

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 4<sup>TH</sup> JULY 2022, 7.30 PM  
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

**Present:** Mrs Trudy Dean (Chair)  
Mrs Linda Javens  
Mr Keith Mann  
Ms Sara Margetts  
Ms Camilla Medhurst  
Mrs Lorna Miles  
Mrs Yvonne Smyth  
Ms Min Stacpoole  
Mr Peter Stevens  
Mr David Thompson

**Also Present:**

Minute		Action by	Action taken	Response
22/341	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Ms Barkham & Borough Councillor Paul Boxall (at 7.26pm)			
22/342	<b><u>DECLARATIONS OF INTEREST</u></b>  Mrs Dean declared an interest at minute number 22/350 and 22/351 as she is a KCC Member.			
22/343	<b><u>MINUTES</u></b> - the minutes of the Parish Council meeting held on 6 <sup>th</sup> June were approved and signed.			
22/344	<b><u>MATTERS ARISING</u></b>  22/295 Tesco – the Clerk confirmed that a letter had been sent to Tesco Head Office.			
22/345	<b><u>CHAIRMAN’S ANNOUNCEMENTS</u></b>			
	<b>Pop up health clinic</b> - Mrs Dean has been approached by the Health Inequalities Care Coordinator at Malling PCN who is hoping to set up a pop up health clinic in West Malling; a similar scheme has been running in East Malling and Snodland over the last few months. It is hoped that a similar scheme could be run in West Malling however the scheme needs to be able to accommodate a parked ambulance and a marquee which would ideally be visible to residents.  It was agreed that the following locations (with further enquiries with respective owners) could be considered as potential sites:			

	Entrance to Malling Abbey Entrance to Old Parsonage Court Entrance to Pilsdon Cricket Meadow (owned by the Parish Council and views of TMCC have been sought).			
<b>22/346</b>	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b> - none			
<b>22/347</b>	<b><u>QUESTIONS FROM COUNCILLORS</u></b>  <b>High Street zebra crossing</b> - Mr Stevens noted that the stripes on the crossing had recently been painted but that the warning zig zags on both approaches had not been. Clerk to speak with KCC.	Clerk	✓	
<b>22/348</b>	<b><u>POLICING MATTERS</u></b>			
<b>348.1</b>	<b><u>Police Update</u></b> – receipt was noted of the June police report			
<b>348.2</b>	<b><u>Other Policing Matters</u></b> – other than ongoing issues of anti-social behaviour by youths, no other matters to report.			
<b>22/349</b>	<b><u>LOCAL PLAN</u></b>  No update			
<b>22/350</b>	<b><u>ROTARY HOUSE</u></b>  It was noted that KCC are to remove the 2 signs which are within the vicinity of the site, one being the information sign which was paid for and installed by WMPC; arrangements are being made for the sign to be delivered to the Parish Office.			
<b>22/351</b>	<b><u>WEST MALLING PUBLIC CONVENIENCES</u></b>			
<b>351.1</b>	It was noted that the Licence to manage the King Street toilets has been extended for a further month until the end of July.			
<b>351.2</b>	To progress a possible new site in the Tesco car park, T&MBC have been asked to check their Title deeds so as to establish ownership of the potential 5 sites suggested by WMPC. The Parish Council is still awaiting a response to their letter of 17 <sup>th</sup> May.			
<b>22/352</b>	<b><u>PARISH INFRASTRUCTURE STATEMENT &amp; SECTION 106 MONIES</u></b>			
<b>352.1</b>	Following amendments, the statement was agreed.  Clerk and Assistant Clerk to add additional project costs once received.			
<b>352.2</b>	Section 106 monies – it was noted that WMPC is to receive the sum of £84,929.49 (£169,858.98 divided equally between WMPC and Kings Hill Parish Council) in section 106 monies; this payment is in relation to planning application 18/01013/OA – Land East of King Hill.  The S106 agreement is specific that the money is ‘payable towards the costs of enhancements at either the West Malling or Kings Hill playing fields’. It is hoped that a scheme of works can be agreed for new tennis courts, new adult gym equipment and refurbishment of the children’s play area.  It is understood that an additional payment is to be received prior to the occupation of the 60 <sup>th</sup> unit on site, the minimum amount due would be £68,811.			
<b>352.3</b>	In view of the large sums of money involved and the scale of the potential projects, it was agreed that a working group be set up to assist with project management.  <i>Mr Stevens and Mrs Miles to form the initial working group.</i>			

<b>22/353</b>	<b><u>AMENITIES</u></b>			
	<b><u>Churchyard – Lime tree stumps x 2</u></b>			
	Recommendation from the Amenities Committee that the sum of £470 be taken from reserves to finance the removal / grinding of the Lime tree stumps.  Agreed.			
<b>22/354</b>	<b><u>STREET TRADING CONSULTATION 2022</u></b>			
	Having considered the consultation, members were satisfied with the draft proposals and asked that the Clerk respond accordingly; however, members were concerned that the Big Issue vendor would be impacted by the proposals and asked that the Clerk seek clarification from T&MBC.*  <a href="https://www.tmbc.gov.uk/licensing/street-trading-consultation">https://www.tmbc.gov.uk/licensing/street-trading-consultation</a> Deadline 29 <sup>th</sup> August  <i>* Subsequent to the meeting, T&amp;MBC confirmed that they were unsure of the implications for the Big Issue vendor and that the concerns of WMPC should be mentioned in our comments.</i>  Clerk to respond.	Clerk	✓	
<b>22/355</b>	<b><u>REVIEW OF POLLING DISTRICT AND POLLING STATIONS 2022</u></b>			
	Having considered the consultation, members did not have any comments to add.  Clerk responded accordingly.  <a href="https://www.tmbc.gov.uk/voting-elections/review-polling-districts-polling-places-consultation">https://www.tmbc.gov.uk/voting-elections/review-polling-districts-polling-places-consultation</a> Deadline 21 <sup>st</sup> August	Clerk	✓	
<b>22/356</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>356.1</b>	<b>Accounts for payment</b> - totalling £12,119.76 were approved - see attached.			
<b>356.2</b>	<b>Financial Statement</b> – bank reconciliation as at 30 <sup>th</sup> June was received – see attached			
<b>22/357</b>	<b><u>MATTERS FOR REPORT</u></b>			
<b>357.1</b>	<b>Amenities Committee</b> – receipt was noted, of the draft minutes of the meeting held on 13th June 2022  There were no questions.			
<b>357.2</b>	<b>Highways, Transportation &amp; Streetlighting Committee</b> – receipt was noted, of the draft minutes of the meeting held on 20th June 2022  There were no questions.			
<b>357.3</b>	<b>Malling Action Partnership</b> – no report			
<b>357.4</b>	<b>School Governors</b> – no report			
<b>357.5</b>	<b>Malling Society</b> – meetings to be held on a Tuesday evening at WM Primary School.			
<b>357.6</b>	<b>Chamber of Commerce / Christmas Lights Committee</b> – the next meeting is to be held on Tuesday 5 <sup>th</sup> July and will concentrate on the Christmas lights festival.			
<b>357.7</b>	<b>Tonbridge &amp; Malling Borough Council</b>			

	<p>Parish Partnership Panel – receipt was noted of the minutes of the meeting held on 26<sup>th</sup> May and it was noted that the next meeting is scheduled to take place on 1<sup>st</sup> September.</p> <p>Link to draft minutes.  <a href="https://democracy.tmbc.gov.uk/ieListDocuments.aspx?MId=4904&amp;x=1">https://democracy.tmbc.gov.uk/ieListDocuments.aspx?MId=4904&amp;x=1</a></p>			
<b>357.8</b>	<p><b>KALC/NALC/ACRK/CPRE:</b></p> <p>KALC News for May was received.</p> <p>KALC T&amp;M meeting will be held on Thursday 21<sup>st</sup> July via Zoom.</p>			
<b>22/358</b>	<p><b><u>MEETING DATES</u></b></p> <p>F&amp;GP – Wednesday 6<sup>th</sup> July – cancelled  Amenities – Monday 11<sup>th</sup> July 2022 – West Malling Village Hall  Climate Change &amp; Biodiversity Action Group - Tuesday 12<sup>th</sup> July – the Clout  Planning – Tuesday 26<sup>th</sup> July – West Malling Village Hall</p> <p><b>NO AUGUST FULL COUNCIL</b>  Amenities – Monday 8<sup>th</sup> August - West Malling Village Hall  Highways – TBC  Planning – TBC</p> <p>September Full Council – Monday 12<sup>th</sup> September</p>			
<b>22/359</b>	<p><b><u>REPORT OF BOROUGH COUNCILLOR, PAUL BOXALL</u></b> – no report</p>			
<b>22/360</b>	<p><b><u>REPORT OF COUNTY COUNCILLOR</u></b></p> <ol style="list-style-type: none"> <li>1. The proposed 20 mph speed limit zones for East Malling and West Malling (circulated) have been prepared after negotiations. They have not met all my specifications, and I would like the WMPC/EMLPC views before the zones are approved for public consultation.</li> <li>2. The no 58 bus together with the buses from West Malling to Wrotham School and Express service from Kings Hill to Maidstone schools were all recommended to have their KCC subsidy entirely removed at the Environment and Transport Cabinet Committee on Tuesday 6<sup>th</sup> July. Conservative Cllrs voted in favour of an overall package of around 30 bus routes losing their subsidy. Lib Dem, Labour and Green Party voted against. Councillors not members of the Committee were not allowed to discuss specific routes, and were limited to 2 minute speeches only. The operators of the affected services will now have to decide whether to continue to run the bus services affected. At the same time KCC have been allocated £35 million Government grant for improved bus services. This cannot be used to replace the cuts, but can establish new routes to fill the gaps left in the network. However, the responsible councillor stated the importance of dealing with larger numbers of passengers, suggesting rural services may not get priority.</li> <li>3. West Malling toilets. Still waiting for TMBC to confirm that a new toilet can be relocated into the car park. Subject to the terms of sale, WMPC has agreed to take responsibility for the toilets meantime.</li> <li>4. Next tranche of waiting restrictions to be pursued by TMBC have none in West Malling. Mill Street and Upper Mill in East Malling and a number of changes in Larkfield are proposed.</li> <li>5. KCC has published proposals for disposal of its assets, establishing a policy of disposal at maximum market value. Community value is said to be going to be taken into account where a community bid is submitted, but no detailed policy is yet available. I have called in the policy for Scrutiny for that reason.</li> <li>6. I am supporting East Malling Community Centre in a bid for new accommodation for youth provision in East Malling from the £1 million grant given to TMBC by Government as part of the levelling up agenda for projects over the next three years. The plan is that Grow 19 would be using two new classrooms during the day, for which planning permission exists, allowing local youth work to take place during the evening.</li> </ol>			

	<p>7. KCC Education Service has been given an "Outstanding" rating by OFSTED following its latest Inspection.</p> <p>8. You Are Not Alone (YANA) programme will be working County wide with adults and young people with well-being and mental health problems. They will receive 6 weekly on line workshops, followed by 1:1 work with the children. Admission to the scheme is by Referrals and around 36 children per District are expected.</p> <p>9. At last weeks LGA Conference Michael Gove advised delegates that he intended to bring forward proposals for selling off social housing of Housing Associations. However, he advised that HA were to be compensated so that each sale would finance another property being built. This promise was also made by Mrs Thatcher, but not delivered.</p> <p>EVENTS</p> <p>10. This weekend there are the following events . a) Kent County Show at Detling (watch out for traffic management) , b) Saturday 50th Anniversary concert by East Malling Singers at St James the Great and c) Saturday 7pm 50th Anniversay concert at Pamoja Hall Sevenoaks by Eynsford Concert Band at Pamoja Hall Sevenoaks. ECB will be performing the premiere of a new piece of music written for them by well- known US composer Jack Stamp who will be present. Tickets available on the door.</p> <p>11. Dementia information day 15th Aug 11-3pm at Spadework, Teston Road, Offham.</p>			
22/360A	<b><u>CORRESPONDENCE</u></b>			
	<p>Open Space – Summer 2022 (available from the office)</p> <p>Town &amp; Country Planning Journal May – June 2022 (available from the office)</p> <p>Letter from Kent Surrey Sussex Air Ambulance thanking WMPC for their recent Section 137 donation.</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.40</p> <p><b>Signed..... Dated.....</b></p>			

<b>West Malling Parish Council</b>					
<b>Accounts for Payment 4th July 2022</b>					<b>cheques to be drawn</b>
Kent County Council (Laser) (Single cheque 2439) (Electricity supply period May 22 at 5% VAT)			6.99	£	<b>7.34</b>
	VAT		0.35		
Kent County Council (Laser) (Electricity supply period May 22 at 20% VAT)			417.99	£	<b>501.59</b>
	VAT		83.60		
Mr M Pawley (cheque 2440) (reimbursement for chainsaw fuel - Macey's Meadow)				£	<b>23.00</b>
Qualitree Services Ltd (cheque 2441) (invoice QUAL3774 - felling of Churchyard Lime trees x 2)			670.00	£	<b>804.00</b>
	VAT		134.00		
Kents Handyman (2442) (invoice 10089 - clearance of ivy & re-felt of garage roof - re-issued cheque as cheque 2437 cancelled as lost)				£	<b>874.00</b>
Four Seasons Gardens Ltd (cheque 2443) (invoice 4902 - strim of allotment Plot 1)			45.00	£	<b>54.00</b>
	VAT		9.00		
C&A Landscapes Ltd (cheque 2444) (invoice CA34390 - Churchyard maintenance on 9th & 26th May incl ivy clearance)			1100.00	£	<b>1,320.00</b>
	VAT		220.00		
Specialist Hygiene Services Ltd (single cheque 2445) (invoice 42829 - King Street toilet cleaning costs for May)			503.70	£	<b>604.44</b>
	VAT		100.74		
Specialist Hygiene Services Ltd (invoice 42999 - King Street toilet cleaning costs for June)			503.70	£	<b>604.44</b>
	VAT		100.74		
Playsafety Limited (cheque 2446) Annual inspection of play equipment - Norman Road play area)			240.00	£	<b>288.00</b>
			48.00		
ELM Header Account (cheque 2447) Twitch Inn service charges 1st Aug 22 - 31st Oct 2022 (invoice 82321 - estimated costs for water (£17.90) and insurance (£58.15) electricity £99.61)				£	<b>175.66</b>
NFU Mutual (cheque 2448) (Macey's Meadow tractor insurance 22/23)				£	<b>50.96</b>
Malling Memorial Institute (single cheque 2449) (invoice 17/22 room hire on 20/6/22)				£	<b>16.50</b>
(invoice 18/22 room hire on 6/7/22 & 12/7/22)				£	<b>33.00</b>
<b>July Salaries</b>					
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for July £1842.98 + reimbursement for fax £1.20, sundries £3.43 & Weebly Pro Site Plan £82.04)					<b>£1,929.65</b>
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for July)					<b>£467.86</b>
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - July)					<b>£857.21</b>
Nest - authorisation to pay pension contributions by Direct Debit for July Employer's contributions				£	<b>72.87</b>
Employee's contributions				£	<b>97.16</b>
<b>August Salaries</b>					
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for August £1842.98)					<b>£1,842.98</b>
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for August)					<b>£467.86</b>
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - August)					<b>£857.21</b>
Nest - authorisation to pay pension contributions by Direct Debit for August Employer's contributions				£	<b>72.87</b>
Employee's contributions				£	<b>97.16</b>
					<b>12,119.76</b>

## West Malling Parish Council

Prepared by:

Date:01/07/22

*S Howard Asst. Clerk*

Approved by:

Date:01/07/22


*C Christmas Clerk & RFO*

### Bank Reconciliation at 30/06/2022

	Cash in Hand 01/04/2022	137,374.94									
	<b>ADD</b>										
	Receipts 01/04/2022 - 30/06/2022	74,753.95									
		212,128.89									
	<b>SUBTRACT</b>										
	Payments 01/04/2022 - 30/06/2022	24,158.07									
<b>A</b>	<b>Cash in Hand 30/06/2022</b>	<b>187,970.82</b>									
	(per Cash Book)										
	Cash in hand per Bank Statements										
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Petty Cash</td> <td style="width: 30%;">06/04/2021</td> <td style="width: 30%; text-align: right;">0.00</td> </tr> <tr> <td>Current Account</td> <td>30/04/2022</td> <td style="text-align: right;">116,959.17</td> </tr> <tr> <td>Deposit Account</td> <td>30/04/2022</td> <td style="text-align: right;">72,055.66</td> </tr> </table>	Petty Cash	06/04/2021	0.00	Current Account	30/04/2022	116,959.17	Deposit Account	30/04/2022	72,055.66	
Petty Cash	06/04/2021	0.00									
Current Account	30/04/2022	116,959.17									
Deposit Account	30/04/2022	72,055.66									
		<b>189,014.83</b>									
	Less unrepresented payments	1,044.01									
		187,970.82									
	Plus unrepresented receipts										
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>187,970.82</b>									

**A = B Checks out OK**

2412 Allotment Tenant £50.00 21/3/22

2435 Mr Pearce £95.01 06/06/22 Created by  Scribe

2436 Allotment Tenant £25.00 06/06/22

2437 Kents Handyman £874.00b 06/06/22

DD Plus net £40.80