

Birling Parish Council

Draft Minutes of Annual General Meeting held on Tuesday 12th June 2018 in Birling Village Hall at 8pm

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

Clerk Ms Pilbeam

Also in attendance: Kent County Cllr Sarah Hohler, Tonbridge and Malling Borough Councillor Matthew Balfour, 1 member of the public.

1 Apologies for absence

Apologies were received and approved from Cllr Hewett.

2 Declarations of Pecuniary and Non-Pecuniary Interest

Cllr Westwood declared an interest in the item regarding The Byre.

Cllr Nevill entered the meeting at 20.01pm

3 Reports

Cllr Hohler reported that the traffic counts figures are ready to analyse. Cllr Hohler reported that there was a higher level of traffic passing on a weekday than a weekend although the mean speed was within the 30mph limit. There were a few isolated incidents of excessive speed and it was noted that the 'Speed Watch' group could address this.

Cllr Walker entered the meeting at 20.05pm.

Cllr Hohler said that the survey shows that most people are driving sensibly through the village therefore it may be difficult to justify future initiatives. It was noted that the parish council could talk to a Kent County Council officer to interpret the results.

Cllr Balfour talked about the increase in traffic and four wheel drive vehicles in the area and how, in his opinion, driving standards are deteriorating and there is very little that can be done about this. Cllr Balfour commented that the lorry issues have improved but it is a fact that we live in an area in a huge increase in population with more houses being built. Cllr Balfour talked about the chicanes that he and Cllr Hohler had arranged between Ryarsh and Birling and Bull Road although the school drop off still displays a lack of good manners in drivers.

Visible policing and consequences to behaviour were discussed as an option.

Cllr Balfour reported on rural buses and 'The Big Conversation', and the various meetings planned.

Cllr Balfour also explained that the Local Plan is now progressing through the system ready for a consultation in the autumn.

Cllr Hohler agreed to investigate who could analyse the traffic survey results with the Parish Council.

Cllrs Hohler and Balfour left the meeting at 20.26pm.

4 Open Forum

There were no questions.

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

The following amendments were approved:

Amend the charity 'Birling Recreational Trust' to 'Birling Village Hall' and to add Mr Chittenden to the Ham Hill Quarry Liaison Group.

It was **RESOLVED** that the minutes of the meeting held on Tuesday 8th May 2018 be **APPROVED** and they were **SIGNED** by the Chair.

PCSO McMillan entered the meeting and noted that the Nevill Bull was broken into but nothing was stolen. It was noted that two other pubs were broken into on the same night. Bizarre crimes other than that, none for Birling nor items of note

Cllr Walker asked if someone could come up to Ryarsh school. PCSO McMillan reported that he was at the school today to speak to head about giving a road safety talk and also to patrol parking issues. A project involving 5 schools was being undertaken over the next couple of week's to review parking issues along with council enforcement officers.

PCSO McMillan left the meeting at 20.33pm

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

6 To Fill Casual Vacancy by Co-Option

The Applicants addressed the meeting and answered questions from councillors.

A majority vote was held and it was **RESOLVED** to co-opt Mr Simon Houldsworth to the council.

7 Matters arising and last month's circulation

(a) Actions from May's Meeting

i. Traffic Survey

The results of the traffic were passed to Cllr Hirst for further consideration and it was agreed for councillors to submit questions and for the council to investigate what other councils are doing.

It was agreed to contact companies of regular van driver speeding offenders. It was also agreed to investigate build outs and bollards to slow down traffic. Cllr Walker agreed to obtain factual information on the consequences of speeding and liaise with the school lobbyist.

ii. Local Plan

It was noted that this will be raised at the forthcoming Parish Partnership Meeting. The Clerk agreed to send apologies as attendance was not possible this month.

- iii. **GP Surgery**
There is nothing further to report.
- iv. **M20 Smart Motorway Works**
It was noted that the signs now reflect that the end of works will be 2020.
- v. **Soldier Silhouette**
To note application for funding is open this month.
- vi. **Squadron Leader Pinkham Memorial**
To note that there were no 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 – all noted.

08/05/2018 E Watch 1553
 08/05/2018 Temporary road closure Watringbury 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

There were none.

7 Meetings attended on behalf of the Parish Council

- i. Smart Motorway exhibitions – it was noted to ask Cllr Hewett if he had attended.
- ii. KALC T&M meeting 10th May 2018 – Cllr Westwood and minutes received.
- iii. JPTCG – 21st May 2018 – apologies given and minutes received – next meeting 26th September 2018.

8 Parish Business and Decisions

(a) War Memorial Project

- i. To consider updated quotation from Burslem – Cllr Hirst
It was **RESOLVED** to proceed with the war memorial project up to a value of £12,500 + VAT. JP to place the order. It was **RESOLVED** for a community working party to be formed to perform the landscaping works.
Cllr Walker agreed to inform the church of the works. Cllr Nevill agreed to inform the village hall committee and the Montessori nursery school.
- ii. To consider new bin design
It was **RESOLVED** to proceed with the circulated bin design.

(b) Remembrance Day 2018

- i. To receive update from Cllr Nevill on walk and beacon lighting
Cllr Nevill confirmed that Natural England have agreed in principle and want further information. The walking event will be organised as a private event.
- ii. To receive update from Clerk on road closure
It was noted that the road closure application had been approved and volunteer marshals are being sought.

(c) General Data Protection Regulations

- i. To note secure email addresses circulated to councillors
- ii. To receive update on action plan – noted.

(d) Standing Orders

It was **RESOLVED** to adopt revised standing orders with a note concerning 'he' to be read as 'she' and feedback to NALC.

(e) Annual Return (attachment 4)

- i. It was **RESOLVED** to receive the annual return 2016/17
- ii. To receive the annual governance statement 2017/18 for review, approval and signature
It was **RESOLVED** to approve and sign the annual governance statement 2017/18.
- iii. To receive the accounting statement 2017/18 for review, approval and signature

- It was **RESOLVED** to approve the accounting statement for 2017/18.
- iv. To receive the internal audit report and note any recommendations
It was noted that the report had been received after the production of the agenda and this will be received at the next meeting.

10. Parish Business for Noting

(a) Website update

To note the following added to the website:-

Community event dates – it was noted that the village party would be on 8th September and a donation of £250 may be considered by the parish council.
Forthcoming road closures

11. Correspondence

- (a) 31/05/2018 Fly the Red Ensign. It was agreed that the Church would be asked to fly the flag for this national occasion.
(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) The Bank Reconciliation May 2018 was approved:
Net Bank Balances as at 30/04/2018: £42,084.47
(b) The budget position was noted for the year to date May 2018
(c) The PAYE record May 2018 was approved.
(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 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 roof lights, 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

An application was received after the agenda had been issued for
TM/18/01096/FL RSPCA Centre 199 Castle Way Leybourne West Malling Kent ME19 5HW
It was **RESOLVED** that no objections be raised subject to Cllr Hewett's review.

15 Matters for future meetings

Traffic survey, local plan, M20 smart motorways, ask Jamie to come along and discuss the school's plan for managing vehicles, soldier silhouette, war memorial project, Remembrance Day feedback, GDPR, insurance – The Clerk to check policy for cover on parish council events.

16 Date of next meeting

As previously agreed the next meeting will be held at **on Tuesday 3 July**

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:

17 Employer Pension Scheme

(a) To consider adopting People's Pension scheme

It was **RESOLVED** that the council offer the People's Pension scheme to the clerk. It was noted that following the decisions taken on aggregated benefits that a further consideration will be given to the Clerks options.

The meeting closed at **22.16pm.**