

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 7<sup>TH</sup> NOVEMBER 2022, 7.30 PM  
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

**Present:** Mrs Trudy Dean (Chair)  
Ms Gwyneth Barkham  
Mr Keith Mann  
Ms Sara Margetts  
Mrs Lorna Miles  
Mr Peter Stevens

**Also Present:** Cllr. Paul Boxall (until 8.15)

Minute		Action by	Action taken	Response
22/534	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from, Mrs Javens, Ms Medhurst, Mrs Smyth, Mr Thompson and Ms Stacpoole.			
22/535	<b><u>DECLARATIONS OF INTEREST</u></b> - none			
22/536	<b><u>MINUTES</u></b> - the minutes of the Parish Council meeting held on 3 <sup>rd</sup> October were approved and signed following an amendment of a typing error at 22/474 and completion of a sentence at 22/482.2.  The minutes of the extraordinary meeting held on 25 <sup>th</sup> October were approved and signed			
22/537	<b><u>MATTERS ARISING</u></b> - none			
22/538	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>			
	Mrs Dean reported on the passing of Mrs Margaret Robinson. Mrs Robinson had lived in West Malling for many years and had been the Clerk to the Parish Council; she was also a Macey's Meadow volunteer who worked on the meadow from 1999 when the meadow was purchased by the Parish Council. Mrs Dean and councillors expressed their condolences to her family.			
22/539	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b> - none			
22/540	<b><u>QUESTIONS FROM COUNCILLORS</u></b>  A potential future recipient(s) of the KALC Community Award was discussed. To be considered further.			
22/541	<b><u>POLICING MATTERS</u></b>			

541.1	<b>Police Update</b> – receipt was noted of the October police reports.			
541.2	<p><b>Other Policing Matters</b></p> <p>Mr Mann reported on his attendance at the Parish Partnership Panel meeting which was held on 3<sup>rd</sup> November.</p> <p>Inspector Mark Stubberfield (CSU) was present at the PPP meeting at which he stated that PCSO's are expected to attend parish council meetings if requested to do so.</p> <p>It was agreed that the Clerk request that the parish PCSO attend a meeting in the New Year.</p> <p>Matthew Scott, Kent Police Crime Commissioner was also present at the meeting. Mr Scott stated that the 101 service was not working as it should be and that this was being addressed as one of his top priorities; there are issues with recruiting staff and staff retention.</p> <p>Ms Margetts reported that she had witnessed someone 'trying' gates in Police Station Road and that this had been reported to 101.</p>			
22/542	<b>REPORT OF BOROUGH COUNCILLOR, PAUL BOXALL</b>			
	<p>It was agreed that the agenda items be taken out of turn and Cllr. Boxall provided his verbal report to members.</p> <p><b>Local Plan Regulation 18 consultation</b> – Cllr. Boxall reported that on the afternoon of 3<sup>rd</sup> November (deadline) in excess of 2000 representation had been received by T&amp;MBC and that this figure was expected to rise leading up to the midnight deadline. Cllr. Boxall confirmed that he would provide accurate figures once these were known.</p> <p><b>Garden waste collections</b> – some collection days will be altered to try to make the service more efficient and to reduce the number of days when crews struggle to complete garden waste rounds. Not all residents will be affected.</p> <p>Ms Barkham and Mr Stevens reported that in some instances small electrical items were not being collected – it was understood that this service is still being provided but that some of the trucks do not have the correct basket installed.</p> <p>Cllr. Boxall to raise with T&amp;MBC.</p> <p><b>Cost of living crisis</b> – guidance for residents who are struggling financially can be found on the T&amp;MBC website at <a href="https://www.tmbc.gov.uk/cost-of-living">https://www.tmbc.gov.uk/cost-of-living</a></p> <p><b>Birling Road appeal</b> – awaiting decision</p> <p><b>Malling Repair Café</b> – this will take place on Saturday 19<sup>th</sup> November, 1-4pm at Leybourne Chase Pavilion.</p>			
	Cllr. Boxall left the meeting at 8.15			
22/543	<b>LOCAL PLAN</b>			
543.1	<p>It was noted that the Regulation 18 consultation had now closed and that the WMPC response was submitted on 3<sup>rd</sup> November.</p> <p>It was noted that there had been conflicting interpretations of the GDPR legislation between readings by the Clerk, Mr Stevens and Mr Thompson and that by Mrs Dean; Mrs Dean sought additional advice from the KCC legal team and redacted resident feedback forms were ultimately sent to T&amp;MBC as supporting evidence.</p> <p>It was agreed that a 'wash up' meeting be arranged to discuss how WMPC deals with similar consultations moving forward.</p>			

	There was a general discussion about the complexity of the consultation, lack of plain English and detail especially regarding a new community.			
<b>543.2</b>	<p>Members were asked to consider whether a letter should be drafted to T&amp;MBC requesting that subject to the statutory procedure, TMBC conduct a second public consultation stage on the draft Local Plan before formally publishing the Reg 19 document. A second consultation could provide greater public engagement and the document would hopefully clarify issues such as the location of a new community and TMBC's intentions on the extension of the Green Belt.</p> <p>It was agreed that a letter be drafted.</p>	<b>TD/ Clerk</b>	✓	
<b>543.3</b>	It was agreed that WMPC request that TMBC address public concern and potential financial loss brought about by publishing a list of sites included in the Reg 18 Consultation where, a) there is legal protection e.g. registered village greens or b) land owners declared intentions, (including TMBC) mean that no development is possible or intended.			
<b>22/544</b>	<b><u>WEST MALLING PUBLIC CONVENIENCES</u></b>			
<b>544.1</b>	<b>Potential new toilet block</b> - It was noted that WMPC is still awaiting an update from T&MBC regarding the suggested site for a new toilet block.			
<b>544.2</b>	<p><b>King Street toilet block</b> – it was noted that T&amp;MBC had offered to extend the Licence to manage the toilets until the end of the calendar year and that a Service Level Agreement (SLA) may be put into place between now and the end of December.</p> <p>Members at this meeting were in agreement with this course of action.</p> <p>Utility charges – the Clerk is now in receipt of the utility costs from 25<sup>th</sup> November 2021 to 31<sup>st</sup> March 2022. The combined cost for electricity, water supply and waster waste totals £962 + VAT, the split being £463 for electric, £231 for water supply and £268 for waste water. Clerk is awaiting an invoice.</p> <p>It was agreed that the Clerk press for a resolution to both the King Street toilets and the potential new toilet block.</p>			
<b>22/545</b>	<b><u>AMENITIES</u></b>			
	<p><b>Churchyard / Churchfields tree work</b> – suggested works to trees which overhang from the Churchyard into the gardens of a number of properties in Churchfields.</p> <p>Members were in receipt of a quote in the sum of £2,225 for works to be undertaken; resident donations of £31.00 reduce the sum to £2194.00, this would need to be funded from reserves as the Council has not budgeted for this work.</p> <p>It was agreed that the work be funded from reserves in the sum of £2194.</p> <p>Prior to the meeting, members had been provided with a breakdown of the Council's current financial situation with reserves being in excess of £68,000.</p>			
<b>22/546</b>	<b><u>HIGHWAYS</u></b>			
	<p><b>Additional streetlight on Swan Street</b> – Recommendation from the Highways Committee that the sum of £1004 be taken from reserves.</p> <p>This project has been delayed due to the Bellway Appeal and Covid. The following updated costs have been obtained; £4211 for UKPN costs; £2555 for column costs and £231 for the planning application fee; the Highways committee has safeguarded sums of £5993 for this project and therefore there is a shortfall of £1004.</p> <p>It was agreed that the sum of £1004 be taken from reserves and that any future rises in costs be agreed by the Clerk, Chair of the Highways Committee, Vice Chair &amp; Chair to enable the project to proceed quickly.</p>			

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<b>22/547</b>	<b><u>PLANNING COMMITTEE MEETING SCHEDULE</u></b>			
	<p>Recommendation from the planning committee that ad hoc planning meetings be held as and when required as additional meetings are now being required due to T&amp;MBC enforcing the 21 day response timeline. The Clerk has sought advice from KALC who have confirmed that these meetings can be held during the day with the usual 3 days' clear notice.</p> <p>Agreed</p>			
<b>22/548</b>	<b><u>REMEMBRANCE DAY / ARMISTICE DAY</u></b>			
	<p>Services to be held on:                      Friday 11<sup>th</sup> November at 11 am (4 stewards)                      Sunday 13<sup>th</sup> November at 11 am (4 stewards)                      Sunday 13<sup>th</sup> November at 2 pm (11 stewards)</p> <p>A number of additional volunteers had been recruited to steward for the Sunday afternoon service. It was agreed to hold a meeting on Friday 11<sup>th</sup> to confirm details for the Sunday afternoon parade.</p>			
<b>22/549</b>	<b><u>PA SYSTEM FOR PUBLIC MEETINGS &amp; OUTSIDE EVENTS</u></b>			
	<p>Mr Mann had researched the cost and suitability of PA systems that could be used for public meetings or outside events such as Remembrance Day and members were in receipt of his breakdown of costs and suggestions.</p> <p>It was agreed that the equipment be funded from reserves and that the anticipated sum would be £657.10.</p>			
<b>22/550</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>550.1</b>	<b>Accounts for payment</b> - totalling £14,943.45 were approved - see attached.			
<b>550.2</b>	<b>Financial Statement</b> – bank reconciliation as at 31 <sup>st</sup> October was received – see attached			
<b>22/551</b>	<b><u>MATTERS FOR REPORT</u></b>			
<b>551.1</b>	<p><b>Finance &amp; General Purposes Committee</b> – receipt was noted of the draft minutes of the meeting held on 26<sup>th</sup> September - these minutes were not available for the October Full Council meeting.</p> <p>There were no questions.</p>			
<b>551.2</b>	<p><b>Planning Committee</b> – receipt was noted of the draft minutes of the meeting held on 27<sup>th</sup> September - these were not available for the October Full Council meeting.</p> <p>There were no questions.</p>			
<b>551.3</b>	<p><b>Amenities Committee</b> - receipt was noted of the draft minutes of the meeting held on 10<sup>th</sup> October.</p> <p>There were no questions.</p>			
<b>551.4</b>	<p><b>Highways Committee</b> - receipt was noted of the draft minutes of the meeting held on 17<sup>th</sup> October.</p> <p>There were no questions.</p>			

551.5	<p><b>Macey's Meadow Advisory Committee</b></p> <p>Ms Margetts provided a verbal report of the meeting held on 2<sup>nd</sup> November. The meeting concentrated on:</p> <p>Extending the hedgerow and planting a pear tree in memory of a resident.</p> <p>The possibility of having a 'dead hedge' located near the cob nuts.</p> <p>Applefest – money taken on the day was £841.48</p> <p>General discussion on replacement noticeboard, future management of the internal hedge and the possibility of donating surplus apples to the food bank.</p>			
551.6	<p><b>Malling Action Partnership</b> – Mrs Dean reported that MAP have agreed to act as an umbrella organisation for the Offham Digital Heritage Project</p>			
551.7	<p><b>School Governors</b> – no report</p>			
551.8	<p><b>Malling Society</b></p> <p>At the October meeting, Mrs Vago presented on the history of Douces Manor which was well-received.</p> <p>The programme for next year is still to be decided but talks/presentations will take place on Tuesdays at 7pm at West Malling Primary School.</p>			
551.9	<p><b>Chamber of Commerce / Christmas Lights Committee</b> – the chamber are currently concentrating on the Christmas lights festival which is due to take place on Sunday 20<sup>th</sup> November.</p>			
551.10	<p><b>Tonbridge &amp; Malling Borough Council:</b></p> <p>Parish Partnership Panel – Mr Mann provided a verbal report of the meeting held on 3<sup>rd</sup> November 2022</p>			
551.11	<p><b>KALC/NALC/ACRK/CPRE:</b></p> <p>KALC T&amp;M meeting – the draft minutes of the meeting held on 13<sup>th</sup> October were received.</p> <p>KALC AGM – it was noted that this is to be held on Saturday 19<sup>th</sup> November at Ditton Community Centre.</p>			
22/552	<p><b><u>MEETING DATES</u></b></p> <p>Amenities – Monday 14<sup>th</sup> November – West Malling Village Hall</p> <p>F&amp;GP – Monday 21<sup>st</sup> November – Clout</p> <p>Planning – Tuesday 22<sup>nd</sup> November – West Malling Village Hall</p> <p>December Full Council – Monday 5<sup>th</sup> December</p>			
22/553	<p><b><u>REPORT OF COUNTY COUNCILLOR</u></b></p> <p>Mrs Dean reported:</p> <p>Plan Bee – KCC will be limiting verge cutting to twice a year.</p> <p>Weed control – contract is out to tender, spraying is to be aligned with the cutting of verges.</p> <p>Food banks – there has been an increased demand for food banks and it is apparent that less food is being donated by the public. Pilsdon and East Malling Centre are the closest banks.</p> <p>Extension of the West Malling 20mph zone – Mrs Dean has had a recent meeting with KCC Highways and is awaiting a map of the scheme.</p> <p>Temporary road closures report – in 2017/18 there were 5000 road closures and in 2020/21 there were 15,000.</p> <p>Trees - Mrs Dean has a grant of £5,000 to purchase trees for her division.</p>			
22/554	<p><b><u>CORRESPONDENCE</u></b></p>			

	<p>Town &amp; Country Planning Journal September - October 2022 (available from the office)</p> <p>Letter from the Chairman of Music@Malling thanking the Parish Council for their donation towards the 2022 festival</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.45</p> <p><b>Signed</b>.....      <b>Dated</b>.....</p>			

<b>West Malling Parish Council</b>			
<b>Accounts for Payment 7th November 2022</b>			<b>cheques to be</b>
<b>Section 137 donation</b>			<b>drawn</b>
Mr David Cooper (cheque 2479) (reimbursement for WMPC Remembrance wreath)		£	20.00
Imago Community (cheque 2480) Section 137 donation agreed at FC on 3/10/22 - for Kent Young Carers)		£	500.00
Kents Handyman (cheque 2481) (invoice 10102 - fee for re-attaching bench seat, removing rotten ends & treating all benches with a water seal for wood)		£	148.44
Malling Memorial Institute (single cheque 2482) (invoice 29/22 room hire on 17/10/22)		£	16.50
(invoice 26/22 room hire for 25/10/22)		£	16.50
Mr J King (cheque 2483) (refund of allotment deposit - plot 21A)		£	50.00
Kent County Council (Laser) (Single cheque 2484) (Electricity supply period September 22 at 5% VAT)	VAT	6.73 0.34	£ 7.07
Kent County Council (Laser) (Electricity supply period September 22 at 20% VAT)	VAT	392.04 78.41	£ 470.45
Starboard Systems Ltd (cheque 2485) (invoice 3311 - Scribe Accounting, annual software licence, unlimited users)	VAT	468.00 93.60	£ 561.60
Viking (cheque 2486) (invoice 9352497 stationery)	VAT	47.33 9.47	£ 56.80
Specialist Hygiene Services Ltd (single cheque 2487) (invoice 43463 - King Street toilet cleaning costs for September)	VAT	503.70 100.74	£ 604.44
Specialist Hygiene Services Ltd (invoice 43613 - King Street toilet cleaning costs for October)	VAT	503.70 100.74	£ 604.44
Streetlights (cheque single cheque 2488) (invoice 13258 payment of 3 (of 4) 2022/23 streetlighting maint. contract) (maintenance £1160.48 + painting of columns £352)	VAT	1512.48 302.50	£ 1,814.98
(invoice 13151 phased repair work to columns 11,58,61,62 & 101)	VAT	2233.25 446.65	£ 2,679.90
Commercial Services Trading Ltd (single cheque 2489) (invoice LNS4688 initial set out of football pitch)	VAT	137.52 27.50	£ 165.02
Commercial Services Trading Ltd (invoice LS204906 grounds maintenance July, Aug & Sep, playing field play area, village green & staples)	VAT	734.66 146.93	£ 881.59
C&A Landscapes Ltd (single cheque 2490) (invoice CA35016 - Churchyard maintenance on 6th & 27th Sep)	VAT	940.00 188.00	£ 1,128.00
(invoice CA35180 - churchyard maintenance on 6th & 27th Oct including tree / foliage work)		1100.00 220.00	£ 1,320.00
Ms S Margetts (single cheque 2491) (reimbursement for Applefest event sundries / prizes)		£	154.16
(reimbursement for plants (High Street planter)		£	28.94
T&MBC (cheque 2492) (planning fee - additional streetlight column in Swan Street)		£	231.00
<b>November Salaries</b>			
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for November £1889.85 + reimbursement for fax £1.20, sundries £13.68) & stationery £19.54			£1,924.27
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for November £467.82 + reimbursement for postage £8.50)			£476.32
Mr Nathan Howard authorisation to pay via Faster Payments (Litter picking duties for October & Nov - 13 hours @9.50 per hour)		£	123.50
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - November)			£789.50
Nest - authorisation to pay pension contributions by Direct Debit for November		£	72.87
Employer's contributions		£	97.16
Employee's contributions			
	<b>TOTAL</b>	£	<b>14,943.45</b>

## West Malling Parish Council

Prepared by: SH

Date: 1/11/22

*Name and Role (Clerk/RFO etc)*

Approved by: CC

Date: 1/11/22

*Name and Role (RFO/Chair of Finance etc)*

### Bank Reconciliation at 31/10/2022

Cash in Hand 01/04/2022		137,374.94
<b>ADD</b>		
Receipts 01/04/2022 - 31/10/2022		142,478.14
		279,853.08
<b>SUBTRACT</b>		
Payments 01/04/2022 - 31/10/2022		64,659.38
<b>A Cash in Hand 31/10/2022</b>		<b>215,193.70</b>
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	06/04/2021	0.00
Current Account	31/10/2022	144,836.69
Deposit Account	31/10/2022	72,084.01
		<b>216,920.70</b>
Less unrepresented payments		1,727.00
		215,193.70
Plus unrepresented receipts		
<b>B Adjusted Bank Balance</b>		<b>215,193.70</b>

### A = B Checks out OK

#### Unpresented Cheques:

2461 Allotment Deposit	£25.00	12/9/22
2476 Day Tree Fellers	£222.00	3/10/22
2473 Music@malling	£1000.00	6/10/22
2474 PKF Littlejohn	£480.00	6/10/22

#### Direct Debits:

Plusnet	£40.82	3/10/22
Photocopier Rental	£166.79	5/10/22