

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 2ND DECEMBER 2019, 7.30 PM
AT WEST MALLING VILLAGE HALL, WEST MALLING

Present: Mrs Trudy Dean (Chairman)
Ms Gwyneth Barkham
Mr Keith Bullard
Mrs Linda Javens
Ms Sara Margetts
Mrs Yvonne Smyth
Ms Min Stacpoole
Mr Nick Stapleton
Mr Peter Stevens
Mr David Thompson

Also present: Borough Councillor Brian Luker

Minute		Action by	Action taken	Response
19/691	<u>APOLOGIES FOR ABSENCE</u> were received from Ms Camilla Medhurst and Borough Councillor Lee O'Toole.			
19/692	<u>DECLARATIONS OF INTEREST</u> – none			
19/693	<u>MINUTES</u> – the minutes of the meeting held on 4 th November were approved and signed.			
19/694	<u>MATTERS ARISING</u>			
	19/625.1 – Boots Chemist – Mrs Javens and the Clerk confirmed that there had been no update on the possible movement of pharmacy lines from behind the unmanned till to nearer the dispensing till.			
19/695	<u>CHAIRMAN'S ANNOUNCEMENTS</u>			
695.1	Remembrance Parade – Mrs Dean reported that for the 2020 service volunteer instructions would be amended and that there would be a meeting with volunteers before the event. To be discussed further at the Highways Committee meeting on 16 th December Clerk to note agenda.	Clerk	✓	
695.2	Ancient House – Mrs Dean met with the owner of Costa Coffee and Alice Brockway from English Heritage regarding restoration work on the property. Ms Brockway indicated that English Heritage would be supportive of any future grant application to assist with restoration.			

695.3	Desh – Mrs Dean attended a site visit regarding their application to have tables and chairs outside of the restaurant.			
695.4	Replacement High Street bricks – brick samples are now at the parish office, Mrs Dean and Mr Stapleton to see if they are a suitable match for the existing bricks.			
695.5	Bellway – thanks were given to Mr Gibbins for the celebration party which was held at Went House.			
695.6	Christmas Lights Festival – Mrs Dean thanked the parish councillors who judged the Christmas window competition. The winners were: Small shop window – Coco & Bloom Large shop window - Franks			
19/696	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> – none			
19/697	<u>QUESTIONS FROM COUNCILLORS</u> – none			
19/698	<u>POLICING MATTERS</u>			
698.1	<u>Police Update</u> It was confirmed that PCSO Robinson had agreed to attend a Speedwatch session.			
698.2	<u>Other Policing Matters</u> - none			
19/699	<u>POTENTIAL LONDON ROAD CAR PARK</u>			
	Mr Charman and Mr Whitlock of Parkfoot Garage addressed members of the council regarding the potential to turn land opposite Parkfoot Garage (London Road) into a car park. It was noted that there are 2 possible schemes, one that would benefit staff of Parkfoot Garage (currently employers of 55 members of staff) and The Wheatsheaf Public House and a second scheme which would be larger and would benefit employees of the shops / businesses within West Malling. It was noted that: <ul style="list-style-type: none"> • The land in question falls within the parish of Leybourne • It is a Green Belt site • The second, larger scheme would only be viable if employees of West Malling would use the car park; there would be a parking charge. Mr Charman will be in attendance at the next Chamber of Commerce meeting and will use this meeting to gauge interest amongst businesses. • A planning application has not been submitted for either scheme. • Electric charge points – it was explained by Mr Charman and Mr Whitlock that there may be an issue of capacity. 			
19/700	<u>LOCAL PLAN</u>			
	The public consultation exercise on the documents published since January will conclude on 23rd December Link to consultation: https://www.tmbc.gov.uk/services/planning-and-development/planning/planning-local-plans/local-plan-examination-contents/local-plan-post-submission-consultation Mr Thompson to draft responses to be considered at planning meeting on 17 th December. T&MBC are hoping that the pre-hearing will take place at some point in March. T&MBC are hoping to confirm the land deficit figures as of March 2019 by December 2019. General discussion regarding the number of windfall houses within the parish; T&MBC have a record of such housing.	DT		

	It was noted that the applications for White Post Field, Hermitage Lane and Parkside East Malling have been agreed. General discussion regarding the Wates application and the potential Gladman application (land opposite West Malling Station), both of which do not form part of the Local Plan.			
19/701	<u>NEIGHBOURHOOD PLAN</u>			
	Public meeting 17 th November – the parish council were pleased with the large numbers in attendance. It was agreed that for future meetings some form of public address system be purchased as it was sometimes difficult to hear speakers. During the event, residents were able to provide feedback and in addition, comments in a paper form have been received and are to be collated to form part of the evidence gathering exercise.			
19/702	<u>BLOSSOM DAY / VE DAY CELEBRATION</u>			
	The Macey's Meadow volunteers have agreed that their annual Blossom Event could coincide with the VE day celebrations which are to take place over the early May Bank Holiday weekend, Friday 8 th May – Sunday 10 th May 2020. It was agreed that the council did not have a preference to which date the event should take place but that a date be fixed to suit the volunteers. It was agreed that the Chamber of Commerce be asked if businesses would like to contribute or participate in the celebrations. To be raised at the next Chamber of Commerce meeting on 14 th January. The possibility of obtaining an events alcohol licence was discussed.			
19/703	<u>KALC COMMUNITY AWARD SCHEME 2020</u>			
	It was agreed to adopt the KALC Community Award Scheme. There was a general discussion regarding a potential nomination and past awards.			
19/704	<u>DRAFT BUDGET</u>			
	The council were not in a position to set the precept figure as T&MBC had not provided the Tax base. It was agreed that the figure be set at the January meeting.			
	Borough Councillor Luker left the meeting at 8.50 having provided his borough councillor report – see below at minute number 19/709			
19/705	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.			
	<u>Staffing matters</u> Mrs Dean and Mr Stevens reported on the staff appraisals which took place on Monday 11 th November.			
19/706	<u>FINANCIAL MATTERS</u>			
706.1	Accounts for payment - totalling £3450.64 were approved - see attached.			
706.2	Financial Statement – bank reconciliation as of 20 th November was received – see attached			
706.3	The following payment made since the last Full Council Meeting was noted: £5702.62 authorised at F&GP meeting on 25 th November			
19/707	<u>MATTERS FOR REPORT</u>			
707.1	Amenities Committee – receipt was noted, of the draft minutes of the meeting held on 11 th			

	<p>November</p> <p>19/650 – football pitch – a request for a youth team to play on a Sunday morning for the 20/21 season had been received and the committee had no objection in principle.</p> <p>19/651.2 – lime tree – tree guard to be placed around the existing tree</p> <p>19/653.2 – public conveniences - an updated report had been received from TMBC regarding the transfer of public conveniences. It is to be recommended to Cabinet on 28 January 2020 that a one-off payment of £9000.00 be paid to each Parish Council who agree to the transfer. This would include the payment of legal fees. Timescale for transfer on or around 1 April 2021.</p>			
707.2	<p>Finance & General Purposes Committee – verbal report was received of the meeting held on 25th November</p> <p>Mrs Dean reported that this meeting concentrated mainly on the tenders and draft budget.</p> <p>There were no questions</p>			
707.3	<p>Planning Committee – receipt was noted, of the draft minutes of the meeting held on 26th November</p> <p>19/682.1 – Retirement Villages West Malling Ltd Reserved Matters Application. The committee commented on three grounds, position of the buildings, inadequacy of the access road, height of the main buildings.</p> <p>19/684 – Potential Gladman application – land adjacent to West Malling train station. It was agreed that residents be notified of the potential application via social media and by emailing the database. Gladman are currently undertaking a public consultation exercise.</p>			
707.4	Malling Action Partnership – no report			
707.5	Rotary House – no update			
707.6	School Governors – no report			
707.7	<p>Malling Society</p> <ul style="list-style-type: none"> • The following appointments were made at the AGM held on Tuesday 19th November Chairman – Barbara Earl Vice-Chairman – David Thornewell Admin. Secretary – Barbara Earl Minute Secretary – Carole D’Silva • The next Executive Committee date of Thursday 28th November was noted. • The annual programme has now been released, copies of which can be obtained from the parish office. 			
707.8	Chamber of Commerce / Christmas Lights Committee – no report			
707.9	<p>Tonbridge & Malling Borough Council</p> <p>Parish Partnership Panel meeting – the next meeting date of 6th February was noted.</p>			
707.10	<p>KALC/NALC/ACRK/CPRE:</p> <p>KALC – receipt was noted of October and November KALC news.</p> <p>Mr Stevens reported that he had recently attended a KALC Councillor training course which he found to be of use. Details of courses can be obtained from the Clerk.</p>			
19/ 708	<u>MEETING DATES</u>			

	<p>Amenities Committee – Monday 9th December (concentrating on Churchyard)</p> <p>Highways Committee – Monday 16th December at The Clout 9 High Street</p> <p>Planning Committee – Tuesday 17th December</p> <p>Neighbourhood Plan Steering Group – Tuesday 17th December at 6.30</p> <p>Macey’s Meadow Advisory Committee – Wednesday 12th February</p> <p>Blaise Farm Liaison Meeting – Tuesday 10th March 2020 at T&MBC offices</p>			
<p>19/709</p>	<p><u>REPORT OF BOROUGH COUNCILLOR</u> - no report</p> <p>Borough Councillor Luker (report given earlier in the meeting) reported the following - Parish Partnership Panel meeting: A20 junction with Hawley drive – poorly lit and badly signed. New waste contract – recycling undertaken has been double the expected amount.</p> <p>Broadwater Farm – land swap has now taken place</p> <p>Potential Gladman Planning application – a public consultation flyer has now been circulated by the developer.</p> <p>Leybourne Chase – Cllr Luker has attended a meeting with the trust management; the management scheme has changed.</p> <p>Borough Councillor Stapleton reported on the potential increase in car park charges with the following having been agreed at the T&MBC Street Scene Advisory Board, to be recommended to Cabinet.</p> <p>The High Street car park will have charges increased by approximately 10p per hour. T&MBC officers suggested that footfall in the town had increased since the charges were put into place, when asked how they knew this, they said that they haven’t heard anything to the contrary.</p> <p>Residents parking permits will be increasing from £40 to £45 per year across the whole borough.</p> <p>Ryarsh Lane business car park will be increasing from £175 to £255 per year.</p> <p>Mr Stevens noted that on a regular basis, large numbers of taxis were parked in the bus stop. Clerk to speak with Mr Garnett at T&MBC with regards to enforcement and as to whether or not the borough had decided to proceed with a traffic order that would turn the existing bus stops into Hackney Carriage Ranks after the buses have stopped running.</p>	<p>Clerk</p>	<p>✓</p>	
<p>19/ 710</p>	<p><u>REPORT OF COUNTY COUNCILLOR</u> – no report</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.44</p> <p>Signed..... Dated.....</p>			

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West Malling Parish Council				
Accounts for Payment 2nd December 2019				cheques to be drawn
Payments authorised under Section 137				
The West Malling Chamber of Commerce (cheque 2137) (grant for Christmas lights - as per budget)				£ 100.00
Mrs L Javens (cheque 2138) (reimbursement for public meeting - teas / coffees etc)				£ 12.60
Malling Memorial Institute (single cheque 2139) (invoice 75/19 room hire 25th November)				£ 16.50
(invoice 81/19 room hire 18th November)				£ 16.50
(invoice 81/19 room hire 16th December)				£ 16.50
GeoXphere Ltd (Parish Online map) (cheque 2140) (Annual fee)				£ 108.00
	VAT	£ 90.00		
		£ 18.00		
ELM Header Account (single cheque 2141) (invoice 30867 - reconciliation of charges for 18/19)				£ 399.18
Malling Action Partnership (cheque 2142) (Downsmail charges September - November 2019)				£ 150.00
Roth Creative (single cheque 2143) (invoice 3344 design & print costs for meeting leaflet)				£ 96.00
	VAT	£ 80.00		
		£ 16.00		
Roth Creative (invoice 3345 print costs for Xmas cards)				£ 28.60
	VAT	£ 23.83		
		£ 4.77		
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for December + reimbursement) £1494.68 + fax £1.20, sundries £6.74				£1,502.62
Mrs Sarah Howard authorisation to pay via Faster Payments (Asst. Clerk - net salary for December)				£406.44
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - December)				£566.45
Nest - authorisation to pay pension contributions by Direct Debit for December				
Employer's contributions				£ 56.25
Employee's contributions (Employees's contributions have already been deducted from salary)				£ 75.00
TOTAL				£ 3,450.64

WEST MALLING PARISH COUNCIL						
Financial Statement as at 20 November 2019						
<u>Reconciliation</u>						
Balance b/f from 2018/2019						£ 99,830.54
<u>plus</u>						
total receipts 1.04.19-31.03.20						£ 207,784.02
<u>less</u>						
total payments 1.04.19-31.03.20						£ 190,274.65
Total						£ 117,339.91
Deposit account						£ 71,634.55
Current account				£47,791.29		
less unpresented cheques				£2,085.93		
						<u>£ 45,705.36</u>
Total						£ 117,339.91
<u>Unpresented Cheques</u>			<u>Date Issued</u>			
2103	Chamber of Commerce	£ 1,800.00	07/10/2019			
2115	EJ Loxton	£ 19.95	04/11/2019			
2119	KALC	£ 120.00	04/11/2019			
DD	Nest	£ 145.98	21/11/2019			
		<u>£ 2,085.93</u>				