

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 11 APRIL 2016, 7.30PM
AT VILLAGE HALL, NORMAN ROAD WEST MALLING

Present: Ms H Marlor (vice-Chairman, in the chair)
Mr F Carroll
Mr S Harriott
Mrs L Javens
Mr R Selkirk
Mrs Y Smyth
Mr P Stevens

Also in attendance:
Sgt Ash Boxall
Mrs Ann Turner
Borough Cllr Miss Shrubsole (from 8.30pm)

Minute		Action by	Action taken	Response
16/195	<u>APOLOGIES FOR ABSENCE</u> were received from Mr Bullard, Mrs Dean and Mr Galloway; also from Borough Cllr Mrs Luck			
16/196	<u>DECLARATIONS OF INTEREST</u> – none other than those routinely declared			
16/197	<u>MINUTES</u> of the meeting held on 7 March 2016 were approved and signed			
16/	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda			
198.1	(16/120.2) St George's Day Parade – Mr Stevens reported that there was little chance of parking being agreed to.			
198.2	(16/123) Parish Plan – Mr Selkirk reported that he had set up a Twitter account and FaceBook page for West Malling PC.			
198.3	(16/124) Section 136 Allocations – Mr Selkirk reported that T&MBC had decided to hold a dedicated Cabinet meeting to deal with this issue.			
16/	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</u>			
199.1	New Shop in West Street – Mr Stevens commented that the lighting was very bright; he would be reporting it to Environmental Health. [this was also considered at the HT&S meeting on 25 April 2016; Mrs Dean agreed to have an informal word with the proprietor]	TD		
16/	<u>POLICING MATTERS</u>			
200.1	Sgt Ash Boxall – Ms Marlor welcomed Sgt Boxall to the meeting. Sgt Boxall reported: <ul style="list-style-type: none"> • He & his colleagues well aware of the ongoing problems with ASB • Has spoken to PCSO Mike Carrano • And to guardians of one of the individuals involved which had proved useful; there would be a formal meeting not in the home • Sgt Boxall stressed that it was important for reports of incidents to be made using the 			

	<p>101 number or 999 in the case of an emergency</p> <p>Mr Selkirk commented that there seemed to be a younger group involved and he understood that there was evidence of cannabis – WMPC’s litter-picker had reported signs of wrappers</p> <p>Ms Marlor reported that youths had started congregating in the ball park again; there was to be a further meeting of the CCTV group on Tuesday 19 April 2016</p> <p>Mr Selkirk reported that the map provided of the dispersal order area did not include Macey’s Meadow. Sgt Boxall explained that it was the map from the previous order and it would be possible to amend it to include Macey’s Meadow.</p> <p>[8.10pm Sgt Boxall left the meeting]</p>			
200.2	<p>Policing Report – the report from PCSO Harrison had been circulated to members and is appended to these minutes (Appendix 1).</p> <p>Ms Marlor agreed to report to the Community Safety Partnership that there had been another break-in at the newsagents, and to ask them to carry out a general shop security exercise.</p>	HM		
200.3	<p>T&M Crime Prevention Panel – receipt was noted of the minutes of their meeting held on 14 March 2016 and an update from Ms Marlor including as to the status of the Panel (see Appendix 2)</p>			
	<p>Ms Marlor explained that the Police and Fire Brigade were tending to provide shed alarms, etc so there was a question as to whether or not this Panel was really needed. Ms Marlor felt personally that there was no need and that e.g. the Parish Partnership Panel could be used instead.</p> <p>Ms Marlor suggested that any funding remaining should be passed to the Community Safety Partnership.</p> <p>Mr Selkirk agreed with this way forward as long as those functions were taken over by other bodies.</p>			
	<p>Ms Marlor suggested an agenda item for the Parish Partnership Panel meeting: (see minute 16/208.8 below)</p>			
	<p>The Clerk was asked to contact Ms Alison Finch to say that members considered that there was no real future for the Crime Prevention Panel and would in future direct their queries to other bodies such as the Parish Partnership Panel.</p>	Clerk	✓	
16/201	<p><u>CASUAL VACANCIES</u></p> <p>It was noted that:</p> <ul style="list-style-type: none"> • Mrs Lane had resigned from the Parish Council with effect from 1st April 2016 • Ms Marlor had resigned from the Parish Council with effect from 30 April 2016 <p>It was agreed to notify these casual vacancies to T&MBC and display public notice of the vacancies on the WMPC noticeboard. .</p> <p>[For an election to be held to fill the casual vacancy a request in writing to the Proper Officer of T&MBC must be received within 14 days (dies non) from the date shown at the bottom of this notice from ten electors in from the Parish.]</p>	Clerk	✓	
16/202	<p><u>AUDIT RETURN</u></p> <p>The Clerk reported that the Audit Return had been received from the external auditor. The Clerk would complete the Return for approval by members.</p>	Clerk		
	<p>Internal Audit</p> <p>It was agreed that the Clerk ask Mr Seaden-Jones to carry out the end-of-year audit as in previous years.</p> <p>[8.30pm Borough Cllr Miss Shrubsole joined the meeting]</p>	Clerk		

16/203	<p><u>TREE WORK IN CHURCHYARD</u></p> <p>Members were asked to agree to safeguard a sum of £1,770 + VAT to cover cost of tree work to be carried out during 2016/2017 in the Churchyard.</p> <p>Mr Stevens explained that several phases of the tree work had been carried out successfully by Down-to-Earth. However because of administrative restructuring at the company they had not been able to carry out the latest phase on time so it would have to be carried over to 2016/2017.</p> <p>Members had no objections to the funding being safeguarded for this work.</p>		
16/204	<p><u>ACCOUNTS FOR PAYMENT</u></p> <p>The Clerk was asked to annotate the list of cheques to make it clear that the payment to the Clerk included payment of a backlog of her salary. [in fact subsequent to the meeting two cheques were cancelled: £7,413.73 to Carole D'Silva £344.52 to Mrs Sarah Howard and re-drawn)</p>		
	<p><u>Job Descriptions</u></p> <p>The Clerk was asked to ensure the agenda for the next meeting of the Amenities Committee include an item to consider the job descriptions for Mr Collins and Mr Moon with a view to drawing up formal contracts for both.</p>	Clerk	✓
	<p><u>Payroll</u></p> <p>The Clerk was to ask T&MBC if they would be able to undertake management of the payroll as Mr Dean did not wish to continue doing it.</p>	Clerk	✓
	<p><u>Legal Fees to MMI in respect of office lease</u></p> <p>Members queried whether it been agreed that WMPC would meet the legal costs for the MMI as well as its own. [subsequent to the meeting the Chairman confirmed to the Clerk that this had been agreed]</p>		
16/205	<p><u>FINANCIAL STATEMENT</u></p> <p>The bank reconciliation as at 23 March 2016 had been circulated to members.</p>		
16/206	<p><u>REMUNERATION OF WMPC EMPLOYEES</u></p> <p>Members were asked to consider the implications of introduction of National Living Wage of £7.20 with effect from 1st April 2016. One of the WMPC employees had until 1st April 2016 been remunerated at the National Minimum Wage for litter-picking. This work would automatically have to be remunerated at the National Living Wage. Historically remuneration for work other than litter-picking had been remunerated at a rate linked to the National Minimum Wage, which no longer applied.</p>		
	<p>The implications of this would have to be considered at the meetings of the Amenities Committee and the F&GP Committee.</p>	Clerk	
16/207	<p><u>KENT & MEDWAY FUNDING FAIR</u></p> <p>Notification had been received of the Funding Fair to be held on Wednesday 1st June 2016, 8.45am – 4pm in Tunbridge Wells at a cost of £25 per head. No-one present wished to attend.</p> <p>The Clerk reminded members that WMPC regularly received the “Inside Track” publication from KCC which the Clerk forwarded to all members; this gave considerable information about funding streams.</p>		

16/	<u>MATTERS FOR REPORT</u>		
208.1	Amenities Committee – Mr Stevens reported verbally from the meeting held on 4 April 2016. A member of the public had complained about ASB at the Cricket Pavilion.		
208.2	<p>Highways, Transportation & Streetlighting Committee – Mr Bullard reported from the meeting held on 21 March 2016. The main topic of discussion had been the introduction by T&MBC of parking charges in the car park.</p> <p>Mr Selkirk reported that T&MBC plan to introduce these charges on Tuesday 3 May 2016. There was however a vast amount of information which had been requested but was still outstanding. A face-to-face meeting had been requested with T&MBC but T&MBC would not agree to this. This was building up to a complaint to the Local Government Ombudsman.</p> <p>The Clerk had formally asked the Chairman of T&MBC's Overview & Scrutiny Committee (Cllr Allan Sullivan) to call-in the decision; this request had to be submitted within five working days, which it had been. At the time of this meeting no response at all had been received.</p> <p>Mr Harriott suggested possibly approaching the Chairman of the Chief Adjudicating Body; Mr Harriott offered to draft an approach letter.</p> <p>Mr Harriott had raised with T&MBC (Mr Robert Styles, Director of Street Scene, Leisure & Technical Services) the question of Offham Road and Norman Road as it was felt that these measures ought to be introduced at the same time as the parking charges.</p>	SH	
	Mr Harriott thought there was a good case for the income to be ring-fenced for enforcement action in WM.		
	Mr Selkirk reminded the meeting that T&MBC did not own all of the short-stay car park.		
	<p>Ms Marlor thanked Cllr Shrubsole for supporting WMPC in its opposition to the introduction of the parking charges. Cllr Shrubsole expressed her own disappointment at not being kept informed by T&MBC officers; she had contacted Mr Tom Tugendhat, MP and he would be getting more involved.</p> <p>Cllr Shrubsole reported that T&MBC was now employing more enforcement officers.</p>		
208.3	Planning Committee – the draft minutes of the meeting held on 15 March 2016 were received. Mr Stevens queried whether change of use permission was required for the new shop in West Street. Clerk to report to T&MBC.	Clerk	✓
208.4	<p>Malling Action Partnership – the Clerk was to ask Mrs Barbara Earl if the Malling Society wished to nominate a representative now that Mr Bernard Tyson had moved out of the area.</p> <p>Mrs Javens reported that she had spoken to Mrs Dean about the ways to advertise a social event; she would speak to Mrs Dean privately about this.</p>	Clerk	✓
208.5	<p>Malling Society – Mrs Earl had reported as follows: “..there was a fantastic turnout at the 1st opening of The Twitch on Easter Monday with a record taken in sales of publications and donation. TG for free advertising in the KM, on Streetlife, the East Malling and the Larkfield Historical websites + the WMPC one as well (Richard mailed me to say he'd advertise it there too. Long may it continue ...”</p>		
208.6	Christmas Lights Committee – Mrs Jane Marshall had e-mailed to ask for more volunteers.		
208.7	Chamber of Commerce – it was noted that they would be holding a networking event on Wednesday 4 May 2016.		

208.8	<p>Tonbridge & Malling Borough Council – notification had been received that the next meeting of the Parish Partnership Panel would be on 16 June 2016 [subsequently changed to 18 May 2016] and to consider submission of suggested items for agenda (deadline 27 May 2016). Members asked the Clerk to suggest the following agenda items:</p> <p>“At the March 2016 meeting of the TMBC Crime Prevention Panel, it was noted that the Borough Council is considering Public Spaces Protection Orders (Anti-social Behaviour, Crime & Policing Act 2014) to help in enforcement action of dog fouling etc. Could the Parishes be updated on the progress of these PSPO’s, including a similar proposal for several areas in West Malling, in the fight against anti-social behaviour?</p> <p>Also does TMBC propose to review neighbouring Parishes need for PSPOs to deter the current groups of ASB perpetrators from continuing their unpleasant activities elsewhere? ”</p> <p>Mr Selkirk hoped to attend.</p>	Clerk RS	✓
208.9	<p>KALC/NALC/ACRK – receipt was noted of</p> <ul style="list-style-type: none"> • “Oast to Coast” publication from ACRK – Spring 2016 (available electronically on request to Clerk) • notification of workshop day to be held on Saturday 16 April 2016, 10am-2pm @ Lenham at a cost of £15. Mr Selkirk to attend. 	RS	✓
16/209	<p><u>MEETING DATES</u></p> <p>Next Full Council & AGM – Monday 9 May 2016 (Mr Carroll tendered his apologies for this meeting)</p> <p>Amenities Committee – Wednesday 4 May 2016 [note change from scheduled date] (Mrs Smyth tendered her apologies for this meeting)</p> <p>Finance & General Purposes Committee – Monday 16 May 2016 – TBC</p> <p>Highways, Transportation & Streetlighting Committee – Monday 25 April 2016 @ Clout [TBC – change from scheduled date]</p> <p>Planning Committee – Tuesday 19 April 2016 (Mr Carroll tendered his apologies for this meeting)</p> <p>Macey’s Meadow Advisory Committee – Wednesday 13 April 2016 CCTV Meeting – Tuesday 19 April 2016, 4pm @ WM CEP School Document Review Group – Wednesday 20 April 2016 @ the Clout</p>		
16/210	<p><u>REPORT OF BOROUGH COUNCILLORS</u></p> <p>Cllr Miss Shrubsole reported that some residents were confused about the Call for Sites exercise.</p> <p>Cllr Mrs Luck’s’ report is appended to these minutes (Appendix 3)</p>		

<p>16/211</p>	<p><u>REPORT OF COUNTY COUNCILLOR</u></p> <p>No report available.</p>			
<p>16/212</p>	<p><u>CORRESPONDENCE</u> was received as detailed on the separate sheet</p>			
	<p>There being no further business, the Chairman thanked members for attending and closed the meeting at 9.50pm</p> <p>Signed.....</p> <p>Date.....</p>			

APPENDIX 1

Parish council

West Malling Council, monthly update for MARCH 2016

Crimes of note

Burglary

- A church in the High street had its church office broken into , the church office
- Was Located in an adjacent building, the back door window was smashed to gain entry.
- Several Other windows were also damaged.
- No property was taken.
- Enquiries are on-going.

Burglary

- A Newsagents shop in the High street was broken into in the early hours of the Morning; the front door window was smashed to gain entry, two males were seen take a bucket full of cigarettes.
- Enquiries are on-going.

Criminal Damage

- A house in NEVELL Court had a number of items damaged when they were thrown around the room, during an argument between two people.
 - Medication is to be reviewed
 - GP support offered.
 - Crime recorded no further actions to be taken at this time.
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- Criminal Damage
 - West Malling Cricket pavilion Norman Road persons unknown ripped off a exterior light off from the wall and left it smashed on the ground.
 - No lines of Enquiry.

Anti-social behaviour and other incidents of note

Youths still congregate around the High st and Norman road , police patrols are moving them along and giving them words of advice , no offences have been recorded.

Updates of previous reported issues

Crimes of a serious nature may not be disclosed as it may effect an investigation

APPENDIX 2

There was some discussion at the T&M CPP meeting on 14th March 2016 about the viability of the group. The Crime Prevention Panel was started about 12 years ago to reduce crime and *the fear of crime in the community* by educating the public on home safety etc. This was done mainly through actively participating at local fetes and community events, distributing items such as leaflets, badges, stickers, and free purse chains, personal alarms and shed alarms.

The Panel meets quarterly and its purpose was defined as “to encourage the discussion and publicity for crime prevention matters within the Tonbridge and Malling area” with these objectives:

- Play an important and meaningful role in combating crime and the fear of crime and promoting the use of crime prevention measures by involving residents and statutory bodies in the community;
- Compliment and support the Police and Local Authority with their respective crime reduction/prevention strategies;
- Design local initiatives to address local problems.

However, participants have been requested by TMBC to consider the viability of the CPP.

There have been major difficulties in keeping the group going in the last 3 years, particularly during the time TMBC’s Safer and Stronger Communities Manager (who takes the minutes, manages the budget and represents TMBC at the meetings) was on maternity leave.

In the past, various elements of Kent Police attended regularly, along with a number of Parish representatives but it is noticeable that attendance has dwindled and there has been no CPP participation at any community events for 2 years.

Also, in common with most local authorities, TMBC’s Safer and Stronger Communities Manager is under increased pressure time wise and the cost of running the meetings has to be considered; TMBC no longer provides coffee at their meetings.

An alternative “voice” for West Malling Parish Council would be TMBC’s Parish Partnership Panel meetings. Kent Police already attend these (and provided specific questions have been forwarded prior to the meeting), will disclose crime figures, trends etc.

The Safer and Stronger Communities Manager has specifically requested CPP members to consider the future of the group and would like Parishes to respond to her before the next meeting on Monday 18 July at 17.30.

Parish Councillors may find it useful to consider the usefulness of the Crime Prevention Panel directly against that of the Parish Partnership Panel.

From the minutes of TMCPP meeting 14th March 2016

Item 3 Review of Terms of Reference, Constitution and focus for the Panel

AF circulated copies of the current Terms of Reference and Constitution. She reminded members that originally the Panel had been set up to discuss problems of crime and seek a solution to this problem. They had also distributed crime prevention items. However, due to changes within the Police and other agencies she wondered whether the Panel needed to consider its future direction. It was important for the Panel to consider its sustainability and decide whether members were prepared to attend events and run activities or whether the Panel should focus on receiving information/presentations from agencies.

The Panel were able to discuss this item and it was noted that there had been many changes since the Panel had been established. Many of the Panel members were also Parish Council members and there were meetings where Parish Councils already met and discussed similar issues to the Panel, so it was important to ensure that there was no duplication.

PS stated that members should pass any thoughts to AF and that the next meeting would be devoted to discussing this in detail and coming to a decision about the future role of the Panel.

Item 5 Community Safety Partnership update

AF updated that Panel on some of the work of the Community Safety Partnership (CSP). She stated that she had recently produced a newsletter for the CSP and that she would circulate this to the Panel for their information.

It was also noted that the CSP had been able to use the new ASB powers to issue 7 Civil Injunction Warning letters for young people in East Malling. Unfortunately two young people had breached these warnings and were now going through the court process. The Borough Council was also looking to use the Public Spaces Protection Order to develop these within the Borough. There would be some Orders for the whole borough (related to preventing dog fouling and keeping dogs on leads) and some that were specific to areas (e.g. Leybourne Lakes). It was hoped that these would be in place by the summer holidays but AF would keep the Panel updated.

AF further explained that the CSP had recently agreed its priorities for 2016/17 and it was noted that there would be three overarching themes with key issues included within them. These were: Safeguarding (to include tackling domestic abuse, child sexual exploitation, counter terrorism and vulnerable people), Public Safety (to include tackling ASB, environmental crime and road safety) and Health and Wellbeing (to include substance misuse and mental health). The Partnership would shortly be preparing an action plan for these issues and AF would circulate this to the Panel once completed.

The next scheduled meeting of TMCPP is 18th July 2016 and the next scheduled meeting of the TMBC Parish Partnership Panel is 16th June 2016.

May I suggest that WMPC tables the following enquiry for the TMBCPPP meeting n 16th June 2016?

At the March 2016 meeting of the TMBC Crime Prevention Panel, it was noted that the Borough Council is considering Public Spaces Protection Orders ([Anti-social Behaviour, Crime & Policing Act 2014](#)) to help in enforcement action of dog fouling etc. Could the Parishes be updated on the progress of these PSPO's, including a similar proposal for several areas in West Malling, in the fight against anti-social behaviour?

Also does TMBC propose to review neighbouring Parishes need for PSPOs to deter the current groups of ASB perpetrators from continuing their unpleasant activities elsewhere?

APPENDIX 3

West Malling Parish Council 11th April

Councillor's Report

Ryarsh Lane closed 9th April for 2 days, also 16th April for 2days

I am receiving a large amount of letters from residents who are being given the wrong information concerning The Local Plan. I have replied to their concerns, with a letter attached from Ian Bailey Chief Planning Officer Tonbridge & Malling Council

There is a proposal for the licensing and regulation of home boarding of dogs and cats.

Tonbridge and Malling are starting a Lottery; it will help schools and clubs raise funds. Launch event subject to license approval, 23rd May, June 4th First Draw, ticket price£1, player can choose to buy a ticket to support a good cause

In the KM on Friday, advertising the Ryarsh Lane Long term Car park new charging from £50 to £150

Household Bulky Waste from 1st April the charge increased to £50, fridge freezer only £25

The parking charges will start 3rd May, at the Cabinet Meeting I asked Andy Edwards when the Parking Zones were coming into force, I was concerned about parking in the High Street that was being used by residents, he mentioned June July. It all depends on contractors, weather etc, the works in West Malling are going to be given top priority.