

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 3<sup>RD</sup> APRIL 2023, 7.30 PM  
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

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

Minute		Action by	Action	Response
23/206	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from, Ms Medhurst; Mrs Smyth; Ms Stacpoole, Mr Thompson and Borough Councillor Paul Boxall.			
23/207	<b><u>DECLARATIONS OF INTEREST</u></b> - none			
23/208	<b><u>MINUTES</u></b> - the minutes of the Parish Council meeting held on 6 <sup>th</sup> March were approved and signed.			
23/209	<b><u>MATTERS ARISING</u></b>  23/143 – Mrs Dean confirmed that she had emailed a representative of the Baptist Church and that she was awaiting a response.  23/156 – Banky Meadows – Mrs Dean reported that TMBC have refused to issue an Article 4 direction. The situation to be monitored.			
23/210	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>  Mrs Dean reported that she had attended the funeral of Tim Macey. The family has asked that donations be made to the parish council which would be safeguarded specifically to help with the upkeep of Macey's Meadow and future projects.			
23/211	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b> - none			
23/212	<b><u>QUESTIONS FROM COUNCILLORS</u></b>  Greener West Malling event - Ms Margetts reported on the Greener West Malling event which took place on Sunday 12 <sup>th</sup> March. It is estimated that about 70 people attended in total and			

	<p>that those that attended (including those on stalls) found the event to be worthwhile. Feedback forms completed by attendees were positive, a number of people requested more regular litter picking events.</p> <p>Ms Margetts reported that the WMPC carbon footprint for 2021-2022, as measured by the KALC tool, was 8.9 tonnes of CO2 and 76.41% of this was, accounted for by street lighting. There was a general discussion regarding the current street lighting electricity supply and changing this to a 'green' tariff.</p> <p>Emergency Alerts Service - Ms Margetts noted that there is to be a national test of the Emergency Alerts service taking place on 23<sup>rd</sup> April. It was agreed that this may be unnerving to some residents and therefore it was agreed that further information be obtained which could be shared with residents. Clerk to speak with KALC.</p>			
<b>23/213</b>	<b><u>POLICING MATTERS</u></b>			
<b>213.1</b>	<b><u>Police Update</u></b> – the March Police report had not been received.			
<b>213.2</b>	<p><b><u>Other Policing Matters</u></b></p> <p>Mrs Miles reported that she had witnessed a man inhaling what is believed to be nitrous oxide whilst parked in St Leonards Street; the car he was in had clearly been in some sort of collision. This has been reported to the Police. Clerk to seek more information from PCSO.</p> <p>Mr Stevens reported that there has been an incident of criminal damage at the children's play area, graffiti and attempts to burn the play equipment. This has been reported to the Police. Mr Stevens retrieved a gas cannister which had been discarded.</p> <p>Mrs Dean reported on the KALC T&amp;M meeting at which Inspector Stubberfield was in attendance. The reorganisation of the police was discussed which will result in a reduction in the number of PCSO's.</p>	<b>Clerk</b>	√	√
<b>23/214</b>	<b><u>LOCAL PLAN</u></b>			
<b>214.1</b>	<b><u>Update</u></b> – Mrs Dean reported that TMBC owned sites, such as car parks, will be ruled out as possible sites; however the position with regards to registered village greens and estate greens is still to be decided.			
<b>214.2</b>	<b><u>Green Belt extension petition</u></b> – Mrs Dean reported that the online petition had reached approx. 2800 signatures			
<b>23/215</b>	<b><u>BUS SERVICES – NUMBER 58</u></b>			
	<p>The draft agreement between the Parish Alliance and Nu-Venture was noted and members were satisfied with the terms of the agreement.</p> <p>It was noted that the number 58 bus route does not include Maidstone Hospital – WMPC had previously indicated that they would be part of a parish scheme provided that the number 58 route included the hospital.</p> <p>Ms Barkham proposed that WMPC stay within the scheme and this was seconded by Mr Stevens.</p> <p>It was agreed that whilst WMPC is disappointed that Maidstone Hospital is not included within the number 58 route, the Council is however happy to remain within the scheme, but would ask that the hospital stop be reviewed in 6 months with the aim to re-instate that stop as soon as is possible.</p> <p>Clerk to email Cllr. Taylor</p>	<b>Clerk</b>		
<b>23/216</b>	<b><u>WEST MALLING PUBLIC CONVENIENCES</u></b>			
	<b><u>Risk assessment</u></b>			
	Recommendation that the draft risk assessment be adopted – agreed. It was further agreed			

	<p>that Mrs Dean’s details be given as a further point of contact for the cleaning company as she undertakes additional checks of the facilities on a regular basis.</p> <p><b><u>Licence for King Street toilets</u></b>                  The Clerk confirmed that she had not yet received a response from TMBC regarding a Service Level Agreement or extension of the Licence for the King Street toilets.</p> <p>Members are increasingly concerned about the lack of Licence for the King Street toilets, in particular with regards to insurance implications. The Clerk has now sent a number of emails to TMBC regarding this. It was agreed that a letter be sent to Adrian Stansfield, Director of Central Services &amp; Deputy Chief Executive, with a copy to Stuart Edwards and Matt Boughton.</p> <p><b><u>Potential new toilet block</u></b>                  There has also been no update regarding the Title search required for the potential new toilet block within the Tesco car park.</p>	Clerk / TD		
<b>23/217</b>	<b><u>CODE OF CONDUCT</u></b>			
	Recommendation from the F&GP Committee that the Kent Code of Conduct (Parishes) be adopted – this was agreed.			
<b>23/218</b>	<b><u>COMPLAINTS POLICY / VEXATIOUS COMPLAINTS POLICY</u></b>			
	Recommendation from the F&GP Committee that the complaints policies be adopted – agreed.			
<b>23/219</b>	<b><u>METAL DETECTING POLICY</u></b>			
	Recommendation from the F&GP Committee that the policy be adopted. Following one addition (The Twitch Inn to be added under ‘museums’) the policy was adopted.			
<b>23/220</b>	<b><u>WEST MALLING CORONATION EVENT</u></b>			
	<p>There was a general discussion regarding the event which is to be held on Monday 8<sup>th</sup> May in conjunction with the Macey’s Meadow blossom day event.</p> <p>It was agreed that the sum of £300 be taken from reserves to fund activities.</p>			
<b>23/221</b>	<b><u>PLANNING</u></b>			
	<p>Planning Application KCC/TM/0040/2023 In vessel Composting Facility, Blaise Farm Quarry, Kings Hill, West Malling ME19 4PN. Construction of new storage bays and workshop building (part retrospective).</p> <p>No objections</p> <p><a href="http://kentplanningapplications.co.uk">Planning Register : Kent County Council (kentplanningapplications.co.uk)</a> Deadline 25<sup>th</sup> April</p>			
<b>23/222</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>222.1</b>	<b>Accounts for payment</b> - totalling £4,183.25 were approved - see attached.			
<b>222.2</b>	It was noted that payments in the sum of £4587.50 were authorised at the F&GP Committee meeting on 20 <sup>th</sup> March and the sum of £789.29 at the Planning Committee meeting on 31 <sup>st</sup> March.			
<b>222.3</b>	<p><b>Financial Statement</b> – bank reconciliation as at 30<sup>th</sup> March was received – see attached.</p> <p>A provisional end of year financial breakdown of the Council’s finances had been prepared by the Clerk and Mr Stevens and sent to all members in advance of the meeting. This was noted. Sums to be safeguarded from 22/23 to be finalised.</p>			

	It was noted that WMPC had received a payment of £2,500 from South East Water as compensation for issues 'constituents experienced with the supply of water... during the recent period of hot weather during the summer months.' This sum currently sits in general reserves.			
<b>222.4</b>	<b>Santander Bank Mandate</b> – it was agreed unanimously that Ms Margetts and Mr Mann be added to the bank mandate; once this has been completed the signatories to the account will be, Mrs Dean, Mrs Javens, Mrs Christmas, Ms Margetts and Mr Mann.  It was noted that Mr Byatt and Mr Selkirk were still on the mandate. Clerk to seek their removal.			
<b>23/223</b>	<b><u>MATTERS FOR REPORT</u></b>			
<b>223.1</b>	<b>Amenities Committee</b> - receipt was noted of the draft minutes of the meeting held on 13th March.  There were no questions.			
<b>223.2</b>	<b>Finance &amp; General Purposes Committee</b> – receipt was noted of the draft minutes of the meeting held on 20 <sup>th</sup> March.  There were no questions.			
<b>223.3</b>	<b>Macey's Meadow Advisory Group</b> – the Clerk provided a verbal report of the meeting held on 23 <sup>rd</sup> March, this meeting concentrated on the Spring Blossom event, consideration of applying for a Tesco Community Grant and the issue of metal detecting on the meadow.  There were no questions			
<b>223.4</b>	<b>Planning Committee</b> – Mr Mann provided a verbal report of the meeting held on 31 <sup>st</sup> March. The committee dealt with a number of planning applications and considered the Licensing application for Kentfield Estate.  There were no questions.			
<b>223.5</b>	<b>Broadwater Action Group</b> – no report			
<b>223.6</b>	<b>Malling Action Partnership</b> – no report			
<b>223.7</b>	<b>School Governors</b> – no report			
<b>223.8</b>	<b>Malling Society</b> – Ms Barkham reported that due to very poor attendance, members of the Malling Society are being consulted on whether or not the regular talks which are held at the school should continue once the scheduled talks have concluded.			
<b>223.9</b>	<b>Chamber of Commerce / Christmas Lights Committee</b> – no report			
<b>223.10</b>	<b>Tonbridge &amp; Malling Borough Council:</b>  Parish Partnership Panel – it was noted that the next meeting is scheduled for 15 <sup>th</sup> June.			
<b>223.11</b>	<b>KALC/NALC/ACRK/CPRE:</b>  KALC T&M meeting – Mrs. Dean provided a verbal report of the meeting held on 30 <sup>th</sup> March. KALC News – receipt was noted of the March edition.			
<b>23/224</b>	<b><u>MEETING DATES</u></b>  Amenities – Thursday 13 <sup>th</sup> April – West Malling Village Hall Highways – Monday 17 <sup>th</sup> April – Clout Macey's Meadow Advisory Committee – Wednesday 19 <sup>th</sup> April Climate Change & Biodiversity Action Group – Thursday 20 <sup>th</sup> April – Clout			

	<p>Planning – Tuesday 25<sup>th</sup> April – West Malling Village Hall</p> <p>May Full Council / AGM /Annual Parish Meeting – Monday 15<sup>th</sup> May – West Malling Village Hall</p>		
<p><b>23/225</b></p>	<p><b><u>REPORT OF BOROUGH COUNCILLOR</u></b></p>		
	<p>Cllr. Boxall had emailed his report to the Clerk which had been circulated to all members.</p> <p><b>Leybourne Woods</b>                  As I am sure you have no doubt seen, Leybourne Woods has been put up for sale. Leybourne Woods are up for sale at £150,000 for the over 20 acre site. It lies to the northern (motorway) side of Woods Meadow, a Public Open Space alongside Leybourne Stream owned by Tonbridge and Malling Borough Council. The woods stretch from Birling Road to the A20 entrance near Castle Way. Please sign this petition to save Leybourne Woods for public use.</p> <p>We believe that the Ancient woods and bluebell meadows of Leybourne Woods should be purchased by Leybourne Parish Council, either alone or in Partnership with Tonbridge and Malling Borough Council for the enjoyment of local people as Public Open Space.</p> <p>Please feel free to sign the petition <a href="https://chnng.it/dK9NKN42YD">https://chnng.it/dK9NKN42YD</a></p> <p><b>Forty Acres</b>                  Sky Larks are nesting on the 40 Acre site. This has been reported to TMBC and Kent police. It won't stop the development but should delay its start!</p>		
<p><b>23/226</b></p>	<p><b><u>REPORT OF COUNTY COUNCILLOR</u></b></p> <p>Green Belt Petition                  The Petition for Extending the Green Belt stands at over 2,800 signatures, with some paper petitions to be added.</p> <p>Extension of 20mph scheme                  The survey of views regarding the extension of the 20mph scheme is achieving a high percentage of returns in favour of the proposals. I need to increase the number of returns however, especially in those roads which would be included within the scheme for the first time.                  I also issued the survey in Offham, as users of St Leonards Street and Offham Road in particular.</p> <p>Again there are high levels of agreement with the proposals.</p> <p>Tree Planting Scheme                  The bid for a Green Corridor of five sites for tree planting along Lunsford Lane has been accepted.                  Around 30 trees are to be planted with the aim of improving air quality, the street scene, wildlife and biodiversity, and reducing pollution, verge parking and traffic speeds.                  ( Subsequently on April 4th a site meeting was held to view all these sites. The position of overhead cables or underground utilities may require some changes. .                  However, a number of additional opportunities were identified for further planting for screening bare fencing in Marlowe Green, Gighill Green, and the New Hythe Lane Playing Fields and Rec as well. Officers agreed to provide a table of the various funding streams available.)</p> <p>I would be very pleased to begin developing new schemes in East Malling and West Malling</p> <p>Bus services                  The Parish Alliance has received approval for the Joint Parishes Funding for a single shoppers trip on Mondays and Fridays to Leybourne Tesco, and Maidstone respectively. So , the cost of running the Monday 70 and Friday 58 shoppers' bus services changes to the Parish Councils this week.</p> <p>Passenger numbers for the last two months have varied between 10 and 44 people on the 58</p>		

Maidstone service, and 9 and 28 on the 70 service to West Malling and Leybourne Way Tesco. The more passengers we get on the buses, the less the Parishes will have to pay. So please use them to shop at Tesco Leybourne Way, West Malling High Street, or Maidstone.

We are expecting an announcement of new Government money for supporting buses this week.

County Council policies on Investment and Chemical Pollution

At the March meeting of the County Council I was pleased to successfully propose that a review of KCC investments should include the impact of withdrawing council and Superannuation Funds from Fossil Fuel Investments. I was also pleased to support my group's proposal to request a report on polyfluoroalkyls or forever chemicals. These persist for very long periods of time in the soil and have been found in many locations throughout the country including in Kent, often in the water courses. The permitted limit of these chemicals in the UK drinking water is much higher than European or US levels.

KCC Department of Education

The Department of Education has served a Notice of Improvement on KCC regarding its provision of services for Children with Special Education Needs and Disabilities. This follows two highly critical reports on SEND by Ofsted, the latest of which judged that the County Council had not made sufficient progress in any of the areas set out by OFSTED. I am a member of the new committee set up to examine and monitor KCC performance on SEND and would be happy to hear from any parents who would like to share their experience of provision in Kent for with children with SEND.

Bellingham Way, New Hythe Lane and Panattoni.

I was pleased that finally a meeting regarding traffic management in these areas was held to which Leybourne Park Residents and Panattoni had been invited.

a. KCC is keen that a Highways Improvement Scheme is produced for the Larkfield side of the Parish as this is now ....

b. NEW HYTHE LANE, PANATTONI AND BELLINGHAM WAY

The meeting heard that Panattoni will fund the following features.

- a pedestrian crossing of New Hythe Lane between the Bellingham Way and Papyrus roundabouts. It will have dropped kerbs and tactile paving on the pavements. The crossing will be immediately to the south (Leybourne Way) side of the Bricklayer Arms. Sites nearer to the Lakes entrance and the pedestrian access to Leybourne Park we're ruled out by KCC due to restricted visibility. The position of the bus stop on the park side is worrying residents as they do not feel that it is in the best place. The crossing will not be traffic light controlled, but a mobile flashing Speed Indicator sign will be put up nearby by KCC. The Borough Council has also agreed that they will install new mobile CCTV cameras on this stretch of road if the problems with speeding cars and vans continue.

- A permanent traffic light controlled pedestrian crossing of Bellingham Way will replace the current temporary crossing near the entrance to Leybourne Park. This will have the effect of slowing traffic on the approach to the roundabout, as well as improve safety for Leybourne Park residents.

- The pavement on the residential side of Papyrus Way is being widened to give safer access to and from the station. There was some concern about the loss of on street parking, of which Panattoni were not aware.

- The land ownership issues at the Bellingham Way/Station Road, Aylesford junction have been settled and work is restarting on opening the road to public use in Autumn. This through route is expected to reduce car and van traffic congestion on the A20 London Road, New Hythe Lane and Lunsford Lane. The junction will be controlled by traffic lights. HGVs are not to be allowed to use it.

We also discussed these longstanding issues:-

	<p><b>Roundabout design</b> Residents have complained about the design of the Bellingham Way roundabout since the day it was built. Visibility for pedestrians is poor and many people say this is due in part to the plants on the top. However, Highway engineers say sometimes planting is used to make drivers more careful as they do not have a clear view! Gary Slinn suggested sculptures could be put there as attractive features such as at Peters Village Wouldham, and Kings Hill. A large Christmas tree, which could be lit up at Christmas, was another idea. Roger Roud suggested a structure recalling the paper industry's history on this site.</p> <p><b>Sleeping policemen</b> A bolt down version of speed platforms is being trialled on the Panattoni site to discourage the groups of car "racers". The design can be easily driven over by buses and HGVs, but will slow down cars and vans. The bolt down platforms can be easily removed for maintenance or replacement. If the design is a success, the platforms will also be considered for use in New Hythe Lane from the river to the Bellingham Way roundabout. The KCC Highways representative said that speed platforms commonly in use could be problematic in the residential area as they can cause both noise and vibration to nearby residential properties as vehicles go on and off the platform. This new design may reduce that effect. So we shall watch the trial on the Panattoni site with interest.</p> <p>Traffic data supplied after the meeting showed this stretch of New Hythe Lane carries over 10,000 vehicles per day. 95% of them were travelling at under 34mph which is within the Police tolerance of a 30mph limit. Further queries have been raised about the method of calculating these figures.</p> <p><b>Buses</b> Panattoni has given a large amount of money to KCC for establishing bus routes which connect their site to the local area and Maidstone. They have funded the provision of two bus stops. The bus routes have SUSEQUENTLY been cut, but Panattoni now want them reinstated using the funds they have supplied to KCC.</p> <p>I want to see a route set up which will also take people, including school children, to local primary and secondary schools, Martin Square Medical Centre, Library and shops and the Station, shops and businesses in West Malling.</p> <p><b>Delivery drivers</b> We discussed ways of stopping the excessive speed of many of the delivery drivers coming from the 80 companies on the North Larkfield Trading estate. Their tight timetables and long hours were thought to be to blame. Roger Roud pointed out that commercial vehicles over 7.5 tonnes carried tachographs to ensure drivers' hours, speeds and distance driven were recorded. Would applying this to lighter vehicles be a good idea? Regular checks would perhaps mean drivers were not under so much pressure.</p>			
<p><b>23/227</b></p>	<p><b><u>CORRESPONDENCE</u></b></p> <p>Open Space Spring 23 booklet (available from the office)</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.25</p> <p><b>Signed..... Dated.....</b></p>			

<b>Accounts for Payment 3rd April 2023</b>						
						<b>cheques to be drawn</b>
SLCC Enterprises Ltd (cheque 2558)					50.00	£ 60.00
(invoice BK209824-1 Introduction to CiLCA)			VAT		10.00	
SLCC Enterprises Ltd (cheque 2559)					250.00	£ 300.00
(invoice BK209825-1 CiLCA portfolio course)					50.00	
TMBC (cheque 2560)						£ 25.60
(NNDR Twitch )						
<b>April salaries (estimated due to PAYE update)</b>						
Mrs Claire Christmas - authorisation to pay via Faster Payments						<b>£2,102.38</b>
(Clerk - net salary for April £2090.38 + reimbursement for fax £1.20, sundries £10.80)						
Mrs Sarah Howard authorisation to pay via Faster Payments						<b>£466.34</b>
(Ass. Clerk - net salary for April £466.34)						
Mr Nathan Howard authorisation to pay via Faster Payments						<b>£ 104.20</b>
(Litter picking duties for April - 10 hours @ £10.42 per hour)						
HMRC - authorisation to pay via Faster Payments						<b>£932.76</b>
(Deductions from salaries - April)						
Nest - authorisation to pay pension contributions by Direct Debit for March						
Employer's contributions						<b>£ 82.27</b>
Employee's contributions						<b>£ 109.70</b>
					<b>TOTAL</b>	<b>£ 4,183.25</b>

16 May 2023 (2022-2023)

## West Malling Parish Council

Prepared by: SH

Date: 30/03/23

*Name and Role (Clerk/RFO etc)*

Approved by: CC

Date: 30/03/23

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

### Bank Reconciliation at 30/03/2023

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

Receipts 01/04/2022 - 30/03/2023	154,309.85
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	291,684.79
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**SUBTRACT**

Payments 01/04/2022 - 30/03/2023	135,502.55
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<b>A</b>	<b>Cash in Hand 30/03/2023</b>	<b>156,182.24</b>
	(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	30/03/2023	0.00
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Current Account	30/03/2023	89,161.88
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Deposit Account	30/03/2023	72,084.01
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	<b>161,245.89</b>
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Less unrepresented payments	5,063.65
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	156,182.24
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Plus unrepresented receipts

<b>B</b>	<b>Adjusted Bank Balance</b>	<b>156,182.24</b>
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### A = B Checks out OK

**Unpresented Cheques**

2492	TMBC	£231.00	07/11/23
2541	Maidstone Signs	£208.80	06/03/23
2542	SHS	£604.44	06/03/23
DD	Nest	£181.41	10/03/23
2551	KALC	£48.00	20/03/23
2549	Qualitree	£3750.00	20/03/23
2552	Malling Memorial	£40.00	20/03/23

**Direct Debits**

Cobnuts	£15.00	01/03/23
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