

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 5TH DECEMBER 2022, 7.30 PM
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

Present: Mrs Trudy Dean (Chair)
Ms Gwyneth Barkham (until 9.50)
Mr Keith Mann
Ms Sara Margetts
Ms Camilla Medhurst
Mrs Lorna Miles
Ms Min Stacpoole
Mr Peter Stevens
Mr David Thompson

Minute		Action by	Action	Response
22/604	<u>APOLOGIES FOR ABSENCE</u> were received from, Mrs Javens, Mrs Smyth and Borough Councillor Paul Boxall.			
22/605	<u>DECLARATIONS OF INTEREST</u> - none			
22/606	<u>MINUTES</u> - the minutes of the Parish Council meeting held on 7 th November were approved and signed.			
22/607	<u>MATTERS ARISING</u> - none			
22/608	<u>CHAIRMAN'S ANNOUNCEMENTS</u>			
	<p>Buses - Mrs Dean reported that she had attended a cross parish meeting with Norman Kemp (Nu-venture) regarding the potential to re-instate some of the bus services that have recently been axed by KCC. Any new services may not mirror the original services. There is to be a future meeting to discuss possible options / costs.</p> <p>Repair Café – Mrs Dean reported that she attend the first Malling Repair Café which was held at Leybourne Chase pavilion.</p> <p>Malling School – the school production of Elf The Musical will be on Monday 12th & Tuesday 13th December.</p>			
22/609	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
22/610	<u>QUESTIONS FROM COUNCILLORS</u>			
	Further to the last meeting an update was received regarding potential future recipient(s) of			

	<p>the KALC Community Award. To be considered further.</p> <p>Mr Thompson reported that he had received complaints regarding the amount of litter in the High Street. There was a general discussion regarding the litter that has accumulated recently and it was agreed that the Clerk would report to waste services at T&MBC and that the situation would be monitored.</p> <p>Christmas Lights Festival – reports of a generator being placed in a High Street driveway blocking access and double parked cars in Police Station Road and Swan Street. Mrs Dean will mention these issues when she attends the Christmas lights wash up meeting.</p> <p>Ms Stacpoole reported loose pavement bricks in the High Street - Ms Margetts to report this on the KCC portal.</p> <p>Ms Barkham provided a verbal report on the October KALC meeting which concentrated on bus services and funding for bus services. It was noted that the JPCTG had been disbanded and that traffic / transport matters will in the future be considered at KALC T&M meetings.</p>	Clerk		
22/611	<u>POLICING MATTERS</u>			
611.1	<u>Police Update</u> – receipt was noted of the November police report.			
611.2	<p><u>Other Policing Matters</u></p> <p>Concerns were raised regarding evidence of the use of catapults in Manor Park, in particular the risk to the swans. General discussion regarding on-going issues of anti-social behaviour.</p> <p>It was agreed that the Clerk would speak with Alison Finch (T&MBC) to establish how items can be raised at the multi-disciplinary meetings held at the CSU.</p> <p>It was reported that there had been an incident in the Ryarsh Lane car park and that the Police had been in attendance.</p>	Clerk	✓	✓
22/612	<u>LOCAL PLAN</u>			
612.1	<p>It was noted that there is to be a meeting of the T&MBC Housing & Planning Scrutiny Select Committee on Tuesday 6th December. The agenda paperwork has been provided to members and Mrs Dean highlighted from the paperwork the following.</p> <p>Reg 18 responses: Consultation Portal - There had been 1158 separate questionnaire responses & 1643 other comments relating to paragraphs or sections of the plan Email – Approx. 2000 individual responses Post – Approx. 500 individual responses.</p> <p>It was noted that the call for sites process was re-opened alongside the Regulation 18 consultation and as a result 65 new sites were submitted; these sites are now being considered against the suitability criteria.</p>			
612.2	It was noted that WMPC had sent TMBC a letter requesting that TMBC consider a further public consultation before the Local Plan progresses to the Regulation 19 stage. It was noted that WMPC had now received a response which neither ruled in or out the possibility of a further consultation.			
612.3	<p>Green Belt extension - members were in agreement with the principle of establishing a joint petition / campaign with East Malling & Larkfield Parish Council. It is hoped that this petition could perhaps involve groups like Protect West Malling and Broadwater Action Group.</p> <p>Clerk to email East Malling & Larkfield Parish Council to ask that this be discussed at their next Full Council meeting.</p>	Clerk	✓	
22/613	<u>WEST MALLING PUBLIC CONVENIENCES</u>			

22/618	<u>WMPC DRAFT BUDGET 2023/24</u>			
618.1	The draft committee budgets were noted, in particular the increase in energy costs for the streetlights.			
618.2	The Clerk reported that TMBC had today advised parishes of the Council Tax Base for 23/24. The West Malling base for 23/24 is 1,222.75, from 1,666.63 for 22/23. Figures had been produced to illustrate percentage increases.			
618.3	It was agreed that committee budgets be further considered at Full Council on 9 th January and that the budget be struck at an extraordinary meeting of Full Council on 16 th January.			
22/619	<u>KENT FIRE & RESCUE SERVICE – SAFETY AND WELLBEING PLAN 2023 PUBLIC CONSULTATION.</u>			
	It was agreed that this be further considered at the January Full Council meeting. Deadline - Friday 13 January 2023 at 9am Link to plan - https://www.kent.fire-uk.org/report/safety-and-wellbeing-plan-2023 Link to survey - https://eu.surveymonkey.com/r/CCQS9WV Clerk to note agenda	Clerk	✓	
22/620	<u>EXTENSION OF THE 20MPH SCHEME</u>			
	There was a general discussion regarding the proposed extension of the 20mph scheme in West Malling with some members supporting the scheme in principle and others not. It was suggested that the 30mph zone on Lucks Hill could be extended. It is expected that the scheme will go to public consultation in the new year.			
	Ms Barkham left the meeting at 9.50			
22/621	<u>FINANCIAL MATTERS</u>			
621.1	Accounts for payment - totalling £10,877.05 were approved - see attached.			
621.2	It was noted that the following payments have been made since the last Full Council Meeting - £2,120.85 authorised at the F&GP meeting held on 21 st November 2022			
621.3	Financial Statement – bank reconciliation as at 28 th November was received – see attached			
22/622	<u>MATTERS FOR REPORT</u>			
622.1	Amenities Committee - receipt was noted of the draft minutes of the meeting held on 14 th November. There were no questions.			
622.2	Finance & General Purposes Committee – receipt was noted of the draft minutes of the meeting held on 21 st November. There were no questions.			
622.3	Planning Committee – receipt was noted of the draft minutes of the meeting held on 22 nd November. There were no questions. It was noted that the London Road Retirement Villages application has now been validated by			

	TMBC and appears on the latest List B. It was agreed to have an ad hoc planning meeting on 16 th December.			
622.4	Climate Change & Biodiversity Action group Ms Stacpoole provided a verbal report of the meeting held on 22 nd November, members considered the possibility of having a public meeting concentrating on tackling climate change locally. There was general agreement and discussion regarding timing (March or June), budget and speakers.			
622.5	Malling Action Partnership – no report			
622.6	School Governors – no report			
622.7	Malling Society – no report			
622.8	Chamber of Commerce / Christmas Lights Committee – it was noted that the next meeting will take place on Tuesday 6 th December, 5.30 at The Swan. Mrs Dean to attend.			
622.9	Tonbridge & Malling Borough Council: Parish Partnership Panel – it was noted that the next meeting will take place on 9 th February 2023.			
622.10	KALC/NALC/ACRK/CPRE: KALC T&M meeting – it was noted that the next meeting will take place on Thursday 15 th December at 7.30. This meeting will be held via Zoom.			
22/623	<u>MEETING DATES</u> Planning – Tuesday 6 th December, 2.30 – Clout + ad hoc meetings when required Amenities – Monday 12 th December, 7.30 – West Malling Village Hall Highways – Monday 19 th December, 7.30 – Clout Climate Change & Biodiversity Group, Monday 19 th December 6.30 - Clout January Full Council – Monday 9 th January 2023			
22/624	<u>REPORT OF BOROUGH COUNCILLOR</u> It was noted that Borough Councillor Nick Stapleton had resigned from his TMBC post. It was agreed that a letter would be drafted thanking Mr Stapleton for his work undertaken on behalf of residents. It was noted that there would not be a by-election as Mr Stapleton had resigned within 6 months of the next election (May 2023). Clerk to draft letter thanking him for his work undertaken.	Clerk	✓	
22/625	<u>REPORT OF COUNTY COUNCILLOR</u> 1. Government legislation is requiring everyone to have photo ID in order to vote at any election. Most people will use a passport or driving licence. However there have been many criticisms that the restricted number of qualifying ID cards will favour older people and disadvantage younger and poorer people. Whilst Voter Authentication Certificates will be issued by the Borough on request, this will be a single sheet of A4 paper. For older people, a Seniors Bus pass can be applied for online and anyone can request a postal vote by ringing T&MBC on 01732 876022 or emailing your request to voting@tmbc.gov.uk Postal vote ballot papers come direct to your home for every election over several years.			

	<p>2. The Government is offering KCC up to £10m to prepare a programme over three years to create Family Hubs across the County. These hubs are likely to be centred on existing Childrens and Youth Centres. They are to provide a comprehensive source of digital advice, and face to face services for all children from pregnancy and birth to 8 and in some cases to 25.</p> <p>3. KCC has received a second highly critical report on its provision for pupils with Special Education needs and Disabilities. OFSTED inspected the service in 2019, and set out 9 areas of improvement KCC needed to make to meet Government standards. They re- inspected in October 2022 and reported that KCC had not made sufficient progress on any of the recommended actions. The Department for Education will now decide whether to monitor KCC progress, of intervene directly in the administration of the necessary changes. KCC has accepted the findings of the report, apologised to parents and children with SEND conditions, and committed the Council to meeting all the targets and setting a budget to enable that to happen. Kent has higher numbers of Children with Special Needs and Disabilities who have an Education and Health Care Plan than many other Councils, and a higher proportion of them are educated in Special Schools rather than with extra support in Mainstream Schools.</p> <p>4. KCC is being invited to bid for further funding for pedestrian and cycling routes in Kent. Each local Council is being asked to suggest their three highest priority paths. TMBC have apparently submitted only two, one of which is very unlikely to be implemented. It concerns reinstating the towpath between Aylesford and Allington lock. However, KCC confirmed that money given under this scheme could not be used to reinstate the river bank which supports the towpath and which had collapsed into the River Medway. The cycle path would not therefore be able to be completed. I have suggested replacing it with an alternative scheme, but there appears to be too little time to prepare an alternative proposal.</p> <p>5. KCC has confirmed the withdrawal of 38 subsidised bus routes including the 70 and 58 which affect our area. these routes will end in February. I attended a cross party grouping of Parish Councils in Borough Green last week. it was attended by Norman Kemp of Nu Venture who have taken on some of the axed routes. Councillors discussed the possibility of restoring some parts of these route by commissioning joint funded routes, commissioning community bus routes with an alternative provider, or lobbying KCC to use some of their Bus Improvement Grant to fund the most used parts of the lost services.</p> <p>6. West Malling Library is being prepared for opening, and in the meantime staff are working at Larkfield and Tonbridge.</p> <p>7. Operation Brock will be in place from 12th December in preparation for the holiday season.</p> <p>8. The three West Malling Churches are planning to host a "Warm Welcome space every Monday morning at the Baptist Church from 10 till 12am for people struggling to hear their homes. The first session will be on Monday 12th September. This complements the Larkfield Churches who have similarly set up a warm room at the Sycamore Tree Centre, New Hythe Lane, opposite Morrisons every Monday and Wednesday from 9.30am to 9pm, every Thursday from 9.30am to 3.30pm. In the Chapman Way East Malling Community Centre every Friday morning the café will open its doors between 10am and 2pm with free hot drinks, soup, board game,s free wifi and friendly company. So, its Monday at West Malling and Larkfield, Wednesday at Larkfield, Thursday at Larkfield and Friday at East Malling.</p> <p>9. Disruption at another Waste to Energy plant has meant KCC Waste to Energy Incinerator at Allington will be open overnight to take additional vehicles in order to clear the daytime for vehicles from the new area.</p> <p>10. Nick Stapleton has resigned as Borough Councillor for West Malling and Leybourne. As we are within six months of full Borough Council elections, there will be no by election.</p> <p>11. Public Consultation on the new Parliamentary Constituencies closes today.</p> <p>12. South Eastern Water lifted the hosepipe ban in Kent on 30th November. been raining a</p>		
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	<p>lot since then too!</p> <p>13. There is a new rail timetable for southeastern starting on December 11th.</p>			
<p>22/626</p>	<p><u>CORRESPONDENCE</u></p> <p>Countryside Voices Autumn / Winter 22/23 (available from the office)</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 10.00</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council					
Accounts for Payment 5th December 2022					cheques to be drawn
Mr Keith Mann (single cheque 2499) (reimbursement for PA system costs)					
Gear 4 Music invoice (made out to WMPC), PA system, stand, speaker stand, microphone with stand)					439.98 £ 527.97
					VAT 87.99
(Thomann invoice (made out to WMPC), Thomann bag)					40.00 £ 48.00
					8.00
(additional accessories)					£ 93.43
Mrs C Christmas (cheque 2500)					96.65 £ 115.98
Reimbursement for hire of turf cutter - invoice made out to WMPC)					VAT 19.33
Mr P Stevens (cheque 2501)					1730.30 £ 2,076.36
(reimbursement for office computer equipment incl. laptops x2, keyboards & monitors - invoice made out to WMPC)					VAT 346.06
Malling Memorial Institute (cheque 2502) (invoice 21/22 room hire on 16th & 21st November - £16.50 per session)					£ 33.00
Four Seasons Gardens Ltd (cheque 2503) (invoice 5223, Macey's Meadow hedge cuts)					663.05 £ 795.66
					VAT 132.61
Four Seasons Gardens Ltd (cheque 2504) (invoice 5224, cricket meadow hedge cut £288.45 + St Mary's Churchyard hedge cut £166)					454.45 £ 545.34
					VAT 90.89
Four Seasons Gardens Ltd (cheque 2505) (invoice 5225, playing field hedge cut)					624.87 £ 749.84
					VAT 124.97
Four Seasons Gardens Ltd (cheque 2506) (invoice 5226, Macey's meadow / Norman Rd hedge 1 cut)					761.30 £ 913.56
					VAT 152.26
Four Seasons Gardens Ltd (cheque 2507) (invoice 5227, allotment hedge cut)					674.89 £ 809.87
					VAT 134.98
Specialist Hygiene Services Ltd (cheque 2508) (invoice 43754 - King Street toilet cleaning costs for November)					503.70 £ 604.44
					VAT 100.74
L Rylatt (cheque 2509) (allotment deposit refund Plot 19A)					£ 50.00
H Gleave (cheque 2510) (allotment deposit refund Plot 12A)					£ 25.00
R Jeffrey Cheque 2511) (allotment deposit refund Plot 18B)					£ 50.00
December Salaries					
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for December £1890.05 + reimbursement for fax £1.20, sundries £12.42 + postage £22.28)					£1,925.95
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for December)					£467.82
Mr Nathan Howard authorisation to pay via Faster Payments (Litter picking duties for December - 9 hours @ £9.50 per hour)					£ 85.50
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - December)					£789.30
Nest - authorisation to pay pension contributions by Direct Debit for December					£ 72.87
Employer's contributions					£ 97.16
Employee's contributions					
TOTAL					£ 10,877.05

29 November 2022 (2022-2023)

West Malling Parish Council

Prepared by: SH

Date: 28/11/22

Name and Role (Clerk/RFO etc)

Approved by: CC

Date: 28/11/22

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 28/11/2022

Cash in Hand 01/04/2022	137,374.94
ADD	
Receipts 01/04/2022 - 28/11/2022	146,099.89
	283,474.83
SUBTRACT	
Payments 01/04/2022 - 28/11/2022	81,764.60
A Cash in Hand 28/11/2022	201,710.23
(per Cash Book)	
Cash in hand per Bank Statements	
Petty Cash	06/04/2021 0.00
Current Account	28/11/2022 139,160.46
Deposit Account	28/11/2022 72,084.01
	211,244.47
Less unrepresented payments	9,534.24
	201,710.23
Plus unrepresented receipts	
B Adjusted Bank Balance	201,710.23

A = B Checks out OK

Unrepresented Cheques:

2461	Allotment Deposit	£25.00	12/9/22	DD	Nest	£170.03	7/11/22
2476	Day Tree Fellers	£222.00	3/10/22	2493	Qualitree	£564.00	21/11/22
2480	Imago	£500.00	7/11/22	2494	Online Mapping	£108.00	21/11/22
2485	Scribe Accounts	£561.60	7/11/22	2495	Pulse First Aid	£192.00	21/11/22
2487	Specialist Hygiene	£1208.88	7/11/22	2496	Specialist Hygiene	£1031.74	21/11/22
2488	Streetlights	£4494.88	7/11/22	2497	Photocopier	£25.11	21/11/22
2492	TMBC	£231.00	7/11/22	2498	P Jenner	£200.00	21/11/22

Direct Debits:

Plusnet £40.92 7/11/22