

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 4<sup>TH</sup> MARCH 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 Yvonne Smyth  
Ms Min Stacpoole  
Mr Peter Stevens (Chair)  
Mr David Thompson

Minute		Action by	Action	Response
	In the absence of Mrs Dean it was agreed that Mr Stevens as Vice Chair would chair the meeting.			
24/132	<p><b><u>APOLOGIES FOR ABSENCE</u></b> - were received from Mrs Trudy Dean; Ms Izzy Jones; Mrs Lorna Miles and Borough Councillor Tatton (following the meeting) <b>[LGA 1972 s85(1)]</b></p> <p>Ms Jones via email had requested that the Council formally consider and approve her reasons for non-attendance at meetings since mid-November.</p> <p><b>Resolved:</b> having considered reasons given for non-attendance (work commitments) members agreed unanimously that those reasons be approved.</p>			
24/133	<p><b><u>DECLARATIONS OF INTEREST</u></b> - <b>[LA 2011 s31]</b></p> <p>Mr Stevens declared a pecuniary interest at minute number <b>24/142.2</b> as the Fire Risk Assessment had been undertaken by a client of his company, Malling Accountancy; as this was only a matter for report, Mr Stevens remained in the room during this agenda item.</p> <p>Mr Stevens declared a further pecuniary interest at <b>24/417.4</b> as his company, Malling Accountancy, had quoted to undertake the monthly payroll for WMPC, Mr Stevens left the room and took no part in this agenda item.</p>			
24/134	<p><b><u>MINUTES</u></b> – to approve the minutes of the Parish Council meeting held on 5<sup>th</sup> February. <b>[LA 1972 Sch 12. Para 41(1)]</b></p> <p><b>Resolved:</b> the minutes were agreed and signed as an accurate record of the meeting.</p>			
24/135	<b><u>MATTERS ARISING</u></b>			

	<b>24/64.1</b> – West Malling Farmers Market - attendance of the Community Engagement & Rural Task Force. Clerk confirmed that she had been advised that Speedwatch volunteers would be directed to Kent Police rather than WMPC in the first instance. Clerk to seek clarification regarding local Neighbourhood Watch schemes.	Clerk	√	
<b>24/136</b>	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b> - none			
<b>24/137</b>	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b> - none			
<b>24/138</b>	<b><u>QUESTIONS FROM COUNCILLORS</u></b>			
	Mobile phone signal - Ms Stacpoole raised the issue of poor mobile phone signal within the parish, in particular with regards to the upcoming switch from landlines to VoIP. Members were advised to lobby their mobile phone provider and County Councillor.  Clerk to email Mrs Dean as the KCC member and Kings Hill Parish Council as it is understood that there have been recent upgrades in the Kings Hill area.	Clerk	√	
<b>24/139</b>	<b><u>POLICING MATTERS</u></b>			
<b>139.1</b>	<b><u>Police Update</u></b>  No report			
<b>139.2</b>	<b><u>Other Policing Matters</u></b>			
	There was a general discussion regarding youth anti-social behaviour in Norman Road and West Street.			
<b>24/140</b>	<b><u>LOCAL PLAN</u></b>			
	Email received from TMBC re Local Green Spaces consultation was noted. TMBC have asked WMPC to comment on 3 spaces with the parish; sites at Ewell Avenue, Woodland Close and the Ryarsh Lane car park. Response to be considered at Amenities Committee in the first instance.  Clerk to seek clarification from TMBC regarding the Ryarsh Lane car park site.	Clerk	√	√
<b>24/141</b>	<b><u>ROTARY HOUSE</u></b>			
	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.			
	The new signage and fencing at the site was noted; the Clerk reported that TMBC Enforcement have been notified.			
<b>24/142</b>	<b><u>WEST MALLING PUBLIC CONVENIENCES</u></b>			
<b>142.1</b>	It was noted that transfer of the legal title took place on 14 <sup>th</sup> February. It was further noted that there is a significant delay in the Land Registry processing title paperwork.			
<b>142.2</b>	It was noted that the associated cost of transfer is in the sum of £4115.20 + VAT – this figure is for legal advice, indemnity insurance and searches as outlined in the invoice from Gullands which has been circulated to all members.  Additional expenses in connection with taking on ownership were also noted – Fire Risk Assessment £200 and electrics and PAT tests £432.00.  Total expenditure to date £4747.20			

142.3	It was noted that energy/money saving modifications for the toilet block are currently being explored, this, the Fire Risk Assessment and maintenance of the block to be considered at Amenities Committee moving forward.			
142.4	Utility bills – it was noted that agreement has been reached with TMBC for the outstanding water, waste and electricity bills. On receipt of the invoice an application will be made to Full Council for part of the outstanding sum to be paid from reserves.			
24/143	<b><u>ANNUAL PARISH MEETING</u></b>			
	The requirement to call the Annual Parish Meeting between 1 <sup>st</sup> March & 1 <sup>st</sup> June (inclusive) was noted.  It is anticipated that this will be a paper exercise at the May meeting however date to be considered further at the April Full Council meeting.  Clerk to note agenda	Clerk	√	
24/144	<b><u>EV CHARGING POINTS AT THE VILAGE HALL CAR PARK</u></b>			
	WMPC has expressed an interest in KCC grant funding for the installation of 4 EV charging points to be installed at the village hall car park.  Members were in receipt of an email from KCC regarding the length of any potential lease between WMPC and KCC should charging points be installed. KCC is requesting that WMPC agree to a 15 year lease. WMPC has not yet agreed to proceed with the scheme and is in early stages of discussions with KCC.  <b>Resolved:</b> members agreed in principle that WMPC enter into a 15 year lease with KCC should the scheme proceed. This is subject to the terms of the lease and future discussions with KCC/WMVH Committee.			
24/145	<b><u>80<sup>TH</sup> ANNIVERSARY OF D DAY LANDINGS – 6<sup>TH</sup> JUNE</u></b>			
	Members were in receipt of an email from Rev'd Green regarding possible plans to mark the anniversary of the D Day landings.  <b>Resolved:</b> members agreed with the suggestion to have a low key ceremony in churches or at war memorials on 6 <sup>th</sup> June with the possibility of the church bells chiming eighty times. Plans are still to be confirmed. WMPC to offer assistance with preparations if required.			
24/146	<b><u>WORKING GROUPS – TERMS OF REFERENCE</u></b>			
	To consider arrangements for formalising Terms of Reference for both the Climate Change and Biodiversity Action Group and the Neighbourhood Plan Working Group.  <b>Resolved:</b> it was agreed that these would be drafted so that they can be considered at the next Climate Change and planning meetings.			
24/147	<b><u>FINANCIAL MATTERS</u></b>			
147.1	<b>Accounts for payment</b> – totalling £7770.74 were approved - see attached.			
147.2	It was noted that payments in the sum of £6060.38 were authorised at the Highways meeting on 19 <sup>th</sup> February and the sum of £5.99 was authorised at the Planning meeting on 27 <sup>th</sup> February.			
147.3	<b>Financial Statement</b> – bank reconciliation as at 29 <sup>th</sup> February was received – see attached.			
147.4	At this point in the meeting Mr Stevens left the meeting and this agenda item was chaired by Mr Thompson.			

	<p><b>Payroll arrangements</b> – it was noted that WMPC payroll has for a number of years been undertaken by Mr Dean and that it has been agreed that from April 2024 payroll be undertaken by another individual or company.</p> <p>Quotes were obtained from Firefly Payroll Services, AMR Bookkeeping Solutions Ltd and Malling Accountancy.</p> <p><b>Resolved:</b> on consideration of the services provided and costs quoted, Ms Barkham proposed that Malling Accountancy be asked to undertake the WMPC payroll, this was seconded by Mr Mann and agreed unanimously.</p> <p>Malling Accountancy costs as follows: Marginal costs of running the payroll software – expected to be no more than £50 plus VAT for the year to 5 April 2025 – software costs currently unpublished.</p> <p>Time to be given for free.</p> <p>Should Mr Stevens leave the Council, fees will revert to standard commercial terms: Monthly payroll - £45 plus disbursements and VAT for up to 10 employees, £4 plus VAT for each additional employee per month.</p> <p>Members requested clarification on notice period for either party – <i>subsequent to the meeting it was confirmed that 21 days (as standard within the industry) would be the required notice period – this was circulated to all members via email and agreed.</i></p>			
	Mr Stevens returned to the meeting at 8.52pm			
<b>24/148</b>	<b><u>MATTERS FOR REPORT</u></b>			
<b>148.1</b>	<p><b>Amenities Committee</b> – receipt was noted of the draft minutes of the meeting held on 12<sup>th</sup> February</p> <p>There were no questions.</p>			
<b>148.2</b>	<p><b>Highways Committee</b> – receipt was noted of the draft minutes of the meeting held on 19<sup>th</sup> February.</p> <p>There were no questions.</p>			
<b>148.3</b>	<p><b>Planning Committee</b> – receipt was noted of the agreed minutes of the meeting held on 9<sup>th</sup> February and the draft minutes of the meeting held on 27<sup>th</sup> February</p> <p>There were no questions.</p>			
<b>148.4</b>	<b>Broadwater Action Group</b> – no report			
<b>148.5</b>	<b>Malling Action Partnership</b> – no report			
<b>148.6</b>	<b>School Governors</b> – no report			
<b>148.7</b>	<b>Malling Society</b> – The Malling Society yearly programme starts with a talk on Tuesday April 16 <sup>th</sup> , 7pm – ‘Gift of Dogs’.			
<b>148.8</b>	<b>Chamber of Commerce/Christmas Lights Committee</b> – the minutes of the meeting held on 6 <sup>th</sup> February were received.			
<b>148.9</b>	<p><b>Tonbridge &amp; Malling Borough Council:</b></p> <p><b>Parish Partnership Panel</b> – receipt was noted of the meeting presentation slides, the informal meeting concentrated on the Agile system. Mr Mann was in attendance.</p> <p>It was noted that the next meeting is scheduled for 30<sup>th</sup> May</p>			

148.10	<p><b>KALC/NALC/ACRE/CPRE:</b></p> <p><b>KALC T&amp;M</b> meeting – scheduled for 18<sup>th</sup> April (in person). Ms Barkham to attend.</p>		
24/149	<p><b><u>MEETING DATES</u></b></p> <p>Planning – Friday 8<sup>th</sup> March at The Clout, 4pm                  Amenities – Monday 11<sup>th</sup> March at West Malling Village Hall, 7.30pm                  F&amp;GP – Monday 18<sup>th</sup> March at The Clout, 7.30pm                  Planning – Tuesday 26<sup>th</sup> March at West Malling Village Hall, 7.30pm</p> <p>Climate Change &amp; Biodiversity Action Group – Thursday 14<sup>th</sup> March at The Clout, 6.30pm</p> <p>April Full Council, Monday 8<sup>th</sup> April – at West Malling Village Hall, 7.30pm</p> <p>Revised meeting dates:                  Highways – Wednesday 3<sup>rd</sup> April at The Clout, 7.30pm                  Macey’s Meadow Advisory Committee – Thursday 4<sup>th</sup> April at The Clout, 7.00pm</p>		
24/150	<p><b><u>REPORT OF BOROUGH COUNCILLOR(S)</u></b> – no report</p>		
24/151	<p><b><u>REPORT OF COUNTY COUNCILLOR</u></b> – no report</p>		
24/152	<p><b><u>CORRESPONDENCE</u></b></p>		
	<p>Open Space Spring 2024 booklet – available from the office                  Letter received from We Are Beams thanking WMPC for the £300 Section 137 donation.</p>		
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.19pm</p> <p><b>Signed..... Dated.....</b></p>		

## West Malling Parish Council

<b>Accounts for Payment 4th March 2024</b>						<b>Cheques to be drawn</b>
Specialist Hygiene Services Ltd (cheque 2692) (invoice 45931- King Street toilet cleaning costs for February)			VAT	554.07 110.81	£	<b>664.88</b>
Streetlights (single cheque 2693) (invoice 14278 column 86 Offham Road, replace vandalised lantern)			VAT	1295.00 259.00	£	<b>1,554.00</b>
(invoice 14309 remedial works as per annual report)			VAT	595.00 119.00	£	<b>714.00</b>
Safeplay Playground Services Ltd (cheque 2694) (invoice 26224 repairs and renewals to play equipment)			VAT	328.00 65.60	£	<b>393.60</b>
Information Commissioner (cheque 2695) (ICO registration fee)					£	<b>40.00</b>
Mrs C Christmas (cheque 2696) (reimbursement for Microsoft 365 Business Standard - 2 licences)			VAT	247.20 49.44	£	<b>296.64</b>
<b>March salaries</b>						
Mrs Claire Christmas - authorisation to pay via Faster Payments (Clerk - net salary for March £2230.24 + reimbursement for fax £2.40, sundries £8.75 + travel £10.40)						<b>£2,251.79</b>
Mrs Sarah Howard authorisation to pay via Faster Payments (Ass. Clerk - net salary for March )						<b>£556.77</b>
Mr Nathan Howard authorisation to pay via Faster Payments (Litter picking duties for March 10 hours @ £10.42 per hour)					£	<b>104.20</b>
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - March)						<b>£991.67</b>
Nest - authorisation to pay pension contributions by Direct Debit for March						
Employer's contributions					£	<b>87.08</b>
Employee's contributions					£	<b>116.11</b>
			<b>Total</b>		£	<b>7,770.74</b>

