

WEST MALLING PARISH COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE
PARISH COUNCIL
HELD ON THURSDAY 17TH JANUARY 2022, 7.30PM
AT THE CLOUT, 9 HIGH STREET WEST MALLING

Present: Mrs T Dean (Chairman)
Mr K Mann
Ms S Margetts
Ms M Stacpoole
Mr P Stevens
Mr D Thompson

Also present Borough Councillor Paul Boxall (until 8pm)

| Minute | | Action by | Action taken | Response |
|--------|--|-----------|--------------|----------|
| 22/22 | APOLOGIES FOR ABSENCE were received from Ms Medhurst, Mrs Javens, Ms Barkham & Mrs Smyth . | | | |
| 22/23 | DECLARATIONS OF INTEREST – Mrs Dean declared an interest at minute number 22/28 as she is a KCC Member. | | | |
| 22/24 | DONATION REQUESTS | | | |
| 24.1 | A donation request has been received from Home-Start, South West Kent The Council is in receipt of end of year accounts (year end 31 March 2021) and a letter outlining the work of the charity. Following a general discussion, it was agreed that a donation be made; Mr Stevens proposed the sum of £500 which was seconded by Ms Stacpoole and agreed unanimously. Agreed under Section 137 LGA 1972 | | | |
| 24.2 | A donation request has been received from Citizens Advice in North & West Kent. The Council is in receipt of end of year accounts (year end 31 March 2021) and a letter outlining the work of the charity. Following a general discussion, it was agreed that a donation be made; Mr Stevens proposed the sum of £150.00 which was seconded by Mr Mann and agreed unanimously. Agreed under Section 137 LGA 1972 | | | |
| 22/25 | T&MBC PERFORMANCE CONSULTATION | | | |
| | It was noted that T&MBC had invited the Local Government Association to undertake a review of its performance and to help set out an action plan to help drive improvements and efficiency within the authority. Part of the review involves gathering the views of businesses, residents and community groups about the Borough Council. Deadline 31 st January 2022 It was agreed that the Parish Council would not complete the questionnaire as a separate | | | |

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| | <p>body, but that individual members could complete the questionnaire within a personal capacity.</p> <p>The Clerk confirmed that this had been advertised on social media.</p> <p>Link to consultation: https://app.sli.do/event/oMzoavtsobqwwDonJfiWyg</p> | | | |
| 22/26 | <u>PARKING PERMIT CONSULTATION – CHURCHFIELDS</u> | | | |
| | <p>It was noted that T&MBC had launched a consultation with the residents of Churchfields regarding the possible introduction of a parking permit scheme for the street.</p> <p>It was agreed that WMPC would comment on the consultation once resident views / comments had been collated. Clerk to ask T&MBC for the figures once collated and to also remind T&MBC that WMPC has recently expressed concerns about root structure damage to the trees on the green near the Scared Crow and has requested fencing be installed.</p> | Clerk | ✓ | |
| 22/27 | <u>EMERGENCY TREE WORKS IN THE VILLAGE HALL CAR PARK</u> | | | |
| | <p>Emergency works need to be carried out to fell a tree in the village hall car park. Due to a shortfall in the budget in the current financial year, it was agreed that the sum of £182.37 be taken from reserves.</p> <p>Tree to be felled on 31st January.</p> | | | |
| 22/28 | <u>ROTARY HOUSE</u> | | | |
| | <p>It was agreed that in view of the confidential nature of the business to be transacted (purchase of land) it was advisable in the public interest that the public and press be temporarily excluded and asked to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p> <p>It was noted that a deadline of Friday 21st had been set by KCC for the submission of additional information in the form of a Position Statement. The updated draft report will be forwarded to members tomorrow.</p> <p>It is understood that KCC will advise who has been successful in their bid shortly after 24th January.</p> <p>In the event of a successful bid, it was agreed that the wording of the resident consultation leaflet be agreed. School hall to be booked for public consultation.</p> <p>It was agreed to ask Medway Insulations to commence the asbestos survey.</p> | | | |
| 22/29 | <u>BUDGET 22/23 / PRECEPT</u> | | | |
| | <p>It was agreed that in view of the confidential nature of the business to be transacted (salaries) it was advisable in the public interest that the public and press be temporarily excluded and asked to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960.</p> | | | |
| 29.1 | <u>Financial Position as of 31st December 2021</u> | | | |
| | <p>A report had been provided to members detailing the financial position of the Council as of 31st December 2021 and the draft 22/23 committee budgets had also been provided.</p> <p>It was noted that once safeguarded sums have been taken into account, that the Council has reserves in the region of £73,360.14.</p> | | | |
| 29.2 | <u>Council Tax Base</u> | | | |

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|--------------|--|--------------|---|--|
| | Notification has been received from T&MBC that the Council Tax Base for West Malling for 2021/22 is 1,166.63 (this being the number of equivalent Band D properties) | | | |
| 29.3 | <p><u>Committee budgets</u></p> <p>Minor revisions to the F&GP / Amenities & Churchyard draft budgets were discussed and agreed. It was noted that existing draft committee budgets had been reduced down to £122,318.08.</p> <p>Assistant Clerk's working hours and salary were agreed in closed session.</p> <p>The Parish Council is awaiting a decision on the sale of Rotary House. Should the Parish Council bid be successful, the Council would need to apply for a PWLB loan which would incur yearly loan repayment costs of £10,210.64 plus an initial set up fee of £105.00. It was agreed that this be included in the 22/23 precept figure on the basis that if unsuccessful, the sum can be used to replenish reserves.</p> <p>See below for budget spreadsheets</p> | | | |
| 29.4 | <p><u>Precept</u></p> <p>It was agreed as follows:</p> <p>Gross Committee Budgets £144,353.72 Contingencies £Nil Financial Reserves to raise for estimated future expenditure £Nil Prior year deficits not already provided for £Nil Total £144,353.72 Less income budgeted £11,720.00 Less financial reserves to be drawn on £Nil Total £11,720.00 Total Precept Requirement £132,633.72</p> <p>This is an increase of 2.7% per Band D property as advised by T&MBC.</p> <p>Clerk to notify TMBC</p> | Clerk | ✓ | |
| 22/30 | <u>ACCOUNTS FOR PAYMENT</u> | | | |
| | Accounts for payment in the sum of £832.14 were agreed - see below. | | | |
| | There being no further business, the Chairman thanked members for attending and closed the meeting at 8.56 pm | | | |
| | Signed..... | | | |
| | Date..... | | | |

| Finance & General Purposes Committee | | | | |
|---|--------------|-----------------------|-------------|-----------------------|
| | | | | |
| Income | | Budget 2022-23 | YTD | Budget 2021-22 |
| Bank interest | | 50.00 | 7.19 | 400.00 |
| Written back cheque | | | | |
| BT Refund | | | | |
| Covid 19 Grant | | | | |
| Receipt in Error | | | | |
| | Total | 50.00 | 7.19 | 400.00 |
| Expenditure | | Budget 2022-23 | YTD | Budget 2020-21 |
| UNALLOCATED BUDGET SAVINGS | | | | |
| S137 | | | | |
| Music at Malling | | 1000.00 | | 1000.00 |
| Christmas Tree | | 1100.00 | | 1100.00 |
| Christmas Event | | 1150.00 | | 1150.00 |
| Remembrance Day | | 600.00 | | 600.00 |
| S137 other | | 1500.00 | | 1500.00 |
| Office rent/rates | | 3550.00 | | 3550.00 |
| IT Upgrade | | 0.00 | | 1000.00 |
| Broadband & Telephone | | 400.00 | | 400.00 |
| Electrical and H&S checks | | 100.00 | | 100.00 |
| PC repairs | | 500.00 | | 100.00 |
| Meeting room hire | | 750.00 | | 750.00 |
| Postage | | 300.00 | | 300.00 |
| Stationery | | 400.00 | | 400.00 |
| Photocopier | | 800.00 | | 1000.00 |
| Insurance | | 3000.00 | | 3000.00 |
| Audit fee | | 725.00 | | 550.00 |
| Scribe Accounts Package | | 468.00 | | |
| KALC sub | | 900.00 | | 775.00 |
| CLCC Membership | | 220.00 | | |
| ACRK | | 80.00 | | 75.00 |
| Chamber of Commerce | | 50.00 | | 50.00 |
| Open Spaces Society | | 45.00 | | 45.00 |
| CPRE | | 36.00 | | 36.00 |
| Joint Parishes TG | | 50.00 | | 50.00 |
| Clerks salary | | 28672.00 | | 23175.00 |
| NI on Clerk (employers) | | 2945.58 | | 2006.93 |
| Asst Clerk salary | | 6812.64 | | 6078.11 |
| Clerk's Pension | | 860.16 | | 695.28 |
| Clerk's spectacles | | 100.00 | | 100.00 |
| Assistant Clerk's Spectacles | | 100.00 | | 100.00 |
| Sundries | | 100.00 | | 100.00 |
| Staff Training & Member Training | | 600.00 | | 600.00 |
| Climate Change Group | | | | |
| Consultant expenses | | 1500.00 | | |
| Rotary House | | | | |
| General Expenses | | 0.00 | | |
| Loan | | 10210.64 | | |
| Set up fee | | 105.00 | | |
| Democracy & Communications | | | | |
| Parish Communication | | 650.00 | | 650.00 |
| Downsmail | | | | 350.00 |
| Legal fees | | 1000.00 | | 1000.00 |
| Election costs | | 550.00 | | 550.00 |
| Covid 2020 | | | | |
| New website build costs | | 1000.00 | | |
| Ongoing website /email costs | | 644.00 | | 644.00 |
| West Malling Volunteers | | | | |
| Reimbursement for payment in error | | | | |
| Less overpayment to HMRC | | | | |
| | Total | 73574.02 | 0.00 | 53580.32 |
| Surplus/- deficit | | -73524.02 | 7.19 | -53180.32 |

| Highways and Transportation Committee | | | | |
|--|--------------|-----------------------|-------------|-----------------------|
| | | | | |
| Income | | Budget 2022-23 | YTD | Budget 2021-22 |
| Written Back Cheque | | | | |
| | Total | 0.00 | 0.00 | 0.00 |
| Expenditure | | Budget 2022-23 | YTD | Budget 2021-22 |
| Energy | | 6500.00 | | 7000.00 |
| Maintenance | | 4641.92 | | 5000.00 |
| Painting & numbering of columns | | 1408.00 | | 1408.00 |
| Phased repair programme | | 6000.00 | | 8086.00 |
| One off repairs | | 2000.00 | | 2000.00 |
| Seasonal (Salt, Floodsax) | | 100.00 | | 100.00 |
| Fingerposts and Noticeboard | | | | |
| Speedwatch materials (safeguarded) | | 100.00 | | 100.00 |
| | Total | 20749.92 | 0.00 | 23694.00 |
| Surplus/-deficit | | -20749.92 | 0.00 | -23694.00 |

| Churchyard | | | | |
|-------------------------|--------------|-----------------------|-------------|-----------------------|
| | | | | |
| Income | | Budget 2022-23 | YTD | Budget 2021-22 |
| | | | | |
| | Total | 0.00 | 0.00 | 0.00 |
| Expenditure | | Budget 2022-23 | YTD | Budget 2021-22 |
| Grounds Maintenance | | 8646.00 | | 4880.00 |
| Tree Survey (All trees) | | | | 245.00 |
| Tree Work | | 1988.76 | | |
| Lime Tree Survey | | | | 360.00 |
| War Memorial | | 350.00 | | 350.00 |
| Walls | | 2000.00 | | |
| | | 12984.76 | 0.00 | 5835.00 |
| Surplus/-deficit | | -12984.76 | 0.00 | -5835.00 |

| Allotments | | | | | |
|------------------------------|--------------|-----------------------|-------------|--|-----------------------|
| | | | | | |
| | | | | | |
| Income | | Budget 2022-23 | YTD | | Budget 2021-22 |
| Allotments | | | | | |
| Rents | | 1180.00 | | | 870.00 |
| Contribution to water supply | | | | | |
| Keys | | | | | |
| | | | | | |
| | Total | 1180.00 | 0.00 | | 870.00 |
| | | | | | |
| Expenditure | | Budget 2022-23 | YTD | | Budget 2020-21 |
| | | | | | |
| | | | | | |
| Water Rates | | 750.00 | | | 750.00 |
| Maintenance Contractor | | 743.65 | | | 570.00 |
| Clearance of plots | | 275.04 | | | |
| Maintenance general | | 250.00 | | | 250.00 |
| Allotment Fencing | | | | | 460.00 |
| Deposit Refunds | | | | | |
| Work to Plot 1A/B | | 500.00 | | | |
| | | 2518.69 | 0.00 | | 2030.00 |
| | | | | | |
| Surplus/-deficit | | -1338.69 | 0.00 | | -1160.00 |
| | | | | | |
| | | | | | |

| Amenities Committee | | | | |
|-------------------------------------|-----------------------|-----------------|-----------------------|-----------------|
| | | | | |
| | | | | |
| Income | Budget 2022-23 | YTD | Budget 2021-22 | |
| Cricket Meadow Rent | 350.00 | | 350.00 | |
| Playing Field Football pitches | 550.00 | | 500.00 | |
| Non Recreational Income | | | | |
| Rent for Garage | 390.00 | | | |
| | 1290.00 | 0.00 | 850.00 | |
| Expenditure | Budget 2022-23 | YTD | Budget 2021-22 | |
| Ball Park | | | | |
| Repairs | 500.00 | | 1200.00 | |
| Tree Stump Removal | | | 80.00 | |
| Tree Wardens | | | | |
| Payments | 100.00 | | 100.00 | |
| Village Green | | | | |
| Maintenance | 206.29 | | 151.10 | |
| Planting | 100.00 | | 100.00 | |
| Cricket Meadow | | | | |
| CM Hedge | 288.45 | | 350.00 | |
| Path , edges, staples strimming | 721.99 | | 528.98 | |
| Playing field | | | | |
| Grass cutting and other maintenance | | | 2611.98 | |
| Hedge cutting & ivy clearance | 3637.13 | | 928.47 | |
| Playground inspections | 625.00 | | 625.00 | |
| Playground repairs | 2150.00 | | 2150.00 | |
| New Equipment | 2000.00 | | | |
| Zipwire | 1850.00 | | | |
| New Signage | 200.00 | | 200.00 | |
| Additional work | 500.00 | | 500.00 | |
| Waste bin | | | | |
| Repairs & Maintenance - Garage | 689.00 | | | |
| Tree Work | | | 450.00 | |
| St Leonards Tower | | | | |
| Payments | 100.00 | | | |
| Village Hall | | | | |
| Tree Survey (car park) | | | 175.00 | |
| Tree work | 300.00 | | | |
| Annual contribution | 2000.00 | | 2000.00 | |
| Land West of Age Concern | | | | |
| Loan | 1047.20 | | 1047.20 | |
| General maintenance | 100.00 | | 100.00 | |
| Twitch Inn | | | | |
| Business rates | 203.70 | | 203.70 | |
| Service charge | 800.00 | | 800.00 | |
| PAT Testing | 60.00 | | 60.00 | |
| Planter (High Street) | 50.00 | | 150.00 | |
| | Total | 18228.76 | 0.00 | 14511.43 |
| Surplus/-deficit | -16938.76 | 0.00 | -13661.43 | |

| Macey's Meadow | | | | | |
|----------------------------------|--------------|-----------------------|-------------|--|-----------------------|
| | | | | | |
| | | | | | |
| Income | | Budget 2022-23 | YTD | | Budget 2021-22 |
| Cobnuts | | | | | |
| Cake Donations | | | | | |
| Hay Bales | | | | | |
| Donations | | 200.00 | | | 200.00 |
| Bags | | | | | |
| Contribution towards gear box | | | | | |
| Refund for Insurance Claim | | | | | |
| | Total | 200.00 | 0.00 | | 200.00 |
| Expenditure | | Budget 2022-23 | YTD | | Budget 2021-22 |
| Loan repayments | | 2616.92 | | | 5200.00 |
| General Maintenance (incl tools) | | 700.00 | | | 700.00 |
| Insurance | | 70.00 | | | 70.15 |
| Tractor repairs | | 550.00 | | | 550.00 |
| Diesel/petrol | | 500.00 | | | 500.00 |
| Hedge Cutting: | | | | | |
| Hedge One | | 1522.60 | | | 1522.60 |
| Hedge Two | | 370.65 | | | 494.20 |
| Hedge Three | | 292.40 | | | 292.40 |
| Marketing | | 100.00 | | | |
| Skip | | | | | 200.00 |
| First Aid Courses | | | | | 75.00 |
| Safety Clothing | | 200.00 | | | 205.00 |
| Chainsaw Service | | 150.00 | | | 100.00 |
| Tree Work | | | | | 900.00 |
| Tree Survey | | | | | 1055.00 |
| Kentish Cobnuts | | 15.00 | | | |
| Scaffold Boards | | | | | |
| Hedging | | | | | |
| T-shirts | | | | | |
| | Total | 7087.57 | 0.00 | | 11864.35 |
| | | | | | |
| | | -6887.57 | 0.00 | | -11664.35 |
| Surplus/-deficit | | | | | |

| Planning Committee | | | |
|------------------------------|--------------|-----------------------|------------|
| | | | |
| Income | | Budget 2021-22 | YTD |
| Local Plan | | | |
| Neighbourhood Plan Grant (1) | | 9000.00 | |
| | Total | 9000.00 | 0.00 |
| Expenditure | | Budget 2021-22 | YTD |
| Neighbourhood Planning | | 7200.00 | |
| Neighbourhood Planning | | 1800.00 | |
| Mapping | | 100.00 | |
| Local Plan | | | |
| TCPA Subscription | | 110.00 | |
| Wates | | | |
| | Total | 9210.00 | 0.00 |
| Surplus/-deficit | | -210.00 | 0.00 |

Accounts for payment

| West Malling Parish Council | | | | | | | |
|--|--|--|-----|--------------|--------|---|----------------------------|
| Accounts for Payment 17th January 2022 | | | | | | | cheques to be drawn |
| Down To Earth Trees Ltd (cheque 2376) | | | | | 495.00 | £ | 594.00 |
| (invoice RF15696 tree survey of Churchyard, play area & entrance to ball park) | | | VAT | | 99.00 | | |
| Roth Creative (Cheque 2377) | | | | | 75.22 | £ | 90.26 |
| (invoice 3514 design & print costs of Xmas cards) | | | VAT | | 15.04 | | |
| Zurich Municipal (cheque 2378) | | | | | | £ | 81.88 |
| (replacement cheque as cheque 2345 (issued 1/11/21) has not been received) | | | | | | | |
| Malling Memorial Institute (cheque 2379) | | | | | | £ | 66.00 |
| (invoice 2/22 - room hire for Jan 10 /11 / 17 & 25th) | | | | | | | |
| | | | | TOTAL | | £ | 832.14 |