

Birling Parish Council

Draft Minutes of Meeting held on Tuesday 10 April 2018 in Birling Village Hall at 8pm

Present: Councillors Mrs J Westwood (Chair)
Mr C Grimmett (Vice Chair)
Mr N Hewett
Mr S Hirst
Mr G Nevill
Mrs S Spooner
Mrs H Walker
Clerk Ms Pilbeam

Also in attendance: Kent County Councillor Sarah Hohler, 2 members of the public, PCSO McMillan and PCSO Bridger

1 Apologies for Absence and Declarations of Interest

There were none. Cllr Balfour had extended apologies due to the Tonbridge and Malling Borough Council full council meeting.

2 Declarations of Interest

There were none.

3 Reports

PCSO McMillan addressed the meeting and reported that there have been no incidents to note for Birling recently. Two crimes were reported; a theft of number plates and a burglary at Snodland Road.

Cllr Walker entered the meeting at 20.02pm

It was reported that there is a trend of outbuildings and shed thefts locally. Residents were advised to be aware and report suspicious circumstances that they may see by telephoning 101.

The chairman asked about speeding vehicles 'rat running' through the village and it was noted that the parish council are working with Kent County Council to count vehicles and these figures will be used to press for action.

Parking on pavements was raised as an issue, particularly around Ryarsh Primary School and it was noted that due to the speed of passing vehicles are travelling there have been a number of 'near misses'. PCSO McMillan reported that this is a borough wide issue and confirmed that he planned to carry out high profile patrols in the area during school drop off and pick up times.

It was explained that the parish council had used advisory notices to advise drivers of inconsiderate parking however this had not stopped repeat offenders. PCSO McMillan asked that details of repeat offenders are passed on to the police so that he could advise these drivers of the consequences of continued nuisance parking on the pavement.

The parish council part funding of the rural PCSO was discussed and PCSO Kim Libdury was thanked for her assistance in reducing the incidents of nuisance bikes on the Downs. It was reported that she has received approval for a police vehicle which will increase her mobility around the parishes.

The flying of drones over private property was discussed and PCSO MacMillan agreed to investigate and report back with more information.

PCSO McMillan was thanked for his attendance and duly left the meeting.

Cllr Hohler reported that there is expected to be a slight underspend on this year's county council budget and with the council increasing the pressure on Government for various funding streams this is positive news.

It was reported that Kent County Council has been chosen as a 0% business plan pilot council and an additional £3.65m social care grant had been approved.

The condition of the roads was discussed and Cllr Hohler confirmed that an extra £3.1m had been set aside for repairing potholes. There had been a delay in repairs due to the recent wet weather and to move this forward quickly local Kent contractors are being used.

The Ryarsh sandpit consultation was discussed and Cllr Hohler reported that, so far, there had been 875 objections received compared with 17 letters of objection for the alternative site at Chapel Farm. The next stage of the process will be judging the sites with a technical assessment. The amount of sand required that was quoted by Kent County Council during the process was discussed and Cllr Hohler explained that the amounts change as other applications are received and the need is spread amongst differing numbers of sites. It was confirmed that the initial assessment was correct.

Cllr Hohler reported that she had insisted that the traffic survey is re-instated free of charge and not during school holidays.

The members grant for 2018/19 was discussed and Cllr Hohler confirmed that requests can be sent by e-mail. It was noted that the parish council could apply to fund a silhouette soldier from the 'There but not there' charity.

Cllr Hohler left the meeting at 20:24pm

4 Open Forum

A representative of 'Friends at All Saints Birling' thanked the parish council for its support and attendance at the Easter Egg Hunt. It was reported that £407 had been raised and all were congratulated. The large amount of coverage in the Kent Messenger was discussed and it was noted that this is very positive for the profile of the church. It was noted that the winners of the Easter Bonnet parade will also be published.

Advice was sought on how the money should be stored and it was discussed that keeping back working capital is important when setting up a new fund raising scheme.

Future events were discussed, which included a possible Christmas tree festival.

It was reported that the cost of the installing an accessible toilet facility into the church is approximately £4000 and the group will be working on contributing as much as possible to this total.

The parish council congratulated the group on a very successful first event.

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

It was RESOLVED that the minutes of the meeting held on Tuesday 13 March 2018 be APPROVED and they were SIGNED by the Chair.

6 Matters arising and last month's circulation

(a) Actions from March's Meeting

i. **Great British Spring Clean**

It was reported that there was 16 bags of rubbish were collected on 24th March and it was discussed that a quarterly or six monthly litter pick could be considered. Cllr Hirst was thanked for his efforts.

ii. **Friends at All Saints Easter Egg Hunt**

This had been covered in the public session.

iii. **Traffic Survey**

This had been covered in the report from Cllr Hohler where it was confirmed that the survey will take place again, outside of school holidays.

iv. **Local Plan**

There were no updates received from Tonbridge and Malling Borough Council. Cllr Westwood has asked for this to be covered at the forthcoming KALC area committee. It was noted that TMBC leader Cllr Nic Heslop will be in attendance.

v. **Kent Minerals and Waste Local Plan 2013-30 Consultation**

It was noted that the parish council had lodged its objection with Kent County Council and Cllr Hewett was thanked for his work on the parish council's response. Cllr Westwood has asked for this item to be included on the forthcoming KALC area committee.

vi. **General Data Protection Regulations**

It was noted that the action plan is being carried out and the LCPAS pack had been purchased.

vii. **Walk The Chalk**

Cllr Nevill reported that the walk had been moved to 9.30am to the Sat 5th May to accommodate the church recital and a route has been planned. Cllr Nevill agreed to share information with the Clerk so that a poster could be created. Cllr Grimmett agreed to distribute the poster at his local group.

viii. **GP Surgery**

It was reported that is a public consultation that will take place soon and information will be circulated as soon as it is available.

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

- i. 12/03/2018 Chief Executive Bulletin 10 9 March 2018
- ii. 12/03/2018 Invitation to attend South East Water Workshop
- iii. 12/03/2018 West Kent Neighbourhood Watch Updates
- iv. 12/03/2018 Flood Warden Training
- v. 12/03/2018 Government consultations on the National Planning Policy

Framework and Developer Contributions

- vi. 12/03/2018 West Kent Neighbourhood Watch Updates
- vii. 12/03/2018 Works Information M2
- viii. 12/03/2018 E Watch 1536
- ix. 12/03/2018 TMBC Community Safety Partnership Newsletter March/April
- x. 12/03/2018 Works Information A21
- xi. 12/03/2018 West Kent Neighbourhood Watch Updates
- xii. 16/03/2018 Works Information A2070
- xiii. 16/03/2018 E Watch 1537
- xiv. 16/03/2018 Start of works notification for The Close
- xv. 16/03/2018 West Kent Neighbourhood Watch Updates

xvi.	19/03/2018	Weekly Email News Digest
xvii.	19/03/2018	KALC GDPR Encryption training
xviii.	19/03/2018	JPTCG Minutes
xix.	19/03/2018	Rural Economy Spotlight
xx.	19/03/2018	Weekly Email News Digest
xxi.	26/03/2018	NALC Chief Executive Bulletin 12- 23 March 2018
xxii.	26/03/2018	Spring Newsletter UK Power Networks
xxiii.	26/03/2018	Kent Police Rural Liaison team report
xxiv.	26/03/2018	E Watch 1540
xxv.	26/03/2018	West Kent Neighbourhood Watch updates
xxvi.	26/03/2018	Local Government Ethical Standards Stakeholder Consultation
xxvii.	26/03/2018	Notes on Neighbourhood Planning edition 20
xxviii.	26/03/2018	Consultation – Refresh of Kent Joint Municipal Waste Management Strategy
xxix.	26/03/2018	E Watch 1539
xxx.	26/03/2018	KCC Rural Bus Services The Big Conversation
xxxi.	26/03/2018	E Watch 1341
xxxii.	27/03/2018	Rural Weekly News Digest
xxxiii.	30/03/2018	E Watch 1542
xxxiv.	30/03/2018	West Kent Neighbourhood Updates
xxxv.	30/03/2018	Section 137 Expenditure limit for 2018/19
xxxvi.	30/03/2018	PKF Littlejohn Annual Return

(c) Any other matters arising from the minutes

7 Meetings attended on behalf of the Parish Council

(a) 22/03/2018 - Burslem war memorial project meeting – Cllrs Nevill and Hirst

8 Parish Business and Decisions

(a) War Memorial Project

It was **RESOLVED** for Cllrs Nevill and Hirst to produce a final plan to circulate to councillors and work with the Clerk to produce a display for the Annual Parish Meeting.

It was agreed that hedge planting behind the railings would be preferred and that the budget was acceptable in principle. It was noted that the Clerk is investigating options for the replacement of the litter bin.

(b) Remembrance Day 2018

It was **RESOLVED** that Cllr Nevill investigate a walk that could start outside the church, past the memorial and to the top of Holly Hill to light a beacon.

(c) LED Street Lighting Upgrade

It was reported that work will start in October.

It was **RESOLVED** for the Clerk to draw up a plan of the streetlights on a map of the parish for the council to agree which lamps can be switched off after midnight.

(d) Annual Parish Meeting

It was noted that the meeting usually start at 7.30pm and that the AGM will follow immediately afterward.

Cllr Grimmett announced that he would be stepping down as councillor and the council commended Cllr Grimmett on all the work he had put into the parish council over the past 10 years and that he would be sadly missed.

Cllr Westwood reported that she may not be able to attend the AGM on the 8th May. Cllr Hewett agreed to chair the meeting in Cllr Westwood's absence, subject to the voting process at the meeting.

(e) To review Standing Orders

It was **RESOLVED** to adopt the Standing Orders.

(f) To review Financial Regulations

It was **RESOLVED** to adopt the Financial Regulations

(g) To review Asset Register

It was reported that the final figure will be confirmed with the auditor before approval is sought from the council.

12 Correspondence - all noted

- i. Email from Ryarsh Parish Council with Kent Minerals and Waste response.
- ii. Email from Cllr Hohler 'KCC drastically reduces bus services'
- iii. Request for donation from Citizens Advice North & West Kent

It was **RESOLVED** to donate £50 from the grants and donations budget.

13 Financial Matters

- (a) It was **RESOLVED** to approve the Bank Reconciliation for March 2018
Net Bank Balances as at 28/02/2018: £38,308.38
- (b) The budget position was noted for March 2018
- (d) It was **RESOLVED** to approve the PAYE record for April 2018.
- (e) An update on the transfer of banking arrangements to Unity Trust Bank was noted.
- (f) To report Annual Audit date is being obtained.
- (g) Cheques to be signed:

Payee	Budget	Cheque No.	Amount	Description
J Miller	Staff Costs	1569	£302.71	April salary
HMRC	Staff Costs	1570	£75.60	HMRC PAYE April 2018
Citizens Advice in North & West Kent	Grants and Donations	1571	£50.00	S137 Donation
Scarbutts	Grants and Donations	1572	£82.70	Easter Egg Hunt printing
D Gardiner	Grants and Donations	1573	£50.00	Easter Egg Hunt prizes

14 Roads

(a) To report any road issues

Potholes were discussed and it was noted that Kent County Council are not completing any pothole work until the weather improves.

Cllr Hirst asked about the acoustic fencing on the M20 smart motorway works. It was **RESOLVED** for the Clerk to investigate and share the letter on MP Tom Tugendhat's social media page

It was noted that the hedge has still not been cut back near the 'Welcome to Birling' sign and this is being obscured further. The Clerk is chasing this up with Kent County Council.

15 Planning Applications and Decisions

(a) Applications to be considered

- i. TM/18/00581/FL The Byre, Snodland Road, Birling West Malling ME19 5JF
Proposed Dormer windows to rear with additional roof lights, 1 to front and 2 for rear and 1 high level window to ground floor at rear of existing dwelling.

Cllr Westwood declared an interest in this item and Cllr Hewett led the discussion.

It was **RESOLVED** that the parish council lodge a concern with the impact of the dormer windows on the rear elevation; this takes away the character of a converted

barn and its setting in the landscape which is very visible from the public rights of way.

(b) Decisions by Tonbridge and Malling Borough Council
There were none.

16 Matters for future meetings

It was suggested that a village party be considered for early September.

17 Date of next meeting

As previously agreed the next meeting will be held at **on Tuesday 8 May 2018 immediately after the Annual Parish Meeting at 7.30pm.**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 because of the confidential nature of the business to be transacted, the public and press will be asked to leave the meeting during the consideration of the following items:

18 Pension Scheme

(a) To receive update and agree actions

It was **RESOLVED** for the Clerk to chase up the letter from the Kent Pension Fund regarding aggregated benefits.

It was **RESOLVED** to ring fence a 'sinking fund' to cover the case of withdrawing from the scheme.

It was noted that the Clerk is chasing independent advice from the pension adviser from KALC.

It was **RESOLVED** to make a decision at the June meeting.

The meeting closed at **22.39pm.**