

# WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE  
PARISH COUNCIL  
HELD ON 2<sup>ND</sup> SEPTEMBER 2024, 7.30 PM  
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

**Present:** Cllr Barkham  
Cllr Bridgeland  
Cllr Jones  
Cllr Mann  
Cllr Margetts  
Cllr Stacpoole  
Cllr Stevens (Chair)

Minute		Action by	Action	Response
24/468	<p><b><u>APOLOGIES FOR ABSENCE</u></b> - were received from Cllr Dean and Cllr Miles. [LGA 1972 s85(1)]</p> <p>In the absence of Cllr Dean this meeting was Chaired by Cllr Stevens (Vice Chair)</p>			
24/469	<p><b><u>DECLARATIONS OF INTEREST</u></b> - none. [LA 2011 s31]</p>			
24/470	<p><b><u>MINUTES</u></b> – to approve the minutes of the meeting on 1<sup>st</sup> July [LGA 1972 Sch 12. Para 41(1)]</p> <p><b>Resolved:</b> the minutes were agreed and signed as an accurate record of the meeting held on 1<sup>st</sup> July</p>			
24/471	<p><b><u>MATTERS ARISING</u></b> - none</p>			
24/472	<p><b><u>CHAIRMAN’S ANNOUNCEMENTS</u></b> - none</p>			
24/473	<p><b><u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u></b> - none</p>			
24/474	<p><b><u>QUESTIONS FROM COUNCILLORS</u></b></p> <p>Cllr Barkham raised an issue with initials being used to identify individuals within the main text of the working group notes; full names having been provided at the top of the notes. Note takers to consider adding initials next to full name.</p>			
24/475	<p><b><u>POLICING MATTERS</u></b></p>			
475.1	<p><b><u>Police Update</u></b></p>			

	<p>The Clerk reported that PC Laura Farmer attended the parish office for an informal introductory meeting. PC Farmer works two days per week, it is hoped that additional officers will be recruited to the area.</p> <p>The Clerk discussed local issues with PC Farmer in particular anti-social behaviour.</p> <p>PC Farmer agreed that a police/resident drop in session be arranged for Thursday 19<sup>th</sup> September 12-2pm at The Clout.</p>			
<b>475.2</b>	<b><u>Other Policing Matters</u></b>			
	<p>The Clerk advised members of an incident of criminal damage at the ball park. A police report has been logged.</p> <p>It was stressed that residents should be encouraged to report crimes to the police (by 101 or 999 if an emergency) and to the anti-social behaviour team at TMBC <a href="#">Report anti-social behaviour – Tonbridge and Malling Borough Council (tmbc.gov.uk)</a></p>			
<b>475.3</b>	<b><u>Eastern Cyber Resilience Centre (ECRC)</u></b>			
	<p>It was noted that the police visited the parish office to discuss the work of the ECRC; the ECRC is a partnership between the police, private sector and academia set up to help businesses increase their cyber resilience.</p> <p>It was noted that the police had offered to attend a parish council meeting to discuss the work of the partnership.</p> <p>Clerk to make further enquiries with the ECRC with the aim of setting up a future meeting.</p>	<b>Clerk</b>		
<b>24/476</b>	<b><u>LOCAL PLAN</u></b>			
<b>476.1</b>	No formal update – there was a general discussion regarding the impact of the NPPF and the timing of the Local Plan Reg 18B consultation.			
<b>476.2</b>	<p>NPPF consultation, to note the National Planning Policy Framework consultation. To consider WMPC response, including the possibility of working with other Malling parishes. <a href="#">Proposed reforms to the National Planning Policy Framework and other changes to the planning system - GOV.UK (www.gov.uk)</a> Deadline 24<sup>th</sup> September 2024.</p> <p><b>Resolved</b> – it was agreed that WMPC would respond to key questions only. Members to identify the questions that are of importance to WMPC and advise Cllr Mann of those, with comments, by Monday 9<sup>th</sup> September. Cllr Mann to draft response which will be circulated to all members for comment.</p> <p>Clerk to advise Offham, East Malling &amp; Larkfield and Kings Hill parishes of the agreed way forward.</p>	<b>KM</b>  <b>Clerk</b>	√  √	
<b>24/477</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>477.1</b>	<b>Change of Use application</b> - additional submissions made to TMBC were noted: <a href="#">Citizen Portal Planning (agileapplications.co.uk)</a> 24/00927/PA - Proposed change of use from an existing community centre to a nursery with associated parking and landscaping.			
<b>477.2</b>	<p><b>Public consultation</b> – members to agree that in the event of the Parish Council achieving a managerial role with regards to the use of Rotary House, the Council would firstly undertake a public consultation before a decision on the use of the building was reached.</p> <p><b>Resolved</b> – it was agreed that should WMPC achieve a managerial role with regards to the</p>			

	use of Rotary House, the Council would firstly undertake a public consultation before a decision on the use of the building was reached.			
<b>24/478</b>	<b><u>SECTION 137 DONATION REQUEST</u></b>			
	To receive recommendation from the F&GP Committee that a donation be made to Kent Surrey Sussex Air Ambulance in the sum of £350.00  <b>Resolved:</b> it was agreed unanimously that a donation in the sum of £350.00 be made to Kent Surrey Sussex Air Ambulance under Section 137 LGA 1972.			
<b>24/479</b>	<b><u>AMENITIES</u></b>			
<b>479.1</b>	<b>Playing Field – Bouncy Castle and BBQ/Outdoor Food Policy for events</b> – to receive recommendation from the Amenities Committee that the draft policy be adopted.  <b>Resolved:</b> it was agreed that the draft policy be adopted – to be reviewed in 3 years or before if a change of circumstances.			
<b>479.2</b>	<b>EV Charging Points</b> – to receive a recommendation from the Amenities Committee that EV Charging points be installed at West Malling Village Hall car park. Draft agreement between KCC & WMPC to be considered and to agree siting of the charging points.  It was noted that the draft agreement supplied by KCC included an old version of the site plan and that further information had been requested from KCC regarding overnight parking restrictions.  To be considered further at the September Amenities Committee meeting - Clerk to liaise with KCC	<b>Clerk</b>	√	√
<b>479.3</b>	<b>Section 106 monies/adult gym equipment survey</b> – to receive a recommendation from the Amenities Committee that the Council accept the quote from Roth Creative in the sum of £120.00 +VAT for the design of a flyer to assist with advertising a public consultation/survey to identify the need/specifications for adult gym equipment. To be financed from reserves.  <b>Resolved:</b> it was agreed that the quote be accepted and the sum of £120.00 +VAT be taken from reserves. Potential print costs were noted at this stage.			
<b>24/480</b>	<b><u>WEST MALLING VILLAGE HALL COMMITTEE</u></b>			
	For members to consider appointing a second WMPC representative to the Committee  There was a general discussion regarding the ability to appoint a second representative to the Committee, noting that the trust deed allows for two WMPC representatives, Mrs Javens is currently the WMPC representative.  To be considered further.			
<b>24/481</b>	<b><u>ATTENDANCE POLICY</u></b>			
	To receive a recommendation from the F&GP Committee that the draft attendance policy be adopted.  <b>Resolved:</b> it was agreed that the draft policy be adopted – to be reviewed in 2 years or before if a change of circumstances.			
<b>24/482</b>	<b><u>LOCAL TRANSPORT PLAN</u></b>			
	<a href="#">Local Transport Plan 5 - Striking the Balance   Let's talk Kent</a> – comments to be submitted to Cllr Margetts by Friday 6 <sup>th</sup> September  Cllr Margetts to submit	<b>Clerk</b>	√	

<b>24/483</b>	<b><u>WEST MALLING GROUP PRACTICE – ANIMA</u></b>			
	For members to consider whether WMPC should hold an Anima workshop in conjunction with WMGP and the Patient Participation Group.  <b>Resolved:</b> it was agreed that WMPC would alongside WMGP/PPG run an Anima workshop. PPG to be advised and dates obtained from West Malling Village Hall	<b>SM/ Clerk</b>	√	√
<b>24/484</b>	<b><u>MACEY'S MEADOW – PURCHASE OF GAZEBOS</u></b>			
	For members to note that two gazebos have been purchased in the total sum of £315.36 +VAT. To receive request from the Macey's Meadow Advisory Committee that one gazebo be purchased using Macey's safeguarded sums and the second from South East Water Community Compensation – each gazebo costing £157.68 +VAT.  <b>Resolved:</b> it was agreed that one gazebo be purchased from Macey's safeguarded sums and that the second be purchased from the South East Water Community Compensation.			
<b>24/485</b>	<b><u>CLIMATE CHANGE &amp; BIODIVERSITY ACTION GROUP</u></b>			
<b>485.1</b>	<b>Election of Leader(s)</b> – as per the Group's Terms of Reference, for members to ratify the decision of the group to elect Cllr Stacpoole as Leader/Chair of the working group and Cllr Margetts as the Deputy Leader/Chair.  <b>Resolved:</b> it was agreed that the decision to elect Cllr Stacpoole as Leader/Chair of the working group and Cllr Margetts as the Deputy Leader/Chair be ratified.			
<b>485.2</b>	For members to receive the Kent Wildlife Trust survey of Macey's Meadow and management recommendations – noted.  It was noted and agreed that the payment of £480 +VAT is to be taken from the CC&BAG Safeguarded sums for the cost of the KWT survey. Agreed			
<b>24/486</b>	<b><u>CORRESPONDENCE</u></b>			
	For members to receive a meeting request from Helen Grant, MP for Maidstone and Malling - to agree a way forward.  Members were in agreement that a meeting with Helen Grant would be beneficial.  Clerk to contact the constituency office to determine how best to progress a meeting and whether this would be with selected members of the council or all members.	<b>Clerk</b>	√	
<b>24/487</b>	<b><u>FINANCIAL MATTERS</u></b>			
<b>487.1</b>	<b>Accounts for payment</b> – totalling £8,093.39 were approved - see attached.			
<b>487.2</b>	It was noted that payments in the sum of £9516.19 were authorised at the Planning meeting on 31 <sup>st</sup> July and £5535.97 at the Amenities meeting on 12 <sup>th</sup> August			
<b>487.3</b>	<b>Financial Statement</b> – bank reconciliation as at 31 <sup>st</sup> July and 29 <sup>th</sup> August were received – see attached.			
<b>487.4</b>	<b>Quarter 1 Receipts &amp; Payments</b> – members were in receipt of the receipts and payments schedule for Quarter 1.			
<b>24/488</b>	<b><u>MATTERS FOR REPORT</u></b>			
<b>488.1</b>	<b>Finance &amp; General Purposes Committee</b> – receipt was noted of the draft minutes of the meeting held on 11 <sup>th</sup> July.  There were no questions.			

488.2	<p><b>Planning Committee</b> – receipt was noted of the agreed minutes of the meeting held on 25<sup>th</sup> June (unavailable at the July meeting of the Full Council) and the draft minutes of the meeting held on 31<sup>st</sup> July.</p> <p>There were no questions.</p>			
488.3	<p><b>Amenities Committee</b> – receipt was noted of the draft minutes of the meeting held on 12<sup>th</sup> August. It was noted that the July meeting had been cancelled.</p> <p>There were no questions.</p>			
488.4	<p><b>Neighbourhood Plan Steering Group</b> – receipt was noted of the finalised minutes of the meeting held on 12<sup>th</sup> June.</p> <p>There were no questions.</p>			
488.5	<p><b>Climate Change &amp; Biodiversity Action Group</b> – receipt was noted of the draft minutes of the meeting held on 8<sup>th</sup> August.</p> <p>There were no questions</p>			
488.6	<p><b>Macey's Meadow Advisory Committee</b> – receipt was noted of the draft minutes of the meeting held 22<sup>nd</sup> August</p> <p>There were no questions.</p>			
488.7	<b>Broadwater Action Group</b> – no report			
488.8	<b>Malling Action Partnership</b> – no report			
488.9	<b>School Governors</b> – no report			
488.10	<b>Malling Society</b> – no report			
488.11	<p><b>Chamber of Commerce/Christmas Lights Committee</b></p> <p>Members were in receipt of draft minutes and presentations from the meetings held in July and August. It was noted that the next meeting is to be held on 17<sup>th</sup> September.</p> <p>The Clerk reported that the Secretary of the Chamber has requested that the High Street planter (outside of Desh) be used for a Christmas tree (unsure if this is to be rooted). Members were unable to agree to the request as any previous attempts to utilise the planter have been unsuccessful due to lack of watering and vandalism. The planter is now planted with low maintenance/wild flowers.</p>			
488.12	<p><b>West Malling Group Practice – Patient Participation Group</b> – members were in receipt of the notes provided by Cllr Margetts of the meeting held on 11<sup>th</sup> July.</p>			
488.13	<p><b>Tonbridge &amp; Malling Borough Council:</b></p> <p><b>Parish Partnership Panel</b> – members were in receipt of the notes provided by Cllr Mann of the meeting held on 29<sup>th</sup> August.</p>			
488.14	<p><b>KALC/NALC/ACRE/CPRE:</b></p> <p><b>KALC T&amp;M</b> – members noted that the next meeting is scheduled for 26<sup>th</sup> September.</p>			
24/489	<p><b><u>MEETING DATES</u></b></p> <p>Planning – Thursday 5<sup>th</sup> September – The Clout, 9am  Amenities – Monday 9<sup>th</sup> September – West Malling Village Hall, 7.30pm  Planning - Tuesday 24<sup>th</sup> September - West Malling Village Hall, 7.30pm  F&amp;GP – Monday 30<sup>th</sup> September – The Clout, 7.30pm</p>			

	October Full Council 7 <sup>th</sup> October - West Malling Village Hall, 7.30pm			
<b>24/490</b>	<b>REPORT OF BOROUGH COUNCILLOR(S)</b> – no report			
<b>24/491</b>	<p><b>REPORT OF COUNTY COUNCILLOR</b></p> <p>Cllr Dean had provided members with her County Councillor report prior to the meeting.</p> <p>Sandra Woodfall the owner of the WM Farmers Market has copied me in to an email she has send to Matt Boughton about the loss of ten stall holders following the imposition of car parking fees in the Ryarsh Lane Car Park. The charges, and the four hour limit to parking means stall holders effectively cannot park there within the rules. This had been brought up several times during the consultation without TMBC response beyond ' let's give it a try and review '. Four stalls represent a quarter of the market and a lot of effort on Sandra's part to recruit stall holders. The Parish Council may wish to write in support of the market.</p> <p><i>It was agreed that WMPC would write to TMBC expressing concern about the impact of car parking charges on the Farmers Market; Clerk to ask Sandra Woodfall for confirmation of numbers.</i></p> <p>KCC appears to be changing its policy with regard to 20mph schemes once more. Officers preparing plans for East Malling have declined pretty much every measure we have put forward. I have seen no report to KCC Committee approving such a change so I will be pursuing this issue.</p> <p>A two year contract extension has been granted to CSKL for the disposal of 75,000 tonnes of green bin dry mixed recyclables annually. Changes in legislation governing materials and collection frequency are making a longer contract inadvisable. Haulage costs are factored into the contract to minimise out of county treatment.</p> <p>Materials are reused as follows:-  Glass 70% is recycled into new glass products and 30% used as sand substitute for construction industry.  Aluminium, paper, cardboard and cans are all processed into recycled versions of the same product.  HDPE recycled into milk bottles.  PET recycled as food packaging plastic  Pots, tubs and trays recycled into various products including drain pipes, cladding, non food bottles, plastic packaging  Plastic bottles recycled into plastic packaging  LDPE ( plastic film, bags, packaging) uses for energy recovery.</p> <p>35,000 tonnes of organic waste annually is dealt with at the West Malling in vessel centre now owned by ENVAR composting Ltd. (Previously New Earth Solutions). The contract covers the majority of Kent's organic waste. KCC was unable to agree gate fee terms for mid and west Kent with ENVAR. A 19month contract extension covering those areas , costing £3.2 million, has been agreed with ENVAR. Thus will be followed by a full competitive tendering exercise based on current technology. I have again stressed that this service should be undertaken at several locations rather than concentration at West Malling which maximised transport emissions, traffic and costs.</p> <p>This week sees the start of additional charges for some people receiving care in their own home or in the community. Money received from Attendance Allowance, Personal Independent Payment and Disability Living Allowance will no longer be disregarded when a person's income is being calculated in order to arrive at how much they must pay towards their own care. 2,542 people in Kent will have to pay the full WEEKLY increase of £33.85. 1,597 of these receive support because of a Learning Disability, 582 because of a physical disability and around 300 due to issues relating to age or Mental Health. This will not affect people in residential care.</p> <p>From this month Adult Education courses will no longer be subsidised if they relate to leisure only, or are repeat courses for the student. In future courses must focus on job related skills,</p>	Clerk	√	

	<p>although some courses will continue whilst teaching contracts expire. KCC expect Adult Education to be delivered locally and in smaller groups. As a result, Sevenoaks, Gravesend and Dover Adult Education Centre will close and the viability of several others is under investigation.</p> <p>Following a pilot with three schools, KCC is extending a system which allows schools to make their own arrangements for home to school transport. The pilot resulted in savings ranging from none, to 27%. A further seven schools have come forward to adopt the scheme. If successful it will roll out over the county.</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.21 pm</p> <p><b>Signed</b>..... <b>Dated</b>.....</p>			





2 August 2024 (2024-2025)

**West Malling Parish Council**

Prepared by: SH

Date: 02/08/24

*Name and Role (Clerk/RFO etc)*

Approved by: CC

Date: 02/08/24

*Name and Role (RFO/Chair of Finance etc)***Bank Reconciliation at 31/07/2024**

Cash in Hand 01/04/2024 175,019.75

**ADD**

Receipts 01/04/2024 - 31/07/2024 92,795.68

267,815.43

**SUBTRACT**

Payments 01/04/2024 - 31/07/2024 78,069.85

**A Cash in Hand 31/07/2024 189,745.58**  
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 31/07/2024 0.00

Deposit Account 31/07/2024 72,444.53

Current Account 31/07/2024 134,093.95

**206,538.48**

Less unrepresented payments 16,792.90

189,745.58

Plus unrepresented receipts

**B Adjusted Bank Balance 189,745.58**

**A = B Checks out OK****Unrepresented cheques:**

2739	SHS	£664.88	17/06/24
2744	Silva Arboriculture	£830.00	01/07/24
DD	Nest	£203.21	01/07/24
BT	Mrs Christmas	£2267.52	01/07/24
B T	Mrs Howard	£556.77	01/07/24
BT	Mr Howard	£91.52	01/07/24
BT	HMRC	£954.38	01/07/24
2751	Friends of West Malling	£200.00	11/07/24
2752	SHS	£824.43	11/07/24
2755	Malling Memorial	£80.00	11/07/24
TMBC	TMBC	£289.00	11/07/24
2758	SLCC	£315.00	11/07/24
2762	Streetlights	£4227.88	31/07/24
2759	Music@Malling	£1000.00	31/07/24
2760	Capel Groundcare	£2310.00	31/07/24
2761	KCC	£581.49	31/07/24
2763	Safeplay	£1396.82	31/07/24

**Direct Debits:**

01/07/24	BT	£46.75
03/07/24	Grenke Leasing	£166.79
31/07/24	BT	£46.75

30 August 2024 (2024-2025)

## West Malling Parish Council

Prepared by: SH

Date: 30/08/24

*Name and Role (Clerk/RFO etc)*

Approved by: CC

Date: 30/08/24

*Name and Role (RFO/Chair of Finance etc)*

### Bank Reconciliation at 29/08/2024

Cash in Hand 01/04/2024 175,019.75

#### ADD

Receipts 01/04/2024 - 29/08/2024 95,979.22

270,998.97

#### SUBTRACT

Payments 01/04/2024 - 29/08/2024 85,216.56

**A Cash in Hand 29/08/2024** **185,782.41**  
(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 29/08/2024 0.00

Deposit Account 29/08/2024 73,204.87

Current Account 29/08/2024 116,578.66

**189,783.53**

Less unrepresented payments 4,001.12

185,782.41

Plus unrepresented receipts

**B Adjusted Bank Balance** **185,782.41**

### A = B Checks out OK

#### Unpresented cheques

2751	Friends of West Malling School	£200.00	11/07/24
2756	TMBC	£289.00	11/07/24
2764	SHS	£718.06	12/08/24
2765	West Malling Village Hall	£102.00	12/08/24
2767	Castle Water	£1019.91	12/08/24
2768	Streetlights	£1554.00	12/08/24
2769	Castle Water	£118.15	12/08/24

#### Standing Order

Malling Memorial Institute	£969.00	12/08/24
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