

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 2ND OCTOBER 2017, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

Present: Mrs Trudy Dean (Chairman)
Mr Keith Bullard
Mr Richard Byatt
Mrs Linda Javens
Mr Ben Merchant
Mrs Yvonne Smyth
Mr Peter Stevens

Also present:
Mrs Sasha Luck (Borough Council)

Minute		Action by	Action taken	Response
17/548	APOLOGIES FOR ABSENCE were received from, Miss Barkham, Mr Larry Collins, Mrs Molly Potts from the Malling Society.			
17/549	DECLARATIONS OF INTEREST – none, other than those routinely declared			
17/550	CASUAL VACANCY			
	<ul style="list-style-type: none"> The resignation of Mr Steven Harriott with immediate effect from 5th September was noted. T&MBC has notified the Parish Council that the vacancy can now be filled by co-option. Currently, the Clerk has received one letter of interest. Notice advertising the vacancy to be added to noticeboard and social media. It was agreed to advertise for a maximum period of 4 weeks. It was agreed by members, that applicants be interviewed rather than decisions being made based on application letters alone. 	Clerk	✓	
17/551	MINUTES of the meeting held on 4 th September 2017 were approved and signed			
17/552	MATTERS ARISING from the minutes not otherwise on the agenda –			
552.1	(488.2) - 66 St Leonards Street – Change of an existing Good's Vehicle Operator's Licence. Following the last Full Council meeting, the Clerk determined that the Parish Council were unable to make representations on this matter and therefore the Clerk notified both T&MBC & KCC (statutory consultees) to ensure that they were aware of the application. Subsequently, KCC confirmed that they had written to the traffic commissioner recommending that the application be refused 'due to the inadequacy of the site access at its junction with St Leonards Street in terms of visibility and space to turn.'			
552.2	(488.3)- Rotary House / Age Concern – Mrs Dean confirmed that Rotary House is no longer part of Age Concern, but will refer to themselves in literature as 'Friends of Age Concern'. It was confirmed that they are a registered charity.			
552.3	(488.5) – Byelaws Clerk to note for next F&GP agenda	Clerk	✓	
17/553	CHAIRMAN'S ANNOUNCEMENTS			
553.1	Travellers – Mrs Dean reported that travellers have moved on to Gighill Road in Larkfield and			

	that notice to leave has now been served; it is possible that they may move from this site to West Malling. There followed a general discussion about CCTV, fencing, strategically placed cars, boulders and gates that could be installed in an attempt to keep the travellers out of the playing field; whilst recognising that the travellers come equipped (due to the nature of the work they undertake) to break through additional security measures. It was noted that Turfsoil (current maintenance contractor) will need to gain access to the playing field. Clerk to speak to gun shop and local farmers, regarding the possibility of them assisting with a short term blockade of the playing field gate.	Clerk	✓	
553.2	South East Water – notification has been received from South East Water that West Street will be closed for potentially 10 days whilst they complete essential maintenance works. Works are due to commence from the 23 rd October (half term) and it was noted that if the works should overrun, that this could impact on access to the school at the start of the new term. Clerk to speak with the liaison officer to ensure that all steps are being taken to ensure that the works do not run over (possibility of starting on the weekend before) and to check that both the school and Age Concern have been notified. <i>Subsequent to the meeting, the Clerk was informed that temporary traffic lights were to be put in place and that it was hoped all works would be completed before the school re-opens. Letters have been sent to all residents / school and Age Concern.</i>	Clerk	✓	
553.3	Five Pointed Star, High Street – complaints have been received about consecutive nights of loud music. Letter received from resident, to be forwarded to Anthony Garnett, Licensing Officer at T&MBC.	Clerk	✓	
553.4	58 Bus – following consultation, service is likely to stay as it currently is, this will retain the link from West Malling to Maidstone Hospital.			
553.5	M20 Smart Motorways Junctions 3-5 - Mrs Dean attended one of the public information exhibitions. Points noted were: <ul style="list-style-type: none"> • The hard shoulder will be permanently converted into a traffic lane on most sections of the motorway • There will be 5 new emergency areas, all with emergency telephones – on average, emergency areas will be every 75 seconds apart if driving at 60mph. • There will be variable mandatory speed limits to smooth traffic flow. 			
553.6	Comp Lane Offham – will be closed for up to 12 working days from 6 th November to enable work to be carried out by Openreach.			
553.7	Cornerlea – the width of the PROW next to the bungalow Cornerlea has been reduced, KCC PROW have been informed. Clerk to note for next Amenities agenda.	Clerk	✓	
553.8	Applefest & Music @ Malling – both events were a great success, the Parish Council wished to pass on their thanks and appreciation to the organisers.	Clerk	✓	
553.9	Parish Walk – on the recommendation of the insurance company, the Parish Council have denied responsibility for the accident that occurred during the Parish Walk.			
17/554	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u>			
	West Malling Doctors Surgery - Cllr Luck reported that there are rumours that the West Malling site may close. Mrs Javens reported that Dr Reichhelm (Managing Partner) is to work abroad for a year (<i>subsequently confirmed that he has accepted the offer of a working sabbatical and that Dr Gibson is the interim Managing Partner until September 2018</i>). Members expressed concern that again, flu clinics were only (on the whole) to be in Kings Hill and not in West Malling. Clerk and Mrs Dean to contact surgery to arrange a meeting	Clerk		
17/555	<u>QUESTIONS FROM COUNCILLORS</u>			
555.1	Lobster Pot – Mrs Smyth reported insufficient lighting on the hoardings and scaffolding – Clerk had reported this to KCC.			
555.2	KALC - Mr Byatt had met with Patrick Thomas, Chairman of KALC – T&MBC. Mr Thomas expressed the intention that future meetings should be informative and useful and act as a knowledge exchange etc			
555.3	Blaise Farm, waste & recycling – Mr Byatt is to arrange a visit to Blaise Farm, a number of members were interested in attending. Mr Byatt to circulate dates.			

555.4	<p>Parking – Mrs Javens expressed concern about a business in the town which has noticed a significant decline in trade since the parking charges were introduced. Mrs Dean reported on the Parking Liaison meeting which was held on the 29th September; with the exception of the month of August, visitor numbers are down by 20%. Shops and businesses were asked by Mrs Dean to provide feedback (in confidence) about the impact that charges have had on day to day business, the majority of the 25 respondents indicated a decline in trade and 2 messages were clear:</p> <p>1) Shops in particular, urged that parking be increased from 3 hours to 4 hours – this is supported by the Chamber of Commerce</p> <p>2) an employee car park be provided.</p> <p>Subject to consultation, T&MBC have agreed to increase parking up to 4 hours, this is on the understanding that the scheme can be reversed if the visitor numbers fall further.</p> <p>T&MBC are considering contactless payment.</p> <p>T&MBC agreed that their enforcement officer meet with members of the Chamber of Commerce so that businesses can highlight current issues with parking and enforcement.</p> <p>A car park for employees is being addressed under the Local Plan. KCC have agreed that employees can use Manor Country Park for daily parking; a season ticket costs £40.00</p>			
17/556	<u>POLICING MATTERS</u>			
556.1	Policing report – updated Kent Police crime figures had not been received			
556.2	Other Policing Matters – It was noted that PCSO Harrison had been transferred to a missing persons department.			
17/557	<u>LOCAL PLAN</u>			
	<p>T&MBC no longer has a 5 year supply of building land, falling short at 4 years and 7 months. Mrs Dean has met with Ian Bailey, an infrastructure study is to be carried out .</p> <p>The Government consultation 'Right homes in the right places' has a deadline of 9th November, Mr Byatt to draft response.</p>	RB	✓	
17/558	<u>HEDGE CUTTING RYARSH LANE PROW MR136</u>			
	<p>Recommendation from the F&GP Committee, to approve the costs of cutting the Ryarsh Lane hedge from the allotments, along the Macey's Meadow boundary to the kissing gate. It was agreed to accept the quote in the sum of £180.</p>			
17/559	<u>DONATIONS</u>			
	<p>Recommendation from the F&GP Committee, to approve a donation in the sum of £1000 for Music @ Malling. It was agreed that Music @ Malling is a wonderful musical event which brings additional visitors to the town as well as introducing all age groups to music. It was noted that any surplus in the accounts is made up from donations from individuals. It was agreed that a donation in the sum of £1000 be made, the donation being offered on the basis that it be used to help cover the costs of the school and young musicians element of the festival.</p>			
17/560	<u>T&MBC DRAFT PARISH CHARTER</u>			
	<p>The draft Parish Charter which governs the working relationship between T&MBC and Parish Councils has now been produced. KALC are encouraging Parish Councils to feedback their views on the draft via KALC and the draft is to be discussed at the next KALC meeting on 12th October. The consensus of opinion would appear to be that the new document is a bland document with little detail, lacking a working relationship and commitments on both sides. Both Mrs Dean and Mr Byatt hope to attend the KALC meeting on 12th October.</p>			
17/561	<u>THE TWITCH</u>			
	<p>Ongoing dispute regarding invoices for service charges. The lease between WMPC and Beechcroft, which had transferred to Douces Manor Property Holdings Ltd. provided for a fair and reasonable proportion of the costs of heating, lighting and water would form the service charge for the Twitch and that the rent was set at a peppercorn. . The Management plan</p>			

	<p>detailed that a contribution to insurance costs based on floor area would be made in respect of the Twitch.</p> <p>Electricity charges have been agreed, however, confirmation has been sought that this heating cost does NOT include any heating for the adjoining administration/kitchen area for the maintenance staff. Water and insurance costs are still disputed.</p> <p>WMPC are of the opinion that the charges are not fair and reasonable and a request to meet with the Directors of Douces Manor Property Holdings Ltd in an attempt to resolve the issue has been declined.</p> <p>Having sought advice on the matter, it is the recommendation of the F&GP Committee that a request be made for the data on which ELM calculations were based, and a follow up meeting to discuss them. If this request were to be denied, it was agreed that the Parish Council would be left with no choice but to invoke the arbitration clause.</p> <p>Members voted unanimously to accept the recommendation of the F&GP Committee.</p>			
17/562	<u>INNOVATION FUND</u>			
	Installation figures were received by the Parish Office with insufficient notice for members to make a decision.			
17/563	<u>DRAFT POLICY DOCUMENTS</u>			
	Draft Health and Safety and Grievance Procedure documents were agreed,			
17/564	<u>CONFIDENTIAL ITEM</u>			
564.1	<p>Review of staff contracts – it was agreed that in view of the confidential nature of the business to be transacted 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>Employment contract for Mr John Collins was agreed.</p>			
564.2	<p>Personnel Matters – it was agreed that in view of the confidential nature of the business to be transacted 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>Mrs Dean reported that Mr Selkirk had very recently tendered his resignation.</p> <p>Planning Committee - It was agreed that Mr Byatt as Vice Chairman of the Committee act as Chairman as an interim measure.</p> <p>Highways Committee – Following the resignation of Mr Harriott, Mr Merchant agreed to become Chairman of the Highways Committee on a pro tem basis for perhaps a period of 3 months.</p>			
17/565	<u>FINANCIAL MATTERS</u>			
565.1	<p>Accounts for payment - totalling £4060.48 were approved - see attached.</p> <p>It was noted that payments totalling £6944.92 had been approved at a quorate meeting of the F&GP Committee on 25th September since the previous Full Council.</p>			
565.2	Financial Statements – for the months of September were received – see attached.			
565.3	KALC Finance Conference – members agreed attendance of both the Clerk and Assistant Clerk at the annual finance conference being held on 12 th October 2107 at a cost of £60 + VAT each.			
17/566	<u>MATTERS FOR REPORT</u>			
566.1	Amenities Committee – receipt was noted, for information of the draft minutes of the meeting held on 11 th September 2017.			

566.2	Finance & General Purpose Committee – receipt was noted, for information of the draft minutes of the meeting held on 25 th September 2017			
566.3	<p>Planning Committee – receipt was noted, for information of the draft minutes of the meeting held on 26th September 2017.</p> <p>539.1 Mr Byatt drew members attention to application TM/17/02224/FL – 281 London Road West Malling ME19 5AE Extension, alteration & conversion of existing bungalow to form x 2 two to three bedroom two storey semi-detached dwelling houses and the erection of a x 1 new two bedroom bungalow with associated access, parking and turning. This has attracted a number of neighbour objections and members objected to the application on the grounds of over development and access.</p>			
566.4	Malling Action Partnership – accounts have been filed, a new Treasurer has been appointed and MAP are currently looking for one new Director.			
566.5	Rotary House – no report.			
566.6	School Governors – no report			
566.7	Malling Society – next scheduled meeting date is Tuesday 24 th October PAT tests at the Twitch have been completed. French exchange students (aged 19-21) were due to visit for one week in April 2018.			
566.8	Chamber of Commerce / Christmas Lights Committee – good support from local businesses at last meeting. Plans well underway			
566.9	Tonbridge & Malling Borough Council – draft minutes of the Parish Partnership meeting held on 7 th September were received. The next meeting date of the 16 th November was noted.			
566.10	KALC/NALC/ACRK – KALC meeting date of 12 th October was noted, both Mrs Dean and Mr Byatt hoped to be in attendance. Draft Parish Charter on the agenda.			
17/567	<p><u>MEETING DATES</u></p> <p>Amenities Committee – Monday 9th October 2017 (concentrating on Churchyards)</p> <p>Highways, Transportation & Streetlighting Committee – Monday 16th October 2017 (at The Clout, 9 High Street)</p> <p>Planning Committee – Tuesday 24th October 2017</p> <p>Macey’s Meadow Advisory Committee – Wednesday 18th October 2017</p>			
17/568	<p><u>REPORT OF BOROUGH COUNCILLOR</u> See attached report</p>			
17/569	<p><u>REPORT OF COUNTY COUNCILLOR</u></p>			
	See items raised under Chairman’s Announcements.			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 10.02</p> <p>Signed.....</p> <p>Dated.....</p>			

West Malling Parish Council

Councillor's Report

South East Water. West Street / Norman Road starting 23rd October for 10days, 3way traffic lights

Foot path Lavenders Road rerouted

Pizza Van parked by the GPO offices at bottom of Town Hill. Reported to KCC, they said it was an enforcement problem, Tonbridge & Malling resent back to KCC, the land is highway

Tonbridge & Malling meeting of the Street Scene and Environment Service, for recommendation, new service contract, food waste caddys and garden waste bins.

Replacing the Footway Bridge over the M20 next year closure of 2 lanes

Travellers in Leybourne should me moving on Friday

A large hole appeared in the foot path outside Shine the hairdressers in the High Street

West Malling Parish Council			
<u>Accounts for Payment 2nd October 2017</u>			cheques to be drawn
Streetlights (cheque 5378)		£ 110.00	£ 132.00
(invoice 9024 cutting down of columns 112 & 44)	VAT	£ 22.00	
Mr R Selkirk (single cheque 5379) (Mailchimp reimbursement)			£ 18.78
John Collins (Cheque 5380) (Litter picking & other duties - 42 @ £7.50 per hour, plus reimbursement for screws - £315 + 5.20)			£320.20
PKF Littlejohn LLP (cheque 5381)		£ 400.00	£480
((Fee for external audit)	VAT	£ 80.00	
KCC Laser (cheque 5382)		£ 525.35	607.66
Electricity supply 1/8/17 - 31/8/17)	VAT	£ 82.31	
Mr M Doyle (cheque (5383) (Reimbursement for gloves 2 x £5.99)			11.98
Parish Online (cheque 5384) (Annual fee)		£ 84.00	£ 100.80
	VAT	£ 16.80	
West Malling Village Hall (cheque 5385) (Cost of cmttee room hire July - Sep)			£ 66.00
Roth Creative (5386) (inv 2991, print costs for Macey's Meadow postcards)		£ 22.89	£ 27.47
	VAT	£ 4.58	
Wrotham Computer Care Ltd (Cheque 5387 (inv 210544, desktop repair / maintenance)		£ 50.00	£60.00
	VAT	£ 10.00	
Mrs Claire Christmas (cheque 5388 dated 16/10/17) (Clerk - net salary for October 2017 + fax + stamps) £1382.20 + £1.20 + £31.20			£1,414.60
Mrs Sarah Howard (Single cheque 5389 dated 16/10/17) (Asst. Clerk - net salary for October 2017 & signage costs) £319.49 + £3.54			£ 323.03
HMRC - authorisation to pay via Faster Payments (Deductions from Clerks' salaries October 17)			£ 468.26
Nest - authorisation to pay pension contributions by Direct Debit for October '17			
Employer's contributions			£ 16.50
Employee's contributions (Employees's contributions have already been deducted from salary)			£ 13.20
		Total	£ 4,060.48

WEST MALLING PARISH COUNCIL						
Financial Statement to be presented to Full Council 2 October 2017						
Reconciliation						
Balance b/f from 2016/17						£ 98,172.44
<u>plus</u>						
total receipts 1.04.17-31.03.18						£ 126,928.65
<u>less</u>						
total payments 1.04.17-31.03.18						£ 55,842.15
					Total	£ 169,258.94
Deposit account						£ 90,716.69
Current account				£86,146.86		
				£7,604.61		
						<u>£ 78,542.25</u>
					Total	£ 169,258.94
Direct Debits						
Nest		£59.40				
Public Wor		£4,627.82				
BT		£104.95				
		£4,792.17				
Unpresented Cheques						
22.5.17	ELM Ltd		£ 639.98			
4.9.17	Mr Selkirk		£ 19.71			
25.9.17	Mrs Howard		£ 41.99			
	KCC		£ 70.20			
	Open Space Soc		£ 45.00			
	Viking Direct		£ 33.23			
	Apogee		£ 30.00			
	Turfsoil		£ 655.20			
	KCC		£ 3,547.86			
	KCC		£ 2,391.44			
	Malling Memorial		£ 30.00			
	Mrs Christmas		£ 100.00			
			£ 7,604.61			