

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 9<sup>TH</sup> JANUARY 2017, 7.30 PM  
AT WEST MALLING VILLAGE HALL, WEST MALLING

**Present:** Mrs Trudy Dean (Chairman)  
Mr Keith Bullard  
Miss Gwyneth Barkham  
Mr Richard Byatt  
Mr Larry Collins  
Mr Steve Harriott  
Mrs Linda Javens  
Mr Ben Merchant  
Mr Richard Selkirk

**Also present:**  
Mrs Sasha Luck (Borough Council)

Minute		Action by	Action taken	Response
17/09	<b>APOLOGIES FOR ABSENCE</b> were received from Mr Peter Stevens, Mrs Yvonne Smyth and Molly Potts of the Malling Society.			
17/10	<b>DECLARATIONS OF INTEREST –</b> none other than those routinely declared			
17/11	<b>MINUTES</b> of the meeting held on 5 <sup>th</sup> December 2016 were approved and signed			
11.1	<b>MATTERS ARISING</b> from the minutes not otherwise on the agenda – <b>(692.1)</b> Mrs Barkham asked about the location of defibrillators in West Malling. There are two defibrillators, one in the old telephone box in the High Street and the second is located on the wall of the Village Hall in Norman Road.			
11.2	<b>(692.2) Downs Mail</b> – Mrs Dean has been assured that more copies are to be produced to ensure each household receives a copy; Mrs Dean asked that Councillors advise her if they do not receive a copy through the door.			
17/12	<b>CHAIRMAN'S ANNOUNCEMENTS</b> - none			
17/13	<b>QUESTIONS FROM MEMBERS OF THE PUBLIC AND COUNCILLORS</b> - none			
17/14	<b>POLICING MATTERS</b>			
	<b>Policing Report</b>			
14.1	<b>Police crime statistics</b> are produced on a monthly basis and are received by the Parish Office, West Malling statistics are combined with Leybourne. The statistics are on the Police UK website which has a link to an interactive map which identifies the crime locations. Mrs Dean expressed surprise at the number of offences classified as 'Violence and sexual'; there was a general discussion that offence classifications can be vague and that they are a national set of classifications. It was agreed it is important to be able to compare these statistics on a year on year basis.			
	<b>Other Policing matters</b>			
14.2	It was noted that there had been a hit and run incident on West Malling High Street on New Year's Eve. It was noted that there had been 2 car accidents on St Leonards Street, West Malling.			

<b>17/15</b>	<b><u>BUDGET 2017/2018</u></b>			
<b>15.1</b>	Notification has been received from T&MBC that the Council Tax Base for West Malling for 2017-2018 is 1,111.40 (this being the number of equivalent Band D properties)			
	For the purposes of the newer Councillors, Mrs Dean explained the process of putting together the Parish budget. Each committee decides how much money they need to spend, these figures are then discussed at the meeting of the F&GP Committee (which for this year took place on 6 <sup>th</sup> January 2017). The figure from each committee is then put together which creates the tax level. The figure set is enforceable by law meaning that the Borough Council cannot refuse the figure that is put forward.			
<b>15.2</b>	<p><b>RECOMMENDATIONS FROM F&amp;GP</b> There were 3 recommendations from the F&amp;GP committee.</p> <p><b>1)</b> West Malling Village Hall currently receives a donation of £3,000 per year from the Parish Council. It was agreed that the Village Hall Committee are running the Village Hall effectively and that as a result the hall is self – funding. It was agreed to accept the recommendation from the F&amp;GP Committee that £3000 be added to the amenities budget in respect of the Village Hall</p>			
<b>15.3</b>	<p><b>2)</b> St Mary's Churchyard – the churchyard grant received from the Borough Council has now ceased and a decision has to be made therefore whether or not the Parish Council will fund the extra cost to maintain the grounds in order to support the PCC wish to keep the churchyard open for burials. If funding were to stop the PCC (Parochial Church Council) could declare the Churchyard as closed which would pass on responsibility to the Parish Council, who in turn, could pass on responsibility to the Borough Council. The Amenities Committee decided that the burial facility was important for West Malling and that the Parish Council ought to fund the extra costs. It was clarified that the money provided by the Parish Council covers day to day maintenance and that the PCC are to budget to also fund some work.</p> <p>It was unanimously agreed to accept the recommendation from the F&amp;GP Committee to fund the costs for the ground maintenance of the Churchyard.</p>			
<b>15.4</b>	<p><b>3)</b> Macey's Meadow - It was agreed to accept the recommendation from the F&amp;GP Committee that the Parish Council write to the Macey's Meadow Committee to suggest that discussions take place regarding ways to produce income for the meadow.</p>			
<b>17/15.5</b>	<b><u>AMENITIES BUDGET</u></b>			
	It was agreed to accept the Amenities Committee budget with the 3 additional recommendations as above.			
<b>17/15.6</b>	<b><u>HIGHWAYS COMMITTEE</u></b>			
	<p>The Highways Committee had submitted a budget with an additional £10,000 for structural survey and WMPC signage costs. This had already been budgeted for in the 16/17 and was therefore removed from the 17/18 budget. There was a discussion as to whether any money could be deducted from the Highway's budget, in particular the £20,000 which has been allocated to phase 3 streetlighting repairs. It was agreed that it was necessary to keep the whole £20,000 in the budget on the basis that if the Phase 3 remedial works were postponed, this may prove more expensive in the long run, in addition, the results of the structural survey may highlight additional work to be completed. It was agreed to accept the Highways, Transport &amp; Streetlighting Committee budget.</p>			
<b>17/15.7</b>	<b><u>F&amp;GP</u></b>			
	<p>It was agreed to budget for the backlog pay for the Assistant Clerk in the sum of £500. It was agreed to budget for new desks in the Parish Office in the sum of £400, plus to invest in a back- up system / new IT equipment in the sum of £1000, both were considered urgent. It was agreed to accept the F&amp;GP budget with the additional £1,400 for the Office costs.</p>			

15.8	Mr Selkirk proposed to accept the draft budget and to set the precept figure at <u>£116,089.76</u> . This was unanimously agreed.			
17/16	<b><u>VOLUNTEER SUPPORT WARDEN SCHEME</u></b> The pilot scheme run by KCC and KALC has proven to be successful in the six areas that it has operated and provided that there is sufficient interest, the scheme is to be rolled out as a 'full' scheme in the 2017/2018 financial year. The Volunteer Support Warden works alongside the KCC Community Wardens; West Malling does not currently have a Community Warden. The cost to the Parish Council would be £1,660 over a 2 year period. After discussion it was agreed that West Malling Parish Council would not take up the Volunteer Support Warden Scheme.			
17/17	<b><u>THE KALC COMMUNITY AWARDS SCHEME</u></b> Following on from the last meeting of Full Council, the following nominations were put forward: Carole D'Silva – for her work both as Parish Clerk for 23 years and commitment to the local community. Christine Wells – for her work as a Justice of the Peace and a volunteer worker with CAB Eileen & Bob Vago – for their community work, in particular their association with the Malling Society. Alan Gibbons – for his work with Music @ Malling and the National Garden Scheme.  It was agreed that in view of Carole's very recent retirement from the Parish Council that this award would reflect her hard work and commitment to West Malling over many years.			
17/18	<b><u>CIVIC SERVICE</u></b> Mrs Dean had received an invitation to the Lord Lieutenant's Civic Service at Rochester Cathedral, on Tuesday 14 <sup>th</sup> March 2017, 11am. Mrs Dean was unable to attend and unfortunately due to commitments, no others members of the Council were able to attend on her behalf. Clerk to notify.	Clerk	✓	
17/19	<b><u>BLAISE FARM QUARRY, KINGS HILL</u></b> Proposed variation of a condition to increase instantaneous charge from 10kg to 25kg. Councillors are being asked if the proposed scope of the environmental assessment is satisfactory & does it assess all relevant impacts? All Councillors agreed that the environment assessment needed to be full and comprehensive, response sent to KCC as follows:  <i>West Malling Parish Council discussed the proposed scope of the environmental assessment at their last Full Council meeting and were of the opinion that the assessment should be a full and comprehensive, one with the exact scope being based on the advice of technical consultees.</i>			
17/20	<b><u>PARKING</u></b> The Parish Council had received a letter from a Churchfields resident expressing concern about the limited parking in Churchfields which in their opinion has become worse since the introduction of parking permits in Offham Road and parking charges at the short term car park. Recommendation from the Highways Committee was to ask T&MBC to conduct a consultation with Churchfields residents about the introduction of parking permits. It was noted that at the last T&MBC consultation, Churchfields residents had previously voted against parking permits. It was agreed that it would be appropriate for the Parish Council to write directly to Churchfields residents asking if they would support the introduction of parking permits. The situation with other nearby streets was to be monitored.			
17/21	<b><u>ACCOUNTS FOR PAYMENT</u></b> totalling £4,549.17 were approved. A payment of £1,800 to Town Malling Day was subsequently approved following production of accounts and invoice for the Christmas tree, this was authorised under Section 137. Total authorised - <u>£6349.17</u> See attached.			
17/22	<b><u>MATTERS FOR REPORT</u></b>			
22.1	<b>Amenities Committee</b> – the draft minutes of the meeting held on 12 December 2016 were received. Nothing to report			
22.2	<b>Highways &amp; streetlighting committees</b> - the draft minutes of the meeting held on 19			

	<p>December 2016 were received.</p> <p>Mr Harriott reported that:</p> <p>(16/721) Streetlight repairs / replacements in December had to be cancelled due to the contractor's team being unwell.</p> <p>(16/723.2) Communication has been received from a resident in Churchfields regarding parking</p> <p>(16/723.3) Communication has been received from a resident in Norman Road concerning damage to their property caused by vehicles.</p> <p>(16/723.3) Communication has been received from Nu Venture bus operator concerning car parking in the bus stop causing both an unsafe bus stop and making it difficult for the buses to turn in the road.</p> <p>(16/724) 14 residents have signed up to be trained in operating the Speedwatch camera; it is hoped that training will start in the New Year.</p>			
22.3	<p><b>Planning Committee</b> –the draft minutes of the meeting held on 20 December 2016 were received.</p> <p>Mr Selkirk reported that the developer of the Church Centre has been in communication and that he is still hopeful that access for construction works will be via the field behind the Church Centre; negotiations are currently in the hands of solicitors. In the short term, access to the Church Centre needs to be obtained to do on site tests as laid down by the planning permission.</p>			
22.4	<b>Macey's Meadow Advisory Committee</b> – budget was agreed at the last amenities meeting.			
22.5	<b>Malling Action Partnership</b> – Training sessions for people who have been out of work for a lengthy period of time have just finished and have been very successful. There is the possibility of making a second Lottery Fund application.			
22.6	<b>Rotary House – no report</b>			
22.7	<b>School Governors</b> - The Malling School is now the first choice of more pupils living in the Malling area than any other school. The Malling School are now looking for a new governor following their split from Holmesdale School.			
22.8	<b>Malling Society</b> – It was reported that at the AGM held in November 2016, 3 new members were elected to the Malling Society Committee, the new members are, Kris Mercer, Carole D'Silva and Tom Silver. The Committee now has 8 members.			
22.9	<b>Christmas Lights – no report</b>			
22.10	<b>Chamber of Commerce – no report</b>			
22.11	<b>KALC/NALC/ACRK</b> – receipt was noted of KALC "Parish News" – December 2016 issue			
17/23	<p><b><u>MEETING DATES</u></b></p> <p>The following dates were agreed/noted:</p> <p>Amenities Committee – Monday 16 January 2017 (concentrating on Allotments)</p> <p>Planning Committee – Tuesday 24 January 2017</p> <p>Highways, Transportation &amp; Streetlighting Committee – Monday 27 February 2017</p> <p>Finance &amp; General Purposes Committee – Monday 20 March 2017 (@ Clout)</p> <p>Macey's Meadow Advisory Committee – Wednesday 18 January 2017</p>			
17/24	<p><b><u>REPORT OF BOROUGH COUNCILLOR</u></b></p> <p>Mrs Luck reported that the new streetlight column had a dent in it. Clerk had already been notified and would report to Ken Bonner</p>	Clerk	✓	
17/25	<p><b><u>REPORT OF COUNTY COUNCILLOR</u></b></p> <p>Mrs Dean reported:</p> <ul style="list-style-type: none"> <li>The KCC budget was inevitably going to increase by 4% with a levy of 2% for a social care element. KCC budget was heavily overspent</li> <li>Works to rectify the traffic light problems at Hermitage Lane have been delayed by</li> </ul>			

	issues concerning cabling. <ul style="list-style-type: none"> <li>• Mrs Dean had had a meeting with the County Police Commissioner who was keen to strengthen policy on issues such as parking on pavements and speeding; he would like to see PCSO's have more powers conferred upon them.</li> <li>• There is a new application for 850 houses on the corner of Hermitage Lane in Barming.</li> </ul>		
	There being no further business, the Chairman thanked members for attending and closed the meeting at 9.50pm  Signed.....  Date.....		

## West Malling Parish Council

### Accounts for Payment - 9th January 2017

cheques to be drawn

Turfsoil Limited (cheque 5244)		£ 52.00	
(Inv 49034 marking f/ball pitch x4)	VAT	£ 10.40	<b>£ 62.40</b>
 Danwood (invoice 4162675 / cheque 5245)		 £ 25.00	 <b>£ 30.00</b>
(Invoice 4162675 Photocoipes Nov 16)	VAT	£ 5.00	
 KCC invoice 900024489 (cheque 5246)		 £ 36.00	 <b>£ 43.20</b>
(August legal fees - duplicate invoice)	VAT	£ 7.20	
 KCC invoice 900032355 (cheque 5247)		 £ 45.00	 <b>£ 54.00</b>
(November legal fees)	VAT	£ 9.00	
 Streetlights (cheque 5248)		 £ 141.75	 <b>£ 170.10</b>
(Invoice 8511, Lighting Repairs col 116 & 112)	VAT	£ 28.35	
 South East Water (cheque 5249)			 <b>£ 283.93</b>
(Water usage allotments)			
 UK Power Networks (cheque 5250)		 £1,072.00	 <b>£1,286.40</b>
(Invoice 91867326 Water Lane Road Closure)	VAT	£ 214.40	
 Viking Direct (cheque 5251)		 £ 18.23	 <b>£ 21.88</b>
(Invoice 194764, office paper)	VAT	£ 3.65	
 Mr R Cooke (cheque 5252)			 <b>£ 25.00</b>
(Allotment deposit refund)			
 Mr James McNeill (cheque 5253)			 <b>£ 25.00</b>
(Allotment deposit refund)			
 Mr R Selkirk			 <b>£ 24.47</b>
(Reimbursement of November			

## MailChimp fees)

Mr R Selkirk (single cheque 5254 -  
£49.16)

£ 24.69

(Reimbursement of December MailChimp fees)

John Collins (cheque 5255)

£ 230.40

(Litter picking 32 hours @£7.20)

Champ Computer Services (cheque  
5256)

£ 60.00

Rectifying laptop & desktop issues)

Salaries

£1,872.81

(Clerk & Assistant Clerk )

Mrs Carole D'Silva (cheque 5259)

£ 58.20

Outgoing Clerk - tax rebate

**Payment authorised under Section  
137**

Town Mallings Day Ltd (5260)

£1,800.00

(Grant for West Mallings Christmas  
Lights)

HMRC - authorisation to pay via Faster Payments

£ 276.69

(Deductions from Clerks' salaries Jan  
17)

**Total**

**£6,349.17**

