

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 3RD JUNE 2019, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

Present: Mrs Trudy Dean (Chairman)
Mr Keith Bullard
Mrs Linda Javens
Ms Camilla Medhurst
Ms Min Stacpoole
Mr Nick Stapleton
Mr Peter Stevens
Mr David Thompson

Also present:

Minute		Action by	Action taken	Response
19/324	At the start of the meeting, Mrs Dean asked that members observe a minute's silence following the sudden and unexpected loss of parish councillor Richard Byatt.			
19/325	<u>APOLOGIES FOR ABSENCE</u> were received from Mrs Yvonne Smyth, Ms Gwyneth Barkham and PCSO James Robinson			
19/326	<u>DECLARATIONS OF INTEREST</u> – none			
19/327	<u>MINUTES</u> – the minutes of the meeting held on 13 th May were approved and signed. It was agreed that for the AGM/Parish Council minutes of 2020 that there be an obvious heading to distinguish between the two meetings.			
19/327A	<u>MATTERS ARISING</u>			
	Mr Thompson asked if any progress had been made regarding Arundel House. Mrs Dean stated that she had not been able to meet with the contractor and had emailed T&MBC regarding progress.			
19/328	<u>CHAIRMAN'S ANNOUNCEMENTS</u> – Mrs Dean expressed her shock and sadness at the death of councillor Byatt; condolences sent to Sara and family from all members. It was agreed that the vacancy be advertised in September, the Clerk having sought advice from KALC.			
19/329	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			

19/330	<u>QUESTIONS FROM COUNCILLORS –</u>			
330.1	<p>The Dosh - Mr Stevens noted that a licensing application had been submitted by The Dosh (High Street) to vary their premises licence. The licensee is asking to remove the condition that states customers can only purchase alcohol if being served food. Following discussion, it was agreed that the parish council would object to this application. Mr Stevens to draft objections.</p> <p><i>Objections submitted to T&MBC as follows:</i></p> <p>Re: Premises License Application in respect of Dosh, 68 - 70 High Street, West Malling, ME19 6LU</p> <p>We write to submit representations in respect of the above application. Members have been approached by a number of local residents wishing them to make representations on their behalf.</p> <p>We would first wish to highlight the following facts:</p> <ul style="list-style-type: none"> • The premises are situated in the centre of West Malling, in close proximity to a large number of residential properties, as well as a number of other licensed premises; and • A number of interested bodies, including the Chamber of Commerce and the Parish Council are very keen to promote the town as a destination for all of the family. <p>In accordance with the licensing objectives set out in Part 2, section 4(2) of the Licensing Act 2003 we would wish to make the following observations in respect of the application and the facts above:</p> <p><i>The prevention of crime and disorder</i> <i>The prevention of public nuisance</i></p> <ul style="list-style-type: none"> • Residents are concerned that allowing the premises to serve alcohol without the restriction of needing to be served food would set a dangerous precedent in an area where there is already a significant concentration of licensed premises. It would also encourage other restaurants to seek similar licenses and lead to an increased risk of crime, disorder and public nuisance. • The premises' existing licence allows them to serve alcohol up until midnight. The proposed change is likely to lead to a concentration of drinkers arriving at the end of the night as other premises close, increasing the risks of crime, disorder and public nuisance. 			
330.2	<p>Boots, High Street, Mrs Javens noted that the till at the front of the shop is very rarely manned which is resulting in people sometimes leaving the shop if they do not want to queue in the 'prescriptions' queue. Boots will soon start to lose customers and it was agreed that service would be improved greatly if that till could be manned.</p> <p>Clerk to write to Boots</p> <p>Members also commented that there are sometimes difficulties with prescriptions being sent over directly from WMGP to the chemist with the prescription not being at the chemist when the Drs state that it has been sent.</p> <p>Clerk to write to Patient Participation Group</p>	Clerk	✓	
330.3	<p>Macey's Meadow Hedge – Ms Stacpoole asked if a letter could be sent to Norman Road residents asking that they do not cut the hedge. The hedge is maintained on a twice yearly basis and due to bird nesting, permission to cut has to be sought from KCC during the summer months. The next light cut is due end of June/beginning of July.</p> <p>Clerk to draft letter. Ms Stacpoole volunteered to deliver</p>	Clerk M/S	✓ ✓	

	<p>It was agreed that the height of the Macey's Meadow hedge be considered at the next Macey's Meadow meeting.</p> <p>Clerk to note agenda</p>			
330.4	<p>Cocoa & Bloom - Mr Bullard noted that the shop had benefited from a government grant as a contribution towards the improvement of the shopfront.</p> <p>It was agreed to monitor the amount and position of the flower display on the pavement outside the shop. It was felt that currently the flowers were not restricting the width of the path.</p>			
19/331	<u>POLICING MATTERS</u>			
331.1	<p><u>Police Update</u></p> <p>The council were in receipt of the monthly police report for May.</p> <p>Clerk was awaiting a response from Sgt Alvey regarding communication between the PCSO/Police and the parish office and the effectiveness of the police reports.</p> <p>Mrs Dean noted that East Malling & Larkfield Parish Council have been provided tamper proof padlocks.</p>			
331.3	<p><u>Other Policing Matters</u></p> <p>There were no other matters to report.</p>			
331.3	<p><u>Kent Police Rural Liaison Report</u></p> <p>Receipt was noted</p>			
19/332	<u>PLANNING</u>			
332.1	<p><u>Election of Chairman</u></p> <p>Mr David Thompson was nominated by Ms Min Stacpoole and this was seconded by Mr Nick Stapleton. Agreed unanimously.</p>			
332.2	<p><u>Planning training</u></p> <p>It was agreed that the Clerk organise group training via KALC. Mr Bullard, Ms Stacpoole, Ms Medhurst, Mr Thompson and Mrs Dean all expressed an interest in attending.</p> <p>Clerk to contact KALC</p>	Clerk		
19/333	<u>LOCAL PLAN</u>			
	<p>Mrs Dean updated members. There is still no date set for the Examination in Public. The Inspectors have written to T&MBC stating that the responses/representations on the website do not conform to guidelines because the personal information has been redacted.</p>			
19/334	<u>BELLWAY/LAVENDERS ROAD APPEAL</u>			
	<p>Mrs Dean, Mr Thornewell (East Malling & Larkfield Parish Council) and Mr Gibbins (Protect West Malling) have taken steps to determine costs of fighting this application at appeal. Current estimated costs are £22,000, this figure does not include costs for a heritage expert.</p> <p>West Malling Parish Council may be made party to the proceedings. It is understood that East Malling and Larkfield Parish Council will share the costs with WMPC.</p> <p>Recommendation from F&GP Committee that members consider legal representation and</p>			

	<p>that associated costs be funded from general reserves. Members were each provided with a breakdown of current reserves, any safeguarded sums and potential future projects. Mrs Dean asked members if they were in agreement that they should use general reserves to fight the appeal at public inquiry. It was agreed that this appeal is of huge significance for the following reasons:</p> <ol style="list-style-type: none"> 1. To protect the extension of the Green Belt 2. To protect the setting of the station and of the Abbey which is a scheduled monument. 3. Residents feel very strongly about this planning application and have been supportive of fighting this appeal. <p>It was agreed unanimously to engage legal representation.</p> <p>It was agreed that WMPC would not be bound to deal with Richard Buxton Solicitors and that choice of representation would be determined following a meeting with Simon Kelly of Richard Buxton Solicitors on 6th June.</p> <p>It was agreed that the sum of £15,000 from general reserves be used to seek legal representation and that this figure may need to be revised at a future date.</p>			
19/335	<u>MALLING AGE CONCERN</u>			
	<p>WMPC have expressed an interest in acquiring the Age Concern land/lease. It is understood that one other party is interested in the property.</p> <p>Mrs Dean meet at KCC on the 26th June to discuss WMPC potential uses for the building</p>			
19/336	<u>CHURCHYARD/TREE WORKS</u>			
	<p>Recommendation from the Amenities Committee that the sum of £280.32 be funded from reserves to cover tree works. Tree works were identified in the recent tree survey and should be completed within a 3/6 month time scale. Agreed</p>			
19/337	<u>VILLAGE HALL CAR PARK SECURITY MEASURES</u>			
337.1	<p>Recommendation from the Amenities Committee that an additional ragstone be purchased from Gallagher in the sum of £300 +VAT. To be funded from reserves. Agreed.</p>			
337.2	<p>Recommendation from the Amenities Committee that a height barrier in the sum of £1550 + VAT be installed within the car park; height barrier to be set back from the entrance. To be funded from reserves. Agreed subject to the comments of West Malling Village Hall Committee and T&MBC Waste Services.</p> <p>Clerk to speak with TMVC & WMVH Committee.</p>	Clerk	✓	
19/338	<u>NATIONAL CLIMATE EMERGENCY</u>			
	<p>It was agreed that WMPC draft an environmental policy in light of the recently declared National Climate Emergency. Ms. Stacpoole, Mrs. Javens, Ms. Medhurst and Mr. Thompson agreed to convene a working group and to agree a suitable date to meet.</p>			
19/339	<u>T&MBC JOINT STANDARDS COMMITTEE</u>			
	<p>It was agreed that Mrs Dean would attend the meetings on behalf of WMPC . The next meeting was scheduled for 12th June.</p>			
19/340	<p>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>			
	<u>Legal/contractual issues</u>			
	<p>It was agreed that representatives of WMPC would meet with a West Malling landowner to</p>			

	discuss a potential planning scheme.			
19/341	<u>FINANCIAL MATTERS</u>			
341.1	Accounts for payment - totalling £4657.76 were approved - see attached.			
341.2	The following payment made since the last Full Council Meeting was noted: £778.55 authorised at Finance & General Purposes Committee 23 rd May 2019.			
341.3	Financial Statement – bank reconciliation as of 23 rd May was received – see attached			
341.4	Audit 2018/19 Section 1 – Annual Governance Statement 2018/19 - was agreed and signed.			
341.5	Audit 2018/19 Section 2 – Accounting Statements 2018/19 - was agreed and signed.			
341.6	KCC – Inside Track – receipt was noted of issue number 258			
19/ 342	<u>MATTERS FOR REPORT</u>			
342.1	Amenities Committee – receipt was noted, of the draft minutes of the meeting held on 22 nd May 2019. There were no questions Clerk reminded members that a volunteer was needed to present trophies at the inter-schools event to be held on 3 rd July. <i>Subsequent to the event, Mrs Smyth volunteered to present the prizes.</i>			
342.2	Finance & General Purposes Committee – receipt was noted, of the draft minutes of the meeting held on 23 rd May 2019. There were no questions			
342.3	Planning Committee – receipt was noted, of the agreed minutes of the meeting held on 28 th May 2019 There were no questions			
342.4	Malling Action Partnership – no report			
342.5	Rotary House – no report			
342.6	School Governors – no report			
342.7	Malling Society – the next committee date of the 15 th July was noted. <i>Subsequently altered to the 19th July</i>			
342.8	Chamber of Commerce / Christmas Lights Committee – An informal meeting of the Chamber of Commerce was held on 22 nd May. The Christmas Lights Festival will be organised again this year by Heart of Kent Hospice; it is anticipated that another organisation will run the event in 2020. Mr Neil Cornford will no longer be co-ordinating the installation and maintenance of the lights.			
342.9	Tonbridge & Malling Borough Council Parish Partnership Panel meeting – the next meeting date of 13 th June 2019 was noted.			

342.10	<p>KALC/NALC/ACRK</p> <p>KALC T&M – it was noted that the Councillor’s Conference was to take place on 18th July.</p>			
19/343	<p><u>MEETING DATES</u></p> <p>Amenities Committee – Monday 10th June (concentrating on Churchyard)</p> <p>Highways Committee – Monday 17th June @ The Clout, 9 High Street.</p> <p>Planning Committee – Tuesday 25th June</p> <p>Macey’s Meadow Advisory Committee – Wednesday 26th June</p> <p>Blaise Farm Liaison Group – Tuesday 10th September</p>			
19/344	<p><u>REPORT OF BOROUGH COUNCILLOR</u> - see below</p> <p>Borough Councillor Stapleton reported:</p> <p>The road markings at the end of Police Station Road have been repaired again but the repair is still below standard. It is understood that the contractors are now passing the matter on to KCC Highways.</p> <p>Bellway/Lavenders Road – at the area 2 Committee on May 29th, the TPO surrounding the site was agreed despite objections from the applicants.</p>			
19/345	<p><u>REPORT OF COUNTY COUNCILLOR</u> –</p>			
	<p>Mrs Dean reported:</p> <p>Mrs Dean had been working to get repairs to defective guttering on the West St Colonnade as this resulted in pedestrians being showered by a waterfall in rainy conditions. She had been informed that enforcement action was being taken by the KCC officer, and a deadline set of 21st of June for repairs to be completed.</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.45</p> <p>Signed..... Dated.....</p>			

Accounts for Payment 3rd June 2019				cheques to be drawn
Viking Direct (cheque 2047)		£	70.82	£ 84.98
(invoice 792907 paper & inks)	VAT	£	14.16	
Cemetery Development Services Ltd		£	435.00	522.00
(single cheque 2048)	VAT	£	87.00	
(invoice 72307 gravestone repairs on 27/3/19)				
(invoice 72330 topple testing 13/12/18)		£	1,200.00	1440.00
	VAT	£	240.00	
Lionel Robbins (cheque 2049)				125.00
(Ref 2019/57 - internal audit 2018/19)				
Mrs Claire Christmas - authorisation to pay via Faster Payments				£1,499.08
(Clerk - net salary for June £1494.88 + fax £1.20 + sundries £3.00)				
Mrs Sarah Howard authorisation to pay via Faster Payments				£312.60
(Asst. Clerk - net salary for June £312.60)				
HMRC - authorisation to pay via Faster Payments				£542.85
(Deductions from salaries - June)				
Nest - authorisation to pay pension contributions by Direct Debit for June				
Employer's contributions		£	56.25	£ 56.25
Employee's contributions		£	75.00	£ 75.00
(Employees's contributions have already been deducted from salary)				
			TOTAL	£ 4,657.76

WEST MALLING PARISH COUNCIL						
Financial Statement as at 23 May 2019						
Reconciliation						
Balance b/f from 2018/2019						£ 99,830.54
<u>plus</u>						
total receipts 1.04.19-31.03.20						£ 61,822.16
<u>less</u>						
total payments 1.04.19-31.03.20						£ 11,016.30
Total						£ 150,636.40
Deposit account						£ 91,095.71
Current account						£60,665.54
less unrepresented cheques						£1,124.85
						<u>£ 59,540.69</u>
Total						£ 150,636.40
Unrepresented Cheques				Date Issued		
5576	Elm	£	62.58	10/12/2018		
2025	Mr Moon	£	5.37	01/04/2019		
2036	Mr Collins	£	7.31	13/05/2019		
2039	KALC	£	918.34			
	DD Nest	<u>£</u>	<u>131.25</u>	15/04/2019		
			<u>£ 1,124.85</u>			