playground repairs	1000.00
New Signage	200.00
Litter picking	2500.00

Additional work	400.00
Replacement Play Equipment Surface	767.00
Reduction of Hedge Cutting	3500.00
Parish Walk	
Payments	100.00
Village Hall	
Land West of Age Concern	
Loan	1047.20
Tree work	380.00
Twitch Inn	
Business rates	110.00
Service charge	747.00
Total	<u><u>19502.20</u></u>
Surplus/-deficit	<u><u>-18789.00</u></u>