

## **Birling Parish Council**

### **Draft Minutes of Meeting held on Tuesday 9<sup>th</sup> July 2019 in Birling Village Hall at 8pm**

**Present:** Councillors Mrs J Westwood (Chair)  
Mr N Hewett  
Mr S Hirst  
Mrs H Walker

Clerk Ms Miller

Also in attendance: 0 members of the public

#### **48. Apologies for absence**

Apologies were received and **APPROVED** from Cllr Spooner, Cllr Nevill and Cllr Houldsworth. Apologies were also received from Borough Councillor Ann Kemp

#### **49. Declarations of Pecuniary and Non-Pecuniary Interest**

Cllr Walker declared a pecuniary interest in the Planning item.

#### **50. Reports - County, Borough and Police**

Police Report:

#### **Crimes of note**

(Victim Based Crime - Burglary, vehicle crime, Theft, damage) – \*for official statistics, please see Kent Police website\*.

None reported.

#### **Anti-social behaviour and other incidents of note**

9 June - Report of a dirt bike riding around derelict golf course in Legge lane.

9 June – Report of male standing in a field taking pictures of horses at Ryarsh road Birling

#### **Items of Good Work**

Hi Vis patrol around Birling, no youths on push bikes located.

#### **Updates of previous reported issues**

No further calls in regards to nuisance youths.

No further calls in regards to traffic congestion on the A228.

#### **Crime prevention advice**

Residents are reminded to not go out and leave their windows open and to check they have secured their house before leaving. Always check you have locked your vehicle and be aware of any rogue traders offering to do tree, paving, gutter or roof work. It is best to use a recognised tradesman for these types of work. Beware of any types of phone scams, most common ones are people claiming to be from your bank saying someone has tried to access your account and to transfer your money into an account they have setup for you. Another is people claiming to be from HMRC saying there is a warrant out for your arrest if you do not pay tax that they say you owe.

**51. Open Forum – Public Participation Session**

There was none.

**52. Approval and signing of minutes of June’s meeting**

It was **RESOLVED** to approve the minutes of June’s meeting. The minutes were duly signed by the chair.

**53. (a) Matters arising and last month’s circulation**

i. **West Malling Sandpit**

It was noted that there was no further update.

ii. **Local Plan**

To was noted that there was no further information on the TMBC website.

iii. **LED Upgrade**

It was suggested to investigate if another provider can be approached without penalty.

**(b) Matters for Information circulated to councillors**

03/06/2019 Police report update May  
04/06/2019 Bus feeder pilot Working Group  
09/06/2019 CPRE Climate Change  
09/06/2019 KALC updated flyer – training events  
09/06/2019 E Watch 1666  
09/06/2019 Communication and social media conference  
09/06/2019 NALC newsletter  
09/06/2019 Parish Partnership Panel programme of dates  
09/06/2019 Scam awareness  
09/06/2019 National CSSC green message  
09/06/2019 RSN Rural Funding Digest  
09/06/2019 Rural bulletin  
09/06/2019 E Watch 1665  
09/06/2019 Chief Executive’s bulletin  
09/06/2019 Defib appeal  
12/06/2019 PCC volunteer scheme  
12/06/2019 Rural bulletin  
12/06/2019 E Watch 1667  
16/06/2019 Chief Executives bulletin  
16/06/2019 Parish Partnership Panel – Southern Water  
16/06/2019 NALC Annual Conference  
16/06/2019 National CSSC green message  
16/06/2019 HMRC Scams  
16/06/2019 Independent Police Advisory Group  
16/06/2019 TMBC summer holidays activity brochure  
16/06/2019 Try Angle Awards  
16/06/2019 NALC Star Councils  
16/06/2019 E Watch 1669  
16/06/2019 Rural bulletin  
18/06/2019 NALC annual conference  
18/06/2019 Improved recycling services  
18/06/2019 Door step crime  
18/06/2019 KALC Councillors Conference July 2019  
18/06/2019 E Watch 1670

18/06/2019 Community Resilience / Emergency Plan  
 23/06/2019 it's time to #loveparks  
 23/06/2019 KALC news June  
 23/06/2019 Chief Executives bulletin  
 23/06/2019 KALC website survey  
 26/06/2019 Southern Water Stakeholder Workshop  
 26/06/2019 National Insurance Scams  
 26/06/2019 E Watch 1671  
 26/06/2019 Rural bulletin\*  
 30/06/2019 Chief Executives bulletin  
 30/06/2019 M2 junction 2 surveys  
 30/06/2019 Driveways and gardening scam  
 30/06/2019 National CSSC green message  
 30/06/2019 Star council awards 2019  
 30/06/2109 E Watch 1672  
 30/06/2019 KALC training events.

#### **54. Meetings**

##### **(a) Meetings attended on behalf of the parish council**

- i. Big Conversation – Cllr Hewett – 21/06/2019
- ii. Parish Partnership Panel 13/06/2019 – apologies Cllr Westwood
- iii. Joint Standards Committee TMBC – 12/06/2019 – Apologies Cllr Westwood

##### **(b) Future meetings**

- i. Highways Improvement Plan meeting with KCC – 15/07/2019
- ii. JPCTCG – deferred to September
- iii. Police Crime Commissioner – 16/07/2019  
It was agreed to request an alternative meeting date.
- iv. Leybourne PC Public Meeting – 25/07/2019

#### **55. Parish Business for Decisions**

##### **(a) Emergency Plan**

- i. To note TMBC response to flooding
- ii. To consider updates to Birling Emergency Plan  
It was **RESOLVED** to add the emergency plan to the website and noticeboard.
- iii. To consider site of community hub  
It was **RESOLVED** to request that the Nevill Bull act as a community hub in an emergency situation.

##### **(b) Letter to Member of Parliament**

- i. To ratify letter to MP  
It was **RESOLVED** to ratify the letter with an amendment to include that the police crime commissioner had offered a meeting to the parish council and approve the letter to the MP.

##### **(c) Police Crime Commissioner**

- i. To confirm councillors in attendance at potential meeting  
It was agreed earlier in the meeting to ask for further dates.

##### **(d) Grants and Donations**

- i. To consider amount to contribute to church funding  
It was noted that the next step in obtaining a faculty is being taken by the church.

It was agreed to earmark £2000 in the budget over the next two years and it was asked that the church write to the parish council identifying a specific community element of the project that the parish council could contribute to.

- ii. To consider amount to contribute to Village Hall CCTV  
This item was deferred to the next meeting.
- iii. To consider amount to contribute to Village Party  
It was noted that £500 was agreed at the last meeting.

(e) **Community Walk**

- i. To agree advertising and distribution  
It was **RESOLVED** for the clerk to circulate a PDF of the walk to councillors, add to website, noticeboard and social media.

(f) **General Data Protection Regulations**

- i. To note updated action plan.  
The outstanding item was noted.

(g) **Parking issues**

- i. To consider no parking signs  
It was **RESOLVED** to not proceed with no parking signs as the parish council do not own the land in question.  
It was **RESOLVED** to carry out land registry searches to verify the land ownership around the war memorial.  
It was **RESOLVED** to ask the Village Hall Committee for more details regarding local residents usage before donating future funds to meet the terms of Local Government Act 1972 s137

(h) **Village Maintenance**

- i. To note update on quotes for repainting traffic calming areas  
It was noted that a third quote is being sought.
- ii. To note update on refurbishment of village sign – Cllr Houldsworth  
It was noted that Cllr Houldsworth would investigate.
- iii. To consider parish lengthsmen role  
It was **RESOLVED** to continue seeking contractors rather than recruit an individual.
- iv. To consider planting in rough ground areas  
It was **RESOLVED** for councillors to arrange to rake in wild flower seeds on land in Ryarsh Road after the last cut of the season by Kent County Council. This would be around the salt bin in late September/ early October time as a trial initiative. Cllr Hirst agreed to source the seeds.

**56. Parish Business for Noting**

(a) **Website update**

- i. To note the following added to the website:-
  - Road Closures – Legge Lane & Snodland Road
  - M20 Updates
  - KCC Trading Standards advice
  - TMBC children's summer activities

(b) The legal requirements for an Accessibility Statement were noted.

(c) It was noted that the security certificate for the website had been updated

**57. Correspondence**

There was none.

## 58. Finance & Accounts

- (a) The Bank Reconciliation of June 2019 was **APPROVED**.  
Net Bank Balances as at 31/05/2019 £27,359
- (b) The budget position year to date June 2019 was noted
- (c) To approve PAYE record July 2019
- (d) To approve annual insurance renewal through broker Came and Company at £609.63 (three year long term agreement). It was **RESOLVED** to renew the agreement.
- (e) Cheques to be signed:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1635	£330.07	N/A	N/A	July salary
HMRC	Staff Costs	1636	£82.60	N/A	N/A	HMRC PAYE July
Came and Company	Insurance	1637	£609.63	£609.63	N/A	Insurance renewal
Village Party	Grants and Donations	1638	£500.00	N/A	N/A	Annual Village Party donation
J Miller	Clerk Expenses	1639	£76.95	N/A	N/A	Mileage Mar – Jun 2019

- (f) The bank account transfer action plan was noted.

## 12. Roads

(a) **To note vegetation clearance and tree stumps being actioned by KCC.**

(b) **To report any road issues**

It was **RESOLVED** for the clerk to respond to the Facebook messages regarding the road resurfacing.

(c) **M20 Smart Motorway Works**

An update was noted.

(d) **Traffic Calming Measures**

- i. To note KCC highways improvement plan meeting 15/07/2019

(e) **Road Closures**

- i. To note temporary road closures affecting Birling:  
Legge Lane; Snodland Road

## 13. Planning

(a) **Applications to be considered**

- i. TM/19/01366/FL 161 Castle Way, Birling

Demolition of existing garage and erection of single storey rear/side extension.

It was **RESOLVED** that there were no objections.

- ii. TM/19/01502/TNCA September Cottage, 23 Ryarsh Road, Birling.

Various tree works.

Cllr Walker declared an interest in this item and the meeting did not have a quorum to resolve a decision on this application.

Cllr Hirst agreed to review the application and the clerk will email Cllr Spooner for consideration. Cllr Hewitt and Cllr Westwood had no objection.

It was agreed to request an extension on the deadline for comments.

(b) **Decisions by Tonbridge and Malling Borough Council**

- i. TM/19/00832/FL Ley Farm Cottage, Snodland Road, Birling

Demolition of an existing workshop building and a second outbuilding. Erection of a new dwelling house – APPROVED

ii. TM/19/01145/TNCA Bank House 74 Ryarsh Road, Birling  
Tree works – NO OBJECTIONS

**14. Matters for future meetings**

Response to MP letter, Sand Pit, Local Plan, LED, Highways improvement plan meeting, Police Crime Commissioner meeting, grants and donations, community walk, parking issues, village maintenance.

**15. Date of next meeting: Tuesday 10<sup>th</sup> September 2019 at 8pm**

**Meeting closed at 22:14pm**

**Signed.....**

**Date.....**

DRAFT