

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 2<sup>ND</sup> MARCH 2020, 7.30 PM  
AT WEST MALLING VILLAGE HALL, WEST MALLING

**Present:** Mrs Trudy Dean (Chairman)  
Ms Gwyneth Barkham  
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 Mr Lee O'Toole

Minute		Action by	Action taken	Response
20/141	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Mr Keith Bullard and Ms Camilla Medhurst,			
20/142	<b><u>DECLARATIONS OF INTEREST</u></b> – none			
20/143	<b><u>MINUTES</u></b> – the minutes of the meeting held on 3 <sup>rd</sup> February were approved and signed.			
20/144	<b><u>MATTERS ARISING</u></b> –  [20/81] – Frog Lane flooding – Still an on-going matter; Mrs Dean is expecting to receive a detailed report on works undertaken.			
20/145	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b> - none			
20/146	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b>  Borough Councillor O'Toole requested that he speak at this point as he did not have a report for the meeting.  Mr O'Toole expressed concern about the lack of parking enforcement within the parish and the worsening dip at the end of the High Street; the Clerk advised that a temporary fix was to be carried out on the dip in the High Street.			
20/147	<b><u>QUESTIONS FROM COUNCILLORS</u></b>  Mrs Javens reported that she had received a second 'cold call' from a company regarding a	LJ	✓	

	loft insulation grant; it is understood that these calls are scam telephone calls and have recently been reported in the Downs Mail. Mrs Javens agreed to draft a short report on the incident which the Clerk will send on to Trading Standards.	Clerk	✓	
<b>20/148</b>	<b><u>POLICING MATTERS</u></b>			
<b>148.1</b>	<b><u>Police Update</u></b>  The new style Police report had been circulated. Members expressed dissatisfaction at the new report as it was felt that West Malling matters were 'lost' within the bulk of the report. It was agreed however to give the new system time to settle in.  During the last Parish Partnership Panel meeting, other parishes also expressed their dissatisfaction at the new style reports.			
<b>148.2</b>	<b><u>Other Policing Matters</u></b> – there were no other matters			
<b>148.3</b>	<b><u>Kent PCC newsletter</u></b> – receipt was noted.			
<b>20/149</b>	<b><u>LOCAL PLAN</u></b>			
	Provisional dates have been set for Stage 1 of the Hearing Sessions, these will take place between 19 <sup>th</sup> – 21 <sup>st</sup> May at The Orchards, East Malling Research Centre, New Road, East Malling.			
<b>20/150</b>	<b><u>NEIGHBOURHOOD PLAN</u></b>			
	All committees have now had the opportunity to discuss their relevant policy themes; responses are to be considered further at the next steering group meeting.			
<b>20/151</b>	<b><u>MACEY'S MEADOW BLOSSOM /VE DAY EVENT – SALE OF ALCOHOL</u></b>			
	On Friday 8 <sup>th</sup> May, the Macey's Meadow volunteers are to hold a Blossom Day / VE Day event on the meadow, members are asked to consider the sale of alcohol on that date.  It was agreed that whilst the Council did not object to the sale of alcohol, some members were concerned that the meadow event may become a large event due to the Chamber of Commerce street party and that it would be difficult to cater for the number of people expected to attend. Clerk to discuss further with members of the Macey's Meadow Committee.			
<b>20/152</b>	<b><u>CIVIC SERVICE</u></b>			
	It was noted that WMPC had received an invitation to attend the Lord Lieutenant's Civic Service at Canterbury Cathedral, on Tuesday 17 <sup>th</sup> March 2020, 11am. Members to request tickets via the online link previously circulated.			
<b>20/153</b>	<b><u>PARISHES IN BLOOM</u></b>			
	It was agreed not to enter the 2020 Parishes in Bloom competition.  There was a general discussion regarding the planter which is located near the zebra crossing.			
<b>20/154</b>	<b><u>RENEWAL OF PARISH COUNCIL INSURANCE POLICY</u></b>			
	It was noted that the current long term agreement with Zurich ends on the 31 <sup>st</sup> March 2020. Zurich had provided the following quotes: Single year - £2273.69 3 year LTA - £2164.90 5 year LTA - £2056.09			

	It was agreed to renew with Zurich for a single year at a cost of £2273.69 It was further agreed that the Clerk seek competitive quotes for year 21/22.			
<b>20/155</b>	<b><u>APRIL AND MAY FULL COUNCIL DATES</u></b>			
	Due to neither Mrs Dean nor Mr Stevens being able to attend the scheduled Full Council meeting of 6 <sup>th</sup> April, it was agreed that the meeting be brought forward one week to Monday 30 <sup>th</sup> March			
<b>20/156</b>	<b><u>APRIL 2020 SALARIES / HMRC</u></b>			
	Recommendation from the F&GP Committee that the HMRC payment for April 2020 be authorised within a range of £50.00 as it is doubtful that the new tax thresholds will be updated onto the HMRC PAYE system before the next meeting of Full Council.  Agreed			
<b>20/157</b>	<b><u>CONFIDENTIAL ITEM</u></b>			
	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.  Disposal of land  Discussion regarding KCC disposal of land / property.			
<b>20/158</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>158.1</b>	<b>Accounts for payment</b> - totalling £4382.00 were approved - see attached.			
<b>158.2</b>	<b>Financial Statement</b> – bank reconciliation as of 20 <sup>th</sup> February was received – see attached  Mr Stevens reported that he had completed an internal audit and that the Assistant Clerk had taken him through the new finance package.			
<b>20/159</b>	<b><u>MATTERS FOR REPORT</u></b>			
<b>159.1</b>	<b>Amenities Committee</b> – receipt was noted, of the draft minutes of the meeting held on 10 <sup>th</sup> February  There were no questions  The date of the Spring Litter Pick was noted – Saturday 25 <sup>th</sup> April.			
<b>159.2</b>	<b>Highways, Transport &amp; Streetlighting Committee</b> – receipt was noted, of the draft minutes of the meeting held on 17 <sup>th</sup> February  Mr Stapleton reported that Mr Kemp of Nu-Venture buses had attended the meeting,  There were no questions.			
<b>159.3</b>	<b>Planning Committee</b> – receipt was noted, of the draft minutes of the meeting held on 25 <sup>th</sup> February  Mr Thompson reported that Neighbourhood Plan themes had been discussed as a committee.  There were no questions.			
<b>159.4</b>	<b>Malling Action Partnership</b> – MAP are in receipt of Lottery funding to fund the Malling Mail insert in the Downs Mail.			

159.5	<b>Rotary House</b> – no update			
159.6	<b>School Governors</b> – no report			
159.7	<b>Malling Society</b> – it was noted that the next meeting of the Executive Committee is scheduled for 13 <sup>th</sup> March. Ms Barkham confirmed that a representative of the Malling Society would be at the Macey's Meadow event on Friday 8 <sup>th</sup> May.			
159.8	<b>Chamber of Commerce / Christmas Lights Committee</b> – no update			
159.9	<p><b>Tonbridge &amp; Malling Borough Council</b></p> <p><b>Parish Partnership Panel meeting</b> – receipt was noted of the minutes of the meeting held on 6<sup>th</sup> February. Mr Stapleton was in attendance at the meeting and reported as follows:</p> <p><b>Fly Tipping</b> - KCC had committed £250,000 to reduce the level of fly tipping in Kent, this funding would assist the borough in undertaking further enforcement.</p> <p><b>Car Parking Charges</b> – Public Consultation to end on 9<sup>th</sup> February. Responses to be reviewed by Street Scene and Environment Services Advisory Board on 9<sup>th</sup> June with a report to Cabinet on 30<sup>th</sup> June.</p> <p><b>Planning Applications</b> – T&amp;MBC operate a combination of processes that exceed the statutory requirements and that areas in which the procedure could be improved have been identified, especially in relation to aligning deadline dates for the benefit of parish/town councils. Providing hard copies of planning applications to parishes is to be reviewed.</p> <p>It was noted that under the terms of the Parish Charter that Parish Councils ought to be consulted on any changes.</p>			
159.10	<p><b>KALC/NALC/ACRK/CPRE:</b></p> <p><b>KALC</b> – receipt was noted of the January KALC news.</p>			
20/160	<p><b><u>MEETING DATES</u></b></p> <p>Amenities Committee – Monday 9<sup>th</sup> March (concentrating on Allotments)</p> <p>Finance &amp; General Purposes Committee – Monday 16<sup>th</sup> March at The Clout 9 High Street</p> <p>Planning Committee – Tuesday 24<sup>th</sup> March</p> <p>Blaise Farm Liaison Meeting – Tuesday 10<sup>th</sup> March 2020 at T&amp;MBC offices.</p> <p>Macey's Meadow Advisory Committee – Wednesday 22<sup>nd</sup> April</p>			
20/161	<p><b><u>REPORT OF BOROUGH COUNCILLOR</u></b> - Borough Councillor Stapleton reported that fewer complaints were now being received about the new waste services scheme and that specific difficulties are now being addressed.</p>			
20/162	<p><b><u>REPORT OF COUNTY COUNCILLOR</u></b> – Councillor Dean reported that,</p> <ul style="list-style-type: none"> <li>• Barclays Bank in Larkfield is to close.</li> <li>• There is to be funding for speed surveys, the particular areas of concern for West Malling are Town Hill, Swan Street and St Leonards Street.</li> <li>• There is to be the annual St Georges Day Parade in the town.</li> </ul>			
20/163	<p><b><u>CORRESPONDENCE</u></b></p> <p>T&amp;MBC newsletter – tmactivenews February 2020 T&amp;MBC Easter 2020 holiday activities brochure</p> <p>Copies available from the Parish Office</p>			

There being no other business, the Chairman thanked members for attending and closed the meeting at 9.42

**Signed**..... **Dated**.....

<b>Accounts for Payment 2nd March 2020</b>				<b>cheques to be drawn</b>
Mr Mervyn Carr (cheque 2166)				<b>£ 250.00</b>
(labour & machinery hire for work to clear Macey's Meadow hedge)				
Malling Memorial Institute (cheque 2167)				<b>£ 49.50</b>
(room hire fees, 20/1/20, 17/2/20 & 16/3/20)				
Viking (cheque 2168)			30.87	<b>£ 37.04</b>
(invoice 744859 colour inks)	VAT		6.17	
Sue Webb (cheque 2169)				<b>£ 30.00</b>
(reimbursement of allotment rent money paid on behalf of another tenant)				
Streetlights (cheque 2170)			116.75	<b>£140.10</b>
Invoice 11137 - column 102 repair)	VAT		23.35	
KCC (Laser) (single cheque 2171)			454.09	<b>£543.75</b>
(Electricity Supply January 2020)	VAT		89.66	
(Adjusted accounts for Aug - September)			172.42	<b>£181.04</b>
(VAT calculated at 5%)	VAT		8.62	
Royal British Legion Industries (2172)			41.54	<b>49.85</b>
(Sign for Norman Road play area)	VAT		8.31	
Collector Set Printers Ltd (cheque 2173)				<b>234.00</b>
(printing costs of parish report)				
KALC (cheque 2174)			50.00	<b>60.00</b>
(Dynamic Councillor course 7/3/20)	VAT		10.00	
Mrs C Christmas (single cheque 2175)			135.50	<b>162.60</b>
(reimbursement for top soil (invoice made out to WMPC )	VAT		27.10	
(reimbursement for sack barrow)				<b>29.06</b>
Mrs Claire Christmas - authorisation to pay via Faster Payments				<b>£1,499.98</b>
(Clerk - net salary for March + reimbursement £1494.68 + fax £1.20 + sundries £4.10)				
Mrs Sarah Howard authorisation to pay via Faster Payments				<b>£417.18</b>
(Ass Clerk - net salary for March + reimbursement £406.24 + £10.94 for sundries & signage)				
HMRC - authorisation to pay via Faster Payments				<b>£566.65</b>
(Deductions from salaries - March)				
Nest - authorisation to pay pension contributions by Direct Debit for March				
Employer's contributions				<b>£ 56.25</b>
Employee's contributions				<b>£ 75.00</b>
(Employees's contributions have already been deducted from salary)				
			<b>TOTAL</b>	<b>£ 4,382.00</b>

<b>WEST MALLING PARISH COUNCIL</b>						
<b>Financial Statement as at 20 February 2020</b>						
<b>Reconciliation</b>						
Balance b/f from 2018/2019						£ 99,830.54
<u>plus</u>						
total receipts 1.04.19-31.03.20						£ 217,642.31
<u>less</u>						
total payments 1.04.19-31.03.20						£ 213,954.91
					<b>Total</b>	<b>£ 103,517.94</b>
Deposit account						£ 71,634.55
Current account				£31,928.39		
				£45.00		
						<u>£ 31,883.39</u>
					<b>Total</b>	<b>£ 103,517.94</b>
<b>Unpresented Cheques</b>			<b>Date Issued</b>			
2162	Open Spaces	£	45.00	03/02/2020		
		£	45.00			