

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 8<sup>TH</sup> APRIL 2024, 7.30 PM  
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

**Present:** Ms Gwyneth Barkham  
Mrs Camilla Bridgeland (until 8.33)  
Ms Izzy Jones  
Mr Keith Mann  
Ms Sara Margetts  
Mr Peter Stevens  
Mrs Trudy Dean (Chair)

Minute		Action by	Action	Response
24/223	<b><u>APOLOGIES FOR ABSENCE</u></b> - were received from Mrs Lorna Miles, Mrs Yvonne Smyth, Ms Min Stacpoole, Mr David Thompson and Borough Councillor Tatton <b>[LGA 1972 s85(1)]</b>			
24/224	<b><u>DECLARATIONS OF INTEREST</u></b> - none <b>[LA 2011 s31]</b>			
24/225	<b><u>MINUTES</u></b> – to approve the minutes of the Parish Council meeting held on 4 <sup>th</sup> March. <b>[LGA 1972 Sch 12. Para 41(1)]</b>  <b>Resolved:</b> the minutes were agreed and signed as an accurate record of the meeting.			
24/226	<b><u>MATTERS ARISING</u></b>			
	<b>24/135 – Neighbourhood Watch Scheme</b> – the Clerk advised members that Kent Police have confirmed that there are schemes running in both the High Street and Norman Road. Clerk to contact Kent Police regarding the Norman Road scheme.	<b>Clerk</b>	√	
24/227	<b><u>CHAIRMAN'S ANNOUNCEMENTS</u></b> - none			
24/228	<b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b> - none			
24/229	<b><u>QUESTIONS FROM COUNCILLORS</u></b>			
	Ms Jones reported that the flooding in Frog Lane is still causing concern. Ms Margetts updated members on the efforts being made to rectify the situation.			
24/230	<b><u>POLICING MATTERS</u></b>			
230.1	<b><u>Police Update</u></b>			

	No report			
<b>230.2</b>	<b><u>Other Policing Matters</u></b>			
	Ms Barkham reported that she had completed the Speedwatch questionnaire.  Receipt was noted of the TMBC email regarding the newly established Anti-Social Behaviour Team (3 members including one supervisor) which is to be run by TMS Security. The work of the team is to enforce PSPO's, the team is to be trained to serve Community Protection Notices and undertake other anti-social behaviour related enforcement initiatives.			
<b>24/231</b>	<b><u>DONATIONS (Section 137)</u></b>			
	To receive recommendation from the F&GP Committee that a Section 137 donation in the sum of £200 be made to Friends of More Park PTA.  <b>Resolved:</b> it was agreed unanimously that a donation in the sum of £200 be made to Friends of More Park under Section 137 LGA 1972.			
<b>24/232</b>	<b><u>LOCAL PLAN</u></b>			
<b>232.1</b>	Mrs Dean reported that the second stage of the consultation has been delayed and is now expected in June/July.			
<b>232.2</b>	<b>WMPC Local Plan Public Meeting</b> – to consider format and arrangements for formulating WMPC response.  <b>Resolved:</b> it was agreed that WMPC would hold a public meeting. Details of format etc to be confirmed. More information needed from TMBC regarding the potential to forward resident feedback obtained at the meeting to TMBC.			
	At this point in the meeting it was agreed that the agenda order be varied.			
<b>24/233</b>	<b><u>COMMUNICATIONS STRATEGY</u></b>			
	Mrs Bridgeland provided feedback on her attendance at the KALC Communications training which looked at ways in which councils can communicate with residents to encourage interaction.  <b>Resolved:</b> it was agreed that in the first instance the parish council website needs to be improved to aid communication with residents. Clerk, Ms Margetts and Mr Stevens to look at Parish Online and Aubergine, both companies specialise in local authority websites.	<b>Clerk/ PS &amp; SM</b>		
<b>24/234</b>	<b><u>MEETING ADMINISTRATION</u></b>			
<b>234.1</b>	To receive a recommendation from the F&GP Committee that moving forward members of the Council be referred to as 'Cllr' in agendas and minutes rather than using their titles of Mr, Mrs and Ms.  <b>Resolved:</b> it was agreed that as of the new council year (May) that members be referred to as 'Cllr' in agendas and minutes rather than by their titles.			
<b>234.2</b>	To receive a recommendation from the F&GP Committee that moving forward the Chairmen of both committees and Council be referred to as 'Chair'.  <b>Resolved:</b> it was agreed that as of the new council year (May) that the Chairmen of both committees and Council be referred to as 'Chair'.			
<b>234.3</b>	Attendance policy – to consider and agree draft policy.  To be considered at the May meeting.			
	Mrs Bridgeland left the meeting at 8.33			

<b>24/235</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.			
<b>235.1</b>	To receive recommendation from the F&GP Committee that WMPC obtain quotes from consultants to assist with the completion of the Expression of Interest form for any future Community Ownership Fund application.  <b>Resolved:</b> following a vote it was agreed (4:2) that WMPC obtain quotes from consultants to assist with the completion of the Expression of Interest form for any future Community Ownership Fund application.			
<b>235.2</b>	To receive recommendation from the F&GP Committee that representatives of WMPC meet with Age UK to discuss their ongoing requirements within the Town.  <b>Resolved:</b> it was agreed that Mrs Dean and Mr Mann would attend a meeting with Age UK			
<b>235.3</b>	Working Group – for membership to be confirmed and to discuss arrangements for the drafting of Terms of Reference.  <b>Resolved:</b> it was agreed that membership would be confirmed at the May Annual Meeting and that a date be set for the next working group meeting at which Terms of Reference will be discussed.			
<b>24/236</b>	<b><u>WEST MALLING PUBLIC CONVENIENCES</u></b>			
<b>236.1</b>	Members to receive the Fire Risk Assessment and to consider approval of the document including action points.  <b>Resolved:</b> it was agreed to approve the Fire Risk Assessment document and action points.  It was noted that quotes for upgrades and remedial works are to be discussed at the Amenities Committee.			
<b>236.2</b>	Members to receive invoice from TMBC for utility costs for the period 1/4/22 to 14/2/24, electricity £3375.00, water supply £3375.00 and waste water £2948.00. Total £9698.00 + VAT. For members to agree that the sum of <u>£6535.82</u> be taken from reserves as there is insufficient money remaining from the 23/24 financial year.  <b>Resolved:</b> it was agreed that the sum of £6535.82 be taken from reserves.			
<b>236.3</b>	Members to note revised associated cost of transfer (legal matters) in the sum of £4135.20 + VAT – this figure is for legal advice, indemnity insurance and searches as outlined in the Gullands invoice of 27/2/24 and an additional £20.00 for HM Land Registry fee as outlined in the Gullands invoice dated 20/3/24.  Additional expenses in connection with taking on ownership – Fire Risk Assessment £200 and electrics and PAT tests £432.00. Total expenditure to date £4767.20.  The above figures were noted.			
<b>24/237</b>	<b><u>ANNUAL PARISH MEETING</u></b>			
<b>237.1</b>	The requirement to call the Annual Parish Meeting between 1 <sup>st</sup> March & 1 <sup>st</sup> June (inclusive) was noted. Arrangements for the meeting were discussed including the potential to ask the Clerk at Sevenoaks Town Council to attend to present on the Neighbourhood Plan.			

	<p><b>Resolved:</b> it was agreed that the Annual Parish Meeting would be undertaken as a paper exercise on the same day as the May Full Council/Annual Parish Council meeting. It was further agreed that the Clerk from Sevenoaks Town Council be asked to meet with WMPC (and potentially Kings Hill Parish Council and Offham Parish Council) on a another date to be confirmed.</p> <p>Clerk to note agenda</p>	Clerk	√	
237.2	<p><b>KALC Community Award</b> – members to agree presentation arrangements.</p> <p><b>Resolved:</b> it was agreed that this would be presented at the Great Big Green Week event on Saturday 8<sup>th</sup> June and not at the Annual Parish Meeting.</p>			
24/238	<b><u>WMPC POLICIES AND RISK ASSESSMENT</u></b>			
	Recommendation from the F&GP Committee that the following policies and risk assessment be agreed. To be reviewed in the first instance at F&GP Committee.			
238.1	<p><b><u>Health &amp; Safety Policy</u></b></p> <p><b>Resolved:</b> members agreed to adopt the draft policy. Review March 2026</p>			
238.2	<p><b><u>Grievance Policy</u></b></p> <p><b>Resolved:</b> members agreed to adopt the draft policy. Review March 2026</p>			
238.3	<p><b><u>Grants Policy</u></b></p> <p><b>Resolved:</b> members agreed to adopt the draft policy. Review March 2026</p>			
238.4	<p><b><u>Sickness &amp; Absence Policy</u></b></p> <p><b>Resolved:</b> members agreed to adopt the draft policy. Review March 2026</p>			
238.5	<p><b><u>Training &amp; Development Policy</u></b></p> <p><b>Resolved:</b> members agreed to adopt the draft policy. Review January 2026</p>			
238.6	<p><b><u>Lone Workers Policy &amp; Risk Assessment</u></b></p> <p><b>Resolved:</b> members agreed to adopt the draft policy. Review January 2026</p> <p><b>Resolved:</b> members agreed to adopt the draft risk assessment. Review March 2025</p>			
238.7	<p><b><u>GDPR Policy</u></b></p> <p><b>Resolved:</b> members agreed to adopt the draft policy. Review January 2026</p>			
24/239	<b><u>FINANCIAL MATTERS</u></b>			
239.1	<b>Accounts for payment</b> – totalling £16,274.21 were approved - see attached.			
239.2	It was noted that payments in the sum of £846.00 were authorised at the Amenities meeting on 11 <sup>th</sup> March, £3926.40 at the F&GP meeting on 18 <sup>th</sup> March and the sum of 60.00 at the Planning meeting on 26 <sup>th</sup> March.			
239.3	<b>Financial Statement</b> – bank reconciliation as at 31 <sup>st</sup> March was received – see attached.			
24/240	<b><u>MATTERS FOR REPORT</u></b>			

240.1	<b>Amenities Committee</b> – receipt was noted of the draft minutes of the meeting held on 11 <sup>th</sup> March  There were no questions.			
240.2	<b>F&amp;GP Committee</b> – receipt was noted of the draft minutes of the meeting held on 18 <sup>th</sup> March  There were no questions.			
240.3	<b>Planning Committee</b> – receipt was noted of the agreed minutes of the meeting held on 8 <sup>th</sup> March and the draft minutes of the meeting held on 26 <sup>th</sup> March.  There were no questions.			
240.4	<b>Highways Committee</b> – Ms Margetts provided a verbal report of the meeting held on 3 <sup>rd</sup> April  There were no questions.			
240.5	<b>Climate Change &amp; Biodiversity Action Group</b> – receipt was noted of the draft notes of the meeting held on 14 <sup>th</sup> March.  There were no questions.			
240.6	<b>Macey's Meadow Advisory Committee</b> – Ms Margetts provided a verbal report of the meeting held on 4 <sup>th</sup> April  There were no questions.			
240.7	<b>Broadwater Action Group</b> – no report			
240.8	<b>Malling Action Partnership</b> – no report			
240.9	<b>School Governors</b> – no report			
240.10	<b>Malling Society</b> – The Twitch will be open on Sunday 28 <sup>th</sup> April coinciding with the Farmers Market.			
240.11	<b>Chamber of Commerce/Christmas Lights Committee</b> – members noted that the AGM is to be held on Tuesday 9 <sup>th</sup> April. Mrs Dean to attend.			
240.12	<b>Tonbridge &amp; Malling Borough Council:</b>  <b>Parish Partnership Panel</b> – members noted that the next meeting is scheduled for 30 <sup>th</sup> May. Mr Mann to attend.			
240.13	<b>KALC/NALC/ACRE/CPRE:</b>  <b>KALC T&amp;M</b> - members noted that the next meeting is scheduled for 18 <sup>th</sup> April. Ms Barkham to attend			
24/241	<b><u>MEETING DATES</u></b>  Planning – Friday 12 <sup>th</sup> April at The Clout, 3pm Amenities – Monday 15 <sup>th</sup> April at West Malling Village Hall, 7.30pm Planning – Tuesday 23 <sup>rd</sup> April at West Malling Village Hall, 7.30pm  Climate Change & Biodiversity Action Group – Thursday 18 <sup>th</sup> April at The Clout, 6.30pm  Annual Parish meeting, May Full Council and Annual Meeting, Monday 13 <sup>th</sup> May – at West Malling Village Hall, 7.30pm			

<p><b>24/242</b></p>	<p><b><u>REPORT OF BOROUGH COUNCILLOR(S)</u></b></p> <p>Prior to the meeting Borough Councillor Tatton had provided the following written report regarding Local Green Spaces.</p> <p><i>I raised a query with TMBC Officers regarding the sites sent out to Parish Councils as I was concerned that some sites had been omitted. I had personally put forward some sites in East Malling that I consider to be strong candidates for designation but these were not included. As it result of my query it has been confirmed that the Borough Council made an unfortunate error and any sites that were not allocated a 59*** reference number were missed from the assessment process. These sites are now being screened by the Council against their methodology. If any of these additional sites are then considered to be suitable for designation they will be put to the Parish Councils for consideration and the deadline for responses will be extended to 24th April. I have not been told which parishes are affected so can't say whether or not any further sites will emerge in West Malling.</i></p> <hr/> <p>Borough Councillor Dean provided an update on the parking charges consultation:</p> <ul style="list-style-type: none"> <li>• First hour to remain free of charge</li> <li>• No charges on Christmas Day, Boxing Day or New Years Day.</li> <li>• Meeting to be held between TMBC and the Chamber of Commerce regarding the Ryarsh Lane parking permit scheme.</li> <li>• Further consideration may be given to charges on Sundays which coincide with the Farmers Market, design and positioning of the pay machines.</li> <li>• A further consultation will be needed as the details of the TRO have changed.</li> </ul>		
<p><b>24/243</b></p>	<p><b><u>REPORT OF COUNTY COUNCILLOR</u></b></p> <p>Mrs Dean reported that KCC is potentially looking to take back control of on street parking, currently under the control of TMBC locally.</p>		
<p><b>24/244</b></p>	<p><b><u>CORRESPONDENCE</u></b></p>		
	<p>Countryside Voices, Spring/Summer 2024 – CPRE – available from the office                  Kent Countryside Voices (Kent), Spring/Summer 2024 CPRE – available from the office                  Town &amp; Country Planning Journal March – April 24 – available from the office</p>		
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.31pm</p> <p><b>Signed..... Dated.....</b></p>		



