

Birling Parish Council

Draft Minutes of Full Council Meeting held on 4th September 2018 in Birling Village Hall at 8pm

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

Clerk Ms Pilbeam

Also in attendance: 1 member of the public.

1 Apologies for absence

There were none. Kent County Councillor Sarah Hohler had sent her apologies.

2 Declarations of Pecuniary and Non-Pecuniary Interest

3 Reports

4 Open Forum

Cllr Nevil addressed the meeting with early stage proposals for the walled garden at Birling Manor Estate. It was confirmed that the next steps will include contacting residents of Legge Lane and business plans will be produced.

The agenda item to receive information on school plans for managing vehicles was brought forward and Jamie Holyer addressed the meeting. It was reported that the 'rumble strips' had been removed when the road outside Ryarsh School was resurfaced and have not been fully replaced. Mrs Hohler had agreed to cut back the vegetation around the area and look into the school's request for a zebra crossing although no further action had been taken. It had been suggested that the zebra crossing could cause further issues and not be appropriate. It was noted that the school is following up these proposals. Speeding on the road was discussed as the issue and it was suggested that a 'lollipop person' is considered. KCC had already confirmed that they will not fund a 'lollipop person' and school budgets may not support this. Mr Holyer confirmed that he is following up the matters raised and how a 'lollipop person' can be funded.

It was **RESOLVED** to hold a joint meeting with the two parish councils and the school to explore the issues around speeding motorists and inconsiderate parking at Ryarsh School.

The member of the public left the meeting at 20.57pm.

Cllr Hewett left the meeting at 20.57pm.

5 Approval and Signing of Minutes of Previous Month's Meeting

It was **RESOLVED** that the minutes of the meeting held on Tuesday 3rd July be **APPROVED** and they were **SIGNED** by the Chair.

Cllr Hewett re-entered the meeting at 20.59pm

6 Matters arising and last month's circulation

(a) Actions from July's Meeting

- i. **Local Plan**
To receive updates from Tonbridge and Malling Borough Council
It was noted that the plan will be reviewed at the TMBC full council meeting on 12th September.
- ii. **M20 Smart Motorway Works**
The road closures were noted.
- iii. **Soldier Silhouette**
To note application received and payment pending.
- iv. **LED Street lighting Upgrade**
To receive any further updates
- v. **Flying the Red Ensign**
Cllr Walker reported that the Church flag pole may be fixed in time for 11th November.

(b) Matters for Information circulated to councillors

25/06/2018 Rural Services Network Weekly Digest
26/06/2018 E Watch 1567
26/06/2018 Rural Services Network invite to conference
26/06/2018 Email from Ryarsh Protection Group to Highways England
26/06/2018 Area 2 Planning Committee Agenda – TMBC
27/06/2018 Minutes for Parish Partnership Panel update
27/06/2018 Rural Services Network Weekly Digest
29/06/2018 E Watch 1568
29/06/2018 Email from TMBC to Ryarsh Protection Group
03/07/2018 E Watch 1569
03/07/2018 Rural Services Network Weekly Digest
04/07/2018 Rural Funding Digest
06/07/2018 E Watch 1570
10/07/2018 E Watch 1571
13/07/2018 E Watch 1572
17/07/2018 E Watch 1573
17/07/2018 Rural Services Network Weekly Digest
18/07/2018 TMBC – M20 Closure details
19/07/2018 NALC Newsletter
19/07/2018 Email from Ryarsh Protection Group
20/07/2018 E Watch 1574
23/07/2018 NALC Chief Executives Bulletin
23/07/2018 KALC Consultation Bye Laws on Sites of Special Scientific Interest
23/07/2018 NALC Annual Conference
23/07/2018 KALC Internet banking scam warning
23/07/2018 KALC Councillors Commission round table event
24/07/2018 E Watch 1575
24/07/2018 The Rural Bulletin
24/07/2018 Refuse and Recycling collections during hot weather TMBC
24/07/2018 PCC Annual Policing Survey
24/07/2018 Kent Police News
25/07/2018 KALC Procedural and Advice update
26/07/2018 TMBC Cancellation of M20 closure
27/07/2018 E Watch 1576

30/07/2018 KCC Big Conversation consultation
31/07/2018 E Watch 1577
31/07/2018 The Rural Bulletin
01/08/2018 The Rural Funding Digest August
01/08/2018 Kent Community Safety Newsletter
01/08/2018 NALC Chief Executives Bulletin
01/08/2018 KALC Call for evidence: Rural Economy
02/08/2018 KALC Government publication of revised NPPF
03/08/2018 E Watch 1578
05/08/2018 Draft questions for PPP meeting from KALC Area Committee
07/08/2018 E Watch 1579
07/08/2018 The Rural Bulletin
07/08/2018 TMBC Agenda for Area 2 Planning Committee
08/08/2018 KALC Consultation – LGA green paper for adult social care
09/08/2018 TMBCs answers to questions on Local Plan KALC Area Committee
09/08/2018 NALC Newsletter
10/08/2018 E Watch 1580
10/08/2018 TMBC News release electoral registration
10/08/2018 TMBC Refuse collection returning to usual service
10/08/2018 NALC Chief Executives Bulletin
11/08/2018 Minutes of KALC T&M Committee
13/08/2018 KALC Extreme hot weather
13/08/2018 KALC Community resilience workshop
14/08/2018 E Watch 1581
14/08/2018 The Rural Bulletin
14/08/2018 KALC Government Shale Gas Exploration and Production Planning Consultations
14/08/2018 KALC Funding for Taxi Firms
15/08/2018 KALC AGM Motion Southeastern parking charges
15/08/2018 KALC House of Lords Select Committee – seaside towns
15/08/2018 KCC Rights of Way improvement plans
16/08/2018 KALC Annual Finance Conference 18/10/2018
17/08/2018 E Watch 1582
20/08/2018 KALC Chief Executive's Bulletin
21/08/2018 E Watch 1583
21/08/2018 The Rural Bulletin
21/08/2018 KALC Model Standing Orders
24/08/2018 E Watch 1584

(c) Any other matters arising from the minutes

There were none.

7 Meetings attended on behalf of the Parish Council

- i. Cllr Westwood and Chair of Ryarsh Parish Council – 24/07/2018
- ii. Smart Motorway exhibition – 30/07/2018

It was noted that semi-mature trees are going to be installed and the quieter road surface may go on all three lanes. It was noted that the local MP will be at the next KALC area committee.

- iii. KALC Area Committee – 02/08/2018

8 Parish Business and Decisions

(a) Traffic Survey

- i. To consider analysis from Cllr Hirst
Cllr Hirst circulated the figures from the last three traffic surveys as follows:

Total vehicle movements both directions 07:00-19:00 week days

	2003	2008	2018 Mon-Thurs	2018 Friday
Bull Road	1300	1514	1800	2021
Ryarsh Road	1100	1254	1500	1540

It was noted that:

- Peak hours generally are Friday 15:00-18:00 and Monday 07:00-09:00
- Monday 30th 07:00-09:00 – 250 movements per hour (southbound)
- Weekends typically half of figures above
- Bull Road maximum speed typical mid 40s
- Average speed 25 mph
- Ryarsh Road maximum speed low 50s
- Average speed 27 mph
- 20% increase in traffic over the 10 year period

Cllr Hirst was thanked for undertaking the analysis.

ii. To consider questions for KCC

The following subjects were agreed to be put before KCC:-

- How can we improve the existing traffic calming and possibly install a 30 mph indicator at other end of village from Snodland.
- Query why there is a dotted line on Bull Road and not a solid line.
- Could Birling Road be reduced to 40mph
- Consider a scheme similar to Offham in the village

It was noted that further ideas could be added to make the village less attractive as a cut through.

iii. To receive information on school plans for managing vehicles

This item was covered earlier in the meeting.

(b) War Memorial Project

i. To receive update on project from Cllr Hirst

Cllr Walker circulated a draft notice to be delivered to residents and it was agreed to deliver to all houses next week.

The Clerk will print out the final notice for delivery.

ii. To note project commencement on 17th September 2018

(c) Remembrance Day 2018

i. To receive update on event planning

It was confirmed that TMBC had issued the event notice.

ii. To receive update on road closed signs from Cllr Hewett

Cllr Hewett was thanked for arranging the signs and he duly agreed to accept delivery of the signs to store until the event takes place.

iii. To consider communication of event

It was agreed to add the details of the event to the war memorial project notice.

iv. To receive update from Cllr Nevill on memorial

Cllr Nevill discussed the challenges of running the beacon event and it was considered that an alternative celebration could be organised.

It was **RESOLVED** to consider an official opening of the war memorial and look into inviting relatives of those named on the memorial.

It was **RESOLVED** for the Clerk to chase up the journalist investigating the Spitfire crash to see if the family of Sq Ld Pinkham could be involved.

(d) General Data Protection Regulations

- i. To receive update on action plan - noted
- ii. To approve Privacy Notice to be displayed on website
It was **RESOLVED** to adopt the privacy notice.

(e) 'Big Conversation'

- i. To note consultation results due to be released in September 2018

(f) Model Standing Orders

- i. To approve amendments received from NALC
It was **RESOLVED** to accept the recommended amendments from NALC.

(g) Birling Village Fete - 8th Sept 2018

- i. To consider donation
It was **RESOLVED** to donate £250 towards the cost of the band.

(h) Harvest Flower Festival Weekend 2018

- i. To consider donation
Cllr Walker advised that this should be considered once more information about the event was known.

9 Parish Business for Noting

- (a) Website update
To note the following added to the website:-
Update to community event dates
Smart Motorway updates
Cancellation of M20 Closure
Road closure Trottiscliffe
- (b) To note Cllr Houldsworth on waiting list for councillor training

10 Correspondence

There was none.

11 Finance & Accounts

- (a) To approve Bank Reconciliation June & July 2018
Net Bank Balances as at 31/07/2018: £38,582.53
- (b) To note budget position year to date July 2018
- (c) To approve PAYE record July & August 2018
- (d) To note update on transfer of banking arrangements to Unity Trust Bank
- (e) To approve cheques signed during summer recess:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
123 Connect	IT Costs	1587	£144.00	120.00	24.00	New Mailbox
J Miller	Staff Costs	1588	£308.73	N/A	N/A	August salary
HMRC	Staff Costs	1589	£77.20	N/A	N/A	HMRC PAYE August 2018
Public Clocks Ltd	Church Clock Maintenance	1590	£157.85	131.54	26.31	Annual Clock Maintenance

(f) Cheques to be signed:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1591	£308.73	N/A	N/A	September salary
HMRC	Staff Costs	1592	£77.20	N/A	N/A	HMRC PAYE September 2018
RBL Poppy Appeal	Reserves	1593	£250.00	N/A	N/A	Soldier Silhouette
RBL Poppy Appeal	Donations	1594	£50.00	N/A	N/A	Poppy Wreath
KALC	Reserves	1595	£110.99	N/A	N/A	Charles Arnold Baker

13 Roads

(a) To report any road issues

It was noted that the hedge had been cut back around the sign.

It was **RESOLVED** to consider the painting requirements of the white posts and gates/fence. It was noted that reflective paint could be investigated. Cllr Westwood will pass over contact details to the Clerk for possible tradesmen to consult.

It was **RESOLVED** for the Clerk to report the Japanese Knot weed along Birling Road just after the stream.

It was noted that the Parish Council thanked Mr Brooks for strimming the paths in the village.

14 Applications to be considered

There were none.

15 Decisions by Tonbridge and Malling Borough Council

There were none.

16 Matters for future meetings

Local Plan, War Memorial Project, Proposed Sand Pit at Ryarsh, Traffic and Road Safety, Budget for month 6 and projection, Community Events, Community Asset to be considered for the pub.

17 Date of next meeting

As previously agreed the next meeting will be held at **on Tuesday 9 October 2018.**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 because of the sensitive nature of the business to be transacted, the public and press may be asked to leave the meeting during the consideration of the following item:

18 Pension Update

An update was received.

The meeting closed at **22.28pm.**