

Birling Parish Council

**All members of Birling Parish Council are summonsed to attend the
FULL COUNCIL MEETING to be held on
Tuesday 12th June 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**
- 5. Approval and signing of minutes of May's meeting (*Attachment 1*)**

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 no. 6:

- 6. To Fill Casual Vacancy by Co-Option**
 - (a) Applicants to address the meeting with reasons for becoming a councillor
 - (b) Councillors to ask any questions
 - (c) A majority vote will be held to select the successful candidate
- 7. (a) Matters arising and last month's circulation**
 - i. Traffic Survey**
To note proposed meeting with Kent County Councillor Sarah Hohler and to consider questions
 - ii. Local Plan**
To receive updates from Tonbridge and Malling Borough Council
 - iii. GP Surgery**
To receive update
 - iv. M20 Smart Motorway Works**
To note update
 - v. Soldier Silhouette**
To note application for funding is open this month.
 - vi. Squadron Leader Pinkham Memorial**
To note any further updates from the journalist
 - vii. Update from PCSO McMillan regarding drones**
To note full response circulated on email to councillors.
 - viii. LED Street lighting Upgrade**
To note KCC informed of lighting requirements
 - xi. Charity Information**
To note charity information circulated to councillors

(b) Matters for Information circulated to councillors

08/05/2018 E Watch 1553

08/05/2018 Temporary road closure Wateringbury Road

08/05/2018 Medway Local Plan 2012-2035 Public Consultation

12/05/2018 Drone information from PCSO McMillan

12/05/2018 Initiation to attend South East Water workshop
 12/05/2018 Results of Traffic Count
 12/05/2018 E Watch 1554
 12/05/2018 Discover Gatwick 16th May 2018
 12/05/2018 KALC Annual Councillors Conference
 12/05/2018 M2 schemes
 12/05/2018 JPTCG Agenda
 12/05/2018 NALC Chief Executives bulletin 18
 12/05/2018 Temporary Road Closure Quarry Hill Road
 15/05/2018 TMBC information re planning application TM/17/03515 Ham Hill Quarry
 15/05/2018 Date of next KALC T&M meeting
 18/05/2018 KALC News May 2018
 19/05/2018 M2 junction 5 Stockbury viaduct update
 19/05/2018 West Kent Updates
 19/05/2018 E Watch 1555
 19/05/2018 NALC Chief Executive bulletin
 22/05/2018 Neighbourhood planning HIVE event
 22/05/2018 Drop in sessions to support LGBT Community
 22/05/2018 Neighbourhood plan briefing
 22/05/2018 Temporary road closure Plaxdale Green Road
 22/05/2018 Weekly news digest
 22/05/2018 Agenda TMBC Area 2 planning committee
 22/05/2018 KALC's questions for PPP meeting on 14th June
 22/05/2018 Enjoying the countryside with your dog
 22/05/2018 West Kent updates
 22/05/2018 A20 Western Heights roundabout
 22/05/2018 Spotlight on rural health and social care
 22/05/2018 NALC Chief Executive bulletin
 22/05/2018 Temporary road closure Bullen Lane
 22/05/2018 Temporary road closure Sweets Lane
 31/05/2018 Invitation to rural conference 2018
 31/05/2018 Ham Hill Quarry liaison group meeting
 31/05/2018 E Watch 1558
 31/05/2018 KALC collaborates with Alzheimer's Society
 31/05/2018 Local Plan presentation (JPTCG)
 31/05/2018 Temporary road closure Nevill Road, Snodland
 31/05/2018 Agenda Joint Transportation Board 11th June 2018
 06/06/2018 Weekly news digest
 06/06/2018 Free training for Council members
 06/06/2018 Agenda for parish partnership panel
 06/06/2018 NALC chief executive bulletin 22
 06/06/2018 E watch 1561
 06/06/2018 Bus Updates May

(c) Any other matters arising from the minutes

8. Meetings attended on behalf of the parish council

- (a) Smart Motorway exhibitions – various
- (b) KALC T&M meeting 10th May 2018 – Cllr Westwood
- (c) JPTCG – 21st May 2018 – apologies given.

9. Parish Business for Decisions

- (a) **War Memorial Project**
 - i. To consider updated quotation from Burslem – Cllr Hirst

- ii. To consider new bin design
- (b) **Remembrance Day 2018**
 - i. To receive update from Cllr Nevill on walk and beacon lighting
 - ii. To receive update from Clerk on road closure
- (c) **General Data Protection Regulations**
 - i. To note secure email addresses circulated to councillors
 - ii. To receive update on action plan (attachment 2)
- (d) **Standing Orders**
 - i. To adopt revised standing orders (attachment 3)
- (e) **Annual Return** (attachment 4)
 - i. To receive annual return 2016/17
 - ii. To receive the annual governance statement 2017/18 for review, approval and signature
 - iii. To receive the accounting statement 2017/18 for review, approval and signature
 - iv. To receive the internal audit report and note any recommendations

10. Parish Business for Noting

- (a) Website update
 - To note the following added to the website:-
 - Community event dates
 - Forthcoming road closures

11. Correspondence

- (a) 31/05/2018 Fly the Red Ensign
- (b) 31/05/2018 Secure Trust Bank – request to contact
- (c) 31/05/2018 Secure Trust Bank – change of address forms

12. Finance & Accounts

- (a) To approve Bank Reconciliation May 2018
Net Bank Balances as at 30/04/2018: £42,084.47
- (b) To note budget position year to date May 2018
- (c) To approve PAYE record May 2018
- (d) To note update on transfer of banking arrangements to Unity Trust Bank
- (e) Cheques to be signed:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1581	£308.73	N/A	N/A	June salary
HMRC	Staff Costs	1582	£77.20	N/A	N/A	HMRC PAYE June 2018
123connect	IT	1583	£1008	£840	£168	Microsoft Exchange 12 month subscription, .gov.uk domain

13. Roads

- (a) To report any road issues

14. Planning

(a) Applications to be considered

There are none

(b) Decisions by Tonbridge and Malling Borough Council

- i. TM/17/03515/FL Ham Hill Quarry Land East Of Sandy Lane Birling West Malling Kent Proposed replacement asphalt plant
Approved on 31 May 2018

- ii. TM/18/00581/FL The Byre Snodland Road Birling West Malling Kent ME19 5JF Proposed dormer windows to rear with Juliet balconies and additional rooflights, 1 to front and 2 to rear and 1 high level window to ground floor at rear of existing dwelling
Approved on 1 June 2018

22. Matters for future meetings

23. Date of next meeting: Tuesday 3 July 2018 at 8pm

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 no. 24:

24. Employer Pension Scheme

- (a) To consider adopting People's Pension scheme

Julie Pilbeam

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

6 June 2018