

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON MONDAY 8 FEBRUARY 2021 AT 7.30PM

MEETING CONDUCTED VIA ZOOM VIDEO CONFERENCE CALL

**Present:** Mr P Stevens (Chairman)  
Mrs L Javens  
Miss G Barkham  
Ms M Stacpoole  
Ms S Margetts  
Mrs Y Smyth

**Co-opted Members:**

Rev D Green  
Ms I Macdonald  
Mr J Musker (from 19.57pm)

One resident

Minute		Action by	Action taken	Response
21/90	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Mr M Doyle.			
21/91	<b><u>DECLARATIONS OF INTEREST –</u></b> Mr Stevens and Mrs Javens declared an interest in {21/97} as they either live or have relatives close to the playing fields.			
21/92	<b><u>MINUTES</u></b> – After an amendment to [21/26] to read information sign the Minutes of the Meeting held on Monday 11 January 2021 were approved and signed.			
21/93	<b><u>MATTERS ARISING</u></b>  There were no matters arising.			
21/94	<b><u>CHURCHYARD</u></b>			
94.1	<b><u>Report by Rev David Green</u></b>  Rev Green reported that the Clerk, Ms Macdonald and himself had met with the new contractor to discuss the works in the Churchyard. The Assistant Clerk said it maybe necessary to have an additional three man days at the start of the cutting season. This will be funded out of safeguarded grounds maintenance.  An application will be submitted to PCC, in March, for the memorial tree. Further detailed information maybe required.  Rev Green said that the tap, by the allotments, has been turned off and Mr Musker had turned off the water to the other tap and a new tap to be fitted.			
94.2	<b><u>Wildlife and Biodiversity Advice</u></b>  Rev Green said he had met with Ms Stacpoole and Mrs Loxton, at the Churchyard, regarding God's Green Acre. Two areas were identified where grass could be allowed to grow long and any graves could be easily accessed by paths cut through the longer grass.			

	<p>The War Graves Commission will need to be consulted for their views. A small scrubby area will be given over to wildlife. Another two areas were identified for a log pile and a compost heap.</p> <p>PCC consent will need to be obtained as well as the Parish Council. The Churchyard is both consecrated ground and subject to Faculty and changes cannot be made until consents have been received.</p> <p>PCC will need to see a plan of what is envisaged, where such changes will be made, how much it will cost them and an understanding of who is going to manage it/what management or maintenance is required.</p> <p>A concern would be for the relatives of those who have died who may, or may not, appreciate their loved one's grave being in a wild area.</p> <p>A plan to be put together. If consent is given it will be necessary to feed this into the next tender. It was agreed to consider the Churchyard specification in August.</p>	SH		
	Churchyard representatives left the meeting at 7.59pm.			
<b>21/95</b>	<p><b><u>ALLOTMENTS</u></b></p> <p>The Assistant Clerk reported that all rents had been received and there were no vacant plots.</p> <p>Ms Margetts asked if the replacement water tank could be ordered. The Assistant Clerk will look into this.</p>	SH	✓	
<b>21/96</b>	<p><b><u>MACEY'S MEADOW</u></b></p> <p><b><u>Request for Memorial Bench</u></b></p> <p>It was noted that a request had been received for a memorial bench in the meadow. It was thought that there was an agreement not to have any further benches. The Assistant Clerk to speak with Mr Doyle and committee members to be asked for their thoughts.</p> <p>Ms Margetts reported that they had not been able to put down any further chippings but that all the gates were open and it was working well.</p> <p>Ms Margetts said that Kings Hill Eco hub had put a message on the social media asking for a speaker for their group. Mr Moreno had been suggested.</p>	SH	✓	
<b>21/97</b>	<p><b><u>PLAYING FIELD</u></b></p> <p>Mrs Javens asked to be removed, from the meeting, for this item.</p>			
<b>97.1</b>	<p><b><u>Security Fencing – Woodland Close</u></b></p> <p>It was noted that a letter had been received from a resident of Woodland Close regarding the removed hedge and new security fencing. After discussion it was agreed that Four Seasons be asked to provide a quotation for the planting of quick growing, easy to maintain hedge along the section of driveway at 12 Woodland Close, children's play area side. A site meeting to be arranged, with the resident, week commencing Monday 22 February 2021 to Friday 26 February 2021.</p> <p>Miss Barkham suggested placing ivy look sheeting, along the fence, whilst the hedge grew to provide some privacy.</p> <p>Mrs Javens returned to the meeting.</p>	SH	✓	
<b>21/98</b>	<p><b><u>CRICKET MEADOW</u></b></p> <p>There was not anything to report</p>			

21/99	<p><b><u>BALL PARK</u></b></p> <p>There was not anything to report.</p>			
21/100	<p><b><u>VILLAGE HALL</u></b></p> <p>It was noted that the following report had been received:</p> <ol style="list-style-type: none"> <li>1. The hall is currently closed to everyone except Pre-School and this will be the case until government guidelines change.</li> <li>2. We now have new cleaners who are doing a great job. They are however more expensive than the previous cleaners but given the pandemic, we feel it is essential that the hall cleanliness is not compromised.</li> <li>3. Repairs have been carried out to the main hall flooring given some of the floorboards needed replacing. The repairs were carried out to a good standard and the contractor has been paid.</li> <li>4. Guttering and soffits – the gutters have been cleared and are now running freely given the moss and algae has now been removed. The fascia boards have also been cleaned and there is a small amount of work to be carried out next week which will see this job complete.</li> <li>5. The Hallmark renewal has been put on hold until it is safe for people to enter the hall again.</li> <li>6. The plumbers who installed the new radiators and heating system returned to replace the timer box in the boiler room. The system is now running efficiently.</li> <li>7. The Village Hall sign has now been restored and reinstated.</li> <li>8. On 30<sup>th</sup> October 2020, a risk assessment was carried out in relation to the changes we made to the hot and cold water system. Given we are now main fed, no issues were raised and we passed the risk assessment. The Chairman will now attend an online Legionella training course as representative of the hall.</li> <li>9. The premises license fee has just been renewed. The Chairman will need to attend a further course to become a personal licence holder for the hall.</li> <li>10. The Chairman and Secretary visit the hall on a weekly basis to ensure everything is in order/collect mail.</li> </ol> <p>Details of the new Treasurer was noted.</p> <p>Mr Stevens said about the current Constitution, for the village hall, which is out of date. Consideration to be given to rewriting it. Charity Commission approval will be required and there will be costs incurred. Costs to be included in 2022/2023 financial year.</p> <p>The revised Constitution should then be referred back to the WMVHMC to be adhered to.</p>			
21/101	<p><b><u>WASTE/RECYCLING SERVICES</u></b></p>			
101.1	<p><b><u>Litter Picking</u></b></p> <p>Ms Margetts said that herself, Miss Barkham and Ms Stacpoole are set up to litter pick. Routes have been planned in line with current restrictions.</p> <p>Miss Barkham said that she had seen individuals carrying out litter picks.</p>			
101.2	<p><b><u>Refuse Collections</u></b></p> <p>It was noted that a reply had been received from Waste Services regarding the lack of care by the collectors. This has been passed to the Waste Services Manager who will address this directly with the contractors.</p>			
21/102	<p><b><u>FINANCE</u></b></p>			
	<p><b><u>Budget Statements</u></b></p>			

	The monthly budget statements were noted.			
<b>21/103</b>	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></b>			
	There were no questions from members of the public and councillors.			
	<b><u>Date of Next Meeting</u></b> - Monday 08 March 2021 (concentrating on Allotments)			
	There being no further business the Chairman thanked members for attending and closed the meeting at 8.47 p.m.			
	Signed.....	Date.....		