

Birling Parish Council

**All members of Birling Parish Council are summonsed to attend the
ANNUAL GENERAL MEETING to be held on**

Tuesday 8 May 2018 at 8pm

(upon the rising of the Annual Parish Meeting)

Birling Village Hall, Snodland Road, Birling ME19 5JE

Public and Press are welcome to attend

- 1. To elect a Chairman**
- 2. To receive the Chairman's Declaration of Acceptance of Office**
- 3. Apologies for absence**
- 4. Declarations of Pecuniary and Non-Pecuniary Interest**
- 5. To elect a Vice Chairman**
- 6. Meeting dates 2018/19**
 - (a) To approve the dates of meetings for the year ahead
(Attachment 1)
- 7. To approve membership of Planning working party**
- 8. To appoint representatives for Tonbridge and Malling Parish Partnership Panel**
- 9. To appoint representatives for Joint Parish Transportation Consultative Group**
- 10. To appoint representatives for the Ham Hill Quarry Liaison Group**
- 11. To appoint representatives on the following charities:**
 - (a) **John May**
 - (b) **Goddens**
 - (c) **Holmes Foundation**
- 12. Reports - County, Borough and Police**
- 13. Open Forum – Public Participation Session**
- 14. Approval and signing of minutes of April's meeting** *(Attachment 2)*
- 15. (a) Matters arising and last month's circulation**
 - i. Casual Vacancy**
To receive update
 - ii. Traffic Survey**
To note survey commenced 30th April 2018
 - iii. Walk the Chalk**
To report on event
 - iv. Local Plan**
To receive updates from Tonbridge and Malling Borough Council

- v. **GP Surgery**
To receive update
- vi. **M20 Smart Motorway Works**
To note MP letter circulated
- vii. **Soldier Silhouette**
To note application for funding is open in June
- viii. **Kent Minerals and Waste Local Plan**
To note email from Chair to KCC Councillor Rayner

(b) Matters for Information circulated to councillors

- i. 03/04/2018 Bus Updates for March 18
- ii. 03/04/2018 Agenda for Area 2 Planning Committee
- iii. 03/04/2018 E Watch 1543
- iv. 03/04/2018 West Kent Neighbourhood Watch Association 2018 AGM
- v. 03/04/2018 Invitation to discover Gatwick
- vi. 09/04/2018 NALC Chief Executive bulletin 13-29 March
- vii. 09/04/2018 NALC Chief Executive bulletin 14 – 6 April
- viii. 09/04/2018 Weekly news digest
- ix. 13/04/2018 Proposed timetable for Local Plan process
- x. 14/04/2018 Ham Hill Liaison Group Meeting
- xi. 15/04/2018 Draft agenda KALC T&M Committee
- xii. 15/04/2018 Government Consultation unauthorised development and encampments
- xiii. 16/04/2018 Watch out newsletter – Spring
- xiv. 17/04/2018 Standing Order Updates
- xv. 17/04/2018 E Watch 1547
- xvi. 19/04/2018 Final Agenda for KALC T&M Area Committee
- xvii. 20/04/2018 E Watch 1548
- xviii. 20/04/2018 Kent Fire and Rescue Volunteer info for parishes
- xix. 20/04/2018 Don't ignore it, share it from Kent Police
- xx. 20/04/2018 Rural Housing Spotlight
- xxi. 21/04/2018 NALC Chief Executive bulletin 16 – 20 April
- xxii. 21/04/2018 M20 junctions 3 to 5 Smart Motorways project
- xxiii. 27/04/2018 KALC GDPR update
- xxiv. 27/04/2018 E Watch 1550
- xxv. 27/04/2018 West Kent Neighbourhood Watch updates
- xxvi. 27/04/2018 Rural bus shelter application form and guidance
- xxvii. 29/04/2018 E Watch 1547
- xxviii. 29/04/2018 Police Crime Commissioner Press release
- xxix. 29/04/2018 Weekly news digest
- xxx. 29/04/2018 E Watch 1549

(c) Any other matters arising from the minutes

16. Meetings attended on behalf of the parish council

- (a) 19/04/2018 – Ham Hill Quarry Liaison – Cllr Hewett

17. Parish Business for Decisions

- (a) **War Memorial Project**
 - i. To consider quotation from Burslem
 - ii. To consider moving bin closer to village hall

- (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) **LED Street Lighting Upgrade**
 - i. To consider times of lighting
- (d) **General Data Protection Regulations**
 - i. To receive update on email addresses
 - ii. To approve Data Protection Policy
(Attachment 3)
- (e) **Insurance**
 - i. To approve insurance renewal £613.43
(Attachment 4)

18. Parish Business for Noting

- i. **Website update**
To note the following added to the website:-
New date for hedge survey course
Don't Ignore It
Walk The Chalk

19. Correspondence

- (a) Thank you letter from Citizen's Advice in North & West Kent
- (b) Email from Vigo resident enquiring about spitfire memorial
- (c) Letter from Highways England re M20 junctions 3 to 5 from Smart Motorway Project

19. Finance & Accounts

- (a) To note annual audit taking place 24th May 2018
- (b) To approve Bank Reconciliation April 2018
Net Bank Balances as at 31/03/2018: £37,706.06
- (c) To approve reserves as of April 2018
 - i. To note budget position year to date April 2018
 - ii. To approve PAYE record May 2018
 - iii. To note update on transfer of banking arrangements to Unity Trust Bank
 - iv. Cheques to be signed:

Payee	Budget	Cheque No.	Amount	Description
J Miller	Staff Costs	1574	£352.49	May salary, back dated rise and underpayment 2017/18
HMRC	Staff Costs	1575	£88.00	HMRC PAYE May 2018
KALC	Subscriptions	1576	£216.07	Annual Subscription
KALC	Training	1577	£60.00	Clerk Training GDPR
J Miller	Reserves	1578	£154.80	Clerk Reimbursement .gov.uk domain
J Miller	Reserves	1579	£30.00	Clerk Reimbursement GDPR pack
Came and Company	Insurance	1580	£616.43	Annual insurance renewal

- (d) To note National Salary Award agreed by National Joint Council as of 1st April 2018

20. Roads

(a) To report any road issues

21. Planning

(a) Applications to be considered

There are none

(b) Decisions by Tonbridge and Malling Borough Council

There are none.

22. Matters for future meetings

23. Date of next meeting: Tuesday 12 June 2018 at 8pm

Julie Pilbeam

Julie Pilbeam, Parish Clerk birlingparishcouncil@hotmail.co.uk 2 May 2018