

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 8TH JANUARY 2024, 7.30 PM
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

Present: Mrs Trudy Dean (Chair)
Ms Gwyneth Barkham
Mrs Camilla Bridgeland
Mr Keith Mann
Ms Sara Margetts
Mrs Lorna Miles
Mrs Yvonne Smyth
Ms Min Stacpoole
Mr Peter Stevens
Mr David Thompson

Minute		Action by	Action	Response
24/01	<u>APOLOGIES FOR ABSENCE</u> were received from Ms Izzy Jones.			
24/02	<u>DECLARATIONS OF INTEREST</u> - none			
24/03	<u>MINUTES</u> - the minutes of the Parish Council meeting held on 4 th December were approved and signed following the amendment of a typo at 23/683.1			
24/04	<u>MATTERS ARISING</u> - none			
24/05	<u>CHAIRMAN'S ANNOUNCEMENTS</u> – there were none			
24/06	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
24/07	<u>QUESTIONS FROM COUNCILLORS</u> – there were none			
24/08	<u>POLICING MATTERS</u>			
08.1	<u>Police Update</u> There was no police report however the Clerk had provided members with updates received from PC Whitehead since the last meeting.			
08.2	<u>Other Policing Matters</u>			
	No other matters			

24/9	<u>WMPC BUDGET 2024/25/PRECEPT</u>			
9.1	<p><u>Financial Position as of 31st December 2023</u></p> <p>A report had been provided to members detailing the financial position of the Council as of 31st December 2023 and the draft 24/25 committee budgets had also been provided. It was noted that once safeguarded sums have been taken into account, that the Council has reserves in the region of £76,743.00</p>			
9.2	<p><u>Council Tax Base</u></p> <p>Notification has been received from T&MBC that the Council Tax Base for West Malling for 2024/25 is 1,283.58 (this being the number of equivalent Band D properties)</p>			
9.3	<p><u>Committee budgets</u></p> <p>Revisions to committee budgets were discussed and agreed.</p> <p>Amenities/Allotments/Churchyard/Macey's Meadow tender quotes were agreed as per the recommendation of the Amenities Committee and as per draft budget.</p> <p>F&GP Committee – it was noted that the donation to the Chamber of Commerce was to be reduced by £150.00. There was a discussion regarding the financing of only one Christmas tree in the High Street due to rising costs.</p> <p>Toilets – it was agreed that moving forward the toilets would come under the control of the Amenities Committee and the budget line was to be taken out of the F&GP Committee budget.</p> <p>It was noted that costs had not yet been received for energy (streetlights), other risks to reserves include the implications of the possible purchase of Rotary House and potential planning appeals.</p> <p>See below for budget spreadsheets</p>			
9.4	<p><u>Precept</u></p> <p>It was agreed as follows: Gross Committee Budgets £162,098.81 Contingencies £Nil Financial Reserves to raise for estimated future expenditure £Nil Prior year deficits not already provided for £Nil Total £162,098.81 Less income budgeted £12,745.00 Less financial reserves to be drawn on £Nil Total £12,745.00 Total Precept Requirement £149,353.81</p> <p>This is an increase of 2.3% per Band D property as advised by T&MBC.</p> <p>Clerk to advise TMBC</p>	Clerk	√	
24/10	<u>LOCAL PLAN</u>			
	<p>The joint parish Green Belt petition is to be discussed at TMBC Cabinet meeting on 9th January. Two representatives are allowed to speak on behalf of the parishes; Mr Thornewell is to speak on behalf of East Malling & Larkfield Parish Council.</p> <p>It was agreed that Mrs Dean represent West Malling Parish Council.</p>			
23/11	<u>ROTARY HOUSE</u>			

	It was agreed that in view of the confidential nature of the business to be transacted (purchase of land) 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.			
	Community Ownership Fund – it was noted that WMPC had been unsuccessful in its bid application; feedback suggested that more information needs to be provided on match funding/PWLB borrowing approval. It was agreed that the Council would not proceed with a second bid during the current bid window. Nursery facility – TMBC have confirmed that a change of use application is required if a nursery is to be run from the site and if this is not forthcoming enforcement action would be taken. It was noted that the Council had written to the owner of the site and that a response had not been received.			
23/12	<u>WEST MALLING PUBLIC CONVENIENCES</u>			
12.1	It was noted that the repairs had been undertaken by TMBC including the installation of new hand washers.			
12.2	Transfer Deed (TR1) – the content of the draft Transfer Deed was agreed, however clarification to be sought from Council solicitors as to whether clause 11.5.2. also restricts the use of the site for future owners. It was agreed that the Deed be executed on behalf of the Council (as required by Standing order 23.1). Proposed by Mr Stevens, seconded by Mr Thompson and agreed unanimously. Title Plan – agreed	Clerk	√	
12.3	It was agreed that searches be undertaken as per the advice of Council solicitors. Quote to be obtained. It was further agreed that TMBC be asked to respond to the standard questions as per the advice of Council solicitors.			
24/13	<u>KALC COMMUNITY AWARDS SCHEME 2024</u>			
	It was noted that the Council had agreed to adopt the 2024 scheme at their meeting on 4 th December. Nominations were discussed and a recipient agreed. Certificate wording to be confirmed.			
24/14	<u>RISK ASSESSMENTS</u>			
14.1	Macey's Meadow Advisory Committee – recommendation from the Amenities Committee that the updated risk assessment be adopted. This was agreed unanimously			
14.2	Highways Committee – recommendation from the Highways Committee that the updated risk assessment be adopted. This was agreed unanimously			
24/15	<u>ENVIRONMENTAL POLICY</u>			
	Recommendation from the Climate Change & Biodiversity Action Group that the updated Environmental Policy and the accompanying Action Plan be adopted. This was agreed unanimously			

24/16	80TH ANNIVERSARY OF D DAY LANDINGS – 6th JUNE 2024			
	It was agreed that the Council would consider ways in which this occasion could be marked. Clerk to speak with Rev'd Green to ascertain if the church bells are to be rung on the day.	Clerk	√	
23/17	<u>FINANCIAL MATTERS</u>			
17.1	Accounts for payment - totalling £10,845.55 were approved - see attached.			
17.2	It was noted that payments in the sum of £5,315.10 were authorised at the Highways meeting on 18 th December.			
17.3	Financial Statement – bank reconciliation as at 31 st December was received – see attached.			
24/18	<u>MATTERS FOR REPORT</u>			
18.1	Planning Committee – receipt was noted of the draft minutes of the meeting held on 28 th November – these were unavailable for the December meeting. There were no questions.			
18.2	Amenities Committee – receipt was noted of the draft minutes of the meeting held on 11 th December. There was a general discussion regarding the new tennis courts including the licence for Jimmy's tennis club and the potential for pickle ball to be played on the courts. There were no questions.			
18.3	Highways Committee – Ms Margetts provided a verbal report of the meeting held on 18 th December. There was a general discussion regarding the deterioration of the King Hill road surface, presumably caused by both the Crest Nicholson & Fernham Homes development construction works. There were no questions.			
18.4	Broadwater Action Group – no report			
18.5	Malling Action Partnership – no report			
18.6	School Governors – no report			
18.7	Malling Society – no report			
18.8	Chamber of Commerce / Christmas Lights Committee – no report			
18.9	Tonbridge & Malling Borough Council: Parish Partnership Panel – the draft minutes of the meeting held on 9 th November were received and it was noted that the next meeting is scheduled for 8 th February – Mr Mann to attend.			
18.10	KALC/NALC/ACRE/CPRE: KALC T&M meeting – Mrs Dean provided a verbal report of the meeting.			
24/19	<u>MEETING DATES</u> Amenities – Monday 15 th January – West Malling Village Hall, 7.30pm Climate Change & Biodiversity Action Group – Monday 22 nd January at The Clout, 6pm Planning – Tuesday 30 th January at West Malling Village Hall, 7.30 Macey's Meadow Advisory Group – Thursday 25 th January at the Clout			

	February Full Council, Monday 5 th February – West Malling Village Hall, 7.30			
24/20	<p><u>REPORT OF BOROUGH COUNCILLOR(S)</u></p> <p>Borough Councillor Tatton provided the following report:</p> <p>Cllr. Tatton has requested more information be added to the TMBC website regarding climate change and how to reduce carbon footprint, in particular with regards to how property owners in the Conservation Area and listed buildings can reduce their footprint.</p> <p>Cllr. Tatton had attended the extraordinary cabinet meeting at which it was agreed that Adrian Stanfield be appointed interim chief executive of Tonbridge and Malling Borough Council. This is following the retirement of Julie Beilby.</p> <p>Scared Crow – change of use application from public house to houses - Cllr. Tatton reported that she attended the Area 2 committee at which this was agreed.</p>			
24/21	<p><u>REPORT OF COUNTY COUNCILLOR</u></p> <p>Cllr. Dean provided the following report:</p> <p>National Planning Policy Framework has been revised in response to the Levelling-up and Regeneration Bill.</p> <p>KCC draft budget has been released, this includes the review of libraries.</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.18pm</p> <p>Signed..... Dated.....</p>			

Finance & General Purposes Committee				
Income	Budget 2023-24	YTD	Budget 2024-25	
Bank interest	50.00	360.52	400.00	
Written back cheque				
Cancelled cheque		174.00		
Covid 19 Grant				
Welcome back fund				
Joint Parishes		35.00		
Total	50.00	569.52	400.00	
Expenditure	Budget 2023-24	YTD	Budget 2024-5	
UNALLOCATED BUDGET SAVINGS				
S137				
Music at Malling	1000.00	1000.00	1000.00	
Christmas Tree	1500.00		1500.00	
Christmas lights	1150.00		1000.00	
Remembrance Day	600.00	259.00	600.00	
S137 other	1500.00		1500.00	
Office rent/rates	3876.00	1625.00	3876.00	
IT Upgrade	0.00		0.00	
Broadband & Telephone	400.00	174.43	420.00	
Electrical and H&S checks	100.00		100.00	
PC repairs	150.00	7.99	150.00	
Meeting room hire	750.00	354.00	850.00	
Postage	200.00	133.20	200.00	
Stationery	400.00	138.86	400.00	
Photocopier	800.00	277.98	800.00	
Insurance	3000.00		3000.00	
Audit fee	725.00	150.00	725.00	
Scribe Accounts Package	562.00		562.00	
KALC sub	900.00	913.48	940.00	
SLCC Membership	279.00		288.00	
CiLCA Qualification	1000.00	941.50	100.00	
ICO	40.00		40.00	
ACRK	80.00		0.00	
Chamber of Commerce	50.00		100.00	
Open Spaces Society	45.00		45.00	
CPRE	36.00		36.00	
Rural Services Partnership	95.00	97.00	0.00	
Clerks salary	32909.00	21939.28	34834.00	
NI on Clerk (employers)	3286.00	2190.80	3551.28	
Litter picker salary	1100.00	750.24	1189.76	
Asst Clerk salary	7443.44	4943.61	8107.44	
Clerk's Pension	987.24	658.16	1045.02	
Clerk's spectacles	100.00		100.00	
Assistant Clerk's Spectacles	100.00		100.00	
Sundries (incl office furniture)	200.00	132.91	600.00	
Staff Training & Member Training	600.00	50.00	250.00	
Climate Change Group				
General expenses incl events	500.00	100.00	300.00	
Rotary House				
Loan / set up fee				
Valuations		1800.00		
Democracy & Communications				
Parish Communication	650.00		0.00	
Legal fees	1000.00		0.00	
Election costs	550.00	812.73	0.00	
New website build costs	0.00		0.00	
Ongoing website /email costs	644.00	312.74	650.00	
PDF editor			100.00	
Coronation Event		123.10		
Total	69307.68	39886.01	69059.50	
Surplus/-deficit	-69257.68	-39316.49	-68659.50	

Highways and Transportation Committee				
Income		Budget 2023-24	YTD	Budget 2024-25
Written Back Cheque				
	Total	0.00	0.00	
Expenditure		Budget 2023-24	YTD	
Energy		10273.00	3799.79	10000.00
Maintenance		4874.92	3656.19	4874.92
Painting & numbering of columns		1408.00	1056.00	1540.00
Phased repair programme		4560.00	6460.00	
Repairs & upgrades		2000.00	293.25	5000.00
Seasonal (Salt)		150.00		200.00
Buses				1311.49
Speedwatch materials (safeguarded)		100.00		
	Total	23365.92	15265.23	22926.41
Surplus/-deficit		-23365.92	-15265.23	-22926.41

Amenities Committee			
Income	Budget 2023-24	YTD	Budget 2024-25
Cricket Meadow Rent	350.00	175.00	350.00
Playing Field Football pitches	630.00	255.00	765.00
Non Recreational Income		195.00	
Rent for Garage	390.00		<u>390.00</u>
	1370.00	625.00	1505.00
Expenditure	Budget 2023-24	YTD	Budget 2024-25
Ball Park			
Basketball Backboard		555.00	
Repairs	500.00		
Tree work	660.00		125.00
Tree Inspection			65.00
Tree Wardens			
Payments	100.00		100.00
Village Green			
Maintenance	222.78	108.64	240.60
Planting	100.00		100.00
Garden waste collection	200.00	75.00	200.00
Village sign maintenance x 2	250.00	150.00	250.00
Cricket Meadow			
CM Hedge	453.31		450.00
Path , edges, staples strimming	779.73	248.57	842.40
Playing field			
Grass cutting and other maintenance	3412.48	877.48	3650.00
Hedge cutting & ivy clearance	656.11		200.00
Playground inspections	1000.00	1057.00	1500.00
Playground repairs	2150.00		7500.00
New Equipment	2000.00		
New Signage	200.00		200.00
Additional work	500.00	202.22	500.00
Repairs & Maintenance - Garage	800.00		300.00
Tree Inspection			200.00
Tree Work	82.50		300.00
Tennis courts		44792.50	
Grand opening			150.00
Maintenance of Keypad			156.00
St Leonards Tower			
Payments	100.00		100.00
Village Hall			
Tree Survey (car park)			150.00
Tree work			180.00
Annual contribution	2000.00		2000.00
Land West of Age Concern			
Loan	1047.20	523.60	1047.20
General maintenance	400.00	18.56	
Twitch Inn			
Business rates	203.70	25.60	203.70
Service charge	1945.00	695.49	1945.00
PAT Testing	60.00		60.00
Planter (High Street)/K2	50.00		50.00
Litter Picking Equipment			200.00
Toilets			14493.00
	Total	49329.66	37457.90
Surplus/-deficit	-18502.81	-48704.66	-35952.90

Allotments				
Income		Budget 2023-24	YTD	Budget 2024-25
Allotments				
Rents		1298.00	10.00	1440.00
Contribution to water supply				
Keys				
	Total	1298.00	10.00	1440.00
Expenditure		Budget 2023-24	YTD	Budget 2024-25
Water Rates		750.00	562.49	750.00
Maintenance Contractor		921.41		905.00
Clearance of plots				660.00
Maintenance general		250.00		250.00
Tree survey		200.00		200.00
Work to Plot 1B		250.00		
Deposit refund			50.00	
		2371.41	612.49	2765.00
Surplus/-deficit		-1073.41	-602.49	-1325.00

Churchyard				
Income		Budget 2023-24	YTD	Budget 2024-25
	Total	0.00	0.00	0.00
Expenditure		Budget 2023-24	YTD	Budget 2024-25
Grounds Maintenance		9894.30	8115.00	13410.00
Tree Survey (All trees)				350.00
Tree Work		165.00		500.00
War Memorial		350.00		350.00
Walls		2000.00		
		12409.30	8115.00	14610.00
Surplus/-deficit		-12409.30	-8115.00	-14610.00

Macey's Meadow				
Income		Budget 2023-24		Budget 2024-5
Cobnuts				
Cake Donations				
AppleFest				
Hay Bales				
Donations		200.00		400.00
Blossom Event				
Honey Sales				
Bags				
Donations - Tim Macey				
	Total	200.00	0.00	400.00
Expenditure		Budget 2023-24	YTD	Budget 2024-25
General Maintenance (incl tools)		800.00		800.00
Insurance		70.00		75.00
Tractor repairs		550.00		550.00
Diesel/petrol		600.00		600.00
Hedge Cutting:				
Hedge One		1598.74		1600.00
Hedge Two		518.91		500.00
Hedge Three		307.02		300.00
Hedge Four				
Hedge Five				
Tree Survey				830.00
Tree work				500.00
Marketing		100.00		100.00
Safety Clothing		200.00		200.00
Kentish Cobnuts		15.00		15.00
Banners x3		150.00		
Noticeboard Map				
Kissing Gate				
	Total	4909.67	0.00	6070.00
		-4709.67	0.00	-5670.00
Surplus/-deficit				

Planning Committee				
Income		Budget 2023-24	YTD	Budget 2024-25
Local Plan				
Neighbourhood Plan Grant (1)		9000.00		9000.00
	Total	9000.00	0.00	9000.00
Expenditure		Budget 2023-24	YTD	
Neighbourhood Plan		7200.00		7200.00
Neighbourhood Planning		1800.00		1800.00
Mapping		100.00		100.00
Local & Neighbourhood Plan assoc. costs				
TCPA Subscription		110.00	81.00	110.00
Wates				
	Total	9210.00	81.00	9210.00
Surplus/-deficit		-210.00	-81.00	-210.00

West Malling Parish Council							
<u>Accounts for Payment 8th January 2024</u>							Cheques to be drawn
<u>Section 137 donations</u>							
West Malling Chamber of Commerce (cheque 2669) (Donation towards Christmas trees £1500 & lights £1150)							£ 2,650.00
Heart of Kent Hospice (cheque 2670) (donation agreed at December 23 Full Council)							£ 300.00
Specialist Hygiene Services Ltd (cheque 2671) (invoice 45677 - King Street toilet cleaning costs for December £554.07 + Christmas event costs £114.00 + £19.36 for consumables)							687.43 137.48
							VAT
Open Spaces Society (cheque 2672) (annual subscription fee - ref 69126)							£ 45.00
Mr M Carr (cheque 2673) (payment for collection of salt and filling of salt bins)							£ 150.00
Down to Earth Trees Ltd (cheque 2674) (invoice RF20849 - work to tree in Norman Rd playing field)							90.00 18.00
							VAT
Society of Local Council Clerks (2675) (invoice MEM247408-1 - membership fee)							£ 288.00
ELM Header Account (cheque 2676) Twitch Inn service charges 1st Feb 24 - 30th April 24 (invoice 115421- estimated costs for water (£17.90) and insurance (£74.32) electricity £99.61)							£ 191.83
January salaries							
Staff salaries							£4,206.22
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - January)							£1,756.88
Nest Pension - authorisation to pay pension contributions by Direct Debit for January							
Employer's contributions							£ 139.16
Employee's contributions							£ 185.55
Total							£ 10,845.55

4 January 2024 (2023-2024)

West Malling Parish Council

Prepared by: SH

Date: 04/01/24

Name and Role (Clerk/RFO etc)

Approved by: CC

Date: 04/01/24

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/12/2023

Cash in Hand 01/04/2023		155,389.12
ADD		
Receipts 01/04/2023 - 31/12/2023		213,264.40
		368,653.52
SUBTRACT		
Payments 01/04/2023 - 31/12/2023		158,862.32
A Cash in Hand 31/12/2023		209,791.20
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	31/12/2023	0.00
Current Account	31/12/2023	142,865.02
Deposit Account	31/12/2023	72,444.53
		215,309.55
Less unrepresented payments		5,518.35
		209,791.20
Plus unrepresented receipts		
B Adjusted Bank Balance		209,791.20

A = B Checks out OK

Unpresented cheques:

2631	David Copper	£25.00	06/11/23
2643	Paul Cook	£25.00	20/11/23
2647	SHS	£664.88	04/12/23
2656	Mr Pearce	£144.50	04/12/23
DD	Nest	£203.19	04/12/23
2657	Viking Direct	£135.92	18/12/23
2658	Mr Veares	£1000.00	18/12/23
2660	Landscape Services	£1595.88	18/12/23
2659	C& A Landscapes	£612.00	18/12/23
2662	Allotment tenant	£22.00	18/12/23
2663	Sara Margetts	£23.98	18/12/23
2665	Parkers Fencing	£216.00	18/12/23
2667	N Hill	£850.00	18/12/23
Total		£5518.35	

Direct Debits:

BT		£41.65	01/12/23
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