

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 5TH JUNE 2023, 7.30 PM
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

Present: Mrs Trudy Dean (Chair)
Ms Gwyneth Barkham
Mrs Camilla Bridgeland (arrived at 7.37pm)
Ms Izzy Jones (left at 9.02pm)
Mr Keith Mann
Ms Sara Margetts
Mrs Lorna Miles
Ms Min Stacpoole
Mr Peter Stevens

Also Present Borough Councillor Michelle Tatton

Minute		Action by	Action	Response
23/317	APOLOGIES FOR ABSENCE were received from Mrs Smyth.			
23/318	DECLARATIONS OF INTEREST - none			
23/319	MINUTES - the minutes of the Parish Council meeting held on 15 th May were approved and signed following an amendment of a typo at 23/274.1 'Mrs Dean welcomed members' and at 23/296.6 which should read 'It is hoped to catalogue West Malling's historical documents.'			
23/320	MATTERS ARISING 23/287 – The Clerk confirmed that she had emailed KCC regarding works undertaken by media companies (in this instance Virgin media) on the Highways and that she is awaiting a response. 23/296.4 – Macey's Meadow, Spring Blossom / Coronation event – Mrs Dean reported to members that TMCC had found the event to be successful and would like to have further community events. This will be discussed at the Macey's Meadow meeting, however concerns were raised about the events being held together as an additional event may detract from the Macey's event.			
	Mrs Bridgeland arrived at 7.37pm			
23/321	CHAIRMAN'S ANNOUNCEMENTS Mrs Dean welcomed Borough Councillor Tatton to the meeting. Clerk to circulate Cllr.			

	Tatton's TMBC email address to all members.	Clerk	√	
	Mrs Dean reported the passing of Mike North. Mike was a co-opted member of the Planning Committee and was a great source of knowledge, assisting the Parish Council with regards to the town's heritage / buildings for a number of years. Details of the funeral to be held at St Marys Church were noted, 21 st June at 11.00. Donations to the Woodland Trust.			
	Mrs Dean reported that the new parliamentary constituency boundaries are to be agreed soon. This does not affect the Borough boundaries. The Commissions are required to report their final recommendations to the Speaker of the House of Commons by 1 July 2023. It is expected that West Malling will come under the Maidstone constituency.			
23/322	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
23/323	<u>QUESTIONS FROM COUNCILLORS</u>			
	Ms Barkham reported a blocked drain in St Leonards Street. Ms Margetts will report to KCC.	Clerk	√	
	Ms Margetts reminded members that the KALC Community Award certificate has not yet been presented to the recipients. Mrs Dean, Ms Margetts and Clerk to arrange a suitable date.			
	Ms Margetts asked if any progress had been made with meeting a representative from the Baptist Church regarding potentially using the building as a community hub. It was noted that a 'pop in' poster is now being displayed in shops. Mrs Dean confirmed that she is yet to speak with a church representative.	TD		
	Mr Stevens reported that there is another burst water main in Norman Road, it is believed that this is the 3 rd leak in this one spot.			
23/324	<u>POLICING MATTERS</u>			
324.1	<u>Police Update</u>			
	Letter introducing Inspector Terry Newman as the new Tonbridge & Malling Community Safety Unit Inspector was received by members. The letter advised that there will be a Police presence at Parish Council meetings on a quarterly basis – Police to be advised before the meeting about issues to be raised. It was agreed that current issues for discussion would be speed enforcement and anti-social behaviour.			
	The new beat Sergeant is Nick Atkinson and new beat Police Constable is Lisa Whitehead. Clerk to write an introductory email to PC Whitehead.	Clerk	√	
324.2	<u>Other Policing Matters</u>			
	It was reported that there had been sightings of youths in cars on the High Street inhaling nitrous oxide and a visitor to the Farmhouse getting into a car (driver) apparently over the legal alcohol limit – it was noted that once somebody leaves a licenced premises that the landlord is no longer responsible for the actions of the patron.			
	Rough sleeper – the Clerk confirmed that she had spoken with the gentleman that sits outside of Tesco and that she believes that he has been offered the services of Porchlight. Clerk to speak with him again to check on his welfare.	Clerk	√	
23/325	<u>POST ELECTION PAPERWORK</u>			
325.1	<u>Declarations of Office</u> - It was noted that all councillors had completed their Declarations of Office.			
325.2	<u>Councillor Privacy Notice / Acceptance of Electronic Summons</u> – Councillors are asked to read and complete the form.			
23/326	<u>LOCAL PLAN</u>			

	<p>Update – at a meeting of the new TMBC planning committee it was agreed that TMBC would remain with the current system and targets until a change in the system would be advantageous to TMBC.</p> <p>A new timetable is now available – it is hoped that completion of the new plan will be in April 2026, the plan to have been submitted by 2025.</p> <p>An external company is to be employed to undertake analysis of the previous consultation plus the consultation for the new sites – cost of £320,000.</p> <p>There is to be a new Reg 18 consultation which will include the additional 50 sites (which have not been consulted on) and new changes to planning guidance which needs to be taken into account.</p> <p>It was noted that West Malling is still under the Area 2 Planning Committee.</p>			
23/327	<u>WEST MALLING PUBLIC CONVENIENCES</u>			
	No update. Clerk to draft a letter to Adrian Stanfield expressing concern at the lack of progress regarding a Licence or Service Level Agreement for the King Street toilets.	Clerk	√	
23/328	<u>TENNIS COURT CONSTRUCTION CONTRACT</u>			
	<p>Recommendation from the Amenities Committee to enter into a contract with Sovereign Sports, the amended contract sum being £46,770.00. This work is to be funded using Section 106 monies.</p> <p>Proposed by Mr Stevens and seconded by Ms Stacpoole. Agreed unanimously.</p>			
23/329	<u>PARISH INFRASTRUCTURE STATEMENT</u>			
	<p>Revised document agreed.</p> <p>Clerk to submit to TMBC</p>	Clerk	√	
23/330	<u>ROTARY HOUSE – ASSET OF COMMUNITY VALUE STATUS</u>			
	<p>It was noted that once TMBC have confirmed with KCC the date of the sale of the site and that this date falls within the 18 month protected period, that the listing will be removed from the TMBC asset register.</p> <p>Members were asked to consider if they would wish to nominate the site once it has been removed from the register.</p> <p>It was agreed that this needs to be considered further as a new Council and that this should be an agenda item at the upcoming four year plan meeting.</p>			
23/331	<u>FOUR YEAR PLAN MEETING</u>			
	Members to consider dates in September for a potential meeting.			
23/332	<u>STANDING ORDERS</u>			
	Amendments at Sections 18 and 24 were agreed. Standing Orders were adopted.			
	Ms Jones left the meeting at 9.02			
23/333	<u>FINANCIAL MATTERS</u>			
333.1	Accounts for payment - totalling £9,567.05 were approved - see attached.			

333.2	Financial Statement – bank reconciliation as at 31 st May was received – see attached.			
333.3	Safeguarded Sums and Asset Register were received and noted.			
333.4	<p>Audit 22/23 Internal Auditor's Report – it was noted that the written report had been received by the office. The Council noted the following comment 'Given increasing interest rates over recent months, I recommend that the Council review its investments and its policy around short term investing' – this will be considered at an F&GP meeting.</p> <p>It was noted that the Annual Internal Audit Report had been signed by the auditor.</p>			
333.5	Section 1 – Annual Governance Statement 2022/23 - was agreed and signed.			
333.6	Section 2 – Annual Governance Statement 2022/23 - was agreed and signed.			
23/334	<u>MATTERS FOR REPORT</u>			
334.1	<p>Planning Committee - receipt was noted of the draft minutes of the meeting held on 22nd May.</p> <p>It was noted that the Planning Committee is to request that TMBC Cllr. Mike Taylor (Cabinet Member for Planning) attend a planning meeting, it was agreed that this be on a date that non - planning members can also be in attendance.</p> <p>There were no questions.</p>			
334.2	<p>Climate Change & Biodiversity Action Group – receipt was noted of the draft notes of the meeting held on 22nd May.</p> <p>Ms Stacpoole reported to members that the meeting concentrated on feedback from the Greener West Malling event – issues raised are to be further discussed at the next Amenities meeting.</p> <p>The Clerk was able to inform members that WMPC had successfully reached the next stage of the KCC EV charger grant process, EV charging points to possibly be installed in the village hall car park. KCC is to obtain quotes for the work and request that UKPN undertake their supply investigations.</p> <p>There were no questions.</p>			
	9.34pm - at this point in the meeting, Standing Orders were suspended to allow the meeting to continue past 9.30 (this being 2 hours after the meeting had begun).			
334.3	Broadwater Action Group – it was noted that their AGM is to be held on Thursday 15 th June. Clerk to confirm attendance with Mr Thompson.	Clerk	√	
334.4	Malling Action Partnership – Mrs Dean reported that she had held an informal meeting with Matt Christmas regarding digitalising West Malling historic documents. Mr Christmas has worked on a similar project for Offham.			
334.5	School Governors – no report			
334.6	Malling Society – no report			
334.7	<p>Chamber of Commerce / Christmas Lights Committee – Mrs Miles provided a verbal report of the meeting held on 25th May.</p> <p>It was noted that the Christmas Lights Festival is scheduled for 3rd December.</p>			
334.8	<p>Tonbridge & Malling Borough Council:</p> <p>Parish Partnership Panel – it was noted that the next meeting is scheduled for 15th June.</p>			

<p>334.9</p>	<p>KALC/NALC/ACRK/CPRE:</p> <p>KALC T&M meeting – it was noted that the next meeting is scheduled for 13th July. KALC News – it was noted that the CC&BAG has been asked to draft a report for the July newsletter. Councillor Conference –it was noted that this will take place on 6th July at Appledore Village Hall.</p>			
<p>23/335</p>	<p>MEETING DATES</p> <p>Planning – Monday 12th June – The Clout (daytime) tbc Amenities – Monday 12th June – West Malling Village Hall, 7.30pm Climate Change & Biodiversity Action Group – Monday 19th June – Clout 6.30pm Highways – Monday 19th June – Clout, 7.30pm Planning – Tuesday 27th June – West Malling Village Hall, 7.30pm – tbc Macey’s Meadow Advisory Committee – Wednesday 28th June, 7.30pm</p> <p>July Full Council – 3rd July</p>			
<p>23/336</p>	<p>REPORT OF BOROUGH COUNCILLOR</p>			
	<p>Cllr. Tatton introduced herself to members of the council. Cllr Tatton is a member of the following: Area 2 Planning Committee (Cllr.Tatton reported that East Malling now falls under Area 2). Communities and Environment Scrutiny Select Committee and Vice Chair of Parish Partnership Panel.</p> <p>Cllr. Tatton reported on the Local Plan.</p> <p>Planning – issues with staffing including planning comments being attributed to the incorrect applications.</p>			
<p>23/337</p>	<p>REPORT OF COUNTY COUNCILLOR - no report</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.54</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council

				Cheques to be drawn
<u>Accounts for Payment 5th June 2023</u>				
SLCC Enterprises Ltd (cheque 2579) (invoice ORD509147-1. Text book order)	VAT	191.50 1.40	£	192.90
Lionel Robbins (cheque 2580) (Ref 2023/58 - internal audit 2022/23)				150.00
Streetlights (single cheque 2581) (invoice 13738 - installation of new columns - columns 6 & 111 , from phased repair budget for 22/23)	VAT	1900.00 380.00	£	2,280.00
Streetlights (invoice 13758 - column 81 repair, photocell replaced).	VAT	97.75 19.55	£	117.30
Kent County Council (Laser) (single cheque 2582) (Electricity supply period April 23 at 5% VAT)	VAT	15.95 0.80	£	16.75
Kent County Council (Laser) (Electricity supply period April 23 at 20% VAT)	VAT	573.18 114.64	£	687.82
Specialist Hygiene Services Ltd (cheque 2583) (invoice 44602 - King Street toilet cleaning costs for May at new monthly cost of £554.07, plus back dated increase for April of £50.37 and costs to unblock urinal of £53.00)	VAT	657.44 131.48	£	788.92
Holly Jenson (cheque 2584) (allotment deposit refund - Plot 29A)			£	50.00
C&A Landscapes Ltd (cheque 2585) (invoice CA36274 - Churchyard maintenance 13th & 27th April + weedkill)	VAT	1215.00 243.00	£	1,458.00
June salaries				
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for June £2090.58 + reimbursement for fax £1.20, sundries £3.30)				£2,095.08
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for June £511.17)				£511.17
Mr Nathan Howard authorisation to pay via Faster Payments (Litter picking duties for June - 8 hours @ £10.42 per hour)			£	83.36
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - June)				£943.78
Nest - authorisation to pay pension contributions by Direct Debit for June Employer's contributions			£	82.27
Employee's contributions			£	109.70
TOTAL				£ 9,567.05

West Malling Parish Council

Prepared by: SH

Date: 31/05/23

Name and Role (Clerk/RFO etc)

Approved by: CC

Date: 31/05/23

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/05/2023

Cash in Hand 01/04/2023	155,389.12
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ADD

Receipts 01/04/2023 - 31/05/2023	73,866.39
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229,255.51

SUBTRACT

Payments 01/04/2023 - 31/05/2023	17,056.21
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A	Cash in Hand 31/05/2023	212,199.30
	(per Cash Book)	

Cash in hand per Bank Statements

Petty Cash	30/04/2023	0.00	
Current Account	30/04/2023	142,035.77	
Deposit Account	30/04/2023	72,084.01	

214,119.78

Less unrepresented payments	1,920.48
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212,199.30

Plus unrepresented receipts

B	Adjusted Bank Balance	212,199.30
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A = B Checks out OK

Unpresented cheques:

2492	TMBC	£231.00	07/11/23
2554	Mr Pearce	£105.02	31/03/23
2563	SHS	£668.04	13/04/23
2574	TCPA	£90.00	15/05/23
DD	Nest	£191.97	15/05/23
2578	SHS	£604.44	15/05/23
2576	Miss Barkham	£30.01	15/05/23

Direct debits:

DD	BT	£41.95	02/05/23
DD	BT	£42.41	31/05/23