

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 7TH OCTOBER 2024, 7.30 PM
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

Present: Cllr Barkham
Cllr Bridgeland
Cllr Dean (Chair)
Cllr Jones
Cllr Mann
Cllr Margetts
Cllr Miles
Cllr Stevens

Also Present: TMBC Cllr Roger Roud (until 7.50pm)

Minute		Action by	Action	Response
24/547	<u>APOLOGIES FOR ABSENCE</u> - were received from Cllr Smyth and Cllr Stacpoole with reasons for absence given [LGA 1972 s85(1)] It was resolved that the apologies be accepted. [LGA 1972 s85(1)] Absent – Cllr Thompson			
24/548	<u>DECLARATIONS OF INTEREST</u> - none. [LA 2011 s31]			
24/549	<u>MINUTES</u> – to approve the minutes of the meeting on 2 nd September [LGA 1972 Sch 12. Para 41(1)] Resolved: the minutes were agreed and signed as an accurate record of the meeting held on 2 nd September			
24/550	<u>MATTERS ARISING</u> - none			
24/551	<u>CHAIRMAN’S ANNOUNCEMENTS</u> Cllr Dean reported that she is aware of concerns regarding tree work (felling of 2 trees) at a property in Offham Road. Clerk to again request that TMBC consider a TPO.	Clerk	√	
	At this point in the meeting it was agreed that the agenda be taken out of order and that Borough Cllr Roud be allowed to address the Council. See minute number 24/568 below for his report. Cllr Roud left the meeting at 7.50pm			
24/552	<u>QUESTIONS FROM MEMBERS OF THE PUBLIC</u> - none			

24/553	QUESTIONS FROM COUNCILLORS - none			
24/554	POLICING MATTERS			
554.1	<p>Police Update</p> <p>Police drop in session - the Clerk reported that the resident drop in session organised by PC Farmer had been successful, with in excess of 30 residents in attendance. PC Farmer hopes to facilitate another session in the new year.</p>			
554.2	<p>Other Policing Matters</p> <p>It was reported that home insurance quotes had increased due to the impact of police reports within the parish.</p>			
24/555	LOCAL PLAN			
	No update			
24/556	EXTENSION OF THE CONSERVATION AREA			
	<p>For members to agree to apply to TMBC for an extension of the Conservation Area to broadly include the fields which were the subject of the two successful Appeals against development. It was noted that the current TMBC Conservation Appraisal was approved in 2002; the appraisal should be reviewed 'from time to time'.</p> <p>Resolved: it was agreed unanimously that a request be made to TMBC for an extension of the Conservation Area. Cllr Dean to draft.</p>	TD		
24/557	ROTARY HOUSE			
	<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>It was noted that the change of use application might be considered at the Area 2 Committee on 30th October. To be confirmed.</p>			
24/558	SECTION 137 DONATION REQUEST			
	<p>To receive recommendation from the F&GP Committee that a donation be made to the charity Mental Health Resource in the sum of £200.00</p> <p>Resolved: it was agreed unanimously that a donation in the sum of £200.00 be made to Mental Health Resource under Section 137 LGA 1972.</p>			
24/559	AMENITIES			
559.1	<p>Tennis Courts Smart Access System – for members to note receipt of invoice for SmartAccess Netcode subscription in the sum of £160 +VAT (£156 in budget) and SmartAccess entry maintenance contract- including telephone technical support, in the sum of £391 + VAT (not budgeted for). Request that members agree that the total sum of £395 be taken from reserves.</p> <p>Resolved: it was agreed that the total sum of £395 be taken from reserves for payment of the Smart Access Netcode subscription and maintenance contract costs.</p>			
559.2	<p>Tree works on Norman Road – it was noted that tree works have been undertaken on Norman Road in the sum of £740 + VAT (Qualitree Tree Surgeons). For members to agree that £500 to be taken from the 24/25 Macey's tree work budget and £240 from Macey's tree work safeguarded sums.</p>			

	<p>Resolved: it was agreed that the sum of £740 + VAT be paid to Qualitree Tree Surgeons and that £500 to be taken from the 24/25 Macey's tree work budget and £240 from Macey's tree work safeguarded sums</p>			
559.3	<p>Macey's Meadow production of A6 cards – to note that Macey's Meadow cards have been produced for the total sum of £193.55. For members to agree that £100 be taken from the Macey's 24/25 marketing budget and £93.55 from the Macey's marketing safeguarded sums.</p> <p>Resolved: it was agreed that £100 be taken from the Macey's 24/25 marketing budget and £93.55 from the Macey's marketing safeguarded sums</p>			
559.4	<p>EV Charging Points - to receive a recommendation from the Amenities Committee that EV Charging points be installed at West Malling Village Hall car park. Installation is via a KCC scheme at no cost to WMPC. To note the suggested positioning of the points and to agree the draft KCC/WMPC agreement. To note that the agreement is to be finalised once KCC has formally approved the scheme.</p> <p>Resolved: it was agreed that WMPC enter into an agreement with KCC for the installation of EV charging points in the village hall car park, positioning as per the draft plan.</p> <p>The agreement between WMPC and KCC was agreed in principle with members noting that this is to be finalised once KCC has formally approved the scheme.</p>			
24/560	WEST MALLING GROUP PRACTICE			
	It was noted that an Anima workshop to be run by the Patient Participation Group will take place on 21 st October, 12.30pm – 2.30pm at West Malling Village Hall.			
24/561	PROJECTION EQUIPMENT			
	<p>Members to receive a recommendation from the F&GP Committee that a projector and screen be purchased to facilitate parish meetings. The cost to be funded from reserves. Costs and spec to be finalised – budget of £1000.00.</p> <p>Resolved: Agreed. Cost and spec to be finalised and this decision to be delegated to Cllr Mann and Cllr Stevens. The cost to be funded from reserves – maximum budget of £1000.00 agreed.</p>			
24/562	REMEMBRANCE			
	<p>Arrangements for both the 10th and 11th November were discussed including a steward briefing to be arranged for Monday 4th November, 7pm at West Malling Village Hall.</p> <p>Litter pick to be arranged for the morning of Sunday 10th November.</p> <p>Cllr. Barkham requested that WMPC consider purchasing a 'Women in War' silhouette statue from Royal British Legion Industries, this could sit alongside the Tommy silhouette which is placed near the war memorial during Remembrance.</p> <p>It was agreed in principle that a statue be purchased and that this be ratified at the November Full Council meeting.</p> <p>Clerk to make contact with St Marys regarding existing silhouettes.</p>	Clerk	√	√
24/563	WMPC POLICIES/FINANCIAL REGULATIONS			
563.1	<p>Financial Regulations</p> <p>To receive a recommendation from the F&GP Committee that the draft financial regulations be adopted.</p> <p>Resolved: it was agreed that the draft financial regulations be adopted subject to clarification of Sections 5.6 and 5.7 – these sections only to be reviewed further at F&GP.</p>			

563.2	<p><u>Statement of Internal Control</u></p> <p>To receive a recommendation from the F&GP Committee that the draft Statement of Internal Control be adopted.</p> <p>Resolved: it was agreed that the draft Statement of Internal Control be adopted. To be reviewed annually.</p>		
563.3	<p><u>Scheme of Delegation</u></p> <p>To receive a recommendation from the F&GP Committee that the draft Scheme of Delegation be adopted.</p> <p>Resolved: it was agreed that the draft Scheme of Delegation be adopted. To be reviewed annually.</p>		
24/564	<p><u>EXTERNAL AUDIT 2023/24</u></p>		
564.1	<p>For members to note that the external auditor report and certificate had been received from Forvis Mazars LLP for the year ended 31st March 2024. The report stated:</p> <p><i>On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</i></p> <p>Noted</p> <p>It was further noted that no 'minor scope for improvement' areas were identified.</p> <p>It was further noted that a 'Notice of conclusion of audit' had been prepared and placed on both the noticeboard and the Parish Council website on 20th September.</p> <p>Members thanked both the Clerk and Assistant Clerk</p>		
564.2	<p>Email management – to note contents of the letter of conclusion advising:</p> <p>'While the Practitioner's Guide 2024 does not mandate the use of '.gov.uk' email addresses, we would expect the Council and its councillors to have a generic email address to use for official Council correspondence. If the Council and councillors are not using generic email address by 31 March 2025, then this could result in either a qualification or other matter on the 2024/2025 AGAR'.</p> <p>It was noted that all councillors have access to a generic 'westmallgpc.org' email address and that this is used by the majority of councillors.</p> <p>Clerk to remind all councillors of the need to use this address moving forward.</p>	Clerk	
24/565	<p><u>FINANCIAL MATTERS</u></p>		
565.1	<p>Accounts for payment – totalling £11,454.81 were approved - see attached.</p>		
565.2	<p>To note that payments in the sum of £2583.17 were authorised at the Amenities meeting on 9th September and £1964.01 at the F&GP meeting on 30th September</p>		
565.3	<p>Financial Statement – bank reconciliation as at 30th September was received – see attached.</p>		
565.4	<p>Half Yearly Receipts & Payments Summary – members were in receipt of the receipts and payments summary for the period 1st April 2024 – 30th September 2024. There were no questions.</p>		

24/566	<u>MATTERS FOR REPORT</u>		
566.1	<p>Planning Committee – receipt was noted of the agreed minutes of the meeting held on 5th September and the draft minutes of the meeting held on 24th September.</p> <p>There were no questions.</p>		
566.2	<p>Amenities Committee – receipt was noted of the draft minutes of the meeting held on 9th September.</p> <p>There were no questions.</p>		
566.3	<p>Finance & General Purposes Committee – Cllr Dean provided a verbal report of the meeting held on 30th September.</p> <p>There were no questions</p>		
566.4	<p>Neighbourhood Plan Steering Group – Subject to a minor alteration, the minutes of the meeting held on 8th August were noted and those of 25th September approved.</p> <p>It was noted that the group had now approached the 3 planning consultants referred to in the minutes for quotes. Deadline for responses is 31st October.</p> <p>It was further noted that the F&GP Committee reviewed the Terms of Reference of the group and agreed no changes were necessary.</p> <p>Consultation – as part of the Neighbourhood Plan process the Council will be consulting with residents. The first public meeting is scheduled for Sunday 24th November, to be held in the afternoon at West Malling Primary School.</p> <p>As the NPSG does not currently have its own budget, members agreed in principle that £500 be taken from reserves to assist with meeting costs. To be ratified at November Full Council.</p>		
566.5	Broadwater Action Group – no report		
566.6	<p>Malling Action Partnership</p> <p>Blue Plaque Scheme - Cllr Dean reported that a plaque had been added to the old Baldocks shop (High Street) to commemorate Gladys Wright. There may be a formal unveiling of the plaque.</p> <p>Concert – Cllr Dean reported that the Eynsford Concert Band had put on a concert which told the story of the town of Chislehurst through music. Cllr Dean reported that there had been some discussion of a similar event in West Malling.</p>		
566.7	School Governors – no report		
566.8	Malling Society – talks/presentations to hopefully restart in March 25.		
566.9	<p>Chamber of Commerce/Christmas Lights Committee</p> <p>Members were in receipt of the draft minutes of the meeting held on 17th September. It was noted that the next meeting is scheduled for Thursday 10th October.</p> <p>Christmas shop window competition – not discussed.</p>		
566.10	West Malling Group Practice – Patient Participation Group – members were in receipt of the notes provided by Cllr Margetts of the meeting held on 4 th September.		
566.11	Tonbridge & Malling Borough Council:		

	Parish Partnership Panel – members noted that the next meeting is scheduled for 21 st November. Cllr Mann to attend.			
566.12	<p>KALC/NALC/ACRE/CPRE:</p> <p>KALC T&M – a report of the meeting held on 26th September was unavailable.</p> <p>As the KALC meeting had concentrated heavily on matters relating to climate change, Cllr Margetts took this opportunity to advise members of upcoming talks being hosted by the CC&BAG:</p> <p>High Weald Swifts – 14th November 7pm at the Clout. Jenny Bate - 5th December 7pm at the Clout - Draft title 'Burning Issue – Community Energy'</p>			
24/567	<p><u>MEETING DATES</u></p> <p>Amenities – Monday 14th October – West Malling Village Hall, 7.30pm Highways - Monday 21st October – The Clout, 7.30pm Climate Change & Biodiversity Action Group -Thursday 24th October - The Clout, 6.30pm Macey's Meadow Advisory Group – Thursday 31st October - The Clout, 7.00pm Planning - Tuesday 29th October - West Malling Village Hall, 7.30pm</p> <p>November Full Council - 4th November - West Malling Village Hall, 7.30pm</p>			
24/568	<p><u>REPORT OF BOROUGH COUNCILLOR(S)</u></p> <p>Cllr Roud reported on the following matters:</p> <p>Speedwatch – Cllr Dean is considering purchasing a handheld speed gun which would be shared amongst other parishes. Cllr Roud thought that East Malling & Larkfield Parish Council would be interested in being part of the scheme.</p> <p>Farmers Market – Cllr Roud updated members on the car parking petition and noted that other authorities suspend charging for such events.</p> <p>East Malling 20mph Scheme - KCC has agreed the funding of the preparation of the design – this is to be from Cllr Dean's Community Fund.</p> <p>Malling School – Cllr Roud reported on plans for a 3G football pitch on Malling School grounds.</p>			
24/569	<p><u>REPORT OF COUNTY COUNCILLOR</u></p> <p>West Malling Farmers Market The petition against the four hour limit on parking on West Malling traders has now passed the 1,500 signatures needed to trigger another discussion of the issue by the Borough Council to enable the continuation of the Farmers Market.</p> <p>Local Transport Plan</p> <ol style="list-style-type: none"> At the Kings Hill exhibition and Drop In concerning the local Transport Plan two backing documents called the "Evidence Base" and the Environmental Assessment. On the TMBC Plan page of Local Plan, the entire A228 corridor from the M2 north of Snodland to Tunbridge Wells is identified as requiring "improvements". Within the evidence base the following statement is made "A range of potential schemes and interventions along the (A 228) corridor have been identified by KCC and the District Local Planning Authorities as part of their Local Development Plan process." No list of these schemes and interventions appears in the LTP. I have asked for a copy. The estimated cost of the projects along the A228 corridor is between £50m and £150m. I asked for New Hythe Station step free access to be considered for inclusion in the Plan I asked for annotation of the Borough map to be clarified so as not to imply support for the Bradbourne village spine road. 			

	<p>East Malling 20mph Scheme After a long period of disagreement with KCC Highways on which roads could fall within an East Malling 20mph, the Cabinet member finally intervened on my behalf and KCC has agreed to produce a design for a 20 mph scheme by November at a cost of £7,850</p> <p>KCC Community Fund Having accepted the quote above, this leaves me with £8k to distribute amongst local projects by the beginning of November. I am asking for projects from organisations which deal with significant numbers of people. So far I have agreed to fund a new freezer and fridge for East Malling, and purchase of practice footballs for Larkfield Football Club. Larkfield Community Group are asking for stage lighting costs. If any members are aware of any local projects I could fund please get in touch.</p> <p>Church Farm Paths The new owners of Church Farm Offham have decided to enforce the PROW for 'safety of workers and walkers, and to keep the land in good heart and suitable for agricultural use'. A number of paths used for many years over the farm, not Definitive Rights of Way, have been signed as not accessible by the public. One area of land is used by parents as a school drop off and pick up point, and for village events. It is leased from Stephen Betts. Both the farm and Stephen are happy for parents and visitors to events to continue use. The farm is also happy for the school to continue use land for Forest School, though access is by agreement not PROW.</p> <p>Conservation Areas and Appraisals Local Planning Authorities are under a duty to review Conservation Areas and CA Appraisals from 'time to time'. WM CA Appraisal was dated 2002. WMPC will be considering requesting an extension/ new Conservation Area to the WM Conservation Area. It would broadly include the fields between the Abbey and the bypass which were the subject of two successful Planning Appeals. These fields were highlighted as an area which should be regarded as part of the historic setting of the Abbey, providing foodstuffs for the Abbey. They should be protected as the last surviving fragment of agricultural land where the history could be read in the landscape.</p>			
<p>24/570</p>	<p><u>CORRESPONDENCE</u></p>			
	<p>Open Space Autumn 2024 Countryside Voices – Autumn/Winter 2024 Both available from the parish office.</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.24 pm</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council

Accounts for Payment 7th October 2024				Cheques to be drawn
Streetlights (cheque 2789) (invoice 14855 payment 3 (of 4) 2024/25 streetlighting maint. contract) (maintenance £1218.73 + painting of columns £352)	VAT	1570.73 314.15	£ 1,884.88	
C&A Landscapes Ltd (cheque 2790) (invoice CA38981 - Churchyard maintenance September x2 - mow & strim)	VAT	1430.00 286.00	£ 1,716.00	
Specialist Hygiene Services Ltd (cheque 2791) (invoice 46900 - King Street toilets cleaning costs for September)	VAT	598.39 119.67	£ 718.06	
S Margetts (cheque 2792) Reimbursement for A5 Scan £7.20, equipment for Apple Fest £55.78, & ticket price for 'Our Future Treescapes' course £8.00)			£ 70.98	
Capel Groundcare Ltd (cheque 2793) (invoice SI2425276 Norman Rd playing fields, strim, mow £175, tennis court strim £35, cricket meadow strim £122.50 & village green strim £20.00, ivy clearance £130, football pitch line marking £120 + £70 for setting out youth pitch, herbicide allotment path £35 - September work)	VAT	705.50 141.50	£ 849.00	
May Harris Multi Services Ltd (cheque 2794) (invoice MHC/31142 - deep clean of toilets 26/9/24)	VAT	645.00 129.00	£ 774.00	
Viking (single cheque 2795) (invoice 4403402 stationery)	VAT	41.40 8.28	£ 49.68	
Stamps - first class x 50			£ 67.50	
ELM Header Account (cheque 2796) Twitch Inn service charges 1st Nov 24 - 31st Jan 25 (invoice 135935 - estimated costs for water (£36.58) and insurance (£93.43) electricity £198.12)			£ 328.13	
Qualitree Services Lts (cheque 2797) (invoice QUAL4980 - Norman Road tree work)	VAT	740.00 148.00	£ 888.00	
October salaries				
Clerk, Assistant Clerk & litter picker			£ 2,938.69	
Reimbursements			£ 12.30	
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - October)			£954.38	
Nest - authorisation to pay pension contributions by Direct Debit for October				
Employer's contributions			£ 87.09	
Employee's contributions			£ 116.12	
	Total		£ 11,454.81	

West Malling Parish Council

Prepared by: SH

Date: 01/10/24

Assistant Clerk

Approved by: CC

Date: 01/10/24

Clerk/RFO

Bank Reconciliation at 30/09/2024

Cash in Hand 01/04/2024		175,019.75
ADD		
Receipts 01/04/2024 - 30/09/2024		171,471.66
		346,491.41
SUBTRACT		
Payments 01/04/2024 - 30/09/2024		98,472.23
A Cash in Hand 30/09/2024		248,019.18
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash	30/09/2024	0.00
Deposit Account	30/09/2024	73,204.87
Current Account	30/09/2024	179,200.37
		252,405.24
Less unrepresented payments		4,386.06
		248,019.18
Plus unrepresented receipts		
B Adjusted Bank Balance		248,019.18

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
2770	Malling Memorial Institute	£80.00	09/09/24
2772	Mr Pearce	£213.71	02/09/24
DD	Nest	£203.21	02/09/24
2779	SHS	£718.07	09/09/24
2782	David Cooper	£27.25	30/09/24
2783	Kent, Surrey & Essex Air Ambulance	£350.00	30/09/24
2784	Safeplay	£186.00	30/09/24
2785	Andy Payne	£158.40	30/09/24
2786	Mr A Doe	£500.00	30/09/24
2787	KCC	£682.36	30/09/24
2788	Malling Memorial Institute	£60.00	30/09/24

Direct Debits

DD	BT	£47.05	02/09/24
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