

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 1<sup>ST</sup> JUNE 2020, 7.30 PM  
VIA ZOOM CONFERENCE CALL

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

**Also present**

Minute		Action by	Action taken	Response
20/200	<b>APOLOGIES FOR ABSENCE</b> were received from Borough Councillor Lee O'Toole			
20/201	<b>DECLARATIONS OF INTEREST</b> – none			
20/202	<b>MINUTES</b> – the minutes of the meeting held on 2 <sup>nd</sup> March were approved. The minutes of the Extraordinary Meeting held on 20 <sup>th</sup> March were approved. Both minutes to be signed at a later date.			
20/203	<b>MATTERS ARISING –</b>  [20/144] – Frog Lane flooding – Still an on-going matter. Mrs Dean to speak with a representative from KCC.			
20/204	<b>CHAIRMAN'S ANNOUNCEMENTS</b> <ul style="list-style-type: none"> <li>• <b>Local Plan</b> - the hearing dates have not as of yet been rescheduled following the cancellation of the May dates due to the Covid 19 crisis.</li> <li>• <b>Forty Acre</b> – this has been withdrawn from the June Area 3 Planning Committee as the applicant wishes to make amendments to the application.</li> <li>• <b>Broadwater Farm</b> - Berkeley Homes intend to submit an Outline Application in the Autumn</li> <li>• <b>High Street</b> – it is hoped that many of the non- essential shops will be able to open again on June 15<sup>th</sup> following the Covid 19 closures.</li> <li>• <b>Clive – T&amp;MBC litter picker</b> – there will be a presentation on Friday 5<sup>th</sup> June to mark Clive's retirement.</li> <li>• <b>Essential shops during Covid crisis</b> – it was agreed to write to those shops that</li> </ul>	Clerk TD		

	<ul style="list-style-type: none"> <li>remained open during the start of the crisis to thank them for their efforts.</li> <li><b>West Malling Volunteers</b> – successfully up and running with 150 people volunteering, 60 of those being able to be verified. Mrs Dean thanked Rev'd Green, Mr Thompson, Mr Stapleton and Ms Medhurst for their ongoing help with the scheme.</li> </ul>			
<b>20/205</b>	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b> - none			
<b>20/206</b>	<b><u>QUESTIONS FROM COUNCILLORS</u></b> - none			
<b>20/207</b>	<b><u>POLICING MATTERS</u></b>			
<b>207.1</b>	<b><u>Police Update</u></b> – receipt was noted of the March & April Police newsletters			
<b>207.2</b>	<p><b><u>Other Policing Matters</u></b></p> <p><b>Highways / nuisance driving</b> - Mr Thompson commented about nuisance drivers within the town and others agreed that there is an issue with speeding and certain cars doing laps around the town at speed, in particular at night. It was agreed to mention this issue to the West Malling PCSO.</p> <p>Mrs Dean referred to the recently announced Government active travel fund which will help councils reallocate road space for cyclists and pedestrians; Mrs Dean is minded to ask for extension of the 20mph limit to include all of Norman Road, St Leonard's Street, More Park School and Station approaches in Swan Street, and Offham Road to Manor Farm entrance. Members were in general agreement.</p> <p>Other improvements suggested by members were a zebra crossing on Swan Street, cycle racks both in the town and near bypass. The Highways Committee are currently drafting a Highways Improvement Plan which will be submitted to KCC for costing.</p> <p>Mrs Smyth raised concerns about cyclists on the double blind bend near Went House on Swan Street and cyclists on the footpath and suggested a speed sign towards the cascade end of Swan Street.</p> <p><b>Macey's Meadow</b> – it was noted that during the hot weather BBQ's are being used in the meadow. Ms Margetts confirmed that notices had recently been put up asking people to refrain from doing this.</p> <p><b>Children's play area</b> – Mrs Javens reported that children were now playing in the play area despite its closure due to Covid 19. The Clerk had reported this to the PCSO. Consideration may need to be given to the installation of taller gates at a future date.</p>	Clerk	✓	
<b>20/208</b>	<b><u>TEMPORARY AMENDMENT OF STANDING ORDERS</u></b>			
	Standing Orders 3.18 (voting at meetings) to be temporarily amended so as to set out the procedure for voting during remote meetings. It was agreed that rather than a show of hands as per the current Standing Orders, that there be a roll call with each member stating if they are for or against a proposal.			
<b>20/209</b>	<b><u>COVID 19 LEGISLATION CHANGES</u></b>			
	Legislation changes which impact on the Parish Council were noted, these include delaying the AGM until May 2021, extended time for the Audit to be submitted and Parish Council meetings to be conducted remotely.			
<b>20/210</b>	<b><u>LOCAL PLAN</u></b>			
	Members are asked to consider agreeing costs in the sum of £2000 (to be shared equally with East Malling & Larkfield Parish Council) to enable Richard Buxton Solicitors to prepare a brief for Counsel with regards to representing the Parish Councils at the Examination in Public on the single issue of the extension of the Green Belt. The brief to Counsel being			

	required so that estimated costs for representation can be obtained.  It was agreed that WMPC would pay £1000 and ask Simon Kelly of Richard Buxton Solicitors to prepare a brief to Counsel.			
<b>20/211</b>	<b><u>SECTION 137 DONATIONS</u></b>			
	A Donation request has been received from Air Ambulance, Kent, Surrey & Sussex. The Council are in receipt of end of year accounts (year end 31 March 2019) and a letter outlining the work of the Trust.  It was noted that an air ambulance had recently attended the hit and run incident in the High Street. Following a general discussion, it was agreed that a donation be made; Ms Barkham proposed the sum of £200 which was agreed unanimously.			
<b>20/212</b>	<b><u>ASSETS OF COMMUNITY VALUE</u></b>			
	It was agreed that the following assets be considered for registration on the T&MBC register of community assets, The Clout, Post Office and possibly the Baptist Church and St Mary's Church.  The decision to apply to register Rotary House and St Thomas More Church using delegated powers under Section 101 (1) of the Local Govt Act 1972 was ratified.			
<b>20/213</b>	<b><u>END OF FINANCIAL YEAR 19/20 – SAFEGUARDED SUMS</u></b>			
	To be further considered at a meeting of the F&GP Committee.			
<b>20/214</b>	<b><u>MACEY'S MEADOW MANAGEMENT PLAN</u></b>			
	Receipt was noted of the Macey's Meadow Management Plan drafted by Kent Orchards Project. It was agreed to seek clarification regarding paragraph 7.1 that suggests the management structure could be altered in the future, the meadow is a Parish Council asset and the Council do not wish to alter the management structure.  Clerk to speak with Pippa Palmer	<b>Clerk</b>		
<b>20/215</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.  The potential purchase of land and building  It was agreed that this matter be progressed through a single purpose sub-committee.			
<b>20/216</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>216.1</b>	<b>Accounts for payment</b> - totalling £4538.23 were approved - see attached.			
<b>216.2</b>	<b>Financial Statement</b> – bank reconciliation as of 31 <sup>st</sup> May was received – see attached  <b>End of Year Statement</b> – was received – see attached.			
<b>216.3</b>	<b>Audit 19/20</b>  <b>Internal auditor</b> – it was noted that the internal auditor would be undertaking the internal audit on 10 <sup>th</sup> June.  <b>Audit deadlines</b> – it was noted that the deadline for the annual return is 31 <sup>st</sup> July; on application this deadline can be extended up until 13 <sup>th</sup> November.			

20/217	<b><u>MATTERS FOR REPORT</u></b>			
217.1	<p><b>Amenities Committee</b> – receipt was noted, of the draft minutes of the meeting held on 9<sup>th</sup> March.</p> <p>There were no questions.</p>			
217.2	<p><b>Finance &amp; General Purposes Committee</b> – receipt was noted, of the draft minutes of the meeting held on 16<sup>th</sup> March</p> <p>There were no questions.</p>			
217.3	<b>Malling Action Partnership</b> – no report			
217.4	<b>School Governors</b> – no report			
217.5	<b>Malling Society</b> - no report			
217.6	<p><b>Chamber of Commerce / Christmas Lights Committee</b> – regular Covid -19 updates are being provided to shops and businesses via Perry’s Accountants and the Chamber of Commerce.</p>			
217.9	<p><b>Tonbridge &amp; Malling Borough Council Parish Partnership Panel meeting</b> – it was noted that the next meeting was to be held remotely on Thursday 11<sup>th</sup> June. Mr Stapleton hoped to be in attendance.</p>			
217.10	<p><b>KALC/NALC/ACRK/CPRE:</b></p> <p><b>KALC</b> – receipt was noted of the Easter KALC news.</p>			
20/218	<p><b><u>MEETING DATES</u></b></p> <p>Amenities Committee – Monday 8<sup>th</sup> June (concentrating on Churchyard)</p> <p>All other committee dates to be confirmed.</p>			
20/219	<p><b><u>REPORT OF BOROUGH COUNCILLOR -</u></b></p> <p>TMBC have started having virtual meetings using Microsoft Teams. The public can view meetings via a live YouTube link. Area planning committees are working as they did before, with members of the public still able to speak.</p> <p>Wates Forty Acres was due to go to Area 3 at the end of March, but the meeting was cancelled due to Covid-19. It isn't on the agenda for the 4th June Area 3 meeting, due to the applicants saying that they want to look again at the layout, and possible unresolved highway issues.</p> <p>Waste collection is now back to normal, with garden waste collections resumed. Bulky waste collections are also now running again. There were a few delays due to reduced staff numbers and an increase in volumes of rubbish.</p> <p>Tonbridge and Malling Community Hub has been running well. As of last week, they had received 1300 calls requesting support (this may be for food, prescriptions or phone befriending), and 523 food parcels have been sent out to those who are on the government's vulnerable list. Most requests for help that they receive will be forwarded on to the localised schemes, such as West Malling Volunteers. TMBC will concentrate on the more specialist cases.</p> <p>Charges will restart in borough car parks as from 29th May. Since the beginning of the lockdown, all borough car parks have had free parking.</p>			
20/220	<b><u>REPORT OF COUNTY COUNCILLOR</u></b>			

County Councillors Report 1<sup>st</sup> June 2020.

1. A government grant has been passed to Local Councils requesting by 5<sup>th</sup> June ideas for giving cyclists and pedestrians the priority in streets in order to encourage fewer vehicles on the road. The first tranche of £1.6 million seems to have been allocated already without reference to County Councillors, and the remainder of £5m approximately is to be the subject of consultation with Councillors. Some Districts/Boroughs appear to be taking this forward at Joint Transportation Boards, others have had informal meetings with councillors. Projects suggested include cycle lanes, extended pavements and pedestrianised streets. Projects will be put in place very quickly, and remain in situ for up to 18 months as pilot projects to test what works.

In West Malling I am minded to ask for extension of the 20mph limit to include all of Norman Road and St Leonard's Street, More Park School and Station approaches in Swan Street, and Offham Road to Manor Farm entrance.

Any suggestions from members would be welcome.

2. There is considerable disquiet at KCC that government has moved from an initial statement saying that Local Councils should do what was needed and government would back them up, to now saying that only payments which were specifically authorised will be refunded.
3. KCC has spent around £5m on PPE including for its own staff ( about 13% ) , and staff at Health centres and Care Homes at their request as they were unable to purchase individually during a global crisis. The emergency situation meant KCC did not request payment from other bodies, but may now seek to recover these costs from government. Government has two weeks ago asked Councils to liaise with all Care Homes to collect data to summarise their ability to cope with CV19 case, and to be responsible for testing of staff and residents, despite KCC's inability to direct tests to any location.. There are clearly large gaps in preparedness at different Care Homes, and it is clear that tests are not always available across the county. This is regrettable as they will be needed in schools as well as care homes to prevent rapid escalation of infections.

It is now also clear that people who have no symptoms and carry the disease are major source of infection, and are more numerous in the community than originally thought.. Since testing has concentrated on people with symptoms in hospitals and care homes, there is little testing in the community as a whole. This underlines the need to be careful and continue the social distancing rules until testing has reached a much higher proportion of the population, enabling tracing to be effective in locating these asymptomatic carriers.

4. A large number of meetings are now being held online, though the majority are termed regrettably called "briefings" because of the difficulty of providing public access.to a large number of decisions are now being taken in circumstances where it is difficult to influence the outcome. The County Council's only Scrutiny Committee has met only once since the start of CV19, and data concerning the position in Kent has been sparse.

5. Monitoring Results of Blasting at Hermitage and Blaise Quarry are at last available on the KCC website. People whose homes are on ragstone appear to be suffering the effects, apparently as blasting advances towards them. None of the blasts has so far exceeded the permitted level.

6. HWRC reopened a couple of weeks ago, but an appointment must be booked, and no help is available for unloading the vehicle. Only one trip per month is being allowed, enforced by reference to registration and home address details. Any waste can now be left, not just items which need urgent disposal.

7. Clive is retiring this week and the Chamber of Commerce is organising a presentation to him paid for by £10 contribution from Chamber members. Is the Council content to make a contribution from the Parish Council?

	<p>8. Eleven Plus - KCC is awaiting guidance from government on possible delay in holding the eleven plus tests which would normally be held 10 days or so after the beginning of the September term. I have asked for marking of the test to be done by schools taking into account past performance of pupils. My view is that if the test is held as normal, year six pupils will have not been in schools since March, and the already large gap between children who are coached or have parental support at home, and those who do not will be enormous, and results will be very unfair.</p>			
<p><b>20/221</b></p>	<p><b><u>CORRESPONDENCE</u></b></p> <p>CPRE – Countryside Voices Spring 2020                  CPRE – Kent Voices – Spring / Summer                  Copies available from the Parish Office</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.25</p> <p><b>Signed..... Dated.....</b></p>			



<b>WEST MALLING PARISH COUNCIL</b>							
<b>Financial Statement as at 31 May 2020</b>							
<b>Reconciliation</b>							
Balance b/f from 2019/2020						£	93,046.92
<u>plus</u>							
total receipts 1.04.20-31.03.21						£	64,233.30
<u>less</u>							
total payments 1.04.20 - 31.03.21						£	10,316.69
						<b>Total</b>	<b>£ 146,963.53</b>
Deposit account						£	71,634.55
Current account				£76,081.38			
less unrepresented cheques				£752.40			
						£	<u>75,328.98</u>
						<b>Total</b>	<b>£ 146,963.53</b>
<b>Unrepresented Cheques</b>				<b>Date Issued</b>			
2191	Roth Creative	£290.40	04/05/2020				
2193	WMVH	£72.00					
2194	Outdoorsy	<u>£390.00</u>					
		£752.40					



<b>WEST MALLING PARISH COUNCIL</b>						
<b>Financial Statement as at 31 March 2020 - End of Year</b>						
<b>Reconciliation</b>						
Balance b/f from 2018/2019						£ 99,830.54
<u>plus</u>						
total receipts 1.04.19-31.03.20						£ 218,206.53
<u>less</u>						
total payments 1.04.19-31.03.20						£ 224,990.15
					<b>Total</b>	<b>£ 93,046.92</b>
Deposit account						£ 71,634.55
Current account				£21,822.48		
				£410.11		
less unrepresented cheques						<u>£ 21,412.37</u>
					<b>Total</b>	<b>£ 93,046.92</b>
<b>Unrepresented Cheques</b>			<b>Date Issued</b>			
2162	Open Spaces	£45.00	03/02/2020			
2174	KALC	£60.00				
	DD Nest	£131.25	16/03/2020			
2178	Mr Pearce	£40.60	11/03/2020			
2179	Nurture	£116.76				
2128	Malling Memorial	<u>£16.50</u>	20/03/2020			
		£410.11				