

Birling Parish Council

Draft Minutes of Meeting held on Tuesday 12th November 2019 in Birling Village Hall at 8pm

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

Clerk Ms Miller

Also in attendance: 0 members of the public, Kent County Councillor Mrs S Hohler, Borough Councillor Ann Kemp.

95. Apologies for absence

Apologies were received and **APPROVED** from Cllrs Nevill, Walker and Houldsworth.

96. Declarations of Pecuniary and Non-Pecuniary Interest

There were none.

97. Reports - County, Borough and Police

Cllr Hohler reported on the change of leadership of Kent County Council. A new cabinet member for waste and environment has been set up and the council is preparing a four year plan.

Cllr Hohler confirmed that she will be present at the Parish Partnership Panel this week. Cllr Kemp reported that the Local Plan additional documents are now out for consultation and encouraged the parish council to respond.

Cllr Kemp also reported that the waste collection issues are being taken very seriously, Cllr Kemp asked for issues to be emailed directly to her so that they could be escalated ann.kemp@tmhc.gov.uk.

Police Update October:

Crimes of note – Nothing to report

Anti Social Behaviour – Nothing to report

Items of good work – 07/10/2019 Traffic offence on Birling Road, vehicle seized for no insurance.

Hi visibility patrol through village – no concerns

Update of previous reported issues – No further calls in regards to nuisance youths.

98. Open Forum – Public Participation Session

There were none.

99. Approval and signing of minutes of October's meeting

It was **RESOLVED** to approve the minutes of October's meeting. The minutes were duly signed by the chair.

100. Matters arising and last month's circulation

a. Remembrance Day

i. To receive report on event.

The Remembrance wreath laying service was very well turned out and Cllr Nevill laid the wreath on behalf of the council. Cllrs Hewett and Houldsworth were thanked for their assistance in closing the road to allow the service to go ahead safely.

It was noted that 'Road Closed' signs will be costed to consider purchasing for next year's event.

b. West Malling Sandpit

- i. To receive update.

There was no further update.

c. Local Plan

- i. To receive update

It was noted that a response to the consultation will be considered by the parish council at December's meeting.

d. PCC Meeting

- i. To note correspondence re fly tipping and poaching and volunteer role

It was noted that the volunteer role will be advertised in Pilgrims and on the parish council website. It was noted that the PCC will be informed of these actions.

e. Cutting back of Foliage

- i. To receive update on cutting back of foliage around streetlamp.

It was noted that there are signs in place that indicate these works will be taking place imminently.

101. Matters for Information circulated to councillors

08/10/2019 E Watch 1700
08/10/2019 Weekly Trackers
08/10/2019 M20 Smart Motorways Updates
08/10/2019 Severe weather emergency protocol
08/10/2019 NALC chief executive bulletin
08/10/2019 Invitation building flood resilience
08/10/2019 Local Government Brexit bulletin
08/10/2019 E Watch 1701
08/10/2019 Rural Bulletin
08/10/2019 NALC policy consultation e briefing
08/10/2019 KCC trading standards Amazon scam
08/10/2019 Monthly bus services report
11/10/2019 KALC CEO Bulletin
11/10/2019 M20 Smart motorway update
18/10/2019 KALC news September
18/10/2019 Proposed new KALC post and AGM
18/10/2019 KALC finance workshop and planning workshop
19/10/2019 Waste services contract update
19/10/2019 E Watch 1704
19/10/2019 Update for local councils and VE Day
19/10/2019 Warn and Inform
19/10/2019 Lottery scams
19/10/2019 Interfaith week
19/10/2019 Rural bulletin
19/10/2019 E Watch 1703
19/10/2019 NALC Chief Executives Bulletin
19/10/2019 KALC CEO bulletin
24/10/2019 Brexit Bulletin
24/10/2019 NALC bulletin
24/10/2019 Airspace and NMB annual meeting
24/10/2019 E Watch 1705
24/10/2019 Rural Bulletin
24/10/2019 KALC AGM 30th November
24/10/2019 Hate crime awareness
28/10/2019 KCC Budget Consultation
28/10/2019 Inheritance scam

28/10/2019 E Watch 1706
 29/10/2019 Tunbridge Wells Grammar School Consultation
 29/10/2019 CSSC Green message
 29/10/2019 NALC chief executives bulletin
 29/10/2019 Update on Smart Motorways
 29/10/2019 E Watch 1707
 29/10/2019 The rural bulletin
 29/10/2019 Council matters
 29/10/2019 Dynamic Councillor workshop
 31/10/2019 KALC news October
 31/10/2019 Our Manifesto for the Environment
 31/10/2019 Securing the Landscape Meeting Notes
 31/10/2019 M20 Updates
 31/10/2019 E Watch 1708
 31/10/2019 KALC information note on websites
 31/10/2019 KALC finance training
 31/10/2019 West Malling working group

102. Meetings

a. Meetings attended on behalf of the parish council

- i. West Malling bus pilot – 16/10/2019 Cllr Hewett
 It was noted that the clerk will request timetables from KCC and Cllr Walker will be asked to include this in the parish newsletter. It was noted that Cllr Nevill could display timetables at the campsite and that they also could be placed in the Public House.
- ii. Ryarsh PC Highways update – 04/11/2019 Cllrs Hewett and Westwood

b. Future meetings

- i. Parish Partnership Panel – 14/11/2019 Cllr Westwood
- ii. Securing the Landscape – 19/11/2019 Cllr Nevill
- iii. Kent County Council Highways Seminar – 20/11/2019 Clerk
- iv. JPTCTG – 28/11/2019 (sent Cllr Hurst's apologies, he can't make Thursdays)
- v. Kent Association of Local Councils AGM – 30/11/2019

103. Parish Business for Decisions

a. Highways Improvement Plan

- i. To receive update from meeting with Ryarsh Parish Council
 It was noted that the annual parish meeting could be held on a separate date next year to display the highways plans for residents to comment on.
 Better signage, roundels in the road and flashing speed signs were items that Ryarsh PC were in agreement with.
 There was also an agreement to consider a table top at the entrance to Bull Road, a new speed indicator on the Village entrance at Snodland road and a possible upgrade to the flashing speed indicator sign. The change of speed limit on Birling Road to Bull Road to 40mph was noted as a future proposal. Yellow lines would need to be consulted on.
 The next step is for KCC to be contacted to prepare a set of costings and a meeting will be held in January when the final proposals will then be consulted with residents.

b. John May and Godden Charity

- i. To appoint second Trustee to John May
 It was **RESOLVED** to appoint Cllr Hirst to the John May Charity
- ii. To receive update on Godden Charity
 It was **RESOLVED** to contact Mr Balfour to confirm his trusteeship.

c. Letter to Member of Parliament

- i. To agree response to Mr Tom Tugendhat
It was **RESOLVED** to add 'proliferation' to the letter, for the chairman to send an electronic signature to the clerk for ease of despatch.

d. Parking issues

- i. To consider sign
It was **RESOLVED** to purchase the sign at a cost of £478.00 + VAT, it was **RESOLVED** for the clerk to obtain written permission from the landowner before installing.

e. Village Maintenance

- i. To receive update on quotation for refurbishment of village sign.
It was noted that a quotation is being sought.
- ii. To receive update on planting verges.
This is being reviewed given the time of year. It was noted that Cllr Hirst had some suitable to seed.
- iii. To receive advice from TMBC on litter picking at the roadside.
It was noted that the advice from TMBC was that litter picking is carried out at the risk of the group. It was noted that the litter pick would continue with steward oversight and limitations for children in speed restricted areas.
- iv. To note presentation of environmental champions award.
Cllr Westwood noted that she will be attending and signing the certificate for the resident that litter picks in the layby on the A228.

f. Waste Services Contract

- i. To consider issues with waste collection
The continued issues with waste collections was noted earlier in the meeting.

g. Precept and Budget 2020/21

- i. To consider precept and budget for 2020/21
It was **RESOLVED** to approve the proposed budget of £11,148.
It was **RESOLVED** to approve the precept of £10,913 for 2020/21.
These figures will be confirmed when the tax base is confirmed in December.

h. Kent County Council updates

- i. To note budget consultation 2020/21 – noted.
ii. To note cabinet changes – noted.

104. Parish Business for Noting

a. Website update

- i. To note the following added to the website:-
- Road Closures
 - Halloween posters
 - M20 Updates
 - Updated policies
 - Remembrance Sunday
 - War memorial page
 - Bus timetable page

(a) Correspondence

20/10/2019 Letter from resident regarding new LED lamp

It was noted that the lamps had been set from dusk to dawn, they will be amended to turn off at midnight with the exception of Parsons Corner.

(b) **Finance & Accounts**

i. **To approve Bank Reconciliation October 2019.**

Net Bank Balances as at 31/10/2019 £26,555.11

ii. **To note budget position year to date October 2019.** (*Attachment 4*)

iii. **To approve PAYE record November 2019.**

iv. **Cheques to be approved and signed:**

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
R Spicer	Reserves	01647	1236.00	£1030	£206	Post refurbishment
J Miller	Staff Costs	01648	£330.07	N/A	N/A	November salary
HMRC	Staff Costs	01649	£82.60	N/A	N/A	HMRC PAYE November
TMBC	Elections	01650	£137.92	£114.93	22.99	Annual subscription
Streetlights	Street lighting	01651	£178.80	£149.00	29.80	Maintenance
Streetlights	Street lighting	01652	£691.20	£576.00	115.20	Maintenance contract 2019/20
Poppy Appeal	S137	01653	£50.00	£50.00	0	Wreath for Remembrance
Unity Trust Bank	Internal Transfer	01654	£5000.00	N/A	N/A	Transfer of account

v. **To note update on Unity Trust Bank internet banking forms – noted.**

vi. **To note update on Secure Trust Bank signatory changes – noted.**

vii. **To appoint online banking service administrator**

It was **RESOLVED** to appoint the clerk as the online banking service administrator.

91. Roads

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

(b) **To note salt bag ordered for hall car park**

(c) **M20 Smart Motorway Works**

An update was noted.

(d) **Road Closures – see website for details**

i. **To note temporary road closures affecting Birling:**

Snodland Road; Ryarsh Road; Birling Road Ryarsh; Birling Road Leybourne.

92. Planning

(a) **Applications to be considered**

TM/19/02491/FL 23 October 2019 – This item was deferred.

Former Manor House Walled Garden The Birling Estate Stangate Road Birling West Malling Kent

Redevelopment, restoration and change of use of former kitchen garden (currently used for equestrian purposes and the storage of building contractor's construction materials) into a wellness centre with treatment rooms, yoga studio, cafe and ancillary accommodation with associated works including the conversion and extension of existing potting sheds, the demolition of existing lean-to and stables, the removal of storage sheds and other structures, construction of new freestanding yoga studio, erection of new lean-to treatment centre and Café buildings, provision of car parking facilities and related improvements to existing site access and extensive landscaping works to kitchen garden.

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

TM/19/02233 Bank Cottage, Ryarsh Road, Birling

T1 Willow tree – dead standing, dismantle to ground level, T2 Elm Tree dismantle to ground level.

Approved.

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 were asked to leave the meeting during the consideration of the following item:

93. Clerk Appraisal

The clerk left the room at 21:40pm

(a) **To consider clerk appraisal and agree actions**

The clerk's appraisal proposals were considered and agreed.

The clerk re-entered the meeting at 21:50pm

13. **Matters for future meetings**

The substantive items will continue to be on the agenda. A presentation by the architect on the proposed Former Manor House Walled Garden is proposed at the next meeting. The landowner will not be present when this takes place due a pecuniary interest.

14 **Date of next meeting: Tuesday 10th December 2019 at 8pm**

Meeting closed at 21:51pm

Signed.....

Date.....