

WEST MALLING PARISH COUNCIL

MINUTES OF A MEETING OF THE
PARISH COUNCIL
HELD ON 4TH NOVEMBER 2024, 7.30 PM
AT WEST MALLING VILLAGE HALL, NORMAN ROAD

Present: Cllr Barkham
Cllr Bridgeland 9from 7.34)
Cllr Dean (Chair)
Cllr Mann
Cllr Margetts
Cllr Smyth
Cllr Stacpoole
Cllr Stevens

Also Present: TMBC Cllr Roger Roud (until 8.50)

Minute		Action by	Action	Response
24/620	APOLOGIES FOR ABSENCE - were received from Cllr Jones and Cllr Miles with reasons for absence given [LGA 1972 s85(1)] It was resolved that the apologies be accepted. [LGA 1972 s85(1)] Apologies were also received from Borough Councillor Tatton. Absent – Cllr Thompson			
24/621	DECLARATIONS OF INTEREST – Cllr Stevens declared an interest at minute number 24/637.1 as Vision Sync Ltd is a business client of Cllr Stevens. [LA 2011 s31]			
24/622	MINUTES – to approve the minutes of the meeting on 7 th October [LGA 1972 Sch 12. Para 41(1)] Resolved: the minutes were agreed and signed as an accurate record of the meeting held on 7 th October			
24/623	MATTERS ARISING - none			
24/624	CHAIRMAN’S ANNOUNCEMENTS Cllr Dean reported on the successful Festival of Remembrance held at Rochester Cathedral. The concert was led by Eynsford Concert Band with choral support from West Malling Community Choir, the Canterbury for Ukraine Ladies Choir and the Brompton & Invicta Military Wives Choir. The possibility of a West Malling Concert is to be discussed further. Clerk to note Full Council agenda	Clerk	√	
24/625	QUESTIONS FROM MEMBERS OF THE PUBLIC - none			

24/626	QUESTIONS FROM COUNCILLORS - none			
24/627	POLICING MATTERS			
627.1	Police Update – none			
627.2	Other Policing Matters Members reported an incident in the High Street in the late hours of Saturday 2 nd November; fly-tipping in Fartherwell Road and ongoing issues of school children being harassed by other youths as they alight the school bus.			
24/628	LOCAL PLAN No update			
24/629	ROTARY HOUSE 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. No update			
24/630	STREETLIGHTING For members to receive a recommendation from the Highways Committee that works be undertaken to the following columns, works to be funded from reserves: Column 83, £1,395 + VAT (replacement lantern); Column 87, £1,395 +VAT (replacement lantern) Column 15, £1477.50 + VAT (potential reduction of column and replacement lantern) Column 37, £350 + VAT (replacement SL8 lantern) Total: £4617.50 Resolved: it was agreed unanimously that the total sum of £4617.50 be taken from reserves for works to be undertaken to columns 15, 37, 83 and 87. Clerk to make further enquiries with the contractor regarding Column 15	Clerk	√	
24/631	REMEMBRANCE DAY/ARMISTICE DAY			
631.1	Members reviewed arrangements, including steward arrangements for both Sunday 10 th November and Monday 11 th November. Additional signs to be placed in the Tesco car park and King Street.			
631.2	For members to ratify the decision to purchase a 'Women in War' statue for the sum of £145.83 +VAT. Resolved: it was agreed to ratify the decision to fund £145.83 +VAT for a 'Women in War' Statue. Cllrs thanked Matt Christmas who had assembled and installed the statue in the Churchyard			
24/632	NEIGHBOURHOOD PLAN STEERING GROUP For members to ratify the decision to fund £500 from reserves for the costs of running the Neighbourhood Plan public meeting on Sunday 24 th November. Resolved: it was agreed to ratify the decision to fund £500 from reserves for meeting costs.			

24/633	<u>AMENITIES RISK ASSESSMENTS</u>			
	For members to receive a recommendation from the Amenities Committee that the draft risk assessments for the ballpark, playing fields, children's play area, and allotments be agreed. Resolved: it was agreed that the draft risk assessments for the ballpark, playing fields, children's play area, and allotments be adopted. Reviewed annually.			
24/634	<u>REMOTE & HYBRID ATTENDANCE & PROXY VOTING AT LOCAL AUTHORITY MEETINGS IN ENGLAND</u>			
	Enabling remote attendance and proxy voting at local authority meetings - GOV.UK Deadline 19 th December For members to consider a response to the consultation. Following a general discussion it was agreed that there are times when enabling remote attendance would be beneficial. Members did not support proxy voting. Resolved: Cllr Stevens agreed to draft a response which will be considered at the December Full Council meeting.	PS	√	
24/635	<u>PROJECTOR & SCREEN</u>			
	For members to receive quote from Vision Sync Ltd in the sum of £1041.08 + VAT for the supply of projector and screen. To agree costs from reserves. Resolved: it was agreed that the quote from Vision Sync Ltd in the sum of £1041.08 + VAT be accepted and that the figure of £1041.08 be taken from reserves.			
	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 24/640 below for his report			
24/636	<u>STAFFING MATTERS</u>			
	It was agreed that in view of the confidential nature of the business to be transacted (staffing matters) 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. Salaries – for members to received details of the 2024/25 National Salary Award and back pay calculations for both Clerk and Assistant Clerk (April 24 to October 24) – to agree back pay and employer National Insurance and pension contributions to be taken from reserves. All information provided in confidential report. Resolved: confidential report/salary award/pension and NI implications were noted. It was agreed that back pay for the Clerk and Assistant Clerk would be taken from reserves. Additional employer pension and National Insurance contributions to be taken from reserves.			
24/637	<u>FINANCIAL MATTERS</u>			
637.1	Accounts for payment – totalling £6864.11 were approved - see attached.			
637.2	To note that payments in the sum of £2022.41 were authorised at the Amenities meeting on 14 th October and £713.70 at the Highways meeting on 21 st October - noted To note the correction to the accounts for payment sheet for 14 th October which is to now include VAT for the RBLI payment - noted			
637.3	Financial Statement – bank reconciliation as at 31 st October was received – see attached.			
637.4	Financial breakdown – members were in receipt of the financial breakdown up to 31 st October – noted.			

24/638	<u>MATTERS FOR REPORT</u>			
638.1	Amenities Committee – receipt was noted of the draft minutes of the meeting held on 14 th October. There were no questions.			
638.2	Highways Committee – Cllr Margetts provided a verbal report of the meeting held on 21st October. There were no questions.			
638.3	Planning Committee – receipt was noted of the draft minutes of the meeting held on 29th October There were no questions.			
638.4	Neighbourhood Plan Steering Group – members were in receipt of the approved minutes of the meeting held on 9 th October. There were no questions.			
638.5	Climate Change & Biodiversity Action Group - members were in receipt of the notes of the meeting held on 24 th October. There were no questions. Cllr Stacpoole reminded members of the talks to be held on 14 th November (Swifts) and 5 th December (Community Energy Fund).			
638.6	Macey's Meadow Advisory Group – Cllr Margetts provided a verbal report of the meeting held on 31 st October which included feedback on the Applefest event, work in progress and budget. There were no questions.			
638.7	Broadwater Action Group – no report			
638.8	Malling Action Partnership – no report			
638.9	School Governors – no report			
638.10	Malling Society – talks/presentations to hopefully restart in March 25.			
638.11	Chamber of Commerce/Christmas Lights Committee - members were in receipt of the draft minutes of the October meeting. It was noted that the next meeting is scheduled for Wednesday 6 th November. Christmas shop window competition – to note that the judging is to take place on the afternoon of Friday 15 th November. High Street planter – to note that a small Christmas tree is to be purchased for the planter and that red cyclamen have been planted.			
638.12	West Malling Group Practice – Patient Participation Group – members were in receipt of the notes provided by Cllr Margetts of the October meeting. It was noted that in due course members of the PPG will be asked to sign a confidentiality agreement.			
638.13	Tonbridge & Malling Borough Council:			

	<p>Parish Partnership Panel – members noted that the next meeting is scheduled for 21st November. Cllr Mann to attend.</p>			
638.14	<p>KALC/NALC/ACRE/CPRE:</p> <p>KALC T&M – members were in receipt of draft minutes of the meeting held on 26th September. It was noted that the next meeting is to be held on 12th December via Teams.</p> <p>KALC AGM – it was noted that the AGM is to take place on 30th November at Ditton Community Centre.</p>			
24/639	<p><u>MEETING DATES</u></p> <p>Amenities – Monday 11th November – West Malling Village Hall, 7.30pm F&GP - Monday 18th November – The Clout, 7.30pm Planning - Tuesday 29th November - West Malling Village Hall, 7.30pm</p> <p>December Full Council – 2nd December - West Malling Village Hall, 7.30pm</p>			
24/640	<p><u>REPORT OF BOROUGH COUNCILLOR(S)</u></p> <p>Cllr Roud reported on the following matters:</p> <p>General Purposes Committee - this meeting concentrated on the use of security cameras in a covert manner, the revised surveillance guidance was approved No use has been made of surveillance powers by TMBC since 2010.</p> <p>Farmers Market – Cllr Roud attended the last market and established that 36 out of the 40 traders were unaware of the changes to the car parking changes. The petition has now reached in excess of 2000 signatures.</p> <p>WMGP – ongoing issues with the Anima booking system.</p> <p>Area 3 Planning Committee – 2 large planning applications to be considered on 4th December which if granted will increase traffic from Mill Street into West Malling. Developers will be asked to request that South Eastern trains stop at East Malling more frequently.</p> <p>TMBC thermal imaging camera – Cllr Roud provided details of the scheme and WMPC confirmed that we have use of the camera for January 2025.</p> <p>Licensing – there is to be an increased level of enforcement between now and Christmas.</p>			
24/641	<p><u>REPORT OF COUNTY COUNCILLOR</u> – no report</p>			
24/642	<p><u>CORRESPONDENCE</u></p>			
	<p>Town & Country Planning Association Journal Oct 24 Kent Countryside Voice – Autumn/Winter 2024 Kent Surrey Sussex Air Ambulance – letter of thanks for Section 137 donation</p>			
	<p>There being no other business, the Chairman thanked members for attending and closed the meeting at 9.30 pm</p> <p>Signed..... Dated.....</p>			

West Malling Parish Council

Prepared by: SH

Date: 01/11/24

Name and Role (Clerk/RFO etc)

Approved by: CC

Date: 01/11/24

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 31/10/2024

	Cash in Hand 01/04/2024	175,019.75
	ADD	
	Receipts 01/04/2024 - 31/10/2024	174,945.59
		349,965.34
	SUBTRACT	
	Payments 01/04/2024 - 31/10/2024	112,923.82
A	Cash in Hand 31/10/2024	237,041.52
	(per Cash Book)	
	Cash in hand per Bank Statements	
	Petty Cash	0.00
	Deposit Account	73,204.87
	Current Account	168,280.80
		241,485.67
	Less unrepresented payments	4,444.15
		237,041.52
	Plus unrepresented receipts	
B	Adjusted Bank Balance	237,041.52

A = B Checks out OK

Unpresented payments

2751	Friends of West Malling School	£200.00	11/07/24
2756	TMBC	£289.00	11/07/24
DD	Nest	£203.21	02/10/24
2789	Streetlights	£1884.88	07/10/24
2791	SHS	£718.06	07/10/24
2794	May Harris	£774.00	07/10/24
2803	RBLI	£175.00	14/10/24
2805	T/Wells Mental Health Resource Ltd	£200.00	14/10/24

Direct Debits

DD	BT	£46.75	01/10/24
DD	Grenke Leasing	£166.79	03/10/24
DD	BT	£46.75	30/10/24

West Malling Parish Council							
<u>Accounts for Payment 4th November 2024</u>							Cheques to be drawn
<u>Section 137</u>							
Maidstone Signs Limited (single cheque 2808)						72.00	£ 86.40
(invoice 44627 - supply of overlay stickers for Remembrance signs)						VAT 14.40	
(invoice 44677 - supply and fit overlay prints to correx signs)						84.00	£ 100.80
						VAT 16.80	
Kent Association of Local Councils (cheque 2809)						70.00	£ 84.00
(invoice 10791697929 - Climate Change Conference 2024 - S Margetts)						VAT 14.00	
Specialist Hygiene Services Ltd (cheque 2810)						598.39	£ 718.06
(invoice 47049 - King Street toilets cleaning costs for October)						VAT 119.67	
Safeplay Playground Services Ltd (cheque 2811)						315.00	£ 378.00
(invoice 28123 - annual inspection & report of play equipment, safety surfacing)						VAT 63.00	
Vision Sync Ltd (cheque 2812)						1041.08	£ 1,249.30
(quote 0000150 - projector £820 +VAT, projection screen £196.08 +VAT & delivery £25.00 + VAT)						VAT 208.22	
November salaries							
Clerk, Assistant Clerk & litter picker						£ 3,017.69	
Reimbursements						£ 12.12	
HMRC - authorisation to pay via Faster Payments (Deductions from salaries - November)							£1,007.01
Nest - authorisation to pay pension contributions by Direct Debit for November							
Employer's contributions						£ 90.31	
Employee's contributions						£ 120.42	
Total						£ 6,864.11	