

Birling Parish Council

Draft Minutes of Annual General Meeting held on Tuesday 3rd July 2018 in Birling Village Hall at 8pm

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

Clerk Ms Pilbeam

Also in attendance: PCSO McMillan, 0 members 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

PCSO McMillan reported one incident in Birling had taken place since the last meeting. A person was found to be looking around a resident's vehicles, potentially attempting to take keys. Kent Police advice is to ensure that keys are kept away from doors and windows. It was noted that no theft had occurred.

PCSO McMillan also reported that he had attended Ryarsh primary school to oversee the traffic and parking issues. Parents had been thankful and it had been noted that the issues exacerbate on a Tuesday and Thursday when events are being held at the village hall and parents are unable to use the car park. PCSO McMillan advised that he will be arranging a road safety day with the children to help raise awareness.

PCSO McMillan was thanked for attending the meeting and left at 20.04pm.

Cllr Walker entered the meeting at 20.02pm

4 Open Forum

There were no questions.

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

It was **RESOLVED** that the minutes of the meeting held on Tuesday 12th June be **APPROVED** and they were **SIGNED** by the Chair.

7 Matters arising and last month's circulation

(a) Actions from June's Meeting

i. Local Plan

It was noted that the next TMBC meeting to consider the local plan is 24th July 2018, if approved it will then be considered by cabinet and passed to full council in September. The public consultation could then place until December.

- ii. **M20 Smart Motorway Works**
It was noted that the signs now reflect that the end of works will be 2020.
- iii. **Soldier Silhouette**
To note application form received from Cllr Hohler.
- iv. **LED Street lighting Upgrade**
To note KCC informed of lighting requirements
- xi. **Pensions**
To note letter sent to Clerk offering the People's Pension scheme.
- xii. **Fly the Red Ensign**
Cllr Walker reported that the church is keen to fly the flag however the flag pole is broken.

(b) Matters for Information circulated to councillors – all noted.

06/06/2018 Bus Updates May

07/06/2018 KALC request for assistance at Ticehurst

07/06/2018 Parish Partnership Panel – Service Directory

07/06/2018 West Kent NHW Updates

07/06/2018 Update on M20 Junctions 2 to 5 Smart Motorways

11/06/2018 Big Conversation Updates

11/06/2018 Answer from TMBC re developments in AQMAs

12/06/2018 JPCTCG Minutes

19/06/2018 GDPR conference for elected members

19/06/2018 Big Conversation Update

It was noted that there is a consultation meeting at Borough Green on 5th July

19/06/2018 Decision sheet for Joint Transportation Board

19/06/2018 Rural economy spotlight

21/06/2018 E Watch 1565

21/06/2018 Spotlight on Older People from RSN

21/06/2018 E watch 1563

21/06/2018 E Watch 1564

23/06/2018 KCC Highways and Transportation Verge Cutting Update

(c) Any other matters arising from the minutes

There were none.

8 Meetings attended on behalf of the Parish Council

(a) Update from Cllr Nevill - Birling Hall Village Hall Committee

This item was covered later on in the meeting

(b) Minutes of the TMBC Parish Partnership Panel - noted

9 Parish Business and Decisions

(a) Traffic Survey

i. To consider analysis from Cllr Hirst

This item was deferred until the next meeting.

ii. To consider questions

This item was deferred until the next meeting.

iii. To receive information on school plans for managing vehicles

Jamie Holyer had sent his apologies and this item was deferred until the next meeting.

Due to matters raised by Cllr Holder it was agreed to suggest a joint meeting with Ryarsh Parish Council about shared road issues with the intention of reaching consensus on how to take forward actions required.

(b) War Memorial Project

- i. To receive update on communication with stakeholders
Cllr Walker reported that the church is in favour of the project and they had provided some contacts for grant funding.
- ii. To confirm official order placed and Cllr Hirst confirming details
Cllr Hirst will send a spreadsheet to the Clerk detailing the works required.
- iii. To consider alternative bin design
It was **RESOLVED** to select the original design and review its placement when the works have taken place.
- iv. To agree members of community working party
It was **RESOLVED** that all councillors participate in the working party led by Cllr Hirst and Cllr Nevill.
It was **RESOLVED** for Cllr Walker to design and distribute a leaflet with a copy of Cllr Nevill's sketch and detailing work to be carried out and when.

(c) Remembrance Day 2018

- i. To receive update from Cllr Nevill on walk and beacon lighting
This was deferred until later on in the meeting
- ii. To consider plan to recruit road closure marshals
It was **RESOLVED** for Cllr Hewett and Cllr Houldsworth and two members of the public to perform the road closure duties.
Cllr Hewett suggested that he might be able to obtain road closed signs.
- iii. To receive update on parish council insurance in relation to events
It was noted that the parish council hold public liability insurance for events and that a risk assessment would be required.

(d) General Data Protection Regulations

- i. To receive update on action plan
A councillor consent form was distributed at the meeting.

(e) Annual Audit

- i. To receive the internal audit report and note any recommendations
- ii. To approve the allocation of reserves as follows:

Balance as at 31/03/2018	£37,760.00
LED Lighting Costs	£7,900.00
War Memorial Refurb	£12,000.00
Contingency	£9,500.00
Road Safety/Traffic Calming Measures	£8,360.00

It was **RESOLVED** to allocate the reserves as listed above.

10 Parish Business for Noting

- (a) Website update
To note the following added to the website:-
Update to community event dates
Forthcoming road closures
Smart Motorway updates

Big conversation KCC

10 Correspondence

- i. Letter from Secure Trust - 23/06/2018

12 Finance & Accounts

(a) The Bank Reconciliation June 2018 was deferred until the next meeting as the bank statement had not yet been received due to the earlier date for the meeting.

Net Bank Balances as at 31/05/2018: £40,523.27

(b) The budget position was noted for the year to date May 2018

(c) The PAYE record July 2018 was approved.

Cllr Nevill entered the meeting at 20.57pm

Item 7 was re-visited and Cllr Nevill reported that there had been a meeting of the Village Fete committee and a website had been set up. Cllr Nevill reported that the area that the bin is being moved to is on village hall land. Cllr Nevill also reported that residents were concerned about the bin being moved from the bench as walkers use this regularly.

Item 9 (c) i. was revisited and Cllr Nevill reported that wardens will be required for the beacon lighting walk. Cllr Nevill agreed to prepare a risk assessment for the September meeting.

(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	1584	£308.73	N/A	N/A	June salary
HMRC	Staff Costs	1585	£77.20	N/A	N/A	HMRC PAYE June 2018
Lionel Robbins	Audit	1586	£75.00	N/A	N/A	Annual Audit

13 Roads

(a) To report any road issues

The Clerk reported that the overgrown hedge is still being chased up with KCC.

Cllr Walker reported that the lines had faded around the traffic calming, the Clerk will raise the matter with KCC. It was also noted that the white gates and bollards are all faded and require refreshing, this will also be raised with KCC. Cllr Hewett agreed to speak to the residents about the layby and potential lining.

The Clerk will inform Cllr Hohler of these issues directly.

14 Applications to be considered

There were none.

It was noted that Cllr Hewett had made comments supporting the RSPCA planning application.

15 Decisions by Tonbridge and Malling Borough Council

There were none.

16 Matters for future meetings

Local Plan, smart motorways, soldier silhouette, LED street lighting, flying the Red Ensign, Big Conversation.

17 Date of next meeting

As previously agreed the next meeting will be held at **on Tuesday 4 September 2018.**

The meeting closed at **21.31pm.**

DRAFT