

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 4TH SEPTEMBER 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 Lorna Miles
Ms Min Stacpoole
Mr Peter Stevens

Also Present Borough Councillor Roger Roud (until 7.59)
Resident

Minute		Action by	Action	Response
23/475	APOLOGIES FOR ABSENCE were received from Ms Gwyneth Barkham; Mrs Yvonne Smyth; Mr David Thompson and Borough Cllr. Tatton (received after the meeting).			
23/476	DECLARATIONS OF INTEREST - none.			
23/477	MINUTES - the minutes of the Parish Council meeting held on 3 rd July were approved and signed following the insertion of action points at 4.12 and 4.17.			
23/478	MATTERS ARISING - none			
478.1	Mr Mann requested an update on the following items: 23/411 – Leybourne Woods – the Clerk confirmed that since the last WMPC meeting, Leybourne Parish Council has applied for 2 grants to cover the entire cost of the purchase of Leybourne Woods. If the grant applications are successful, WMPC will not be asked to contribute towards the purchase costs. This item to be further reviewed following the grant decisions.			
478.2	23/413 – Laser Energy Contract - the Clerk confirmed that as from October 1 st , the Laser energy contract (for the WMPC streetlights) will be moved to a 100% green energy tariff.			
23/479	CHAIRMAN'S ANNOUNCEMENTS - none			
23/480	QUESTIONS FROM MEMBERS OF THE PUBLIC - none			

23/481	<u>QUESTIONS FROM COUNCILLORS</u>			
481.1	The Joiners - Mr Stevens reported that he was receiving complaints from residents regarding both loud music and tables and chairs being left out overnight. The Clerk confirmed that Environmental Protection at TMBC were aware of the noise complaints. Clerk to speak with TMBC regarding tables and chairs.	Clerk	√	√
481.2	Abbey View House – Ms Margetts updated members on the current community and church use of the building including the pop-in sessions which are expected to become ‘warm space’ sessions from October, the West Malling Men’s Retirement Group and fortnightly charity coffee mornings.			
481.3	Outside space at the library – the Clerk reported that the library is looking for volunteers to assist in clearing the outside space to enable the space to be used as an additional library area. The Clerk reported that parish volunteers could probably be recruited, but that the volunteer insurance position needed to be resolved. Clerk to speak with the parish insurance company.	Clerk	√	√
23/482	<u>POLICING MATTERS</u>			
482.1	<u>Police Update</u> – no report			
482.2	<u>Other Policing Matters</u> Members discussed the recent anti-social / criminal behaviour within the town including the attacks on wildlife. It is understood that the Police are aware and that the incidents were reported. The Clerk to speak to the parish PC for an update. Mrs Bridgeland reported that the car abandoned in the High Street had not yet been removed. Clerk to ask TMBC for an update.	Clerk Clerk	√ √	
	It was agreed that the agenda be taken out of order and that Borough Councillor Roud provide his report to members at this point in the meeting.			
23/483	<u>REPORT OF BOROUGH COUNCILLOR (CLLR. ROUD).</u> Cllr. Roud reported on the TMBC taxi consultation which has generated debate on CCTV in all vehicles, card versus cash payment, issues with parking in taxi bays, difficulties in recruiting drivers to undertake the school run journeys and the knowledge test. It was noted that drivers and companies are not obliged to complete the consultation. Cllr. Roud left the meeting at 7.59			
23/484	<u>LOCAL PLAN</u>			
	It was noted that the joint parish Green Belt petition has reached 3,033 signatures. The petition is to be considered at the next East Malling & Larkfield Parish Council meeting at which consideration will be given to submitting the petition to TMBC.			
23/485	<u>ROTARY HOUSE</u>			
	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.			
485.1	It was noted that the application to re-list the site as an Asset of Community Value has been successful.			
485.2	Members were in receipt of 2 valuation reports, the contents of which were discussed.			
845.3	Community Ownership Fund – members agreed that an application for this government funding stream be made to assist in the purchase of Rotary House and there was a			

	<p>discussion regarding both the text for the Expression Of Interest form and the sum to be applied for.</p> <p>Deadline for submission of EOI is 20th September, deadline for a full application is 11th October 2023.</p> <p>To be further discussed at an extraordinary meeting of Full Council on Monday 11th September.</p>			
485.4	The need to research additional grant funding schemes was discussed and it was agreed that this should be delegated to the F&GP Committee; this will be subject to Full Council approval and possibly public consultation.			
23/486	<u>WEST MALLING PUBLIC CONVENIENCES</u>			
486.1	<p>King Street toilets – receipt of email from Stuart Edwards dated 14th July 2023 and subsequent correspondence was noted.</p> <p>It was noted that since the last Full Council meeting, WMPC has agreed, in principle, to purchasing the site subject to agreeing terms and also subject to the decision of this meeting. It was agreed unanimously to proceed with the purchase.</p> <p>It was noted that WMPC had not yet received the full terms and conditions of purchase from TMBC.</p> <p>Clerk to confirm with TMBC that WMPC wish to proceed with the purchase.</p>	Clerk	√	
486.2	<p>Potential new toilet block in TMBC High Street car park - receipt of email from Stuart Edwards dated 9th August 2023 was noted. It was further noted that TMBC accept that there is nothing to prohibit the use of the site preferred by WMPC.</p> <p>It was agreed that Ms Margetts would contact Changing Places / RISE for updated costs.</p>	SM	√	√
23/487	<u>ALLOTMENT POLICY DOCUMENT 2023-2027</u>			
	Receipt was noted of the draft updated policy. Recommendation from the Amenities Committee that the updated policy be adopted – agreed unanimously.			
23/488	<u>FOUR YEAR PLAN MEETING</u>			
	Councillor meeting to take place on Saturday 23 rd September, 9.30 -12.30. Draft agenda discussed.			
23/489	<u>BALL PARK – SUPPLY & INSTALLATION OF BASKETBALL BACKBOARD.</u>			
	<p>It was noted that the ball park basketball backboard is missing and replacement costs in the sum of £555.00 have been obtained.</p> <p>It was agreed unanimously to accept the quote in the sum of £550 – to be funded from the South East Water compensation monies (safeguarded).</p>			
23/490	<u>KCC CONSULTATIONS</u>			
490.1	<p>Kent's Community Warden Consultation – it was noted that Mrs Dean will be completing this consultation as a KCC member. It was agreed that her comments would be circulated for WMPC to consider. Deadline 3rd October</p> <p>www.kent.gov.uk/communitywardenreview</p>	TD		
490.2	<p>KCC's Budget Consultation – it was agreed that WMPC would not comment on this consultation. Deadline 6th September.</p> <p>www.kent.gov.uk/budget</p>			

490.3	Emerging Local Transport Plan – it was agreed that Ms Margetts would draft comments and share with members for comment prior to submission. Deadline 18 th September www.kent.gov.uk/ltp5	SM	√	
490.4	Kent Family Hub Services Consultation - it was agreed that Mrs Bridgeland would draft comments and share with members for comment prior to submission Deadline 13 th September. www.kent.gov.uk/familyhubservices	CM	√	
23/491	OFFICE MATTERS			
491.1	The Clout Rental Agreement – it was noted that a draft agreement has been provided by the Trustees of the property. It was agreed that this would be considered by the F&GP committee on 18 th September.			
491.2	Clerk's Study Leave – it was agreed that the Clerk take (where possible) each Wednesday as study leave.			
23/492	FINANCIAL MATTERS			
492.1	Accounts for payment - totalling £6,102.66 were approved - see attached.			
492.2	It was noted that payments in the sum of £5,051.31 were authorised at the Planning Committee meeting on 21 st July and that payments in the sum of £5,883.76 were authorised at the Amenities Committee meeting on 14 th August.			
492.3	Financial Statement – bank reconciliations as at 31 st July and 31 st August were received – see attached.			
23/493	MATTERS FOR REPORT			
493.1	Highways Committee – receipt was noted of the draft minutes of the meeting held on 19 th June (unavailable at the July meeting). There were no questions.			
493.2	Amenities Committee – receipt was noted of the agreed minutes of the meeting held on 10 th July and draft minutes of the meeting held on 14 th August. There were no questions.			
493.3	Planning Committee – receipt was noted of the agreed minutes of the meeting held on 27 th June (unavailable at the July meeting); agreed minutes of the meeting held on 21 st July and the draft minutes of the meetings held on 25 th July and 1 st September. There were no questions.			
493.4	Macey's Meadow Advisory Committee – Mrs Dean and Ms Margetts provided a verbal report of the meeting held on 23 rd August. There were no questions.			
493.5	Broadwater Action Group – no report			
	9.30pm - 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).			
493.6	Malling Action Partnership – Mrs Dean reported that the Offham Society is looking to establish a blue plaque scheme.			

493.7	School Governors – no report			
493.8	Malling Society – it was reported that the Twitch will be open on 2 Heritage Days, Saturday 16 th and Sunday 17 th September.			
493.9	Chamber of Commerce / Christmas Lights Committee – it was noted that the next meeting is to be held on 19 th September – Mrs Dean hoped to be in attendance.			
493.10	Tonbridge & Malling Borough Council: Parish Partnership Panel – it was noted that the last meeting took place on 31 st August 2023. Mr Mann provided a report.			
493.11	KALC/NALC/ACRE/CPRE: KALC T&M meeting – to note that the next meeting date is scheduled for 28 th September (AGM).			
23/494	<u>MEETING DATES</u> Extraordinary meeting - Monday 11 th September - West Malling Village Hall, 7.00pm Amenities – Monday 11 th September – West Malling Village Hall, 7.30pm Climate Change & Biodiversity Action Group – Monday 18 th September at The Clout – 6.45 F&GP – Monday 18 th September at The Clout – 7.30 Planning – Thursday 28 th September – West Malling Village Hall, 7.30pm (cancelled)			
23/495	<u>REPORT OF BOROUGH COUNCILLOR (CLLR. TATTON)</u>			
	In her absence, Cllr. Tatton provided an email report updating members on: Trees in the TMBC High Street car park – following discussion between the WMPC tree warden & Cllr. Tatton, it is agreed that currently the remaining trees do not appear to be at risk and therefore a TPO is not to be sought at this time. Cllr. Tatton attended the Parish Partnership Panel meeting on 31 st August at which there was an update on the Local Plan, Section 106 contributions, climate change and the challenges of reducing carbon footprint in areas with a large number of Listed Buildings.			
23/496	<u>REPORT OF COUNTY COUNCILLOR</u> Cllr. Dean provided the following report: 1. The number of schools in Kent with RAAC in their construction continues to climb. Lunsford School roof was replaced last year after a committee report some years ago highlighted the problem. Inspections continue, but there are likely to be many more, and other KCC and public buildings are also likely to require repairs. The source of funding to meet those repairs is unclear at present, though the government has confirmed costs will not fall on school budgets. 2. Both East Malling and parts of Maidstone Borough will be affected by a proposal from Gallagher's to extend their quarry close to Waterringbury Road and Sweets Lane. Many objections have been received to the proposal being included in the Kent Minerals Plans. 3. I understand that hearings to review the Licences of three West Malling restaurants broke up in confusion when the Home Office apparently withdrew its claim that staff were working without the necessary immigration status. The case of one of the three establishments was postponed, and I understand the other two were abandoned. 4. Local Plan TMBC officers accepted at the Parish Partnership Panel that there may be time within which to release details of new sites proposed for development since the publication of the Draft Local Plan which failed. However the second draft is still not timetabled to be Published for consultation until April -May 2024. 5. Meanwhile the government has reduced the requirement for developers to contribute towards the cost of improving water quality in protected areas specifically to allow			

	<p>more house building in those areas. This is not good news for potential changes in the NPPF which has still not been published in its final form.</p> <p>6. KCC has once more had to advise the government that it has no further capacity for accepting Unaccompanied Asylum Seekers, as it has exhausted the capacity for Kent based carers and risks not being able to accept Kent children at risk.</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.37</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council

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<u>Accounts for Payment 4th September 2023</u>					Cheques to be drawn
Tree Monkeys (cheque 2609) (Invoice 1154 - removal of garden waste - village green)					£ 75.00
Kent County Council (Laser) (single cheque 2610) (Electricity supply period July 23 at 5% VAT)					16.36 £ 17.18 0.82
Kent County Council (Laser) (Electricity supply period July 23 at 20% VAT)					485.65 £ 582.78 97.13
Commercial Services Trading Ltd (cheque 2611) (invoice LNS5875 maintenance costs for April, May & June for playing field, children's play area, staples, village green, tennis court weed spray)					639.09 £ 766.91 127.82
Specialist Hygiene Services Ltd (cheque 2612) (invoice 45062 - King Street toilet cleaning costs for August)					554.07 £ 664.88 110.81
Viking (cheque single cheque 2613) Invoice 2925290 Stationery - recycled paper					51.85 £ 62.22 10.37
Stamps - first class x 50					£ 55.00
September salaries					
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for September £2090.58 + reimbursement for fax £2.40, sundries £15.99, monitor cable £7.99, Macey's noticeboard map £10.00, postage £7.95)					£2,134.91
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for September £511.17 + reimbursement for grass seed £13.50)					£524.67
Mr Nathan Howard authorisation to pay via Faster Payments (Litter picking duties for September 8 hours @ £10.42 per hour)					£ 83.36
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - September)					£943.78
Nest - authorisation to pay pension contributions by Direct Debit for September					
Employer's contributions					£ 82.27
Employee's contributions					£ 109.70
					£ 6,102.66

West Malling Parish Council

Prepared by: SH

Date: 31 July 2023

Name and Role (Clerk/RFO etc)

Approved by: CC

Date: 31 July 2023

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/07/2023

	Cash in Hand 01/04/2023	155,389.12
	ADD	
	Receipts 01/04/2023 - 31/07/2023	77,312.75
	SUBTRACT	
	Payments 01/04/2023 - 31/07/2023	42,632.29
A	Cash in Hand 31/07/2023	190,069.58
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash	0.00
	Current Account	126,591.82
	Deposit Account	72,084.01
		198,675.83
	Less unrepresented payments	8,606.25
		190,069.58
	Plus unrepresented receipts	
B	Adjusted Bank Balance	190,069.58

A = B Checks out OK

Unrepresented cheques

2594	Mr Pearce	£128.02	03/07/23
DD	Nest	£191.97	03/07/23
	Bank Transfer Mrs Christmas	£2090.58	03/07/23
	Bank Transfer Mr Howard	£83.36	03/07/23
	Bank Transfer HMRC	£943.78	03/07/23
DD	Nest	£191.97	03/07/23
	Bank Transfer Mrs Howard	£511.17	03/07/23
2596	TMBC	£975.28	21/07/23
2598	SHS	£664.88	21/07/23
2599	C&A	£1692.00	21/07/23
2600	KALC	£60.00	21/07/23
2601	Four Seasons	£959.24	21/07/23
2602	WMVH	<u>£114.00</u>	21/07/23
		£8,606.25	

Direct debits

30/06/23	BT	£41.65	
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06/07/23	Grenke Leasing	£166.79	

