

Birling Parish Council

Draft Minutes of Annual General Meeting held on Tuesday 14th May 2019 in Birling Village Hall at 8pm

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

Clerk Ms Miller

Also in attendance: 3 members of the public.

- 1. To elect a Chairman**
It was **RESOLVED** to elect Cllr Westwood to the chair.
- 2. To receive the Chairman's Declaration of Acceptance of Office**
Cllr Westwood duly signed the declaration of acceptance of office.
- 3. To receive Councillor's Declarations of Acceptance of Office**
Councillors duly signed the declaration of acceptance of office.
- 4. Apologies for absence**
There were none.
- 5. Declarations of Pecuniary and Non-Pecuniary Interest**
Cllr Westwood, Cllr Nevill and Cllr Hirst declared an interest in the planning item.
Cllr Nevill declared an interested in the sand pit.
- 6. To elect a Vice Chairman**
It was **RESOLVED** to elect Cllr Hewett to the position of vice chair.
- 7. Approval and signing of minutes of April's meeting (Attachment 2)**
It was **RESOLVED** to approve the minutes of April's meeting. The minutes were duly signed by the chair.
- 8. To approve membership of Planning working party**
It was **RESOLVED** to appoint the following councillors to the planning working party:
Cllr Hewett; Cllr Walker; Cllr Spooner.
- 9. To review terms of reference for Planning working party**
This item was deferred to the next meeting.
- 10. To review Standing Orders and Financial Regulations (Attachments 3 and 4)**
It was **RESOLVED** to adopt the standing orders and financial regulations.
- 11. To appoint representatives to external bodies**

It was **RESOLVED** to appoint representatives on the following charities and external bodies:

- (a) **John May** – Cllr Spooner
- (b) **Goddens** – It was noted that Matthew Balfour will be asked
- (c) **Holmes Foundation** - It was noted that Matthew Balfour will be asked
- (d) **Joint Parish Transportation Consultative Group** – Cllr Hirst.
- (e) **KALC Area Committee** – Cllr Westwood
It was noted that if a postal vote is acceptable the preference for the new chair would be Cllr Mary McKinlay
- (f) **Joint Transportation Board** – None.
- (g) **Parish Partnership Panel** – Cllr Westwood
- (h) **Ham Hill Quarry Liaison Group** – Derek Chiddenton and Cllr Westwood
- (i) **Village Hall Charitable Trust** – Cllr Nevill

12. To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future

It was **RESOLVED** to invoke the council's eligibility to exercise the general power of competence.

13. Review of inventory of land and other assets (Attachment 5)

It was **RESOLVED** to approve the inventory of land and assets.

14. Review of council risk assessment (Attachment 6)

It was **RESOLVED** to approve the council risk assessment.

15. Confirmation of arrangements for insurance cover in respect of all insured risks (Attachment 7)

It was **RESOLVED** to approve the council's insurance cover.

16. Review of Council's subscriptions to other bodies

It was **RESOLVED** to approve the following subscriptions:

- (a) KALC
- (b) CPRE
- (c) Clerks and Councils Direct
- (d) Action for Communities in Rural Kent

17. To review the Council's complaints procedure (Attachment 6)

It was **RESOLVED** to approve the council's complaints procedure.

18. To review the Council's employment policies and procedures (Attachment 8)

It was **RESOLVED** to adopt the employment policies and procedures.

19. To review the Council's expenditure incurred under s.137 of the Local Government Act 1972.

This was reviewed.

20. Meeting dates 2019/20

(a) To approve the dates of meetings for the year ahead (Attachment 8)

It was **RESOLVED** to approve the following dates:

Tuesday 11th June 2019, Tuesday 9th July 2019, Tuesday 10th September 2019, Tuesday 8th October 2019, Tuesday 12th November 2019, Tuesday 10th December 2019, Tuesday 14th

January 2020, Tuesday 11th February 2020, Tuesday 10th March 2020, Tuesday 14th April 2020, Tuesday 12th May 2020

21. Reports - County, Borough and Police

The police report included issues about traffic congestion following the closure of the A228 and a brick being thrown at a delivery driver in Stangate Road.

22. Open Forum – Public Participation Session

Rev Linda Shuker addressed the meeting on behalf of All Saints Church and confirmed that the plans are moving forward to install a toilet and kitchenette in the church at a cost of approximately £70,000+VAT. The church are applying for various sources of funding which require 50% matched funds and it was requested that the parish council contribute to help raise the required amount.

Members of the community were invited to attend the café on Saturday at 10.30am to see the plans. It was noted that £5000 has been raised so far.

Item 25 (c) Church funding was brought forward

23. Church

(a) To consider funding for church funding

It was **RESOLVED** that the council agree in principle to contribute funds for the church project and amounts will be discussed at a future meeting.

24. Matters Arising and last month's circulation

(a) Actions from April's Meeting

i. West Malling Sandpit

It was noted that the plan is proceeding to the inspectorate.

ii. Local Plan

There was nothing further to update.

iii. Tree stumps

The clerk continues to chase.

iv. Fly tipping

Further fly tipping in Birling Road, Leybourne was noted.

The response from Tonbridge and Malling Borough Council was noted.

v. No Parking Signs

This is being progressed.

vi. Streetlighting

The light on Parsons Corner will be checked by Cllr Spooner.

vii. Police Crime Commissioner

The response from the PCC was noted and items such as speeding traffic and flytipping will be raised, along with the details of the strategy for rural policing. The clerk will respond.

viii. Litter Free Future petition

To confirm submission on behalf of the council.

(b) Last month's circulation

03/04/2019 The Rural Bulletin
03/04/2019 E Watch 1647
03/04/2019 KALC Social Media Event
03/04/2019 NALC Annual Conference
03/04/2019 Chief Executives Bulletin
04/04/2019 Ham Hill Quarry Liaison Group meeting
04/04/2019 NALC newsletter
19/04/2019 Parish Elections

19/04/2019 E Watch 1650
 19/04/2019 Rural Parish Council
 19/04/2019 Celebrating 70 years of our national parks
 19/04/2019 Important Letter Shipbourne PC to Local Plan inspector
 19/04/2019 E Watch 1651
 19/04/2019 The Rural Bulletin
 19/04/2019 NALC chief executive bulletin
 19/04/2019 Kent tree and pond warden activities
 19/04/2019 E Watch 1652
 19/04/2019 Kent trading standards doorstep crime
 23/04/2019 E Watch 1653
 23/04/2019 Draft Agenda KALC area committee
 23/04/2019 Electorate figures for election expenses
 27/04/2019 Doorstep criminals roofing scam
 27/04/2019 The rural bulletin
 27/04/2019 CSSC green message
 27/04/2019 CSSC green message NCTPHQ
 27/04/2019 Road and footway asset team interim programme
 27/04/2019 Thank you #Litterheroes
 27/04/2019 Fraudulent bailiffs
 27/04/2019 Kent Minerals and Waste consultation GDPR requirements
 27/04/2019 KALC news April 2019
 27/04/2019 KALC events
 29/04/2019 Tonbridge and Malling in Bloom
 29/04/2019 Governance and Accountability Practitioners Guide

25. Meetings

(a) Meetings attended on behalf of the parish council

i. Ham Hill Liaison Group – 11/04/2019

It was noted that comments regarding the odour had been raised.

ii. Securing the Landscape Meeting – 01/05/2019

Cllr Nevill reported that the 'Securing the Landscape' initiative is being used as a flagship study for other police forces. There is a limited number of PCSOs and it is not possible to generate further roles. Surrounding parishes had noted that they were keen to fund a local PCSO and it was recommended that the parish council speak to KALC. Flytipping was the biggest issue discussed at the meeting and the PCSO will produce guidance to share. CountryEye was noted as a good reporting app for flytipping and other rural issues.

It was **RESOLVED** to write to Mr Tom Tughnadt MP about the local flytipping issues and general rural problems. The clerk will circulate a draft to councillors to approve.

(b) Future meetings

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

25. Parish Business for Decisions

(a) War Memorial Project

i. To receive update on additional stone works

It was noted that this had been completed.

It was noted that the primroses will be planted next year.

ii. To receive update on bin emptying

It was noted that the bin is being emptied.

(b) Community Walk

i. To approve walk details

It was **RESOLVED** to approve the community walk taking place on 2 June subject to the confirmation by the insurance company.

ii. To consider risk assessment

It was **RESOLVED** to send the risk assessment to the insurance company for approval.

(c) Church

i. To consider funding for church projects.

This item was covered earlier in the meeting.

(d) Village Hall

i. To consider funding for village hall projects

The abandoned vehicle in the car park was discussed and Cllr Nevill agreed to investigate.

It was **RESOLVED** that in principle the parish council would be willing to contribute to the lighting in the car park.

ii. **Village Party 7 September 2019**

i. To consider funding for village party

It was **RESOLVED** that in principle the parish council would be willing to contribute up to £300 to pay for the band.

26. Parish Business for Noting

(a) Website update

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

Road Closures

M20 Updates

Crime prevention updates

27. Correspondence

There were none.

28. Finance & Accounts

(a) To note annual audit taking place 9 May 2019 – noted.

To note final financial outcome 2018-19

Net Bank Balances as at 31/03/2019 £23,064 were noted.

(b) To approve Bank Reconciliation April 2019 (Attachment 9)

It was **RESOLVED** to approve the bank reconciliation for April 2019. The Chair and RFO duly signed.

(c) To note budget position year to date April 2019 (*Attachment 10*) – noted.

(d) To approve PAYE record May 2019

It was **RESOLVED** to approve the PAYE record for May 2019. The Chair duly signed.

(e) The following payments were **APPROVED**:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1626	£330.07	N/A	N/A	April salary
HMRC	Staff Costs	1627	£82.60	N/A	N/A	HMRC PAYE April
123 connect	IT Costs	1628	£1008.00	£840.00	£168.00	Annual Subs

Streetlights	Reserves	1629	£115.50	£96.25	£19.25	Parsons Corner lamp repair
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(f) To note update on Unity Bank transfer – noted.

(g) To note outstanding PCSO funding for 2018/19 will be earmarked in reserves- noted.

29. Roads

(a) To report any road issues

The sign post at the bottom of Birling Road is obscured and the area needs tending to. The clerk will report on the parish portal.

Japanese knotweed has returned.

The latest update from Kent County Council regarding reporting highways issues was discussed and it was **RESOLVED** for the clerk to write to highlight the lack of progress to the proposals submitted by the BPC and question the viability of this approach by Kent County Council.

(b) M20 Smart Motorway Works

To note update – noted.

(c) Traffic Calming Measures

To note contact from KCC. It was noted that the KCC officer had not followed up with a meeting date and the clerk was chasing. (related to item a)

(d) Road Closures

To note temporary road closures affecting Birling

11th June for up to two days between Legge Lane and Stangate Road and Birling Road, Leybourne

30. Planning

(a) Applications to be considered

TM/19/00832/FL Ley Farm Cottage, Snodland Road, Birling ME19 5JF

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

Cllrs Nevill, Westwood and Hewett left the meeting at 21:51pm.

It was **RESOLVED** to support the application on the condition that the environmental surveys being carried out fully assess impact on the environment and nature conservation, specifically the newts at the pond. Materials used must be as outlined to ensure that the design and appearance is sensitive to the surroundings. There is some concern over the density of the building and the height could be reduced. Screening would be required for the parking to protect from the adjacent public right of way.

Cllrs Nevill, Westwood and Hewett re-entered the meeting at 22:06pm.

(b) Decisions by Tonbridge and Malling Borough Council

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

Construction of Garden Building. REFUSED

31. Matters for future meetings

Annual audit, planting in rough ground areas, traffic calming painting, investigate parish lengthsmen and obtaining quotes, village sign refurbishment, church funding project and village hall funding.

32. Date of next meeting: Tuesday 11 June 2019 at 8pm

Meeting closed at 22:18pm

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