

Birling Parish Council

All members of Birling Parish Council are summonsed to attend a meeting of the FULL COUNCIL to be held on

Tuesday 13 February 2018 at 8pm

Birling Village Hall, Snodland Road, Birling ME19 5JE

Public and Press are welcome to attend

- 1. Apologies for absence**
- 2. Declarations of Pecuniary and Non-Pecuniary Interest**
- 3. Reports – County, Borough and Police**
- 4. Open Forum – Public Participation Session**

To welcome Rev Linda Shuker of All Saints Church to address the meeting.

- 5. Approval and signing of minutes of January's meeting (pages 1-4)**
- 6. Matters arising and last month's circulation**
 - i. Traffic Survey**
To report update
 - ii. LED Lighting**
To report meeting arranged with KCC to progress installation
 - iii. Open Burial Grounds**
To note update from Deanery discussions
 - iv. General Data Protection Regulations**
To note Clerk's attendance at training course and action plan to follow at March meeting
 - v. Local Plan**
To note no further updates from Tonbridge and Malling Borough Council
 - vi. Pension Scheme Update**
To receive an update on the pension report from KCC
 - vii. Template for use with J5 slips support letters**
To report Birling Parish Council submission of support sent on 11/01/20182
 - viii. Annual Audit 2018/19**
To report clerk attended PKF Littlejohn's training webinar
 - ix. Precept Submission**
To report precept form submitted to TMBC
 - x. Transparency Code Grant Funding**
To report submission to the grant fund

(b) Matters for Information circulated to councillors

- i. 05/01/2018 E Watch 1518
- ii. 08/01/2018 Weekly Email News Digest Rural Services Network
- iii. 08/01/2018 NALC Chief Executives Bulletin 2
- iv. 09/01/2018 E Watch 1519
- v. 09/01/2018 DfT consultation – proposals for the creation of a Major Road Network
- vi. 09/01/2018 Review of Park Homes consultation

| | | |
|---------|------------|--|
| vii. | 09/01/2018 | Kent Police – Rural Liaison Team Report |
| viii. | 09/01/2018 | Update to KCC Household Waste Recycling Centre Policies |
| ix. | 09/01/2018 | West Kent Updates and Community Policing Volunteers |
| x. | 10/01/2018 | Template for use with J5 Slips support letter |
| xi. | 12/01/2018 | West Kent Updates |
| xii. | 12/01/2018 | KALC community awards scheme |
| xiii. | 12/01/2018 | E Watch 1520 |
| xiv. | 12/01/2018 | Minutes of T&M KALC Meeting 04/01/2018 |
| xv. | 12/01/2018 | KCC Volunteer Appeal Panel Membership |
| xvi. | 12/01/2018 | Kent Policy Funding Statement 2018/19 |
| xvii. | 12/01/2018 | December monthly bus updates |
| xviii. | 12/01/2018 | Pharmaceutical Needs Assessment – Invitation to join |
| xix. | 12/01/2018 | Rural Opportunities Bulletin |
| xx. | 12/01/2018 | Request to promote Member Council Responses to DCLG Park Homes consultation |
| xxi. | 12/01/2018 | Parking Charges Consultation update from T&M KALC |
| xxii. | 21/01/2018 | Kent Carers Matter |
| xxiii. | 21/01/2018 | Tonbridge Railway Station Updates |
| xxiv. | 21/01/2018 | UK Power Networks Updates |
| xxv. | 21/01/2018 | West Kent NHW Information |
| xxvi. | 21/01/2018 | T&M Parish Council Meeting Dates List |
| xxvii. | 22/01/2018 | NALC Chief Executive Bulletin 3 |
| xxviii. | 22/01/2018 | Weekly Email News Digest Rural Services Network |
| xxix. | 23/01/2018 | E Watch 1523 |
| xxx. | 28/01/2018 | Rural Housing Spotlight |
| xxxi. | 28/01/2018 | Discover Gatwick 21 st February 2018 |
| xxxii. | 28/01/2018 | Homelessness Support Service for vulnerable adults in Kent- invitation to join |
| xxxiii. | 28/01/2018 | JPTCG Agenda and UK Govt highways proposals |
| xxxiv. | 29/01/2018 | Battle's over – a nations tribute 11 th November 2018 |
| xxxv. | 29/01/2018 | West Kent NHW Information |

(c) Any other matters arising from the minutes

7. Meetings attended on behalf of the parish council

- (a) Ryarsh Sandpit meeting 29/01/2018 – to receive report from Cllr Hewett
- (b) JPTCG Meeting 01/02/2018
- (c) Clerk attended meeting with Friends at All Saints Birling (FAB) church events group 26/01/2018

8. Parish Business for Decisions

- (a) **War Memorial Project**
To consider councillor comments and agree work required
- (b) **Website**
To note 'birlingparishcouncil.gov.uk' approved and to agree launch date of new website.
- (c) **Community Speedwatch**
To report update on equipment available and agree actions
- (d) **Kent Minerals and Waste Local Plan 2013-30 Consultation**
To consider response to consultation
- (e) **TMBC Parking Charges Consultation**

- To consider consultation response
- (f) **Banking**
To consider transferring council bank account to Unity Trust Bank (details circulated by email)

9. Correspondence

- (a) Letter sent to Cllr Westwood concerning bus charging
- (b) Letter from TMBC regarding off-street parking fees 05/01/2018
- (c) Email from Debbie Gardiner re church funding 16/01/2018
- (d) Letter from The Stone Shop regarding quote for war memorial 25/01/2018
- (e) Email correspondence concerning the closure of West Malling GP Surgery
- (f) Email from Kent Police regarding attendance at parish council meetings 05/02/2018

10. Finance & Accounts

- (a) To approve Bank Reconciliation November and December 2017
Net Bank Balances as at 31/12/2018: £39,316.76
- (b) To note budget position year to date December 2017
- (d) To approve PAYE record February 2018
- (e) To receive correspondence from Secure Trust Bank updating terms and conditions
- (e) Cheques to be signed:

| Payee | Budget | Cheque No. | Amount | Description |
|----------------------|-------------------|------------|----------|---|
| J Miller | Staff Costs | 1560 | £ 298.71 | February salary |
| Birling Village Hall | Village Hall Hire | 1561 | £ 126.00 | Hall Hire: for meetings Oct, Nov & Dec 2017 |
| HMRC | Staff Costs | 1562 | £223.80 | HMRC PAYE Oct, Nov & Dec 2017 |

11. Roads

- (a) To report any road issues

12. Planning

(a) Applications to be considered

- i. TM/18/00119/TNCA T4 Western red cedar – to reduce height of hedgerow to 2m; T6 Beech – to reduce height of hedgerow to 2m and T1 and T2 Sycamores reduce crown

(b) Decisions by Tonbridge and Malling Borough Council

- i. To receive notification of planning appeal TM/17/01975/FL Timberley, Masters Lane, Birling

13. Matters for future meetings

14. Date of next meeting: 13 March 2018 at 8pm

Julie Pilbeam

Julie Pilbeam, Parish Clerk birlingparishcouncil@hotmail.co.uk

6 February 2018