

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 1ST JULY 2019, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

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

Also present:

Minute		Action by	Action taken	Response
19/380	APOLOGIES FOR ABSENCE were received from Mrs Trudy Dean, Ms Gwyneth Barkham and Borough Councillor Lee O'Toole.			
19/381	DECLARATIONS OF INTEREST – Mrs Smyth declared an interest in item 19.389 as her husband is the President of Town Malling Cricket Club.			
19/382	MINUTES – the minutes of the meeting held on 3 rd June were approved and signed.			
19/383	MATTERS ARISING			
	19/330.2 – Boots Chemist – both the Clerk and Mrs Javens reported that they had spoken with staff members regarding the front till not being manned. It is understood that management will be requesting that the till be relocated to nearer the main prescriptions till.			
19/384	CHAIRMAN'S ANNOUNCEMENTS –			
384.1	Age Concern - In her absence Mrs Dean had sent information to members on the Age Concern Centre – this information was subsequently published in Downs Mail. <i>West Malling Parish Council is discussing with KCC how to ensure the Malling Age Concern Centre on Norman Road can continue to be used for services for elderly people. Malling Age Concern closed its doors to clients at the end of May when the charity became insolvent. The Parish Council has asked KCC if it will lease or sell the site to the Council. Local branches of Age U.K. were discussing a merger with Age Concern West Malling before its financial problems, and may be interested in continuing to deliver services from the site.</i>			

	<i>Chairman of the Parish Council Trudy Dean explained " The money to build the centre was originally raised by Malling Rotary who organised fund raising events for a centre for services for the elderly. The Parish Council would like to continue that aim, perhaps in partnership with other local voluntary organisations. We would like to see more clients coming from the local area, and a greater variety of activities on offer. We also had discussions with the GP Practice to see if they were interested in relocating there, but it appears they are not. Much will depend on the condition of the building, and the price KCC will charge for the lease or sale of the site.</i>			
384.2	Drs Surgery – Mrs Dean was in receipt of a letter from the Practice Manager regarding the new working arrangements at the West Malling site. Mrs Dean to send letter to Clerk for circulation to members See letter attached below. Members raised serious concerns regarding the changes and the limited access to Drs and nurses at the West Malling surgery. General discussion regarding contacting the CCG, their powers etc. It was agreed to re-visit the letter Mrs Dean had previously sent to the CCG.	TD	✓	
384.3	National Gardens Scheme – Mr Stevens reported that the Early Summer Open Day had raised the sum of £5163.80	Clerk/ TD		
19/385	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
	<u>QUESTIONS FROM COUNCILLORS</u> –			
385.1	Arundel House – Mrs Smyth asked if any progress had been made. The Clerk reported that a meeting with the project manager was still to be scheduled.			
19/386	<u>POLICING MATTERS</u>			
386.1	<u>Police Update</u> The council were in receipt of a response from Sgt Alvey re the monthly reports. Sgt Alvey had stated that she would be unable to attend a parish meeting as she does not perform a public facing role. Members asked that the PCC Matthew Scott be asked to attend a future meeting. Members are still concerned about the lack of data / information both in the reports and as new offences occur.	Clerk		
386.2	<u>Other Policing Matters</u> The assault at The Joiners Arms was noted. The Parish Office had not been informed of this incident.			
19/387	<u>LOCAL PLAN</u> There was no update			
19/388	<u>BELLWAY/LAVENDERS ROAD APPEAL</u>			
	Inquiry start date 20th August to last for an anticipated 6 days Legal Representation – since the last meeting of the Full Council, the following (under the guidance of Richard Buxton Solicitors) have been instructed to represent WMPC at the Inquiry: Rob Williams – Barrister from Cornerstone Barristers Kit Wedd – Heritage expert Strutt & Parker – who will advise on the housing supply / land bank position. Site visit planned for 3 rd July.			

	<p>Funding – at the last meeting of the Full Council the sum of £15,000 was agreed to be funded from general reserves to fight the appeal. Since that meeting, an updated breakdown of costs has now been received and it is now anticipated that the costs will exceed £55,000.</p> <p>Recommendation to the council that the figure from general funds be increased to £20,000 – agreed unanimously. It was agreed that any excess would be used as funding towards Local Plan representation / costs.</p> <p>A CrowdJustice page had been set up by Mr Thompson to raise additional funds with an initial target of £10,000. The page is to be launched on 19th July. CrowdJustice pay the solicitors directly. Members were asked to share the page on social media / amongst friends etc. It was felt that there probably would not be excess funds raised, but if there were to be, the monies would be used as funding towards Local Plan representation / costs – agreed.</p> <p>Non-online donations – it was agreed that cheques and cash would be accepted in the office and would be safeguarded.</p> <p>Publicity – banners and leaflets were in the process of being produced. Volunteers would be needed to deliver the leaflets door to door.</p>			
19/389	<u>TOWN MALLING CRICKET CLUB PAVILION</u>			
	<p>Recommendation from the Amenities Committee that Admiral Nursing use the cricket pavilion to provide carer support meetings – agreed.</p> <p>Meetings are currently scheduled for the first Wednesday of the month.</p>			
19/390	<u>ALLOTMENT MANAGEMENT PLAN</u>			
	<p>Recommendation from the Amenities Committee that the Allotment Management Plan 2019 – 2023 be adopted. Agreed, subject to the approval of the RLAS.</p> <p><i>Following the meeting it was confirmed that the RLAS had agreed the management plan.</i></p>			
19/391	<u>KCC KENT NATURE PARTNERSHIP BIODIVERSITY STRATEGY 2019 - 2044</u>			
	Ms Stacpoole agreed to consider the strategy and response.	MS		
19/392	<u>FINANCIAL MATTERS</u>			
392.1	Accounts for payment - totalling £7900.92 were approved - see attached.			
392.2	Financial Statement – bank reconciliation as of 17 th June was received – see attached			
392.3	<p>Unity Trust Bank Account – the following were agreed as signatories to the account: Mrs Dean, Mrs Javens, Mr Stapleton & Mrs Christmas (Clerk).</p> <p>It was noted that the Financial Regs would need to be updated. Mrs Smyth agreed to assist with the updates as part of the Document Review Group.</p>			
19/ 393	<u>MATTERS FOR REPORT</u>			
393.1	<p>Amenities Committee – receipt was noted, of the draft minutes of the meeting held on 10th June 2019</p> <p>There were no questions</p> <p>Clerk asked members to consider possible locations for new flower planters.</p>			
393.2	Planning Committee – a verbal report of the meeting held on 25 th June 2019 was noted			

	<p>The following applications were noted: TM/1901004/FL Rathshan 21 Windmill Lane East Malling West Malling ME19 6HS - Retrospective planning application for a dwelling.</p> <p>WMPC objected to this application</p> <p>TM/19/01212/FL - 5 Orwell Spike West Malling ME19 4PB - Erection of one new dwelling at land adjacent to the West of 5 Orwell Spike, on land currently forming part of the existing dwelling's private garden, provision of 2 parking spots and additional garage for 2 cars, access and amenity space.</p> <p>WMPC objected to this application</p>			
393.3	Macey's Meadow Advisory Committee – a verbal report of the meeting held on 26 th June. It was noted that the Apple Fest is scheduled for Saturday 5 th October. Two volunteers had recently undertaken the KCC outdoors First Aid course.			
393.4	Malling Action Partnership – no report			
393.5	Rotary House – no report			
393.6	School Governors – no report			
393.7	Malling Society – the next committee date of the 19 th July was noted. On behalf of Mrs Barbara Earl (Secretary) members were asked if they had any ideas for possible future talks.			
393.8	Chamber of Commerce / Christmas Lights Committee – no report.			
393.9	Tonbridge & Malling Borough Council Parish Partnership Panel meeting – receipt of draft minutes of the meeting held on 13 th June 2019 were noted.			
393.10	KALC/NALC/ACRK KALC – receipt of KALC News June 2019 was noted			
19/394	<u>MEETING DATES</u> Amenities Committee – Monday 8 th July (concentrating on allotments) Planning Committee – Tuesday 23 rd July Macey's Meadow Advisory Committee – Wednesday 28 th August Blaise Farm Liaison Group – Tuesday 10 th September			
19/395	<u>REPORT OF BOROUGH COUNCILLOR -</u> Borough Councillor Stapleton reported: KCC A20 Consultation is due to commence on 8 th July. The new number 58 bus timetable /service is to launch on 15 th July; this is a year-long trial scheme. The Dosh application to vary premises licence – the licensing hearing is due to take place on 12 th July. WMGP Patient Participation group have announced that it will be more difficult to obtain an appointment between now and September due to the resignation of 2 Doctors; locums will be used over the coming weeks. Leybourne Parish Council are holding a public meeting on the 25 th July. The meeting is to discuss concerns regarding public order and travellers, MP Tom Tugendhat and the PCC will be in attendance.			

19/396	<u>REPORT OF COUNTY COUNCILLOR –</u>			
	No report			
19/397	<u>CORRESPONDENCE</u>			
	The following correspondence is available from the office: Kent Lawn Tennis, Spring 2019 Open Space, Summer 2019			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 8.56</p> <p>Signed..... Dated.....</p>			

Agenda item 19/384.2

WMGP – Response from Practice Manager Debbie Dean

Thank you for your letter dated 22nd June.

Practice plans to close the West Malling High Street surgery and move the majority of services to Kings Hill were indeed discussed last year with plans being shared with our patients, PPG and Parish Council at the time. The only change now is that the building works have commenced. As is often the case with these projects things come together quickly at the end and we only had confirmation ourselves that the works were starting a few days prior to commencement. Before this point it was impossible to estimate a potential move date. In many ways we still don't know as there are many factors still in play however we can now narrow it down to the next few months. At the PPG meeting in the first week of June it was discussed that as soon as we had a start date for the works we would begin communicating an update on the premises situation. This we duly did but it is an on-going dynamic process.

The renovation works at Kings Hill started a couple of weeks ago to develop the first floor into brand new consultation rooms and accommodate our support staff.

Our Practice patient list will not change as a result of our move and our existing patients will be able to be seen at Kings Hill, Leybourne (Monday, Wednesday, Friday, as usual) and our two recently refurbished clinical rooms in the Hollies building in West Malling.

The Hollies building consists of two clinical rooms, 1 for GP and 1 for health Care Assistant. There will be a self check in screen and a drop off point for prescriptions / patient letters. There will not be a receptionist or reception facility.

In response to your concerns regarding the Hollies:

- a) We plan to have a facility for patients to hand in their prescription requests, which will be collected and managed from Kings Hill.
- b) It will not be possible to collect prescriptions from the Hollies . However, we are able to send electronic prescription to any chemist nominated by the patient. This enables the patient to go directly to the chemist to collect their medication rather than returning to the surgery. This should be more convenient to the patient and also enables us to audit progress of their request.
- c) Patients can already nominate their preferred Chemist , details of which are stored in the record and all prescriptions will be sent direct until the patient informs us otherwise.
- d) Patients can continue to make appointments at all sites, subject to availability- (at the Hollies in West Malling) As there will not be a receptionist in the Hollies appointments for this site will need to be made via phone, online or at reception in Kings Hill or Leybourne .
- e) Patients will be able to telephone the surgery to collect test result.
- f) There is no change to the current phone access, therefore patients can continue to contact us as usual.
- g) Health Care Assistant will be available daily at West Malling (Hollies) for blood testing, blood pressure.

Practice services

- a) There are no plans to change current appointment times for West Malling from September
- b) Appointments at all sites are available to all patients subject to availability. However where possible we will endeavour to direct the majority of patients to Kings Hill or Leybourne, ensuring that those less able patients can be seen at the Hollies
- c) The majority of our Nurse Led clinics are already running successfully from Kings Hill for the last 2 years. Our flu clinics have also been held at our Kings Hill surgery for several years now, which was received as a positive move due to the parking limitations at West Malling. As always flu immunisations are stocked at all sites and can be given when necessary.
- d) Leybourne surgery will continue to function as normal.

With regards t o Leybourne Chase there is no plan for West Malling Group Practice to be involved. You may wish to contact Tom Hugendhat or the West Kent CCG.

We would like to reassure patients that we see our move to Kings Hill as positive development for the Practice. The High Street surgery is no longer fit for purpose and the move to Kings Hill will provide our patients and staff with long awaited, up to date medical facilities . We endeavour to make the transition as smooth as possible and will release information to patients and our stakeholders as progress is made. Support during this time is greatly appreciated.

West Malling Parish Council				
Accounts for Payment 1st July 2019				cheques to be drawn
St John Ambulance (single cheque 2050)		£	25.00	£ 30.00
Invoice 1900101655 First Aid training on 2/11/19	VAT	£	5.00	
Invoice 1900101689 First Aid training on 17/12/19		£	25.00	£ 30.00
Macey's Meadow volunteers	VAT	£	5.00	
Outdoorsy Living Ltd (cheque 2061)		£	225.00	£ 270.00
(invoice 144 Play equipment repairs)	VAT	£	45.00	
Kent County Council (cheque 2052)		£	604.12	698.97
(Electricity supply 1/5/19 - 31/5/19)	VAT	£	94.85	
Nurture Landscapes Ltd (2053)		£	823.80	988.56
(invoice 113146 - works to Churchyard, playing field & village green for April & May)	VAT	£	164.76	
Four Seasons Ltd (cheque 2054)		£	206.23	247.48
(invoice 2827 - maintenance work at tennis courts)	VAT	£	41.25	
NFU Mutual (cheque 2055)				£ 70.15
(Macey's Meadow tractor insurance 19/20)				
Streetlights (cheque 2056)		£	8.00	£ 9.60
(invoice 10577 column 19 repair)	VAT	£	1.60	
Malcolm Doyle (cheque 2057)				£ 36.00
(reimbursement for folding chairs for Macey's Meadow events)				
Malcolm Wickenden (cheque 2058)				£ 100.12
Reimbursement for twine (£70.22) & stakes (£29.90)				
Mick Pearce (cheque 2059)				£ 130.01
(reimbursement for diesel for Macey's Meadow tractors)				
West Malling Village Hall (cheque 2060)				£ 90.00
(use of committee room April - June)				
July Salaries				
Mrs Claire Christmas - authorisation to pay via Faster Payments				£1,599.08
(Clerk - net salary for July £1494.68 + Reimbursement for fax £1.20 + sundries £3.00, KM Photo - £19.95 & Weebly Pro Plan £80.25)				
Mrs Sarah Howard authorisation to pay via Faster Payments				£384.42
(Asst. Clerk - net salary for July £359.42 + £25.00 reimbursement for key cutting)				
HMRC - authorisation to pay via Faster Payments				£554.85
(Deductions from salaries - July)				
Nest - authorisation to pay pension contributions by Direct Debit for July				
Employer's contributions		£	56.25	£ 56.25
Employee's contributions		£	75.00	£ 75.00
(Employees's contributions have already been deducted from salary)				
August Salaries				
Mrs Claire Christmas - authorisation to pay via Faster Payments				£1,494.88
(Clerk - net salary for August £1494.88)				
Mrs Sarah Howard authorisation to pay via Faster Payments				£351.85
(Asst. Clerk - net salary for August £351.85)				
HMRC - authorisation to pay via Faster Payments				£552.45
(Deductions from salaries - August)				
Nest - authorisation to pay pension contributions by Direct Debit for August				
Employer's contributions		£	56.25	£ 56.25
Employee's contributions		£	75.00	£ 75.00
(Employees's contributions have already been deducted from salary)				
			TOTAL	£ 7,900.92

WEST MALLING PARISH COUNCIL					
Financial Statement as at 17 June 2019					
<u>Reconciliation</u>					
Balance b/f from 2018/2019					£ 99,830.54
<u>plus</u>					
total receipts 1.04.19-31.03.20					£ 62,698.93
<u>less</u>					
total payments 1.04.19-31.03.20					£ 16,452.61
				Total	£ 146,076.86
Deposit account					£ 91,095.71
Current account			£55,138.20		
less unrepresented cheques			£157.05		
					<u>£ 54,981.15</u>
				Total	£ 146,076.86
<u>Unrepresented Cheques</u>			<u>Date Issued</u>		
2044	M Stacpoole	£ 25.80		23/05/2019	
	DD Nest	<u>£ 131.25</u>		17/06/2019	
		£ 157.05			