

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 9TH APRIL 2018, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

Present: Mrs Trudy Dean (Chairman)
Miss Gwyneth Barkham
Mr Keith Bullard
Mr Richard Byatt
Mr Larry Collins
Mrs Linda Javens
Mrs Yvonne Smyth
Ms Min Stacpoole
Mr Nick Stapleton
Mr Peter Stevens

Minute		Action by	Action taken	Response
18/197	<u>APOLOGIES FOR ABSENCE</u> were received from, Mr Ben Merchant and Borough Councillor Mrs Sasha Luck.			
18/198	<u>DECLARATIONS OF INTEREST</u> – it was noted that all members are registered with West Malling Group Practice.			
18/199	<u>MINUTES</u> of the meeting held on 5 th March 2018 were approved and signed.			
18/200	<u>MATTERS ARISING</u> from the minutes not otherwise on the agenda – (149.3) – Reshape House / Section 106. The Clerk confirmed that she had not as of yet received a response from T&MBC as to whether or not they will consult with the Parish Council as to how and where the Section 106 money will be spent. Clerk to contact T&MBC. <i>Subsequent to the meeting the Clerk contacted T&MBC but is still awaiting a response.</i>	Clerk	✓	
18/201	<u>CHAIRMAN'S ANNOUNCEMENTS</u>			
	<ul style="list-style-type: none"> Mrs Dean was sorry to inform members that Mavis Kirby (a former Parish Councillor and member of the WI) had passed away. Parish Council to send a letter of condolence. Mrs Javens volunteered to obtain the contact details for her sons. Mrs Dean confirmed that the Parish Council brunch had been arranged for the 23rd June. 	LJ Clerk	✓ ✓	
18/202	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u>			
	None			
18/203	<u>QUESTIONS FROM COUNCILLORS</u>			
	<ul style="list-style-type: none"> Mr Stevens noted that South Eastern trains have issued a new timetable which will start on 20th May. It was noted that there were significant changes to timings and that 			

	most routes were affected. It was further noted that the introduction of a West Malling to London Bridge service had now been postponed until December 2019.			
	<ul style="list-style-type: none"> • Mrs Javens noted the 'Silent Soldier' Campaign to mark the end of WW1 Mr Collins agreed to look into the scheme. • Mr Collins asked that thought be given to using the café in Manor Park for future council social events. It was agreed that this was a good idea but obviously weather dependent. 			
18/204	<u>POLICING MATTERS</u>			
204.1	Policing report - Updated crime figures were distributed which had been collated into graph format by Mr Bullard. Mr Bullard commented that the figures were unsatisfactory and that it would be beneficial to have someone from the Police come to a meeting to discuss discrepancies.			
204.2	<p>Other Policing Matters – Mr Stevens noted the application made by the Farmhouse to vary their premises licence. It was agreed that the Parish Council would object to this application-see below:</p> <p><i>Members of the Parish Council wish to object to the application made by the Farmhouse West Malling to vary their premises licence.</i></p> <p><i>The application to vary states that the 'purpose of this application is to simply extend the terminal time for sale of alcohol by 30 minutes Monday to Thursday and Fridays, Saturdays, Bank Holiday Sunday and New Year's Eve by 1 hour in line with other premises in the area'; the Parish Council are not aware that other licensed premises stay open as late as the new suggested opening hours and are concerned that should the hours be extended that this will set a precedent within the town. If one public house /restaurant chooses to stay open later than others, it will be a natural consequence that visitors to West Malling will congregate at the end of the night at the premises that closes the latest; the Farmhouse is surrounded by residential properties that would be further impacted by noise, in particular those properties that back on to the garden of the premises.</i></p> <p><i>The Parish Council continue to have concerns about ongoing anti-social behaviour at the premises and are fearful that longer opening hours would only exacerbate the current situation. It is our understanding that in recent weeks the Police have been called to the premises due to anti - social behaviour and it would therefore not be wise to extend the licensing hours in view of the current situation. On this point, it has been brought to the attention of the Parish Council that the employed security personnel are not always positioned where they should be in accordance with the conditions set out in June 2013.</i></p>			
18/205	<u>ANNUAL PARISH MEETING</u>			
	<p>It has been agreed that the Local Plan / Neighbourhood Plan was not a suitable presentation topic for the Annual Parish Meeting. It was agreed that it would be appropriate to try to find a speaker who would be able to address the council on World War 1, with the possibility of highlighting the ongoing fundraising for the remedial work to the War Memorial. Mr Bullard and Miss Barkham to speak with the Malling Society re a guest speaker.</p> <p><i>Subsequent to the meeting, it was agreed that the Annual Parish Meeting be held on the same date as the next Full Council and AGM (14th May) without a guest speaker. The presentation on WW1 is to be rescheduled.</i></p>			
18/206	<u>LOCAL PLAN</u>			
	T&MBC updated timetable has been issued. Local Plans submitted to the Secretary of State within 6 months of the final NPPF being published would be assessed under the guidance of the current NPPF rather than the proposed new standardised methodology for calculating housing need. For Tonbridge and Malling this meant that Objectively Assessed Needs of 696 new homes per year and associated evidence already prepared and used to inform 'The Way Forward' consultation document could continue to form the basis for the Borough's Local Plan. T&MBC hope to submit the Borough's Local Plan to the Secretary of State within the 6 month			

	transitional period which was anticipated to be December 2018 at the latest. It was noted that the following reports had been added to the T&MBC Local Plan evidence base, 'Green Infrastructure & Ecological Networks' and 'Open Space Evidence Base'. See www.tmbc.gov.uk/services/planning-and-development/planning/planning-local-plans/local-plan-evidence . It was agreed that small pockets of land including verges have ecological value and should be recorded.			
18/207	<u>THE TWITCH INN</u>			
	WMPC are currently awaiting a response from their solicitors with regards to the correct forum for any tribunal process (should this be needed). WMPC are also awaiting copies of insurance policies for previous years from ELM Ltd.			
18/208	<u>WEST MALLING GROUP PRACTICE</u>			
	West Malling Patient Participation Group recently had its AGM at which Mr MacDonald was elected as Chairman and 2 new members were elected. Presentation by 'One You' which is supported by the NHS. During Any Other Business the closure of the West Malling site was discussed. The PPG are now able to use the Downs Mail for updates.			
18/209	<u>DRAFT SICKNESS & ABSENCE POLICY</u>			
209.1	It was agreed to adopt the draft Sickness and Absence Policy with the following amendment: At each formal meeting the employee has the right to be accompanied by a <i>'friend'</i> , colleague or trade union representative.			
209.2	It was agreed <i>not</i> to include the Bradford Factor in the policy. It was agreed that inclusion was unnecessary in the current circumstances and that it would provide more flexibility if it were to be excluded.			
209.3	It was agreed to amend the Clerks' contracts to read as follows, 'If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of your absence and the reason for your absence by 10am.'			
18/210	<u>GDPR</u>			
	KCC will be undertaking staff training which will be open to Parish Councillors. Councillors to start looking at how they deal with data, password protecting etc Clerk is currently undertaking an assessment of data held.			
18/211	<u>AUDIT 2017 - 2018</u>			
211.1	Receipt of Annual Return was noted. To be completed and approved by June Full Council.			
211.2	Internal Audit – Clerk has obtained 3 quotes for the services of an internal auditor; quotes range from £200 - £400. It was agreed that an internal auditor be appointed and that the Clerk should speak with auditors Mr Thomas and Mr Robbins to agree a way forward.			
18/212	<u>CONFIDENTIAL ITEM</u>			
	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. Legal / contractual issues			
212.1	Footpath repairs – way forward approved.			
212.2	Potential land acquisition – text of letter approved.			
18/213	<u>FINANCIAL MATTERS</u>			

213.1	Accounts for payment - totalling £3668.78 were approved - see attached. It was noted that payments totalling £17087.70 had been approved at a quorate meeting of the Finance & General Purposes Committee on 19 th March 2018 since the previous Full Council.			
213.2	Financial Statement – bank reconciliation as of 27 th March was received			
213.3	Committee Budgets 2017/2018 Sums to be safeguarded agreed as below, however, conditional on the outcome of The Twitch lease negotiations: Highways Committee: Repairs £2388.50 Phase 3 £6220.00 Salt Bin £154.50 Amenities: Playground report £195.00 Church Tree Work £850.00 War Memorial £350.00 F&GP IT Upgrade £616.25 Website costs £150.72			
18/214	<u>MATTERS FOR REPORT</u>			
214.1	Amenities Committee – receipt was noted, for information of the draft minutes of the meeting held on 12 th March 2018. There were no questions			
214.2	Finance & General Purpose Committee - receipt was noted, for information of the draft minutes of the meeting held on 19 th March 2018. There were no questions			
214.3	Planning Committee – receipt was noted, for information of the draft minutes of the meeting held on 3 rd April 2018. (18/185) – it was noted that Mr Jim Boot (a consultant and an associate with Action with Communities in Rural Kent) is to address the members of the Parish Council on 24 th April. All members are welcome to attend (190.4) - Arundel House application was noted, in particular the application to have a disabled access ramp at the front of the building. Application to be further considered on the 24 th April but members are of the opinion that a more creative ramp solution needs to be considered bearing in mind that this is a prominent, symmetrical Listed Building on the High Street. Clerk has written to planning officer to ask for advice as to whether or not the Listed Buildings are exempt from the Access and Equality Act 2010.			
214.4	Macey's Meadow Advisory Committee – verbal report of the meeting held on 14 th March. Blossom event to be held on 21 st April 1-4pm Container – delivery date to be fixed. Insurance of hay baling equipment to be clarified.			
214.5	Malling Action Partnership – no report			
214.6	Rotary House – no report			
214.7	School Governors – the approach road to West Malling Primary School needs maintenance following the snow.			
214.8	Malling Society – the next meeting date of the 17 th April was noted			
214.9	Chamber of Commerce / Christmas Lights Committee – no report			

214.10	<p>Tonbridge & Malling Borough Council –Parish Partnership Panel - Items for the next meeting are to be received by 25th May.</p>			
214.11	<p>KALC/NALC/ACRK - It was noted that the next TM KALC meeting is to be held on 10th May at Platt Community Centre. Ms. Stacpoole hoped to be in attendance.</p>			
18/215	<p><u>MEETING DATES</u></p> <p>Amenities Committee – Monday 16th April 2018 (concentrating on Churchyard)</p> <p>Planning Committee – Tuesday 24th April 2018</p> <p>Highways – Monday 30th April 2018 (at The Clout, 9 High Street)</p> <p>Licensee Meeting – 10th May 2018 at 7pm</p> <p>Macey’s Meadow Advisory Committee – Wednesday 20th June 2018</p>			
18/216	<p><u>REPORT OF BOROUGH COUNCILLOR</u></p> <p>In her absence, Cllr. Luck had forwarded the following report:</p> <p>A resident of Police Station Road, Meadow Bank complaining about a residents parking in allocated spaces. Sorted out complaints of a resident of Churchfields about parking of a contractor’s van The Farmhouse applying for longer licensing hours Police Station Road resurfacing 26th May for 3 days Local Plan, Draft Local Plan for discussion when PTAB meets 5th June, 24th July to review, considered again by Cabinet and Full Council in September.</p>			
18/217	<p><u>REPORT OF COUNTY COUNCILLOR</u></p>			
	<p>Mrs Dean to circulate full report</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.58</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council						
Accounts for Payment 9th April 2018						cheques to be drawn
Malling Memorial Institute (cheque 5469) (invoice 23/18 room hire 30/4/18)						£ 15.00
Kent County Council (single cheque 5470)						£ 487.42
Electricity supply 1/2/18 - 28/2/18)						£ 75.91
West Malling Village Hall (cheque 5471) (committee room hire fees Jan - March 18)						£78.00
T&MBC (Cheque 5472)						£ 129.91
National Non Domestic Rates 18/19 - The Twitch						
Craigdene Ltd (Cheque 5473)						£ 195.00
(Invoice 1707/18 playground / ball park inspection)						£ 39.00
Viking Direct (cheque 5474)						£ 57.55
(invoice 146584 - stationery & postage)						£ 6.83
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for April + fax + postage) £1430.04 + £1.20 + £1.87						£1,433.11
Mrs Sarah Howard authorisation to pay via Faster Payments (Asst. Clerk - net salary for April 2018)						£284.12
Mr John Collins - authorisation to pay via Faster Payments (Handyman - net salary for April)						£250.75
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - April)						£539.18
Nest - authorisation to pay pension contributions by Direct Debit for April '18						
Employer's contributions						£ 35.00
Employee's contributions						£ 42.00
(Employees's contributions have already been deducted from salary)						
TOTAL						<u>£ 3,668.78</u>

WEST MALLING PARISH COUNCIL						
Financial Statement to be presented to Full Council 9 April 2018						
<u>Reconciliation</u>						
Balance b/f from 2016/17						£ 98,172.44
<u>plus</u>						
total receipts 1.04.17-31.03.18						£ 136,607.06
<u>less</u>						
total payments 1.04.17-31.03.18						£ 143,527.24
					Total	£ 91,252.26
Deposit account						£ 90,716.69
Current account				£17,611.55		
less unpresented cheques				£17,075.98		
						<u>£ 535.57</u>
					Total	£ 91,252.26
<u>Unpresented Cheques</u>			<u>Date Issued</u>			
5317 ELM Ltd		£ 639.98		22/05/2017		
5429 ATC Squadron		£ 150.00		13/12/2017		
5463 Streetlights		£ 16,266.00		19/03/2018		
5467 Mr Pearce		£ 20.00		19/03/2018		
		<u>£ 17,075.98</u>				