WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE HELD ON MONDAY 11 MARCH 2024 AT 7.30PM WEST MALLING VILLAGE HALL, NORMAN ROAD, WEST MALLING

Present: Mr P Stevens

Ms S Margetts Miss G Barkham Ms M Stacpoole Mrs Y Smyth Mr K Mann

Co-opted Member: Rev D Green Mrs L Javens

	7			T
	Minute	Action by	Action taken	Response
24/158	APOLOGIES FOR ABSENCE : Mrs L Miles, Mrs T Dean and Mr M Doyle.			
24/159	DECLARATIONS OF INTEREST – Mr Stevens declared an interest in [163.1] as the company that carried out the toilet fire risk assessment is a client.			
24/160	MINUTES –after an amendment to 24/91, 'are' to be added the minutes of the meeting held on Monday 12 February 2024 were approved and signed.			
24/161	MATTERS ARISING			
	There were no matters arising.			-
24/162	CHURCHYARD			+
	Report by Rev David Green			+
	Rev David Green reported that an application for a memorial bench and tree was being considered by Faculty.			
	The taps are working and the grounds maintenance team are due to start this month.			
	PCC are to meet to review the Churchyard policy.			
	The mini sinkhole on the access to the Church has been repaired.			
	Mr Stevens reported that clarification had been received from KALC confirming that civic authorities can contribute to the costs of grounds maintenance in a Churchyard.			
	Rev David Green left the meeting at 7.40pm.			
24/163	TOILETS			
163.1	Fire Risk Assessment			+
	It was noted that the fire risk assessment report had been received.			

	The following hazards have been highlighted for action:			
	 Obtain an EICR Certificate – inspection was carried out today Replace damaged no smoking signage – in hand Maintain periodic checks for cleanliness – Mr Mann will carry this out every 3 months 			
	 To ensure that a build-up of toilet paper within the toilet area is avoided – SHS, the Clerks, Mrs Dean and Ms Margetts 			
	 Maintenance/storage area needs to remain clear and materials stored at one end to avoid hindering the means of escape – SHS to be asked to move materials to one end 			
	 Disabled toilet would benefit from some kind of fire alert system – Mr Mann to make enquiries Consider installation of a single water fire extinguisher – it was agreed that there is 			
	not a suitable area Review fire emergency plan – Mr Mann will carry this out			
	The fire risk assessment to be updated and referred to full council for approval.	SH	V	
	The Assistant Clerk to obtain quotes for a deep clean of the toilets, removal of rubbish in the service area and clearance of rainwater gulley.			
	A maintenance contract to be considered on expiry of the washbasin warranty.			
163.2	Standard Risk Assessment	SH	V	
	The Assistant Clerk to update the standard risk assessment and report to April Amenities.			
163.3	Money/Energy Saving Improvements			
	It was noted that one quotation had been received to convert the existing lighting to time controlled. A further quotation is awaited.			
24/164	MACEY'S MEADOW			
	Request to Volunteer	SH	V	
	It was noted that a request had been received to volunteer as part of the Duke of Edinburgh award scheme. It was agreed subject to the usual conditions.		,	
24/165	PLAYING FIELD			
165.1	Tennis Courts			
	It was noted that the courts will be marked out on Monday 29 April 2024 subject to weather conditions. They will be closed for up to 1 week.			
165.2	Request for use of Football Pitch	SH	V	
	It was noted that a request had been received from Aylesford football club u11 and u12 teams to play on a Sunday morning. Unfortunately, it is not possible to accommodate them due to existing use of the pitch.			
165.3	Repair to Picnic Bench	SH	1	
	It was noted that a quotation had been received to replace the broken slat on the picnic			
	table for the sum of £145.00 + VAT. It was agreed to accept. To be funded from playground inspections.			

	It was noted that a quotation had been received from Capel Groundcare Ltd to roll the vehicle access with a tractor and roller for the sum of £150.00 + VAT. It was agreed to accept. To be funded from grounds maintenance.			
24/166	CRICKET MEADOW			-
	Mrs Dean, via email, provided an update on Rotary House.			
24/167	BALL PARK			+
	There was not anything to report.			
24/168	VILLAGE GREEN			
	There was not anything to report.			
24/169	VILLAGE HALL			1
	Report by Village Hall Representative			1
	Mrs Javens reported the hire rates have been increased.			
	The next meeting is Tuesday 14 May 2024.			-
24/170	WASTE/RECYCLING SERVICES			
	Ms Barkham commented on the amount of litter in St Leonard's Street. She will carry out a litter pick.			
	A resident of King Street has commended the TMBC street cleaning operative for keeping the area clear of weeds and litter.			
24/171	Local Green Space Survey	SH	1	-
	Members were asked to consider a response to the survey. Ryarsh Lane car park is not an open space. The Assistant Clerk to complete the survey. To be finalised at F&GP.			
24/172	MARTYN'S LAW	SH	√	-
	It was noted that a consultation has opened on new laws to make sure we are better prepared for, and protected from, terrorist attacks. To be referred the village hall management committee.			
24/173	<u>FINANCE</u>			
173.1	Budget Statements			+
	The monthly budget statements were noted.			
173.2	Accounts for Payment			
	Accounts for payment – totalling £846.00 were approved - see attached.			
173.3	Safeguarded Sums			
	It was agreed to safeguard the following sums:			
	Allotments Water rates £874.69 Work to plots 1A/1B £325.00			
	<u>Amenities</u>			

	Playing field ground maintenance New signage Twitch Inn – service charge New play equipment Ball park tree work	£1826.43 £287.51 £1155.04 £3963.00 £660.00	
	Tennis courts	£2257.50	
	Churchyard		
	Tree works Wall repairs	£165.00 £4000.00	
24/174		OF THE PUBLIC AND COUNCILLORS by progress regarding the damage to the shed on plot 3A.	
	The tenant has been asked to prov		
	Date of Next Meeting – Monday 1	15 April 2024 (concentrating on Allotments)	\perp
	There being no further business the the meeting at 8.43p.m.	ne Chairman thanked members for attending and closed	
	Signed	Date	

W	Malling Parish Council			
Accounts for Payment 11th March 2024			cheques to be	
			drawn	
Kent Association of Local Councils (che		70.00	£84.00	
(inv XJV126000100478 - councillor attend	t planning conference) VAT	14.00		
C&A Landscapes Ltd (cheque 2698)		585.00	£ 702.00	
(additional man for 3 visits at Churchyard	VAT	117.00		
Malling Memorial Institute (cheque 2699)			£ 60.00	
(invoice 6/24 room hire @ Clout for Feb,	h & 29th)			
	TOTAL	_	846.00	