

# WEST MALLING PARISH COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE  
PARISH COUNCIL  
HELD ON THURSDAY 16<sup>TH</sup> JANUARY 2023, 7.30PM  
AT THE CLOUT, 9 HIGH STREET WEST MALLING

**Present:** Mrs T Dean (Chair)  
Ms G Barkham  
Mr K Mann  
Ms S Margetts  
Mrs L Miles  
Mrs Y Smyth  
Ms M Stacpoole  
Mr P Stevens  
Mr D Thompson

Minute		Action by	Action taken	Response
23/24	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Mrs Javens.			
23/25	<b><u>DECLARATIONS OF INTEREST</u></b> – none			
23/26	<b><u>CORONATION OF KING CHARLES III</u></b>			
	It was agreed that enquiries would be made with the Chamber of Commerce, TMCC and Macey's Meadow volunteers as to available spaces / dates / volunteers over the Bank Holiday weekend. It is hoped that an event could be held.	<b>Clerk</b> <b>TD</b>		
23/27	<b><u>BUDGET 23/24 / PRECEPT</u></b>			
27.1	<b><u>Financial Position as of 31<sup>st</sup> December 2022</u></b>  A report had been provided to members detailing the financial position of the Council as of 31 <sup>st</sup> December 2022 and the draft 23/24 committee budgets had also been provided.  It was noted that once safeguarded sums have been taken into account, that the Council has reserves in the region of £90,000.			
27.2	<b><u>Council Tax Base</u></b>  Notification had been received from T&MBC that the Council Tax Base for West Malling for 2023/24 is 1,222.75 (this being the number of equivalent Band D properties).			
27.3	<b><u>Committee budgets</u></b>  Revisions to the F&GP (climate change working group) and Planning (Local Plan) draft budgets were discussed and agreed. It was noted that draft committee budgets had been reduced down to £139,529.79. See below for budget spreadsheets			

27.4	<p><b><u>Precept</u></b></p> <p>It was agreed as follows:</p> <p>Gross Committee Budgets £151,447.79  Contingencies £Nil  Financial Reserves to raise for estimated future expenditure £Nil  Prior year deficits not already provided for £Nil  <b>Total £151,447.79</b>  Less income budgeted £11,918.00  Less financial reserves to be drawn on £515.34  <b>Total £11,918</b>  Total Precept Requirement <b>£139,014.45</b></p> <p>This is an increase of 0.0% per Band D property as advised by T&amp;MBC.</p> <p>Clerk to notify TMBC</p>	Clerk	✓
23/28	<b><u>PLANNING MATTERS</u></b>		
28.1	<p><b><u>Neighbourhood Plan</u></b></p> <p>Recommendation from the Planning Committee that consideration be given to the formation of a working group which would help facilitate the Neighbourhood Plan process, the group to be made up of members of the Planning, Amenities and Highways Committees.</p> <p>It was agreed that a group be established with Mr Thompson representing the Planning Committee, Mr Mann representing both Highways and Planning Committees and Mrs Miles representing both Amenities and Planning Committees.</p>		
28.2	<p><b><u>Levelling Up &amp; Regeneration Bill – Reforms to National Planning Policy</u></b></p> <p>It was agreed that WMPC's draft response be considered at the next planning meeting and February Full Council.</p> <p>Deadline 2<sup>nd</sup> March  <a href="https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy">https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy</a></p>		
28.3	<p><b><u>Joint parish Green Belt extension petition</u></b></p> <p>Mrs Dean had forwarded to members an updated version of the Green Belt extension map and the suggested wording of the petition. The map reflects the proposals put forward in the now withdrawn Local Plan. Both the map and wording were agreed.</p>		
23/29	<p><b><u>KALC COMMUNITY AWARDS SCHEME 2023</u></b></p> <p>It was agreed to adopt the 2023 scheme.</p> <p>Clerk to notify members of the previous recipients to enable a decision to be made at the February Full Council.</p> <p>Deadline 28<sup>th</sup> February.</p>	Clerk	✓
23/30	<b><u>BUS SERVICES</u></b>		
	<p>There have been 2 informal joint parish meetings to discuss the loss of bus services and the way forward, in particular for the number 58 bus.</p> <p>Cllr Mike Taylor is in the process of putting together a bid for a KCC community transport grant. If successful, this would enable a version of the number 58 bus to run; the application would be a partnership bid including West Malling Parish Council and neighbouring parishes.</p>		

	Following a general discussion it was agreed that WMPC was supportive, in principle, of an application for grant aid, subject to Maidstone Hospital being part of the route.			
<b>22/31</b>	<b><u>KCC GYPSY AND TRAVELLER SITE PITCH ALLOCATION POLICY CONSULTATION</u></b>			
	Following a general discussion it was agreed that Mrs Dean would draft a response that would be circulated to all members for comment.  <a href="https://letstalk.kent.gov.uk/pitch-allocations-policy">https://letstalk.kent.gov.uk/pitch-allocations-policy</a> Deadline 7 <sup>th</sup> February 2023			
<b>23/32</b>	<b><u>T&amp;MBC DRAFT CORPORATE STRATEGY</u></b>			
	Following a general discussion it was agreed that WMPC would not respond to the consultation.  Deadline 10 <sup>th</sup> February. <a href="https://www.tmbc.gov.uk/council/draft-corporate-strategy-2023-2025-consultation">https://www.tmbc.gov.uk/council/draft-corporate-strategy-2023-2025-consultation</a>			
<b>23/33</b>	<b><u>ACCOUNTS FOR PAYMENT</u></b>			
	Accounts for payment in the sum of £288.34 were agreed - see below.			
	There being no further business, the Chairman thanked members for attending and closed the meeting at 9.02 pm  Signed.....  Date.....			

<b>Finance &amp; General Purposes Committee</b>					
Income	Budget 2023-24	YTD	Budget 2022-23	YTD	
Bank interest	50.00		50.00	28.35	
Written back cheque					
BT Refund					
Covid 19 Grant					
Welcome back fund				4964.000	
Receipt in Error					
<b>Total</b>	<b>50.00</b>	<b>0.00</b>	<b>50.00</b>	<b>4992.35</b>	
Expenditure	Budget 2023-24	YTD	Budget 2022-23	End of Year	
<b>UNALLOCATED BUDGET SAVINGS</b>					
<b>S137</b>					
Music at Malling	1000.00		1000.00	1000.00	
Christmas Tree	1500.00		1100.00		
Christmas Event	1150.00		1150.00		
Remembrance Day	600.00		600.00	100.00	
S137 other	1500.00		1500.00	800.00	
Office rent/rates	3876.00		3550.00	1625.00	
IT Upgrade	0.00		0.00		
Broadband & Telephone	400.00		400.00	238.00	
Electrical and H&S checks	100.00		100.00		
PC repairs	150.00		500.00		
Meeting room hire	750.00		750.00	231.00	
Postage	200.00		300.00	18.10	
Stationery	400.00		400.00	121.77	
Photocopier	800.00		800.00	416.97	
Insurance	3000.00		3000.00		
Audit fee	725.00		725.00	550.00	
Scribe Accounts Package	562.00		468.00	468.00	
KALC sub	900.00		900.00	878.78	
SLCC Membership	279.00		220.00		
CI/LCA Qualification	1000.00				
ICO	40.00				
ACRK	80.00		80.00		
Chamber of Commerce	50.00		50.00		
Open Spaces Society	45.00		45.00		
CPRE	36.00		36.00		
Rural Services Partnership	95.00			40.00	
Clerks salary	32909.00		28672.00	19431.36	
NI on Clerk (employers)	3286.00		2945.58	1990.88	
Litter picker salary	1100.00			123.50	
Asst Clerk salary	7443.44		6812.64	4483.62	
Clerk's Pension	987.24		860.16	582.96	
Clerk's spectacles	100.00		100.00		
Assistant Clerk's Spectacles	100.00		100.00	200.00	
Sundries	200.00		100.00	126.95	
Staff Training & Member Training	600.00		600.00	220.00	
<b>Climate Change Group</b>					
Consultant expenses	500.00		1500.00		
<b>Rotary House</b>					
Loan			10210.64		
Loan set up fee			105.00	45.60	
<b>Democracy &amp; Communications</b>					
Parish Communication	650.00		650.00		
Legal fees	1000.00		1000.00		
Election costs	550.00		550.00		
Toilets	10000.00			4038.90	
New website build costs	0.00		1000.00		
Ongoing website /email costs	644.00		644.00	285.98	
<b>Total</b>	<b>79307.68</b>	<b>0.00</b>	<b>73524.02</b>	<b>38017.37</b>	
<b>Surplus/- deficit</b>	<b>-79257.68</b>	<b>0.00</b>	<b>-73474.02</b>	<b>-33025.02</b>	

<b>Highways and Transportation Committee</b>					
<b>Income</b>		<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>End of Year</b>
Written Back Cheque					
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditure</b>		<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>End of Year</b>
Energy		10273.00		6500.00	2507.77
Maintenance		4874.92		4641.92	2320.96
Painting & numbering of columns		1408.00		1408.00	704.00
Phased repair programme		4560.00		6000.00	1863.00
One off repairs		2000.00		2000.00	
Seasonal (Salt)		150.00		100.00	
Fingerposts and Noticeboard					
Additional Streetlight (planning fee)					231.00
Speedwatch materials (safeguarded)		100.00		100.00	
	<b>Total</b>	<b>23365.92</b>	<b>0.00</b>	<b>20749.92</b>	<b>7626.73</b>
<b>Surplus/-deficit</b>		<b>-23365.92</b>	<b>0.00</b>	<b>-20749.92</b>	<b>-7626.73</b>

<b>Amenities Committee</b>					
<b>Income</b>	<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>End of Year</b>	
Cricket Meadow Rent	350.00	175.00	350.00	175.00	
Playing Field Football pitches	630.00	405.00	550.00	405.00	
Non Recreational Income					
Rent for Garage	390.00	195.00	390.00	195.00	
	<b>1370.00</b>	<b>775.00</b>	<b>1290.00</b>	<b>775.00</b>	
<b>Expenditure</b>	<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>End of Year</b>	
<b>Ball Park</b>					
Repairs	500.00		500.00		
Tree work	660.00				
Path from Ball Park to allotments					
<b>Tree Wardens</b>					
Payments	100.00		100.00		
<b>Village Green</b>					
Maintenance	222.78		206.29	118.25	
Planting	100.00		100.00		
Garden waste collection	200.00				
Village sign maintenance	250.00				
<b>Cricket Meadow</b>					
CM Hedge	454.31		288.45		
Path , edges, staples strimming	779.73		721.99	413.89	
<b>Playing field</b>					
Grass cutting and other maintenance	3412.48				
Hedge cutting & ivy clearance	656.11		3637.13	2604.43	
Playground inspections	1000.00		625.00	240.00	
Playground repairs	2150.00		2150.00	723.00	
New Equipment	2000.00		2000.00	37.00	
Zipwire			1850.00	1999.00	
New Signage	200.00		200.00		
Additional work	500.00		500.00	225.00	
Repairs & Maintenance - Garage	800.00		689.00	799.47	
Tree Work	82.50				
<b>St Leonards Tower</b>					
Payments	100.00		100.00		
<b>Village Hall</b>					
Tree Survey (car park)					
Tree work			300.00	185.00	
Annual contribution	2000.00		2000.00		
<b>Land West of Age Concern</b>					
Loan	1047.20		1047.20	523.60	
General maintenance	400.00		100.00	313.44	
<b>Twitch Inn</b>					
Business rates	203.70		203.70	71.68	
Service charge	1945.00		800.00	526.98	
PAT Testing	60.00		60.00		
<b>Planter (High Street)</b>	50.00		50.00	28.94	
	<b>Total</b>	<b>19873.81</b>	<b>0.00</b>	<b>18228.76</b>	<b>8809.68</b>
<b>Surplus/-deficit</b>	<b>-18503.81</b>	<b>775.00</b>	<b>-16938.76</b>	<b>-8034.68</b>	

<b>Allotments</b>					
<b>Income</b>		<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>YTD</b>
<b>Allotments</b>					
Rents		1298.00		1180.00	395.00
Contribution to water supply					
Keys					
	<b>Total</b>	<b>1298.00</b>	<b>0.00</b>	<b>1180.00</b>	<b>395.00</b>
<b>Expenditure</b>		<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>YTD</b>
Water Rates		750.00		750.00	
Maintenance Contractor		921.41		743.65	
Clearance of plots				275.04	
Maintenance general		250.00		250.00	113.38
Tree Survey		200.00			
Work to Plot 1B		250.00		500.00	425.00
		<b>2371.41</b>	<b>0.00</b>	<b>2518.69</b>	<b>538.38</b>
<b>Surplus/-deficit</b>		<b>-1073.41</b>	<b>0.00</b>	<b>-1338.69</b>	<b>-143.38</b>

<b>Churchyard</b>					
<b>Income</b>		<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>YTD</b>
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditure</b>		<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>YTD</b>
Grounds Maintenance		9894.30		8646.00	8010.00
Tree Survey (All trees)					
Tree Work		165.00		1988.76	876.25
Lime Tree Survey					
War Memorial		350.00		350.00	
Walls		2000.00		2000	
		<b>12409.30</b>	<b>0.00</b>	<b>12984.76</b>	<b>8886.25</b>
<b>Surplus/-deficit</b>		<b>-12409.30</b>	<b>0.00</b>	<b>-12984.76</b>	<b>-8886.25</b>

<b>Macey's Meadow</b>					
<b>Income</b>		<b>Budget 2023-4</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>YTD</b>
Cobnuts					
Cake Donations					
Hay Bales					
Donations		200.00		200.00	841.48
Bags					
Contribution towards gear box					
Refund for Insurance Claim					
	<b>Total</b>	<b>200.00</b>	<b>0.00</b>	<b>200.00</b>	<b>841.48</b>
<b>Expenditure</b>		<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>End of Year</b>
Loan repayments				2616.92	2616.90
General Maintenance (incl tools)		800.00		700.00	168.04
Insurance		70.00		70.00	50.96
Tractor repairs		550.00		550.00	15.53
Diesel/petrol		600.00		500.00	267.66
<b>Hedge Cutting:</b>					
Hedge One		1598.74		1522.60	761.30
Hedge Two		518.91		370.65	
Hedge Three		307.02		292.40	
Marketing		100.00		100.00	63.18
Safety Clothing		200.00		200.00	
Chainsaw Service				150.00	62.00
Kentish Cobnuts		15.00		15.00	
Banners x3		150.00			
Tools bought from donations					217.04
Merchandise					90.98
	<b>Total</b>	<b>4909.67</b>	<b>0.00</b>	<b>7087.57</b>	<b>4313.59</b>
		<b>-4709.67</b>	<b>0.00</b>	<b>-6887.57</b>	<b>-3472.11</b>
<b>Surplus/-deficit</b>					



<b>Planning Committee</b>					
<b>Income</b>	<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>YTD</b>	
Local Plan					1000.00
Neighbourhood Plan Grant (1)	9000.00		9000.00		
<b>Total</b>	<b>9000.00</b>	<b>0.00</b>	<b>9000.00</b>		<b>1000.00</b>
<b>Expenditure</b>	<b>Budget 2023-24</b>	<b>YTD</b>	<b>Budget 2022-23</b>	<b>YTD</b>	
Neighbourhood Planning	7200.00		7200.00		
Neighbourhood Planning	1800.00		1800.00		
Mapping	100.00		100.00		
<b>Local Plan</b>					<b>212.58</b>
TCPA Subscription	110.00		110.00		
Wates					
<b>Total</b>	<b>9210.00</b>	<b>0.00</b>	<b>9210.00</b>		<b>212.58</b>
Surplus/-deficit	-210.00	0.00	-210.00		0.00

## Accounts for Payment

<b>West Malling Parish Council</b>					
<b>Accounts for Payment 16th January 2023</b>					<b>cheques to be drawn</b>
Viking (Single cheque 2524) (invoice 9823096 - stationery)				117.37	£ 140.84
			VAT	23.47	
(stamps - no VAT)					47.50
Mervyn Carr (cheque 2525) (invoice for distribution of rock salt - 2 visits)					100.00
			TOTAL		288.34