

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 3RD OCTOBER 2022, 7.30 PM
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

Present: Mrs Trudy Dean (Chair)
Mrs Lorna Miles
Mrs Yvonne Smyth (until 9.16)
Ms Min Stacpoole
Mr Peter Stevens

Also Present: Mr Charles Unter (Chair of Offham Parish Council) (until 8.15)

Minute		Action by	Action taken	Response
22/474	Members stood for a minute's silence to mark the passing of Her Majesty, Queen Elizabeth II as well as to remember former councillor Diane Hart who passed away in July; Mrs Hart had served the community as a parish councillor for a number of years. It was noted that the Proclamation was read in the High Street and that a large number of residents were present.			
22/475	APOLOGIES FOR ABSENCE were received from Ms Barkham; Mrs Javens; Mr Mann; Ms Margetts Ms Medhurst and Mr Thompson.			
22/476	DECLARATIONS OF INTEREST - none			
22/477	MINUTES - the minutes of the Parish Council meeting held on 4 th July were approved and signed.			
22/478	MATTERS ARISING - none			
22/479	CHAIRMAN'S ANNOUNCEMENTS			
	KALC Community Awards Scheme – Mrs Dean reported that Thomas Kemp and Alan Gibbins received their community awards at the penultimate performance of Music@Malling 2022.			
22/480	QUESTIONS FROM MEMBERS OF THE PUBLIC - none			
22/481	QUESTIONS FROM COUNCILLORS - none			
22/482	POLICING MATTERS			
482.1	Police Update – receipt was noted of the July, August & September police reports.			

482.2	<p>Other Policing Matters – it was noted that there had been further reports of children using catapults from within Macey’s Meadow and the surrounding roads. Members were concerned about the risks to anybody caught in the crossfire and the public are advised to contact the Police.</p>			
22/483	<p>LOCAL PLAN</p>			
	<p>Mrs Dean reported that the Local Plan public meeting was well attended with between 150-200 people present over the course of the meeting. Mrs Dean had attended the East Malling & Larkfield meeting which was also well attended.</p> <p>At the meeting residents expressed their concern that the website was very difficult to negotiate and that the questions were not in plain English.</p> <p>The following matters were discussed.</p> <p>Green Belt – members at this meeting were in agreement that the parish council should opt for extension of the Green Belt.</p> <p>Car parks – it was noted that both the Ryarsh Lane and High Street car parks were included within the sites. It was agreed that a letter be sent to T&MBC at this early stage expressing concern that both sites had been included within the consultation.</p> <p>Clerk to draft</p> <p>Green Spaces - it was agreed to put forward green spaces for inclusion in the green spaces section of the Local Plan</p> <p>Consultation questions – responses to be with the Clerk by 18th October.</p> <p>Spatial maps – discussed.</p> <p>WMPC response to be agreed on 25th October at an Extraordinary / planning meeting. Comments submitted by residents on individual sites and Green Belt questions will be taken into account on drafting.</p>	Clerk	✓	
	<p>Mr Unter left the meeting at 8.55</p>			
22/484	<p>WEST MALLING PUBLIC CONVENIENCES</p>			
484.1	<p>Potential new toilet block - It was noted that WMPC have formally advised T&MBC of their preferred site for a potential new toilet block within the T&MBC car park situated behind Tesco.</p> <p>The suggested site is on the left as you enter the car park using the main entrance, this site is currently used for motorcycle parking and is identified as ‘site 2’ in WMPC’s letter to T&MBC of 4th April 2022.</p> <p>This decision to suggest ‘site 2’ was ratified at this meeting.</p> <p>The Clerk is awaiting a response from T&MBC.</p>			
484.2	<p>King Street toilet block – it was noted that T&MBC had offered to extend the Licence to manage the toilets until the end of October. Following a meeting of the F&GP committee, the Clerk has asked T&MBC if they would consider extending the Licence until the end of the financial year.</p> <p>Members at this meeting were in agreement with this course of action.</p> <p>The Clerk is awaiting a response from T&MBC.</p>			
22/485	<p>SECTION 137 DONATIONS</p>			

	<u>Kent Young Carers</u>			
	Recommendation from the F&GP Committee, to approve a donation in the sum of £500.00			
	Agreed unanimously.			
22/486	<u>STANDING ORDERS</u>			
	Receipt was noted of the draft Standing Orders; recommendation of the F&GP Committee that these be adopted at this meeting.			
	Agreed			
22/487	<u>FINANCIAL REGULATIONS</u>			
	Receipt was noted of the draft Financial Regulations, recommendation of the F&GP Committee that these be adopted at this meeting.			
	Agreed			
22/488	<u>ENVIRONMENTAL POLICY</u>			
	Receipt was noted of the draft policy which had been amended in places following the F&GP Committee meeting.			
	It was agreed to adopt the draft policy. It was further agreed that the policy be reviewed on an annual basis.			
22/489	<u>MACEY'S MEADOW RISK ASSESSMENT</u>			
	Receipt was noted of the draft risk assessment, recommendation of the F&GP Committee that this risk assessment be adopted at this meeting.			
	Agreed			
22/490	<u>REMEMBRANCE DAY / ARMISTICE DAY</u>			
	Services to be held on: Friday 11 th November at 11 am (4 stewards) Sunday 13 th November at 11 am (4 stewards) Sunday 13 th November at 2 pm (number of stewards to be confirmed as dependent on whether or not a full parade is to take place this year, if it does this will start at the village green and will need a larger number of stewards).			
22/491	<u>AMENITIES</u>			
491.1	Litter picking – recommendation from the Amenities Committee that Full Council consider employing a litter picker for a period of 2 hours per week as from week commencing 17 th October 2022. The salary (National Living Wage) is £9.50 per hour which equates to £456.00 from 17 th October to the end of the financial year. This figure is not within the budget and therefore will need to be taken from reserves. This was proposed by Mr Stevens and seconded by Mrs Smyth . Agreed unanimously.			
491.2	Land West of Age Concern – benches - members were asked to consider a quote in the sum of £148.44 for the repair of one bench and to oil all benches - this sum will need to be taken from reserves. Agreed			
22/492	<u>FINANCIAL MATTERS</u>			

492.1	Accounts for payment - totalling £5,420.91 were approved - see attached.			
492.2	It was noted that payments in the sum of £4761.60 were authorised at the Amenities Committee meeting on 8 th August; the sum of £12,011.60 authorised using delegated powers on 12 th September and the sum of £1799.16 was authorised at the F&GP Committee on 26 th September			
492.3	Financial Statement – bank reconciliation as at 30th September was received – see attached			
492.4	<p><u>Section 3 External Auditor Report and Certificate</u></p> <p>It was noted that the external auditor report and certificate had been received from PKF Littlejohn LLP for the year ended 31st March 2022. The report stated:</p> <p><i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</i></p> <p>The Clerk reported that a 'Notice of conclusion of audit' had been prepared and placed on both the noticeboard and the Parish Council website. No further actions to be taken.</p>			
492.5	<p>Unity Trust Bank</p> <p>It was agreed to proceed with setting up the online banking with Unity Trust Bank The following Councillors are to be signatories to the account. Mrs Dean Mr Mann Ms Margetts Mr Thompson</p>			
22/493	<u>MATTERS FOR REPORT</u>			
493.1	<p>Amenities Committee – receipt was noted of the agreed minutes of the meeting held on 11th July and 8th August and the draft minutes of the meeting held on 5th September.</p> <p>Tenders Macey's Meadow internal hedge running from Norman Road to the railway line. It was agreed that the tender be sent out to contractors as it currently stands (both sides to be cut Nov 23) and that this be reviewed once the Macey's Meadow committee have had the opportunity to discuss whether or not they wish to have the right hand side of the hedge (as you face the railway line) cut annually or to be bi-annual. It was pointed out that If the right hand side of the hedge is cut annually, this will further encourage use of the informal path which may in time create a permanent path; this will be a decision for the Macey's Meadow committee.</p> <p>Churchyard Meadow area. It was agreed that the tender be amended to reflect the need for an additional man to trim the meadow area following the initial trim by the volunteers; the additional man would be required for the second cut in September and the 2 cuts in October.</p>			
493.2	<p>Planning Committee – receipt was noted of the agreed minutes of the meeting held on 26th July and 23rd August and to receive a verbal report of the meeting held on 27th September.</p> <p>It was noted that the meeting held on 27th September concentrated on the Local Plan.</p> <p>There were no questions.</p>			
493.3	Finance & General Purposes Committee – it was reported that the meeting held on 26 th September dealt with a number of matters including the updated Standing Orders, Financial Regs and Environmental Policy.			

493.4	Macey's Meadow Advisory Committee – it was reported that the meeting held on 27 th July concentrated on the Applefest and ongoing maintenance.			
493.5	Climate Change & Biodiversity Action Group – it was reported that the meeting held on 15 th August concentrated on the drafting of the environmental policy.			
493.6	Malling Action Partnership – Mrs Dean reported that MAP had recently had their AGM and that accounts had been sent to Companies House. MAP have agreed a 4 page insert with the Oracle publication.			
493.7	School Governors – no report			
493.8	Malling Society – meetings to be held on a Tuesday evening at WM Primary School.			
493.9	Chamber of Commerce / Christmas Lights Committee – the next meeting is to be held on Tuesday 5 th July and will concentrate on the Christmas lights festival.			
493.10	Tonbridge & Malling Borough Council: Parish Partnership Panel – the draft minutes of the meeting held on 1 st September were received and it was noted that the next meeting is to be held on 3 rd November 2022			
493.11	KALC/NALC/ACRK/CPRE: KALC News July & August 2022 received. KALC T&M meeting –draft minutes of the meeting held on Thursday 21st July were received and it was noted that the next meeting will be held on 13 th October at Ryarsh Village hall. KALC T&M – climate change questionnaire was received and it was agreed that WMPC should respond. Ms Stacpoole volunteered to complete the questionnaire.. KALC AGM – it was noted that this is to be held on Saturday 19 th November at Ditton Community Centre.	MS	✓	
493.12	Blaise Farm Liaison meeting: It was noted that this took place on 15 th September			
22/494	<u>MEETING DATES</u> Amenities – Monday 10 th October – West Malling Village Hall Highways – Monday 17 th October – Clout Planning – Tuesday 25 th October – West Malling Village Hall November Full Council – Monday 7 th November			
22/495	<u>REPORT OF BOROUGH COUNCILLOR</u> – no report			
22/496	<u>REPORT OF COUNTY COUNCILLOR</u> Mrs Dean reported that the KCC Country Parks Draft Strategy is about to be published – it was agreed that this would be an item for the Amenities agenda.			
22/497	<u>CORRESPONDENCE</u> Town & Country Planning Journal July – August 2022 (available from the office) Countryside Voices Summer 2022 CPRE (available from the office)			
	There being no other business, the Chairman thanked members for attending and closed the meeting at 9.45			

	<p>Signed..... Dated.....</p>			
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