

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE AMENITIES COMMITTEE  
HELD ON MONDAY 10 JUNE 2024 AT 7.30PM  
WEST MALLING VILLAGE HALL, NORMAN ROAD, WEST MALLING

**Present:** Cllr Peter Stevens  
Cllr Gwyneth Barkham  
Cllr Sara Margetts  
Cllr Keith Mann  
Co-Opted Members:  
Mr Peter Yeomans – Allotment Society Chair

Minute		Action by	Action taken	Response
24/360	<b><u>APOLOGIES FOR ABSENCE</u></b> : Cllr Y Smyth, Cllr M Stacpoole, Cllr L Miles, Rev D Green, Mr M Doyle and Mrs L Javens			
24/361	<b><u>DECLARATIONS OF INTEREST</u></b> – none other than routinely declared.			
24/362	<b><u>MINUTES</u></b> –the minutes of the meeting held on Monday 20 May 2024 were approved and signed.			
24/363	<b><u>MATTERS ARISING</u></b>  There were no matters arising.			
24/364	<b><u>ALLOTMENTS</u></b>			
364.1	<b><u>Allotment Inspection Reports</u></b>  It was noted that an inspection had been carried out by the allotment society.  2 – tenant is in the process of moving. To send a reminder 4A – monitor 5A – monitor 5B – monitor 9B – monitor 17A - have started working 18B – first letter 19A – Assistant Clerk to look at plot 27B – monitor 28B - monitor  Mr Yeomans said that the hedge at the top of plot 27B is quite low and foxes are entering the allotments. Check if it is possible to plant some whips.	SH	√	
364.2	<b><u>Tree Work</u></b>  It was noted that a quotation had been received from Tree Monkeys for category 3 tree works for the sum of £210.00 + VAT. There is £200.00 in the budget. It was agreed to refer to Full Council for the additional £10.00 from reserves.	SH	√	
	Mr Yeomans left the meeting at 7.50p.m.			

<b>24/365</b>	<b><u>TOILETS</u></b>			
<b>365.1</b>	<b><u>Money/Energy Saving Improvements</u></b>  Mr Mann reported that he was awaiting confirmation from Fairfield as to whether they will hold the cost for just the urinal works.  It was agreed to accept the quotation from Loxton Installation for internal/external works for the sum of £1785.00 + VAT. This will also include any remedial works as per the inspection report.	<b>SH</b>	√	
<b>365.2</b>	<b><u>Electrical Repairs as per Inspection Report</u></b>  As per the above.			
<b>365.3</b>	<b><u>Cleaning Contract</u></b>  It was noted that SHS Hygiene have increased their costs for 2024/25. The increase of 8% was agreed. Monthly payments are now £598.39 + VAT. The adjustment £44.32 for April to be backdated.  The Assistant Clerk to chase costs for a deep clean of the toilets.	<b>SH</b>	√	
	Mr Mann left the meeting at 8.05p.m.			
<b>24/366</b>	<b><u>MACEY'S MEADOW</u></b>  The Great Big Green Week event was a success.  The kissing gate has been delivered.			
<b>24/367</b>	<b><u>PLAYING FIELD</u></b>			
<b>367.1</b>	<b><u>Tennis Courts</u></b>  It was agreed to hold the tennis court opening ceremony on Friday 19 July 2024 at 2pm. The village hall to be booked. The developer, TMBC and Jimmy's Tennis to be invited.	<b>SH</b>	√	
<b>367.2</b>	<b><u>Outdoor Adult Gym</u></b>  It was agreed to draft an outdoor adult gym survey. Images of the proposed equipment to be included in the survey.	<b>SH</b>		
<b>367.3</b>	<b><u>Risk Assessment – Tennis Courts</u></b>  Amendments to the risk assessment was agreed. Refer to Full Council for approval.	<b>SH</b>	√	
<b>367.4</b>	<b><u>Application for Bouncy Castle adjacent to the Village Hall</u></b>  It was noted that an application had been received for a bouncy castle adjacent to the village hall. The applicants are holding their wedding at the hall. Permission was granted. The Council holds no responsibility for damage/injury to either a child or the bouncy castle. The applicants to ensure that the company has the necessary public liability insurance in place. The playing field is open to members of the public so they may wish to cordon off a small area for the castle. To point out that the electricity automatically cuts out when the fire doors, field side, are opened. If the doors are kept shut access will be from the field gate via the car park.	<b>SH</b>	√	
<b>367.5</b>	<b><u>Request for Netball Court</u></b>	<b>SH</b>	√	

	<p>It was noted that a request had been received for a netball court possibly shared with the tennis courts. Due to the recent marking out of the tennis courts it would not be possible to add a netball court.</p> <p>Other options to be considered.</p>			
<b>24/368</b>	<p><b><u>CRICKET MEADOW</u></b></p> <p>The area around the Lime Tree has been strimmed to close to the tree. The grounds contractor to be asked to leave a buffer around the base.</p> <p>Cllr Margetts said she had tied the tree onto the stake as it had been at a angle. Costs to be obtained for a tree guard.</p>	<b>SH</b>		
<b>24/369</b>	<p><b><u>BALL PARK</u></b></p> <p>There was not anything to report.</p>			
<b>24/370</b>	<p><b><u>VILLAGE GREEN</u></b></p> <p><b><u>Grounds Maintenance</u></b></p> <p>The village green was cut on Friday 7 July 2024</p>			
<b>24/371</b>	<p><b><u>VILLAGE HALL</u></b></p>			
<b>371.1</b>	<p><b><u>Report by Village Hall Representative</u></b></p> <p>In the absence of Mrs Javens there was not anything to report.</p>			
<b>371.2</b>	<p><b><u>EV Charging Points</u></b></p> <p>The views of the VHMC were received. It was agreed to defer until a response has been received from KCC.</p>			
<b>371.3</b>	<p><b><u>WMVH Water Pipes</u></b></p> <p>It was agreed to defer until accounts to date have been received.</p>			
<b>24/372</b>	<p><b><u>WASTE/RECYCLING SERVICES</u></b></p> <p><b><u>Free Standing Cigarette Bins in the Town</u></b></p> <p>The bins still remain in the Town. Report to Environmental Health as a health hazard, to be removed.</p>	<b>SH</b>	√	
<b>24/373</b>	<p><b><u>Terms of Reference</u></b></p> <p>Amendments to 4.5 were agreed. To be referred to the Document Review Group.</p>	<b>SH</b>	√	
<b>24/374</b>	<p><b><u>FINANCE</u></b></p> <p><b><u>Budget Statements</u></b></p> <p>The monthly budget statements were noted.</p>			
<b>374.1</b>	<p><b><u>Accounts for Payment</u></b></p> <p>Accounts for payment – totalling £7698.97 were approved - see attached.</p>			
<b>24/375</b>	<p><b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u></b></p>			

	There were no questions.			
	<b>Date of Next Meeting</b> – Monday 8 July 2024 (Churchyard)			
	There being no further business the Chairman thanked members for attending and closed the meeting at 8.35p.m.			
	Signed.....	Date.....		

**Accounts for Payment 10th June 2024**

		cheques to be drawn
		£
Sovereign Sports Ltd (cheque 2731)	2357.50	<b>2,829.00</b>
(invoice 1272, 5% on completion of colour spray and line markings)	VAT 471.50	
		£
Sara Margetts (single cheque 2732)	29.16	<b>34.99</b>
(reimbursement for fence post stakes - Macey's Meadow.	VAT 5.83	
(reimbursement for mesh barrier - Macey's Meadow	17.49	£
	VAT 3.50	<b>20.99</b>
(reimbursement for wildflower mini meadow seed - Macey's Meadow)	97.16	£
	VAT 19.43	<b>116.59</b>
		£
Streetlights (Cheque 2733)	1295.00	<b>1,554.00</b>
(invoice 14517 Column 20, King Street replacement Windsor lantern)	VAT 259.00	
		£
Loxton Installations Ltd (cheque 2734)	432.00	<b>518.40</b>
(invoice 42017 EICR and PAT for King Street toilets)	VAT 86.40	
		£
Capel Groundcare Ltd (cheque 2735)	462.50	<b>555.00</b>
(invoice S1242580 - Norman Road playing fields mow & strim on 10/5/ & 22/5/24 £175, strim around tennis courts £17.50 & goal mouth reinstatement £270)	VAT 92.50	
		£
C&A Landscapes Ltd (cheque 2736)	1725.00	<b>2,070.00</b>
(invoice CA38407 Cut & strim of Churchyard on 9th & 23rd May + clearance of ivy)	VAT 345.00	
		£
	TOTAL	<b>7,698.97</b>