

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 7TH SEPTEMBER 2020, 7.30 PM
VIA ZOOM CONFERENCE CALL

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

Minute		Action by	Action taken	Response
20/352	APOLOGIES FOR ABSENCE were received from Ms Barkham, Ms Medhurst, and Ms Stacpoole.			
20/353	DECLARATIONS OF INTEREST – none			
20/354	MINUTES – the minutes of the meeting held on 6 th July were approved and are to be signed at a later date.	TD	✓	
20/355	MATTERS ARISING - there were no matters arising			
20/356	CHAIRMAN'S ANNOUNCEMENTS - none			
20/357	QUESTIONS FROM MEMBERS OF THE PUBLIC - none			
20/358	QUESTIONS FROM COUNCILLORS -			
	Mrs Javens asked if the West Malling Volunteers Scheme is to continue. Mrs Dean reported that a meeting is to be scheduled at which a decision will be made.			
20/359	POLICING MATTERS			
359.1	Police Update – receipt was noted of the July police newsletter.			
359.2	Other Policing Matters It was noted that the Office of the Kent Police & Crime Commissioner is now using Nextdoor to interact with residents.			
20/360	WEST MALLING SHOPS / BUSINESSES & FARMERS MARKET			
	The Secretary of the Chamber of Commerce was unable to attend this meeting and it was agreed that her attendance be rescheduled.			

	<p>Sandra Woodfall (West Malling Farmers Market) was in attendance to provide feedback on the market following the lockdown period. Mrs Woodfall reported the following:</p> <p>To enable the market to resume, a one way system is in place with barriers at either end of the market and stewards assisting with queues. Members of the public seem happy to wait and abide by the new rules. In theory, 80 people can be in the market space at one time. The new measures cost an additional £500 per month.</p> <p>There were 32 stalls in August; 8 or 9 stalls were missing and some may not return as they have altered their style of trading. Traders are very positive and are happy that it is well organised. Facebook comments from the public have also been positive.</p> <p>Road closures are in place until March 2021</p> <p>The Christmas market is to take place on the second Sunday of December.</p> <p>Mrs Woodfall expressed her thanks to the Parish Council for their continued support.</p> <p>Mr Stevens reported that at the August market there was a bottleneck at one particular location. Mrs Woodfall confirmed that the stewards had mentioned this to her and that this would be resolved.</p> <p>Mr Thompson asked if thought had been given to additional market dates. Mrs Woodfall stated that they had previously looked at fortnightly markets but road closures were an issue.</p> <p>Mr Thompson asked if parked cars were still causing set-up problems. Mrs Woodfall was pleased to report that there were no issues at the last market but there have been instances of cars parked outside Abbey Arcade and The Farmhouse.</p> <p>It was agreed that the Parish Council would post the details of the markets on social media.</p> <p>It was noted that 2020 marks the 20th anniversary of the West Malling Farmers Market.</p> <p>Members thanked Mrs Woodfall for attending.</p>			
20/361	<u>HIGH STREET CHRISTMAS TREES</u>			
	<p>Due to the impact of Covid 19, the Christmas lights display and the Christmas event has been cancelled, shops are being asked to decorate their own premises where possible.</p> <p>The Parish Council has budgeted £2250 towards the costs of the trees with any surplus going towards the Christmas event. Having received an estimate of costs from the Chamber of Commerce, members are asked to consider funding either one or 2 trees this year.</p> <p>Mr Stapleton proposed that the parish fund both trees and this was seconded by Mrs Javens.</p> <p>Agreed unanimously</p>			
20/362	<u>LOCAL PLAN</u>			
362.1	<p><u>Delegation of decisions.</u></p> <p>It was agreed that decisions required within less than 2 days regarding legal representation be delegated to the Clerk, in consultation with Chairman and Vice Chairman until such time as face to face meetings resume.</p> <p>Papers will be circulated to all members wherever possible.</p>			
362.2	<p><u>Kevin Goodwin Costs</u></p> <p>The decision to agree the costs of £2500 for additional EIP / Appeal fieldwork was ratified.</p>			

<p>362.3</p>	<p><u>Leybourne Parish Council</u></p> <p>It was noted that Leybourne Parish Council have agreed to provide up to £20,000 towards the costs of the EIP legal representation on the basis of dividing the costs equally between the three Parish Councils.</p>			
<p>20/363</p>	<p><u>FORTY ACRES / WATES</u></p>			
	<p>Wates have submitted an appeal against the failure of T&MBC to determine the planning application within the required eight weeks. There is to be a case management conference on September 30th with the appeal hearing due to start on 1st December.</p> <p>Members are asked if they want WMPC to be represented at the appeal hearing.</p> <p>Mr Thompson proposed that WMPC be represented at the appeal hearing and this was seconded by Ms Margetts.</p> <p>Agreed unanimously</p> <p>Wates have also submitted a duplicate application which at the time of this meeting had not been withdrawn.</p>			
<p>20/364</p>	<p><u>ROTARY HOUSE</u></p>			
	<p>There was a general discussion regarding the potential future of Rotary House and how WMPC might progress matters. It was agreed that the Rotary House Committee ought to be strengthened, a project manager sought and Mrs Dean would seek to obtain costs for a quantity surveyor.</p> <p>Subsequent to the meeting Mrs Dean produced a report which summarised the current position.</p> <p><i>The Parish Council position is that we wish to prepare a bid to KCC to either purchase or lease the building, in order to continue to provide services to local elderly people, but also with a view to developing a range of community uses to meet the needs of West Malling residents.</i></p> <p><i>In order to prepare a bid, WMPC needs to obtain costs for</i> <i>Furnishings and fitting out costs eg</i> <i>kitchen</i> <i>Maintenance and cleaning</i> <i>Grounds Maintenance</i> <i>Lighting</i> <i>Heating</i> <i>Water</i> <i>Waste Collection</i> <i>Staffing</i> <i>Insurance</i></p> <p><i>I have the costs in the last set of Audited accounts registered at Companies House but they are not adequate alone. I have also contacted the former Service Delivery Manager, and she is providing contact details of the Premises Manager.</i></p> <p><i>We also need to know which other organisations might wish to hire the building within CV 19 restrictions at present, or in the future.</i> <i>I have made contact with Sevenoaks Age UK Chief Officer Gillian Coates. A major advantage in Age UK delivering services for us would be that AgeUK have the experience and knowledge to provide a full suite of Safeguarding Policies, and to Insure their activities. She advises that Sevenoaks Age UK have been looking for a property to hire in West Malling and would be very interested in running Pop Ins and other classes at Rotary House, as they are currently delivering in Sevenoaks and Tonbridge. She believes Maidstone Age UK would also be interested in using the building in the same way but the CO is not available until next week. Other activities they currently provide are exercise classes, craft, discussion</i></p>			

	<p><i>and information groups. Their prime purpose is to reduce isolation, and to provide supportive classes where requested to enable older people to lead active and healthy lives.</i></p> <p><i>The normal arrangement is that Age UK pay a rental for their sessions , and clients pay charges for classes, but make donations for Pop Ins which are informal advice sessions giving coffee and cake meetings. Transport can be arranged through Compaid if required. Gillian thinks the kitchen has been stripped so only light refreshments could be provided (The ovens were there last time we visited.) She felt 1.5 staff would be adequate to run the building, with the help of volunteers.</i></p> <p><i>Clients are recruited by local leafleting, and personal contact with shops, businesses, vicar, GP etc.</i></p>			
20/365	<u>REMEMBRANCE DAY / ARMISTICE DAY</u>			
	<p>Due to Covid 19, it has been agreed that the annual Remembrance Sunday parade will not be able to take place. In discussion with Rev'd Green and David Cooper it has been agreed that there will be an 11 o'clock service on both Armistice Day and Remembrance Sunday. It is hoped that wreath laying will be able to take place on Remembrance Sunday.</p>			
20/366	<u>STREET NAME CONSULTATION – 2-4 HIGH STREET</u>			
	<p>WMPC have been consulted regarding the naming of the new street to the rear of 2-4 High Street. It was felt that the options put forward by the developer did not have any particular link to West Malling and that other options should be considered.</p> <p>It was agreed that the Parish Council suggest that the street be named Davison Terrace as a link to the building company Davison Builders. Davison Builders used to run their business from the property that is now Reshape House and the company provided apprenticeships for West Malling residents.</p> <p><i>Subsequent to the meeting, the Clerk was informed that 'Terrace' could not be used and members agreed that the suggestion be amended to Davison Close.</i></p>			
20/367	<u>PLANNING FOR THE FUTURE – WHITE PAPER CONSULTATION</u>			
	<p>There was a general discussion on the planning white paper. It was noted:</p> <ul style="list-style-type: none"> • Tonbridge & Malling housing targets would double under the suggested housing figures. • Local Authorities will need to divide land into 3 zones, Growth, Renewal and Protected. • Local Plans will be shortened with only a list of core standards. • Planning notices will only be advertised electronically. <p>T&MBC will be considering their response on 29th September and CPRE / KALC will be holding a training webinar on the subject.</p> <p>It was agreed that the Planning Committee draft a response to be agreed / further considered at the October Full Council meeting.</p>	DT	✓	
20/368	<u>MACEY'S MEADOW MANAGEMENT PLAN</u>			
	<p>Following an amendment at paragraph 17 (Legal Structure & Funding), the Macey's Meadow Management Plan was agreed.</p>			
20/369	<u>FINANCIAL MATTERS</u>			
369.1	Accounts for payment - totalling £6,079.86 were approved - see attached.			
369.2	Financial Statement – bank reconciliation as at 31st August was received – see attached			
369.3	Business Rate Grant - It was noted that WMPC had applied for and received a grant of			

	£10,000, paid under the Small Business Grant Fund.			
20/370	<u>MATTERS FOR REPORT</u>			
370.1	Amenities Committee – receipt was noted, of the agreed minutes of the meeting held on 13 th July 2020 and the draft minutes of the meeting held on 3 rd August 2020 There were no questions.			
370.2	Planning Committee – receipt was noted of the draft minutes of the meeting held on 28 th July 2020. There were no questions.			
370.3	Highways, Transportation & Streetlighting Committee – receipt was noted of the draft minutes of the meeting held on 17 th August 2020. There were no questions.			
370.4	Malling Action Partnership – no report			
370.5	School Governors – no report			
370.6	Malling Society - no report			
370.7	Chamber of Commerce / Christmas Lights Committee – no report			
370.8	Tonbridge & Malling Borough Council – Mrs Dean provided a verbal report on the meeting of the Parish Partnership Panel which took place on 3 rd September. It was noted that: <ul style="list-style-type: none"> • PCSO's should be attending parish meetings where possible or providing a detailed report. • T&MBC have suggested that there is to be a parking enforcement meeting for parishes; WMPC have expressed an interest in taking part in this meeting. 			
370.9	KALC/NALC/ACRK/CPRE: KALC – receipt was noted of the August newsletter to note that online Dynamic Councillor courses are now taking place via Zoom to note that the KALC AGM will take place virtually on Saturday 28 th November CPRE – Countryside Voices (issue Summer 2020) has been received in the office.			
20/371	<u>MEETING DATES</u> Amenities Committee – Monday 14 th September (concentrating on allotments) F&GP - tbc Planning Committee – Tuesday 22 nd September Full Council – Monday 5 th October Blaise Farm Liaison Meeting – Tuesday 8 th September via Teams			
20/372	<u>REPORT OF BOROUGH COUNCILLOR -</u> I have received a number of complaints regarding The Joiners pub, these have been reported to Anthony Garnett and Licensing Services who are keeping an eye on the situation. During the intense heat, waste collections took place earlier in the day, and unfortunately there were some missed collections. Most missed collections were collected the following			

	<p>day.</p> <p>The Saturday bulky waste collections are still on hold and there's currently no plan to reintroduce them in the near future, due to social distancing issues.</p> <p>I have had a lot of complaints from residents of the A20 regarding M20 diversions. The road in places is starting to deteriorate and the noise, especially from lorries, is making it unbearable for those who live there - plus, no one is sticking to the speed limit. I have written to Highways a number of times, but never seem to get a decent answer. I wrote to Tom Tugendhat and didn't get any sort of answer, other than he asked for the works to happen all at the same time and that he is frustrated with the situation. Everyone is feeling pretty let down at the moment.</p>			
<p>20/373</p>	<p><u>REPORT OF COUNTY COUNCILLOR</u></p> <p>1. KCC will next week be considering an increase to its budget for 2019/20 of £36m as a result of CV19 additional costs, and the inability to raise income. 80% of the £116.7m of additional spending, income losses and undeliverable savings are the result of the Covid pandemic. The budget will be balanced from drawing down reserves, underspends (such as on buildings maintenance and non delivery of services) and £12.8 million is to be raised from cuts during the year, including £2m from not appointing a new contractor for roads maintenance, keeping vacancies empty, and cutting members grants and allowances. Around £5m was spent on purchasing Personal Protective Equipment for Care Homes, Medical Centres, GP Surgeries and others who were unable to purchase new supplies due to the global demand, and the Government central purchasing system broke down.</p> <p>2. Under Tranche 1 of the Government's Active Travel Grant , the public footpath from Four Acres to East Malling will have a full vegetation clearance, and surface scraped and renewed to maximise use of the existing route.</p> <p>3. Tranche 2 of the grant has now been restricted to schemes which include improvements on the carriageway which benefit both pedestrians and cyclists. None of the schemes put forward for this parish meet those criteria, and so I have resubmitted them for Member Community Grant. At present these are all held up pending the compiling of a list of members' priority schemes from which those which are deliverable by April 2021 will be selected, given the reduced capacity of the Highways Department. A clarification of the position will be published next week.</p> <p>4. There are likely to be difficulties with public transport and school buses when children return to school. To conform with social distancing, buses have reduced capacity, and schools are staggering opening hours. It remains Government advice not to use public transport if possible. This is predicted to result in more congestion as parents try to deliver children to the school gate.</p> <p>5. Members Community Grants 5.1 I have approved a Scheme for the replacement of the Leybourne Way Bollards with an affordable design made of recycled tyres, when it became known that the cost of wooden replacements would be excessive. 5.2 I gave a grant to Enable West Malling Farmers Market to reopen in August. The grant covers the additional costs of barriers and stewards to control shopper numbers in the market area. The event went ahead and was well attended, with a short queue waiting admission .</p> <p>6. FCC Environment Ltd have extended the consultation period on their application to increase the size of the Incinerator facility at Allington until October 16th.</p> <p>7. Most of the Libraries not yet opened will remain closed for the rest of the financial year to achieve cost savings. Larkfield Library reopened last week with Registration Services. The County wide backlog in registrations of births has now been eliminated.</p> <p>8. The Christmas Lights Festival will not take place in West Malling this year due to a reduction in the TMBC grant and the inability of shops and business to raise the cash to pay the subscription.</p>			

	<p>9. Music@Malling Festival will take place online on October 16 to 18th.</p> <p>10. The West Malling Remembrance Parade will not take place this year but there is Planning for an on line service. The War Memorial Services at 11am on Armistice Day and 11am on Remembrance Sunday will continue.</p> <p>11. Litchfields, an Independent Planning Consultancy have published an analysis of the housing demand and allocation criteria contained in the Government's new Planning Proposals. They estimate that the TMBC allocation would increase from the current level of 843 houses pa to 1440 houses per annum, an increase of 70%.</p> <p>12. I will be attending a meeting about Section 106 payments with a local education officer.</p> <p>M20 J5-J7 both ways: There will be overnight (20:00-06:00) lane closures on the M20 in both directions from 15th June to 25th September to enable Highways England to replace the vehicle restraint system (VRS) in the central reservation: http://moorl.uk/?1hcuklb</p> <p>M2 J2 Slip Resurfacing: Various overnight (20:00-06:00) Full closures of roundabouts and entry and exit slip roads for @HighwaysSEAST resurfacing works starting 13th July as per attached schedule: http://moorl.uk/?1mw00y7</p> <p>- M20 J3-J4: Highways England bridge replacement works starting from 8th August to end of January 2021. Carriageway closures, lane closures & speed restrictions in place during the works. Further info attached: http://moorl.uk/?1mhuch1 For more information on this project, please visit, https://highwaysengland.co.uk/projects/m20-replacement-of-east-street-footbridge</p> <p>- M2 J1-J4: Overnight closures from 10th August to 8th September (20:00-06:00) for Highways England resurfacing works: http://moorl.uk/?1uf55c6</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.23</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council

West Malling Parish Council						
<u>Accounts for Payment 7th September 2020</u>						cheques to be drawn
Kent County Council (Laser) (cheque 2219)						453.14
(electricity supply for July)						89.47
						£542.61
Nurture Landcapes Ltd (single cheque 2220)						278.25
(invoice 60001732 - June / July maintenance Churchyard playing field, village green & staples etc)						55.65
						£333.90
Four Seasons (cheque 2221)						277.34
(invoice 3646 - allotment Plot strim 1B, reduction of elders, plot 3, allotment path weed killer)						55.47
						£332.81
Mr J Moon (cheque 2222)						21.71
(allotment tap materials)						
West Malling Village Hall (cheque 2223)						2000.00
(Annual Contribution)						
September Salaries						
Mrs Claire Christmas - authorisation to pay via Faster Payments						£1,580.63
(Clerk - net salary for September £1539.69 + reimbursement for fax & scan £11.40, postage, £2.94, sundries £26.60)						
(reimbursement for padlocks)						27.19
						£ 32.62
						VAT 5.43
Mrs Sarah Howard authorisation to pay via Faster Payments						£501.78
(Ass Clerk - net salary for September £474.74 + reimbursement for sundries £27.04)						
HMRC - authorisation to pay via Faster Payments						£598.61
(Deductions from salaries - September)						
Nest - authorisation to pay pension contributions by Direct Debit for September						
Employer's contributions						£ 57.94
Employee's contributions						£ 77.25
TOTAL						£ 6,079.86

WEST MALLING PARISH COUNCIL						
Financial Statement as at 31 August 2020						
Reconciliation						
Balance b/f from 2019/2020						£ 93,046.92
<u>plus</u>						
total receipts 1.04.20-31.03.21						£ 77,016.73
<u>less</u>						
total payments 1.04.20 - 31.03.21						£ 33,629.88
					Total	£ 136,433.77
Deposit account						£ 72,048.47
Current account				£66,005.92		
				£1,620.62		
less unrepresented cheques						<u>£ 64,385.30</u>
					Total	£ 136,433.77
Unrepresented Cheques			Date Issued			
2212	Mr Stapleton	£20.00	03/08/2020			
2213	Down to Earth	£210.00				
2217	Mr Carr	£120.00				
2218	ES Solutions	<u>1270.62</u>				
		£1,620.62				