

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 9TH JANUARY 2023, 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

Minute		Action by	Action	Response
23/01	<u>APOLOGIES FOR ABSENCE</u> were received from, Mrs Javens, Ms Medhurst, Mrs Smyth, Ms Stacpoole, Mr Thompson and Borough Councillor Paul Boxall.			
23/02	<u>DECLARATIONS OF INTEREST</u> - none			
23/03	<u>MINUTES</u> - the minutes of the Parish Council meeting held on 5 th December were approved and signed following the addition of a sentence at minute number 22/610 which relates to the JCPTG group being disbanded, ' <i>and that traffic / transport matters will in the future be considered at KALC T&M meetings</i> '.			
23/04	<u>MATTERS ARISING</u> - none			
23/05	<u>CHAIRMAN'S ANNOUNCEMENTS</u>			
	Christmas lights – Mrs Dean commented that the Christmas lights had looked particularly good this year and it was agreed that the Clerk write to the Chamber of Commerce to congratulate them on this. Mrs Dean reported that Mrs Barbara Earl had passed away over the Christmas period. Mrs Earl had been a local police officer and in recent years the Secretary and then the Chair of the Mallings Society. Mrs Earl had played a significant role in the community and the Council expressed their condolences to her family.	Clerk	✓	
23/06	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
23/07	<u>QUESTIONS FROM COUNCILLORS</u> Mr Stevens commented on the increase in cars parking on double yellow lines / double parking on Friday and Saturday nights. To be monitored. Ms Margetts commented on the recent Lib Dem bulletin which contained parking statistics;			

	Mrs Dean to provide statistics.	TD		
23/08	<u>POLICING MATTERS</u>			
08.1	<u>Police Update</u> – December police report had not been received.			
08.2	<p><u>Other Policing Matters</u></p> <p>The Neighbourhood Policing Review was discussed. Three new roles have been set up, being child centred policing, neighbourhood task force and rural task force; it is understood that the number of PCSO's will be slimmed down from over 200 to 105. There is a 60 day consultation period.</p> <p>It was agreed that enquiries would be made as to whether or not parishes could respond to the consultation.</p>	GB/ Clerk		
23/09	<u>WMPC DRAFT BUDGET 23/24</u>			
09.1	<u>Council Tax Base</u> – it was noted that the Council Tax Base for West Malling for 2023/24 is 1,222.75 (this being the number of equivalent Band D properties). This is an increase from 1,666.63 for the financial year 22/23.			
09.2	<p>Committee budgets were considered and the following items were deleted from the draft budget:</p> <p>F&GP– monies budgeted for Rotary House</p> <p>Amenities – monies for extension of tarmac path from ball-park to allotment path.</p> <p>It was agreed that monies in the current budget for Rotary House (loan repayment & set up fees) be safeguarded.</p> <p>Local Plan and climate change budget line to be considered at the extraordinary meeting.</p>			
09.3	It was agreed that the precept would be set at an extraordinary meeting of Full Council on Monday 16 th January.			
23/10	<u>LOCAL PLAN</u>			
10.1	No update.			
10.2	<p><u>Green Belt extension petition</u> – map and wording had been sent to all members prior to the meeting. Due to time constraints this matter was not discussed.</p> <p>To be discussed at the extraordinary meeting of Full Council on Monday 16th January.</p>			
10.3	<p><u>Levelling up & Regeneration Bill – Reforms to national Planning Policy</u> – Mrs Dean asked that this matter be considered at the extraordinary meeting of Full Council on Monday 16th January.</p> <p>Deadline 2nd March</p> <p>https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy</p>			
23/11	<u>NEIGHBOURHOOD PLAN</u>			
	<p>Recommendation from the Planning Committee that consideration be given to the formation of a working group which will help facilitate the Neighbourhood Plan process, the group to be made up of 2 members from the Planning committee and 1 from both the Highways and Amenities committees.</p> <p>Due to time constraints this matter was not discussed.</p> <p>To be discussed at the extraordinary meeting of Full Council on Monday 16th January.</p>			

23/12	<u>WEST MALLING PUBLIC CONVENIENCES</u>			
	The Clerk reported that she had not received a response from TMBC regarding the potential new toilet block site and that the Licence for the existing King Street toilets had not been formally extended. Clerk to chase TMBC.	Clerk	✓	
	Clerk to ask the contractors for an indication as to what time of the day the toilets are cleaned.	Clerk	✓	
23/13	<u>HIGHWAYS MATTERS</u>			
13.1	Highways Committee Risk Assessment – recommendation from the Highways Committee that the draft Risk Assessment be adopted. Agreed			
13.2	Salt bins – recommendation from the Highways Committee that £75.00 be taken from reserves to cover the cost of an additional salt collection and distribution. Agreed			
23/14	<u>KALC COMMUNITY AWARDS SCHEME 2023</u>			
	Due to time constraints this matter was not discussed. To be discussed at the extraordinary meeting of Full Council on Monday 16 th January.			
23/15	<u>BUS SERVICES</u>			
	Due to time constraints this matter was not discussed. To be discussed at the extraordinary meeting of Full Council on Monday 16 th January.			
23/16	It was agreed that in view of the confidential nature of the business to be transacted it was advisable in the public interest that the public and press be temporarily excluded and asked to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960.			
16.1	<u>Legal matters</u> Paperwork was noted. This matter is being handled by the Parish Council's insurance company.			
16.2	<u>Appraisals</u> It was noted that the Assistant Clerk's appraisal had taken place on 9 th December and members were in receipt of the report, the contents of which were noted.			
23/17	<u>KENT FIRE & RESCUE SERVICE – SAFETY AND WELLBEING PLAN 2023 PUBLIC CONSULTATION.</u>			
	It was agreed that WMPC would not submit a formal response. 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			
22/18	<u>FINANCIAL MATTERS</u>			
18.1	Accounts for payment - totalling £12,210.29 were approved - see attached. It was noted that the payment to SLCC for Clerk's membership exceeds the budgeted figure, this is due to an increase in membership fee which is linked to salary. The sum of £59.00 to			

	be taken from reserves – agreed.			
18.2	Financial Statement – bank reconciliation as at 31 st December was received – see attached			
23/19	<u>MATTERS FOR REPORT</u>			
19.1	Highways Committee - receipt was noted of the draft minutes of the meeting held on 19th December. There were no questions.			
19.2	Planning Committee – receipt was noted of the draft minutes of the meetings held on 6 th and 16 th December. There were no questions.			
19.3	Climate Change & Biodiversity Action group Ms Margetts provided a verbal report of the meeting held on 19 th December. Members agreed costs for the design and production of leaflets for the climate change meeting to be held on Sunday 12 th March (if the school is available). Costs to be taken from reserves and will be approximately £150.00.			
19.4	Malling Action Partnership – no report			
19.5	School Governors – no report			
19.6	Malling Society – no report			
19.7	Chamber of Commerce / Christmas Lights Committee – Mrs Dean provided a verbal report of the meeting held to discuss the recent festival.			
19.8	Tonbridge & Malling Borough Council: Parish Partnership Panel – it was noted that the next meeting will take place on 9 th February 2023. Tonbridge & Malling Community Safety Partnership Winter newsletter – receipt was noted.			
19.9	KALC/NALC/ACRK/CPRE: KALC T&M meeting – KALC T&M meeting – next meeting date to be advised.			
23/20	<u>MEETING DATES</u> Extraordinary Full Council – Monday 16 th January - Clout Amenities – Monday 23 rd January – West Malling Village Hall Planning – Tuesday 24 th January – West Malling Village Hall Macey’s Meadow Advisory Committee – Wednesday 25 th January – West Malling Village Hall Climate Change & Biodiversity Action Group – Tuesday 31 st January, 7pm – Clout. February Full Council – 6 th February			
23/21	<u>REPORT OF BOROUGH COUNCILLOR</u> - no report			
23/22	<u>REPORT OF COUNTY COUNCILLOR</u> - no report			
23/23	<u>CORRESPONDENCE</u> Open Space Autumn / Winter 2022 (available from the office)			

	Pilsdon at Malling Autumn newsletter (circulated via email)			
	There being no other business, the Chairman thanked members for attending and closed the meeting at 9.32			
	Signed Dated			

West Malling Parish Council					
Accounts for Payment 9th January 2023					cheques to be drawn
Section 137 donation					
Heart of Kent Hospice (cheque 2512) Section 137 donation agreed at FC on 5/12/22)					£ 300.00
Malling Memorial Institute (cheque 2513) (invoice 33/22 room hire on 6th, 16th & 19th December - £16.50 per session)					£ 49.50
West Malling Village Hall (cheque 2514) (payment for room hire March - December 2022)					£ 162.00
Specialist Hygiene Services Ltd (cheque 2515) (invoice 43934 - King Street toilet cleaning costs for December)					503.70 100.74
					£ 604.44
ELM Header Account (cheque 2516) Twitch Inn service charges 1st Feb 23 - 30th April 2023 (invoice 93760 - estimated costs for water (£17.90) and insurance (£58.15) electricity £99.61)					£ 175.66
Leybourne Parish Council (cheque 2517) (invoice 1479 - contribution towards barrister & planning experts for the Birling Road planning hearing)					£ 3,000.00
Streetlights (cheque 2518) (invoice 13385 column 2 - replace with SL8 LED (funded from repairs)					£ 534.00
Kent County Council (Laser) (Single cheque 2519) (Electricity supply period October 22 at 5% VAT)					16.28 0.81
					£ 17.09
Kent County Council (Laser) (Electricity supply period October 22 at 20% VAT)					548.16 109.63
					£ 657.79
Mr J McNeill (cheque 2520) (allotment deposit refund Plot 25B)					£ 25.00
C&A Landscapes Ltd (cheque 2521) (invoice CA35477 - Churchyard maintenance cut & strim)					470.00 94.00
					£ 564.00
Tree Monkeys (cheque 2522) (invoice 1011 - tree work from Macey's Meadow overhanging allotments)					£ 200.00
Society of Local Council Clerks (2523) (invoice MEM242621-1 - membership fee)					£ 279.00
January Salaries					
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for January £2930.82 + reimbursement for fax £1.20, sundries £7.80 + computer cables £19.98)					£2,959.80
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for January £698.82 + reimbursement for laptop bags £33.98)					£732.80
Mr Nathan Howard authorisation to pay via Faster Payments (Litter picking duties for January - 6 hours @ £9.50 per hour)					£ 57.00
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - January)					£1,608.32
Nest - authorisation to pay pension contributions by Direct Debit for January					
Employer's contributions					£ 121.67
Employee's contributions					£ 162.22
TOTAL					£ 12,210.29

West Malling Parish Council

Prepared by: SH

Date: 05/01/23

Name and Role (Clerk/RFO etc)

Approved by: CC

Date: 05/01/23

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/12/2022

Cash in Hand 01/04/2022	137,374.94
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ADD

Receipts 01/04/2022 - 31/12/2022	146,807.89
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	284,182.83
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SUBTRACT

Payments 01/04/2022 - 31/12/2022	92,682.45
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A	Cash in Hand 31/12/2022	191,500.38
	(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	06/04/2021	0.00
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Current Account	31/01/2023	121,952.72
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Deposit Account	31/12/2022	72,084.01
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	194,036.73
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Less unrepresented payments	2,536.35
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	191,500.38
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Plus unrepresented receipts

B	Adjusted Bank Balance	191,500.38
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A = B Checks out OK

2461	Allotment Tenant	£25.00	12/9/22
2476	Day Tree Fellers	£222.00	3/10/22
2487	SHS	£1208.88	7/11/22
2492	TMBC	£231.00	7/11/22
2508	SHS	£604.44	4/12/22
2510	Allotment Tenant	£50.00	4/12/22
2511	Allotment Tenant	£25.00	4/12/22
DD	Nest	£170.03	4/12/22