

## Birling Parish Council

### Draft Minutes of Full Council Meeting held on 9<sup>th</sup> April 2019 in Birling Village Hall at 8pm

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

Clerk Ms J Miller

Also in attendance: None

**1 Apologies for absence**

There were none.

**2 Declarations of Pecuniary and Non-Pecuniary Interest**

Cllr Nevill declared an interest in West Malling Sandpit.

**3 Reports**

Thanks were noted to Cllr Matthew Balfour for his support as the borough councillor for the parish. It was noted that a monthly report had been received from Kent Police.

**4 Open Forum**

There were no matters raised.

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

It was **RESOLVED** that the minutes of the meeting held on Tuesday 12<sup>th</sup> March 2019 be **APPROVED** and they were **SIGNED** by the Chair.

**6 Matters arising and last month's circulation**

**(a) Actions from March's Meeting**

- i. **West Malling Sandpit**  
There was no further update
- ii. **Local Plan**  
There was no further update.
- iii. **Tree Stumps**  
To note update on removal of stumps.
- iv. **Public House Lighting**  
Cllr Houldsworth reported that neighbours did not have any issue with the lights.
- v. **Big Conversation**  
Cllr Hewett reported that the pilot is going ahead for one year.
- vi. **Fly tipping**  
To note the fly tipping had been removed however more has been reported.  
The clerk was asked to email the rural PCSO and TMBC enforcement to ask for advice on the fly tipping issues
- vii. **Annual Parish Meeting**

Leaflet were distributed to councillors to deliver.

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

06/03/2019 Local Plan Update  
07/03/2019 NALC Newsletter  
07/03/2019 National CSSC Green Message  
07/03/2019 Audit workshops  
07/03/2019 Kent Volunteers  
07/03/2019 EU Funding & Rural areas  
07/03/2019 RSN Rural Digest March edition  
07/03/2019 A228 & A26 road closures  
07/03/2019 Rural Bulletin  
07/03/2019 E Watch 169  
07/03/2019 Road closure Malling Road (Ham Hill)  
08/03/2019 Parish Update from police Feb 2019  
11/03/2019 Temporary road closure Birling Road, Ryarsh  
11/03/2019 Temporary road closure Aldon Lane, Addington  
11/03/2019 M2 j4-3 safety surfacing repairs  
11/03/2019 Forthcoming elections - insurance article  
11/03/2019 Publication of councillors addresses  
11/03/2019 T&M Local Plan examination  
11/03/2019 A plastic free generation  
11/03/2019 Smart motorways update  
11/03/2019 E Watch 1640  
15/03/2019 West Malling Bus Pilot  
19/03/2019 Temporary road closure Legge Lane  
19/03/2019 Decision Sheet Joint Transportation Board  
19/03/2019 Nomination home address forms  
19/03/2019 Recycling road shows  
19/03/2019 The Rural Bulletin  
19/03/2019 E Watch 1641  
23/03/2019 Take action – a litter free future  
23/03/2019 Operation Brock  
23/03/2019 Kent Spring PCC newsletter  
23/03/2019 M20 smart motorways update  
23/03/2019 E Watch 1644  
23/03/2019 Castle Way repairs  
23/03/2019 National CSSC green message  
23/03/2019 Chief executives bulletin  
23/03/2019 Rural Bulletin  
23/03/2019 E Watch 1643  
23/03/2019 Temporary road closure Legge Lane  
23/03/2019 TAMs – next open meeting on Friday 29<sup>th</sup> March  
25/03/2019 Temporary road closure Reminders  
25/03/2019 NALC newsletter  
25/03/2019 E Watch 1645  
29/03/2019 Bank holiday waste collections  
29/03/2019 M20 Smart Motorways update  
02/04/2019 KALC legal advice service  
02/04/2019 E Watch 1646  
02/04/2019 E Watch 1647  
02/04/2019 NALC annual conference  
02/04/2019 KALC subscription  
02/04/2019 Chief Executive's bulletin

**(c) Any other matters arising from the minutes**

There were none.

**7 (a) Meetings attended on behalf of the Parish Council**

i. Village Hall meeting 08/04/2019 – Cllr Nevill

It was noted that it was thought drug taking was taking place in the village hall car park. Cllr Nevill advised that the car park light will be changed to a PIR for security.

Cllr Nevill also reported that a telephone point is being considered in the hall. It was noted that the car park is being locked again to prevent anti-social behaviour. The parish council were asked for a contribution towards the CCTV.

The inconsiderate parking outside the lynch gate was discussed and it was **RESOLVED** to investigate signs to prevent parking in the disabled access for the church.

**(b) Future meetings**

i. Ham Hill Liaison Group – 11/04/19 JW Apologies

ii. KALC T&M Area Committee -23/05/2019 JW Apologies

**8 Parish Business and Decisions**

**(a) War Memorial Project**

i. To receive update on additional stone works

Cllr Nevill confirmed that a meeting is taking place on Monday to discuss.

ii. To consider location of new bin

It was **RESOLVED** to leave the bin in its current position. It was noted that the bin had not been emptied. The clerk will chase the bin collection.

iii. To receive an update on planting of snowdrops

The snowdrops had been retrieved and planted. Thanks were noted to Cllr Nevill and Cllr Westwood. Cllr Nevill agreed that primroses could be acquired from the Estate for planting.

**(b) Community Walk**

i. To consider proposal to organise a community walk

Cllr Nevill agreed to investigate a walk and to share proposed dates with councillors. 2<sup>nd</sup> June was considered. The clerk will forward the poster from last year to Cllr Houldsworth.

**(c) General Data Protection Regulations (action plan attached)**

i. To consider staff handbook

Cllr Westwood agreed to track change the draft document and circulate for members to consider at the next meeting.

**(d) Street lighting**

i. To note update from KCC and report existing lamp repairs completed.

It was noted that the light outside the church and Ryarsh Road had been repaired. Parsons Corner will be fixed next.

**(e) PCSO Funding**

i. To discuss the funding of a PCSO

The clerk will investigate the details of the next meeting of the Landscape team. It was **RESOLVED** to invite the Kent Police Crime Commissioner to a meeting.

**(f) 'Take action for a litter-free future'**

i. To consider response

It was **RESOLVED** for all councillors to sign up to the petition and for the clerk to respond on behalf of Birling Parish Council.

**9 Parish Business for Noting**

**(a) Website update**

i. To note the following added to the website:-

Road Closures

M20 Updates

**(b) Correspondence – noted.**

There is none.

**10 Finance & Accounts**

**(a)** The Bank Reconciliation March 2019 was **APPROVED**. (*Attachment 2*)

Net Bank Balances as at 31/03/2019 £23,063.71

**(b)** To note budget position year to date March 2019 – noted. (*Attachment 3*)

**(c)** The PAYE record for April 2019 was **APPROVED**.

**(d)** The following cheques were **APPROVED**:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1621	£330.27	N/A	N/A	April salary
HMRC	Staff Costs	1622	£82.40	N/A	N/A	HMRC PAYE April
KALC	Subscriptions	1623	£218.86	182.38	36.48	Annual Subs
Streetlights	Streetlights	1624	£181.50	151.25	30.25	Repairs to streetlights
J Miller	Clerk expenses	1625	£10.70	N/A	N/A	Paper and stamps

**(e)** To note update on Unity Trust Transfer – noted

It was **RESOLVED** for all councillors to appointed signatories on the bank account.

**(f)** To note update on bank account transfer action plan

Cllr Hewett took the forms away to review and sign.

**11 Roads**

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

Cllr Westwood reported that there is a pothole on Birling Road with a white line around it.

**(b) M20 Smart Motorway Works**

The latest updates were noted

**(c) Traffic Calming Measures**

To note meeting with KCC being arranged.

**(d) Road Closures**

To note temporary road closures affecting Birling:

Legge Lane; Ryarsh Road; Birling Road; Malling Road

**12 Planning**

**(a) Applications to be considered**

TM/19/00541/FL Holly Hill Lodge, Holly Hill

Construction of Garden Building.

The response was sent following endorsement.

Cllr Westwood declared an interest in the following application.  
TM/19/00714/FL The Granary, Snodland Road, Birling  
Change of use and enlargement of existing parking area to residential garden and alterations to windows and doors.  
It was **RESOLVED** no objection.

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

There were none.

**13 Matters for future meetings**

It was noted that the Annual Parish Meeting will be at 7.30pm and councillors will arrive at 7pm to set up. Cllr Hirst agreed to provide a screen for the presentation by TMBC about the changes to kerb side collections.

The following meeting will include a review financial procedures, a risk assessment of BPC property and the staff handbook.

**14 Date of next meeting**

As previously agreed the next meeting will be held at **on Tuesday 14<sup>th</sup> May 2019.**

The meeting closed at 21:46pm.

Signed \_\_\_\_\_

Date \_\_\_\_\_