

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON MONDAY 08 NOVEMBER 2021 AT 7.30PM  
VILLAGE HALL, NORMAN ROAD, WEST MALLING

**Present:** Ms Stacpoole (Chairman)  
Miss G Barkham  
Ms S Margetts  
Mrs L Javens

Minute		Action by	Action taken	Response
21/591	<b><u>APOLOGIES FOR ABSENCE</u></b> : Mr P Stevens, Mrs Y Smyth, Mr M Doyle, Ms I Macdonald, Mr J Musker and Rev D Green			
21/592	<b><u>DECLARATIONS OF INTEREST</u></b> – none other than routinely declared.			
21/593	<b><u>MINUTES</u></b> – after amendment to (21/518 – apologies for absence) to read Mrs Y Smyth the minutes of the meeting held on Monday 10 October 2021 were approved and signed.			
21/594	<p><b><u>MATTERS ARISING</u></b></p> <p><b>(21/523 – Churchyard Tree Work)</b></p> <p>Due to high winds the London Plane tree, in the Churchyard, suffered major injury. A large branch fell, taking out another branch of a nearby Wild Cherry and leaving a number of branches suspended in the air. A quotation was accepted for Down to Earth to clear the site and make safe. Further works are required to make the tree fully safe. Discussion took place and it was agreed that a contribution be made towards the works. To be referred to Full Council to agree an amount.</p> <p>The Parish Council are awaiting quotations for the felling of the two Lime trees. (T1 and T3).</p> <p>Rev Green has arranged for the Lime tree (T2) to be inspected. Unless it is dying or dead the Diocese will refuse consent to remove it.</p> <p>The hedge has been trimmed back and looks good.</p> <p>The Assistant Clerk reported that a quotation had been received for a tree survey for the sum of £280.00 + VAT. There is £222.00 in the current budget, a short fall of £58.00. It was agreed to refer to Full Council to request the short fall out of reserves.</p> <p><b>(21/522 – Tennis Courts)</b></p> <p>The Assistant Clerk reported that Jim Barton will be attending the December meeting in light of the recent government grants available for tennis court improvements.</p>			
21/595	<b><u>ALLOTMENTS</u></b>			
595.1	<p><b><u>Hedge Cut</u></b></p> <p>The Assistant Clerk reported that C &amp; A Landscapes had quoted to use a tractor and flail saw to cut the hedge at the allotments. This method is not suitable for Ryarsh Lane.</p>	SH	✓	

	They provided a quote for a hand cut for the sum of £895.00 + VAT. Four Season's tender price was £674.89 + VAT. C & A Landscapes are happy to not carry out the work. Four Season are available to do this. Being a difference of £224.89 + VAT, between tender/budgeted costs, it was agreed that this be referred to Full Council to agree Four Seasons carry out the works with the difference being funded from Reserves.			
<b>595.2</b>	<b><u>Rent Increase 2022</u></b>  Discussion took place regarding an increase in allotment rent for 2022. Ms Margetts proposed that the rent be increased to £40.00 for a large plot and £20.00 for a half plot. Seconded by Miss Barkham. It was agreed that the increase be referred to Finance and General Purposes for agreement.  The Assistant Clerk to look at comparison rents with neighbouring parishes.	<b>SH</b>	<b>✓</b>	
<b>595.3</b>	<b><u>Amendments to Tenancy Agreement</u></b>  Members had been circulated with the amended tenancy agreement. An addition to 4k, of the agreement, being the tenant is required to cut back the hedges, internally, at both ends of the plots. This is a shared responsibility. Amendment to 4h being himself/herself and 6 being Amenities Committee. Amendments were agreed. To be sent out November 2022.			
<b>21/596</b>	<b><u>MACEY'S MEADOW</u></b>  Ms Margetts reported that the whips should be delivered mid month. Turfs have been lifted, chipping to be carried out at the weekend and fencing repairs are taking place.			
<b>21/597</b>	<b><u>PLAYING FIELD</u></b>			
	<b><u>Tree Work</u></b>  It was noted that tree work will be carried out in the children's play area on Friday 19 November 2021.  A quote had been received from Down to Earth for a tree survey of the children's play area, playing fields and village hall car park for the sum of £150.00 + VAT. It was agreed this be accepted.	<b>SH</b>	<b>✓</b>	
<b>21/598</b>	<b><u>CRICKET MEADOW</u></b>  Ms Margetts reported that she had seen two football players urinate in the hedgerow on Sunday. The team was playing in white. This to be reported to the cricket club.	<b>SH</b>	<b>✓</b>	
<b>21/599</b>	<b><u>BALL PARK</u></b>  It was noted that a quotation had been received, from Down to Earth, for a tree survey for the sum of £65.00 + VAT. It was agreed that this be accepted.	<b>SH</b>	<b>✓</b>	
<b>21/600</b>	<b><u>VILLAGE HALL</u></b>			
<b>600.1</b>	<b><u>Report by Parish Council Representative</u></b>  Mrs Javens reported that they were still awaiting for the electrician to look at the outside lights.  The radiator in the committee room was not working. Mrs Javens said she would report this.			
<b>600.2</b>	<b><u>Use of Garage – by Mrs B's Day Care</u></b>  It was noted that insurance, rebuild and demolition costs had been obtained. Members	<b>SH</b>	<b>✓</b>	

	had received three suggested cost options. Two further options were considered. Considerable discussion took place and it was agreed that an annual rent of £390.00 be charged based on the options discussed.			
<b>21/601</b>	<b><u>WASTE/RECYCLING SERVICES</u></b>			
	<b><u>Electric Vehicle Charge Points</u></b> The Assistant Clerk reported that she had completed the application and a decision is awaited.			
<b>21/602</b>	<b><u>BYE-LAWS</u></b> Mrs Smyth has a copy of the existing Bye-Laws and will begin the process of updating.			
<b>21/603</b>	<b><u>RISK ASSESSMENTS</u></b> Amended risk assessments were circulated to Members. Amendments were agreed. To be referred to Finance and General Purposes for approval. Comment was made regarding the duties the litter picker carries out. Consideration to be given to employing a handyman.	<b>SH</b>	✓	
<b>21/604</b>	<b><u>FINANCE</u></b>			
<b>604.1</b>	<b><u>Budget Statements</u></b> The monthly budget statements were noted.			
<b>604.2</b>	<b><u>Tenders</u></b> It was noted that four Tenders had been received, Nurture, Four Seasons, Landscape Services and C & A Landscapes Appendix 1. After discussion it was agreed that Nurture be awarded the Tenders for all grass cutting and marking out at the Norman Road Playing Fields the cutting of the Village Green, strimming at the Cricket Meadow and the footpath strimming and clearance of plots at the allotments. Four Seasons be awarded the Tenders for the hedge cutting at Norman Road Playing Fields, Macey's Meadow, Allotments, Cricket Meadow and Churchyard. C & A Landscapes to be awarded the Tender for the Churchyard grass cutting and strimming. It was agreed to refer to F&GP for approval. Contractor to be asked to use hot foam weedkiller.	<b>SH</b>	✓	
<b>21/605</b>	<b><u>Consideration of Budget 2022/2023</u></b> Discussion took place regarding ongoing wall repairs in the Churchyard. This is in the Churchyard Management Plan. To be an agenda item in December. A copy of the management plan to be sent to Members. The Assistant Clerk to check cost of Twitch Inn service charge.	<b>SH</b>	✓	
<b>21/606</b>	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></b> Mrs Javens reported that the bin by the garages, in the children's play area, has been knocked down. Mr Carr to re-concrete it in. Miss Barkham said that the bins in the High Street, by the Churchyard, are overflowing. To be reported to Waste Services. Ms Margetts said that the hole in the school fence, rear of allotment plot 3B, has still not			

	be repaired. The Assistant Clerk said she had forward photos of the hole to the school.			
	<b>Date of Next Meeting</b> – Monday 13 December 2021 (concentrating on Churchyard)			
	There being no further business the Chairman thanked members for attending and closed the meeting at 9.00 p.m.			
	Signed.....	Date.....		

## TENDERS 2022/23

these are all annualised costs before VAT

Area	Nurture	Four Seasons	Landscape Services	C&A Landscapes
<b>Norman Road Playing Field</b>				
Grass cutting & pitches	£ 2,004.22		£ 2,544.68	
Hedge Cutting	£ 850.00	£ 624.87	£ 412.57	
Weedkilling	£ 120.00		£ 137.52	
Ivy Clearance	£ 120.00		£ 123.77	
Tennis Courts Weeding	£ 196.20		£ 206.29	
	£ 3,290.42	£ 624.87	£ 3,424.83	
<b>Churchyard</b>				
Grounds maintenance	£ 10,087.59		£12,308.43	£ 8,480.00
Hedge	£ 150.00	£ 166.00	£ 137.52	£ 245.00
	£ 10,237.59	£ 166.00	£12,445.95	£ 8,725.00
<b>Macey's Meadow Hedge</b>				
Hedge One	£ 3,430.00	£ 1,522.60		
Hedge Two	£ 857.50	£ 370.65		
Hedge Three	£ 857.50	£ 292.40		
	£ 5,145.00	£ 2,185.65		
<b>Allotments</b>				
Hedge	£ 826.00	£ 674.89	£ 275.04	
Footpath	£ 80.00		£ 68.76	
Clear per plot and cover	£ 100.00		£ 275.04	
	£ 1,006.00	£ 674.89	£ 618.84	
<b>Cricket Meadow</b>				
Hedge	£ 982.00	£ 288.45	£ 171.90	
Strimming	£ 720.00		£ 721.89	

£ 1,702.00

£ 288.45

£ 893.89

**Village Green**

£ 120.00

£ 206.29