

# WEST MALLING PARISH COUNCIL

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

**Present:** Mrs Trudy Dean (Chair)  
Mrs Camilla Bridgeland  
Ms Izzy Jones  
Mr Keith Mann  
Ms Sara Margetts  
Mrs Yvonne Smyth  
Mr Peter Stevens  
Mr David Thompson

**Also Present** Borough Councillor Michelle Tatton

Minute		Action by	Action	Response
23/398	<b><u>APOLOGIES FOR ABSENCE</u></b> were received from Ms Gwyneth Barkham; Mrs Lorna Miles and Ms Min Stacpoole.			
23/399	<b><u>DECLARATIONS OF INTEREST</u></b> - none.			
23/400	<b><u>MINUTES</u></b> - the minutes of the Parish Council meeting held on 5 <sup>th</sup> June and the extraordinary meeting held on 19 <sup>th</sup> June were approved and signed.			
23/401	<b><u>MATTERS ARISING</u></b> - none			
23/402	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b>  Mrs Dean advised members that all committee chairs had informally agreed that the parish office would be effectively closed during the month of August. The August Highways and Planning meeting to be cancelled. The Clerk will be taking annual leave and study leave. This was agreed by all members.			
23/403	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b> - none			
23/404	<b><u>QUESTIONS FROM COUNCILLORS</u></b> - none			
23/405	<b><u>POLICING MATTERS</u></b>			
405.1	<b><u>Police Update</u></b>  Letter from Matthew Scott PCC was received. Kent PCC News was received.			

	It was noted that 101 call waiting times are now less than 3 minutes.			
<b>405.2</b>	<p><b><u>Other Policing Matters</u></b></p> <p><b><u>Licensed premises reviews</u></b> – it was noted that application had been made for the review of premises licence under the Licensing Act 2003 for The Swan, Bombay Cuisine and Dosh; the applicant being a member of the Southeast Immigration Compliance Enforcement Team (Home Office).</p> <p>It was agreed that WMPC would not submit comments to TMBC.</p> <p><b><u>Anti-social behaviour</u></b> - the Clerk reported that she had received complaints regarding youths cycling / riding mopeds in a dangerous fashion on the High Street; sometimes whilst wearing balaclavas which residents find intimidating. It was agreed that this would be discussed with the new area PC and that members of the public should be encouraged to report instances via 101.</p>			
<b>23/406</b>	<b><u>LOCAL PLAN</u></b>			
	It was noted that the joint parish Green Belt petition had reached 2,938 signatures – Clerk to re-circulate the petition link. It was agreed to submit the petition to TMBC once the signature number reached 3000.	<b>Clerk</b>	√	
<b>23/407</b>	<b><u>ROTARY HOUSE</u></b>			
	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.			
<b>407.1</b>	It was noted that an application has been made for the site to be re-registered as an Asset of Community Value.			
<b>407.2</b>	Members were in receipt of a report detailing a meeting held between the committee chairs and the new owner of Rotary House. The new owner has now been advised that his planning application has been refused.			
<b>407.3</b>	<p>Members were asked to consider whether the Parish Council wishes to acquire the site in principle, subject to price. It was noted that detailed reasons for refusal have not yet been made public and that once known, these reasons may determine the value of the site.</p> <p>Proposal from Mr Stevens that the council pursue in principle the purchase of the site, subject to price, and this was seconded by Mr Mann. Agreed unanimously.</p>			
<b>23/408</b>	<b><u>WEST MALLING PUBLIC CONVENIENCES</u></b>			
	No update.			
<b>23/409</b>	<b><u>SOUTH EAST WATER COMPENSATION</u></b>			
	<p>It was noted that WMPC received the sum of £2500 from SEW to compensate for poor service during 2022. Members were asked to consider if this money should be safeguarded (money currently in general reserves) and if so, to consider any community based projects expenditure.</p> <p>It was agreed that the compensation be safeguarded for use on community based projects / expenditure.</p>			
<b>23/410</b>	<b><u>HIGHWAYS IMPROVEMENT PLAN</u></b>			
	Recommendation from the Highways Committee that the figure of £1068 be taken from reserves to cover the cost of KCC design fee / feasibility study for the possible installation of heritage gates (traffic calming gates) at the junction of Teston Road / St Leonards Street.			

	Ms Margetts proposed that this sum be taken from reserves and this was seconded by Mr Thompson. Agreed unanimously.			
<b>23/411</b>	<b><u>LEYBOURNE WOODS</u></b>			
	<p>It was noted that Leybourne Parish Council has agreed to purchase Leybourne Woods. West Malling Parish Council has received from Leybourne Parish Council a request for a donation towards the purchase costs.</p> <p>It was agreed that a decision would be made once Leybourne Parish Council had finalised how the purchase is to be funded. It is understood that this is to be discussed at their July meeting.</p> <p>Clerk to list on the September Full Council agenda</p>	<b>Clerk</b>	√	
<b>23/412</b>	<b><u>BUS SERVICES</u></b>			
	<p>Members were in receipt of Nu Venture figures for the passenger and revenue summary of the 58 and 70 bus services for the period 1<sup>st</sup> April – 19<sup>th</sup> June. Members were pleased with the encouraging figures.</p> <p>Members considered any potential changes that could be suggested to Nu Venture.</p> <p>Service 58 – introduction of the Maidstone Hospital stop as per WMPC’s original request.</p> <p>Service 70 – it was noted that Leybourne Chase has very few passengers and that perhaps another stop could be considered.</p> <p>This service, which runs on a Monday, has been impacted by several Bank Holidays. Could consideration be given to this service being provided on another day of the week. It is noted that some shops and services still close on Mondays, meaning that passengers cannot access these shops and services.</p> <p>Clerk to submit comments to Nu Venture.</p>	<b>Clerk</b>	√	
<b>23/413</b>	<b><u>LASER ENERGY CONTRACT</u></b>			
	<p>It was noted that the Climate Change &amp; Biodiversity Action group has been looking at the possibility of transferring the Laser energy supply contract to a renewable energy Laser contract. Laser has confirmed that the green charge is an estimated additional £367.00 per annum. As the contract is due to start in October 23, any additional costs will need to be taken from reserves as the excess has not been budgeted for.</p> <p>It was agreed that the Council move their contract to a renewable energy contract and that any additional costs would be taken from reserves.</p>			
<b>23/414</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>414.1</b>	<b>Accounts for payment</b> - totalling £7,917.43 were approved - see attached.			
<b>414.2</b>	It was noted that payments in the sum of £3,021.20 were authorised at the Highways Committee meeting on 19 <sup>th</sup> June			
<b>414.3</b>	<b>Financial Statement</b> – bank reconciliation as at 29 <sup>th</sup> June was received – see attached.			
<b>23/415</b>	<b><u>MATTERS FOR REPORT</u></b>			
<b>415.1</b>	<b>Amenities Committee</b> - receipt was noted of the draft minutes of the meeting held on 12 <sup>th</sup> June.  There were no questions.			
<b>415.2</b>	<b>Highways Committee</b> – a verbal report was provided of the meeting held on 19 <sup>th</sup> June.			

	There were no questions.			
<b>415.3</b>	<b>Planning Committee</b> - receipt was noted of the agreed minutes of the meeting held on 12 <sup>th</sup> June and a verbal report was provided of the meeting held on 27 <sup>th</sup> June.  There were no questions.			
<b>415.4</b>	<b>Climate Change &amp; Biodiversity Action Group</b> – receipt was noted of the draft notes of the meeting held on 27 <sup>th</sup> June.			
<b>415.5</b>	<b>Macey’s Meadow Advisory Committee</b> – Ms Margetts reported that Applefest is to take place on 30 <sup>th</sup> September. There had been a general discussion regarding the funding of a new noticeboard and applying to the Tesco Community Fund Scheme.			
<b>415.6</b>	<b>Broadwater Action Group</b> – it was noted that the AGM was held on Thursday 15 <sup>th</sup> June. Mr Thompson was in attendance and he confirmed that there was no change in officers.			
<b>415.7</b>	<b>Malling Action Partnership</b> – no report			
<b>415.8</b>	<b>School Governors</b> – no report			
<b>415.9</b>	<b>Malling Society</b> – it was reported that the society had been on a trip to the Medway Queen.			
<b>415.10</b>	<b>Chamber of Commerce / Christmas Lights Committee</b> - Mrs Dean provided a verbal report of the meeting held on 21 <sup>st</sup> June. It was noted that Mr Meader was elected as Chair of the Chamber of Commerce and Mrs Smith as Secretary.  Membership fees are to be re-introduced.  It was noted that the Christmas Lights Festival is scheduled for 3 <sup>rd</sup> December.			
<b>415.11</b>	<b>Tonbridge &amp; Malling Borough Council:</b>  Parish Partnership Panel – members received Mr Mann’s written report of the meeting held on 15 <sup>th</sup> June. Tonbridge & Malling Community Safety Partnership – receipt was noted of the Summer 2023 newsletter.			
<b>415.12</b>	<b>KALC/NALC/ACRK/CPRE:</b>  KALC T&M meeting – it was noted that the next meeting is scheduled for 13 <sup>th</sup> July. KALC – to note schedule of training topics and dates previously circulated.			
<b>23/416</b>	<b><u>MEETING DATES</u></b>  Amenities – Monday 10 <sup>th</sup> July – West Malling Village Hall, 7.30pm Planning – 21 <sup>st</sup> July – Clout – time tbc. F&GP - cancelled Planning – Tuesday 25 <sup>th</sup> July – West Malling Village Hall, 7.30pm Climate Change & Biodiversity Action Group – tbc  NO AUGUST FULL COUNCIL  Amenities – Monday 14 <sup>th</sup> August - West Malling Village Hall, 7.30pm Highways – cancelled Planning – cancelled (ad hoc meetings when necessary). Climate Change & Biodiversity Action Group – tbc			
<b>23/417</b>	<b><u>REPORT OF BOROUGH COUNCILLOR</u></b>			
	Cllr. Tatton reported the following:			

	<p>Planning Protocol – Member Call-in procedure to be considered at TMBC Full Council on 11<sup>th</sup> July.</p> <p>TMBC car park – a Silver Birch tree is to be removed as it is obstructing the overhead cables. There was a general discussion regarding the remaining trees and the possible need for a TPO. <i>This will be considered by the tree warden and thereafter the planning committee.</i></p> <p>Litter &amp; fly-tipping – there has been a TMBC pilot scheme running since October 2023. During that period, 1500 tickets have been issued for littering and 95 for fly-tipping. The contract will be subject to tender moving forward.</p>	SM	√	
23/418	<p><b><u>REPORT OF COUNTY COUNCILLOR</u></b></p> <p>Cllr. Dean provided the following report:</p> <ol style="list-style-type: none"> <li>1. Kent Saver Card. KCC is using Government bus grant to freeze the cost of the Kent Travel Card to its current level for a further year. The full cost for pupils in years 7 to 11 is £450, with a reduction to £120 for students entitled to free school meals. The second and third child are free. The 16+ card costs £500.</li> <li>2. Hermitage Quarry public meeting to be held this Friday at 6.30pm at Larkfield Village Hall. It concerns Gallagher's application to include a. Extension to the west of their Hermitage Lane Quarry for z20 further years of extraction of crushed ragstone. If the proposal is included in KCC's Mineral and Waste Plan, a further planning application would be necessary before extraction could proceed.</li> <li>3. Household waste disposal centres consultation. To make savings, KCC is looking for shorter hours of working or closure at some tip sites which are near to another. The options include closure of Maidstone Tovil.</li> <li>4. Government concerns about the possible collapse in buildings using autoclaved aerated concrete have led to the immediate closure of four schools in Kent whilst the necessary repairs take place. This material was used in the roof of Lunsford Park Primary School leading to the need for a new roof which was completed earlier this year.</li> </ol>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.22</p> <p><b>Signed..... Dated.....</b></p>			

## West Malling Parish Council

<b>West Malling Parish Council</b>					
<b><u>Accounts for Payment 3rd July 2023</u></b>					<b>Cheques to be drawn</b>
NFU Mutual (cheque 2592) (Macey's Meadow tractor insurance 23/24)					£ 56.75
Malling Memorial Institute (single cheque 2593) (invoice 15/23 room hire 12th & 19th June)					£ 40.00
(invoice 17/23 room hire 28th June)					£ 20.00
Mr M Pearce (cheque 2594) (reimbursement for diesel £110.02 & chainsaw oil £18.00)					£ 128.02
Ms Margetts (cheque 2595) (reimbursement for photocopying £9.50, & costs for Macey's noticeboard map £40.00)					£ 49.50
<b>July salaries</b>					
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for July £2090.58 + reimbursement for fax £1.20, sundries £7.95)					£2,099.73
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for July £466.32 + reimbursement for grass seed £7.50)					£473.82
Mr Nathan Howard authorisation to pay via Faster Payments (Litter picking duties for July - 10 hours @ £10.42 per hour)					£ 104.20
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - July)					£932.58
Nest - authorisation to pay pension contributions by Direct Debit for July					
Employer's contributions					£ 82.27
Employee's contributions					£ 109.70
<b>August salaries</b>					
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for August £2090.58)					£2,090.58
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for August £511.17)					£511.17
Mr Nathan Howard authorisation to pay via Faster Payments (Litter picking duties for August - 8 hours @ £10.42 per hour)					£ 83.36
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - August)					£943.78
Nest - authorisation to pay pension contributions by Direct Debit for August					
Employer's contributions					£ 82.27
Employee's contributions					£ 109.70
					£ 7,917.43

30 June 2023 (2023-2024)

## West Malling Parish Council

Prepared by: SH

Date: 29 June 2023

*Name and Role (Clerk/RFO etc)*

Approved by: CC

Date: 29 June 2023

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

### Bank Reconciliation at 29/06/2023

Cash in Hand 01/04/2023		155,389.12
<b>ADD</b>		
Receipts 01/04/2023 - 29/06/2023		73,998.89
		229,388.01
<b>SUBTRACT</b>		
Payments 01/04/2023 - 29/06/2023		29,644.46
<b>A Cash in Hand 29/06/2023</b>		<b>199,743.55</b>
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	30/04/2023	0.00
Current Account	30/04/2023	129,560.51
Deposit Account	30/04/2023	72,084.01
		<b>201,644.52</b>
Less unrepresented payments		1,900.97
		199,743.55
Plus unrepresented receipts		
<b>B Adjusted Bank Balance</b>		<b>199,743.55</b>

### A = B Checks out OK

#### Unpresented Cheques:

2492	TMBC	£231.00	7/11/22
DD	Nest	£191.97	5/6/23
2589	C & A	£1458.00	19/6/23
2590	Mr Pawley	£20.00	19/6/23