

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 5TH FEBRUARY 2024, 7.30 PM
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

Present: Ms Gwyneth Barkham
Mrs Camilla Bridgeland
Mr Keith Mann
Ms Sara Margetts
Mrs Lorna Miles
Mr Peter Stevens (Chair)

Also Present: Borough Councillor Roger Roud (from 7.33)

Minute		Action by	Action	Response
	In the absence of Mrs Dean it was agreed that Mr Stevens as Vice Chair would chair the meeting.			
24/57	<u>APOLOGIES FOR ABSENCE</u> - were received from Mrs Trudy Dean; Ms Min Stacpoole; Mr David Thompson and Borough Councillor Tatton. [LGA 1972 s85(1)]			
24/58	<u>DECLARATIONS OF INTEREST</u> – none [LA 2011 s31]			
24/59	<u>MINUTES</u> – to approve the minutes of the Parish Council meeting held on 8 th January. [LA 1972 Sch 12. Para 41(1)] Resolved: following the amendment of a typo at 24/08.1, which should read PC Whitehead and not PC Whithead, the minutes were agreed and signed as an accurate record of the meeting.			
	Borough Councillor Roud arrived (7.33)			
24/60	<u>MATTERS ARISING</u> - none			
24/61	<u>CHAIRMAN'S ANNOUNCEMENTS</u> Mr Stevens asked that all members respond (where necessary) to emails sent by the Clerk, this is particularly important in instances where the Clerk has a tight deadline for responses. No report from Mrs Dean			
24/62	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			
24/63	<u>QUESTIONS FROM COUNCILLORS</u>			

	<p>West Malling Group Practice - Ms Barkham reported that she is aware of complaints regarding the standard of service at West Malling Group Practice; extreme difficulty in getting appointments and no patient call-back when promised.</p> <p>It was agreed that in the first instance the Clerk would write to the Patient Participation Group to advise them of the complaints and to ask if there have been any particular issues that have contributed to the situation.</p> <p>Recycling of electrical items - Ms Margetts reported that Tesco are advertising a recycling scheme for electrical items and vapes. Due to limitation on space, West Malling Tesco is only able to accept smaller items, but larger items can be recycled at Tesco Lunsford Park.</p> <p>Section 137 donations - Mrs Bridgeland reported that she has approached the PTA's of both primary schools to advise them that they could apply for a Section 137 donation.</p>	Clerk	√	
24/64	<u>POLICING MATTERS</u>			
64.1	<p><u>Police Update</u></p> <p>It was noted that PC Whitehead has moved from Kings Hill CSU to Tunbridge Wells.</p> <p>It was noted that members of the Community Engagement & Rural Task Force attended the January Farmers Market. The officers in attendance were pleased with the community engagement, a number of attendees volunteered for Neighbourhood Watch and Speedwatch.</p>			
64.2	<u>Other Policing Matters</u>			
	<p>Vandalism – to note that street column 86 (Offham Road) has been deliberately damaged beyond repair; replacement costs of £1295.00. To consider insurance claim.</p> <p>Resolved: it was agreed unanimously that Council claim on insurance, excess of £100.00</p>			
24/65	<u>LOCAL PLAN</u>			
	<p>No update.</p> <p>Clerk advised members that the TMBC Local Plan timetable states the Regulation 18 B consultation is to take place April/May 2024</p>			
24/66	<u>ROTARY HOUSE</u>			
	<p>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.</p> <p>No update</p>			
24/67	<u>WEST MALLING PUBLIC CONVENIENCES</u>			
67.1	It was noted that all parties are working towards a transfer date of 12 th February. The transfer deed to be sealed by the Clerk and signed by Mr Stevens and Ms Margetts.			
67.2	As a result of searches undertaken by the Solicitor, certain indemnity insurances are to be taken out, costs to be finalised. Electricity survey and fire risk assessment to be undertaken, these costs to be agreed via email and ratified at Full Council due to the need to progress.			
67.3	WMPC is still in negotiation with TMBC regarding the settling of utility costs. It was agreed that the transfer should still proceed even if agreement has not been reached.			
24/68	<u>DONATIONS – SECTION 137 LGA 1972</u>			

68.1	Request from We Are beams for a Section 137 donation has been received alongside information on the charity and most recent set of accounts. The charity have advised that they are assisting families within the West Malling parish boundary. Resolved: it was agreed that a donation be made. Mr Mann proposed the sum of £300, this was seconded by Ms Barkham and agreed unanimously.			
68.2	Donation to Communigrow – not considered as awaiting a formal application.			
24/69	ANNUAL PARISH MEETING The requirement to call the Annual Parish Meeting between 1 st March & 1 st June (inclusive) was noted. To be considered further at the March Full Council Clerk to note agenda			Clerk ✓
24/70	PARISH INFRASTRUCTURE STATEMENT			
	Recommendation from the planning Committee that the revised statement be adopted and submitted to TMBC. Resolved: it was agreed unanimously that the document be adopted and submitted to TMBC.			
24/71	THE GREAT BIG GREEN WEEK, 8th – 16th JUNE			
	Ms Margetts reported on WMPC/CC&BAG plans for the event. Events to concentrate on Saturday 8 th June when the school hall is to be open for a Repair Café session and potentially other activities; picnic in Macey's Meadow green space, cakes and children's activities. Mr Stevens suggested a litter pick on 15 th June – to be discussed at Amenities Committee. Great Big Green Week — The Climate Coalition			
24/72	GRAFFITI & STREET ART CONSULTATION			
	Members to consider WMPC response to the TMBC consultation. Deadline 29 th February Graffiti and street art consultation – Tonbridge and Malling Borough Council (tmhc.gov.uk) Resolved: it was agreed that members should respond to this on an individual basis should they wish to do so. No formal WMPC response to be submitted.			
24/73	WINTER SUPPORT GRANTS			
	Members to ratify the decision to apply for a Winter Support Grant. Resolved: the decision to apply for a grant in the sum of £986.79 to enable the start-up of a Warm Homes Scheme was ratified. Community groups could benefit from the Winter Support Scheme - News & Features – Kent County Council			
24/74	FINANCIAL MATTERS			
74.1	Accounts for payment – totalling £4,916.56 were approved - see attached.			
74.2	It was noted that payments in the sum of £2361.86 were authorised at the Planning meeting on 30 th January			

74.3	Financial Statement – bank reconciliation as at 31 st January was received – see attached.		
74.4	<p>Unity Trust Bank – members were in receipt of a paper produced by the Clerk outlining the Council’s current banking arrangements with Santander and the financial/practical implications of moving accounts to Unity Trust Bank.</p> <p>Resolved: having considered the paper, members agreed unanimously to move accounts to Unity Trust Bank - business current account and instant access savings account.</p> <p>It was further agreed that the Council apply for a Corporate Multipay Card with Unity Trust Bank.</p> <p>Signatories to the account as follows: Trudy Dean Keith Mann Sara Margetts Lorna Miles David Thompson</p>		
24/75	<u>MATTERS FOR REPORT</u>		
75.1	<p>Highways Committee – receipt was noted of the draft minutes of the meeting held on 18th December – these were unavailable for the January meeting.</p> <p>There were no questions.</p>		
75.2	<p>Planning Committee – receipt was noted of the agreed minutes of the meeting held on 12th January and the draft minutes of the meeting held on 30th January.</p> <p>There were no questions.</p>		
75.3	<p>Amenities Committee – receipt was noted of the draft minutes of the meeting held on 15th January</p> <p>There were no questions.</p>		
75.4	<p>Climate Change & Biodiversity Action Group – receipt was noted of the draft notes of the meeting held on 22nd January.</p> <p>There were no questions.</p>		
75.5	<p>Macey’s Meadow Advisory Committee - receipt was noted of the draft minutes of the meeting held on 25th January.</p> <p>There were no questions.</p>		
75.6	Broadwater Action Group – no report		
75.7	Malling Action Partnership – no report		
75.8	School Governors – no report		
75.9	Malling Society – the list of 2024 events has been published; there are to be a total of 4 talks throughout the year.		
75.10	Chamber of Commerce / Christmas Lights Committee –it was noted that the next meeting is to be held on Tuesday 6 th February at 5.30 at The Swan. Mr Stevens hopes to be in attendance.		
75.11	Tonbridge & Malling Borough Council:		

	<p>Parish Partnership Panel – it was noted that the next meeting is to be held on Thursday 8th February and will be an informal online meeting concentrating on the Agile system. Mr Mann to attend.</p>		
<p>75.12</p>	<p>KALC/NALC/ACRE/CPRE: KALC T&M meeting – scheduled for 18th April (in person)</p>		
<p>24/76</p>	<p><u>MEETING DATES</u> Planning – Friday 9th February at The Clout, 9am Amenities – Monday 12th February – West Malling Village Hall, 7.30pm Highways – Monday 19th February at The Clout, 7.30 Planning – Tuesday 27th February at West Malling Village Hall, 7.30 Climate Change & Biodiversity Action Group – TBC March Full Council, Monday 4th March – West Malling Village Hall, 7.30 Macey’s Meadow Advisory Committee – Thursday 11th April</p>		
<p>24/77</p>	<p><u>REPORT OF BOROUGH COUNCILLOR(S)</u> Borough Councillor Tatton provided the following report via email: The Borough’s Overview and Scrutiny Committee has considered the Council’s revenue estimates ahead of budget setting. TMBC’s funding gap over the next 10 years is predicted by officers to be around £1.7-8m - although currently the Borough has a balanced budget and is not having to rely on general reserves. The position has been helped by Panattoni Park on the former Aylesford Newsprint site coming on stream with resultant business rates, a proportion of which TMBC is able to keep, and has been helped further by a one off injection of £1.3m into the Council coffers from a pool of money set aside for potential business rates appeals. However, the fairly stable ‘bubble’ is expected to burst with the Fair Funding Review and the Business Rate Reset, whenever that may be, and it is predicted that the Council will then move to a position where external funding does not meet expenditure. There is no provision in the budget for increased income due to the off and on-street parking review that is currently in train and the Director of Finance, while noting longer term considerations, has confirmed that the additional income is not needed to balance the 2024/25 budget. There was an interesting presentation from SE Water to the Housing and Planning SSC at the end of January which looked at the range of challenges SEW face and how they are looking to make their network more resilient. Locally they have purchased the license for water abstraction at the former Aylesford Newsprint site and are in the process of building a new water treatment works - this work should be fully completed in the next 12-18 months and that will then produce a further 20 million litres of water per day. However, there is also a focus on reducing and repairing leaks, improving resilience by installing new pipe work, and on bringing down the average use per day per person of 150 litres of water to 112. In the longer term they are looking at how water can be moved from the north of the country to the south via a national network of pipelines. SEW is not a statutory consultant within the planning system but the discussion highlighted the importance of planning authorities working with water companies to address the pressing issue of water resource for the future. The Parish Partnership meeting this coming Thursday has been cancelled in favour of an informal session which will look at Agile - the system the Borough Council is using for Planning Applications which is still subject to a number of issues. There will be an opportunity to hear from the relevant Director, Eleanor Hoyle and to ask questions. Borough Councillor Roud reported:</p>		

	<p>Councillor Roud added detail to Cllr Tatton’s report (above) and there was a general discussion regarding accessing GP services and Speedwatch.</p> <p>Fly-tipping – members of the Communities and Environment Scrutiny Select Committee are to meet on 7th February to consider a potential increase in fines for fly-tipping.</p> <p>Following the retirement of Julie Beilby as TMBC Chief Executive, Adrian Stanfield has been appointed as interim Chief Executive. It is understood that the recruitment process for a permanent replacement has now started.</p>			
<p>24/78</p>	<p><u>REPORT OF COUNTY COUNCILLOR</u> – no report</p>			
<p>24/79</p>	<p><u>CORRESPONDENCE</u></p>			
	<p>Town & Country Planning Journal Jan/Feb 24 – available from the office Email received from the Heart of Kent Hospice thanking members for the recent Section 137 donation in the sum of £300.</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.25pm</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council								
<u>Accounts for Payment 5th February 2024</u>							Cheques to be drawn	
Specialist Hygiene Services Ltd (cheque 2680) (invoice 45772- King Street toilet cleaning costs for January)							554.07 110.81	£ 664.88
							VAT	
A.T.E.M Limited (single cheque 2681) (invoice 12922 PAT test for Parish Office)							63.00 12.00	£ 75.60
							VAT	
(invoice 12806 PAT test for Twitch Inn)							69.00 13.80	£ 82.80
							VAT	
Malling Memorial Insititue (single cheque 2682) (invoice 39/23 - room hire for 18/12)								£ 20.00
(invoice 1/24 - room hire for 12/1, 22/1 & 25/1/24)								£ 60.00
February salaries								
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for February £2230.44 + reimbursement for fax £2.40, sundries £6.70)								£2,239.54
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for February)								£507.92
Mr Nathan Howard authorisation to pay via Faster Payments (Litter picking duties for February 8 hours @ £10.42 per hour)								£ 83.36
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - February)								£979.27
Nest - authorisation to pay pension contributions by Direct Debit for February								
Employer's contributions								£ 87.08
Employee's contributions								£ 116.11
Total								£ 4,916.56

1 February 2024 (2023-2024)

West Malling Parish Council

Prepared by: SH

Date: 1/2/24

Name and Role (Ass. Clerk)

Approved by: CC

Date: 1/2/24

Name and Role (Clerk & RFO)

Bank Reconciliation at 31/01/2024

	Cash in Hand 01/04/2023	155,389.12
	ADD	
	Receipts 01/04/2023 - 31/01/2024	213,850.40
		369,239.52
	SUBTRACT	
	Payments 01/04/2023 - 31/01/2024	172,355.82
A	Cash in Hand 31/01/2024	196,883.70
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash	0.00
	Deposit Account	72,444.53
	Current Account	129,945.24
		202,389.77
	Less unrepresented payments	5,506.07
		196,883.70
	Plus unrepresented receipts	
B	Adjusted Bank Balance	196,883.70

A = B Checks out OK

Unpresented Cheques:

2631	David Cooper	£25.00	06/11/23
2656	Mr Pearce	£144.50	04/12/23
2669	Chamber of Commerce	£2650.00	08/01/24
DD	Nest	£324.71	08/01/24
2677	Castle Water	£56.83	08/01/24
2678	KCC	£2304.03	30/01/24
2679	Gullands	£1.00	30/01/24

Direct Debits:

DD	BT	£41.65	02/01/24
DD	Grenk Leasing	£166.79	04/01/24
DD	CPRE	£36.00	23/01/24
DD	BT	£41.65	31/01/24