

## **Birling Parish Council**

### **Minutes of the MEETING of BIRLING PARISH COUNCIL held on Tuesday 23<sup>rd</sup> May 2023** **Birling Church at 8pm**

**Present:** Councillors Mrs J Westwood (Chair)  
Mr S Hirst  
Mr N Hewett  
Mr G Nevill  
Mrs H Walker  
Ms H Wright

Also in attendance: Clerk Ms J Miller.

**1. To elect a chairman**

It was **RESOLVED** to elect Cllr Westwood as chairman.

*Cllr Nevill entered the meeting at 20:01pm*

**2. To elect a Vice Chairman**

It was **RESOLVED** to elect Cllr Hewett as vice chairman.

**3. Apologies for absence**

It was **RESOLVED** to receive and accept apologies for absence with reasons from Cllr Yates. County Councillor Hohler and Borough Cllr Banks and Boxall sent their apologies.

**4. Declarations of Pecuniary and Non-Pecuniary Interest**

There were none.

**5. Approval and signing of minutes of meeting of April 11<sup>th</sup> 2023**

It was **RESOLVED** to sign and approve the minutes of the meeting of 11<sup>th</sup> April 2023.

**6. To consider appointing any new committees**

No new committees were appointed.

**7. To appoint representative for Tonbridge and Malling Parish Partnership Panel**

It was **RESOLVED** for Cllr Westwood to represent the parish council on the TMBC Parish Partnership Panel and Cllr Hewett as deputy.

**8. To appoint representative for the Ham Hill Quarry Liaison Group**

It was **RESOLVED** for Cllr Westwood to represent the parish council on the Ham Hill Quarry Liaison Group, with Cllr Hewett as deputy. It was **RESOLVED** to appoint Derek Chittenden as the member of the public representative.

**9. It was RESOLVED to appoint representatives on the following charities:**

- i. John May – Cllr Hirst**
- ii. Goddens – Cllr Walker**
- iii. Holmes Foundation – Cllr Nevill**

**10. To appoint representative to the Village Hall committee**

It was **RESOLVED** to appoint Cllr Nevill to represent the parish council on the Village Hall Committee.

**11. To review and adopt Standing Orders**

It was **RESOLVED** to adopt Standing Orders

12. **To review and adopt Financial Regulations**  
It was **RESOLVED** to adopt the Financial Regulations
13. **To review inventory of land and assets**  
It was **RESOLVED** to approve the inventory of land and assets.
14. **To confirm all insurance arrangements**  
It was **RESOLVED** to confirm the insurance arrangements.
15. **To review subscriptions**  
It was **RESOLVED** to continue with the following subscriptions:
- (a) Kent Association of Local Councils**  
**(b) CPRE**
16. **To review complaints procedure**  
It was **RESOLVED** to adopt the complaints procedure.
17. **To review the Council's policies, procedures, and practices in respect of its obligations under freedom of information and data protection legislation**  
It was **RESOLVED** to adopt the following policies:  
Data Protection Policy  
Privacy Notice  
Model Publication Scheme
18. **To review the council's policy for dealing with the press/media.**  
It was **RESOLVED** to adopt the council's policy for press and media contact.
19. **To review the council's employment policies and procedures.**  
It was **RESOLVED** to adopt the staff handbook.
20. It was **RESOLVED** to review the council's expenditure incurred in 2022/23 under s137 of the Local Government Act 1972 as follows:

Ryarsh PTFA	£	50.00
Air Ambulance	£	125.00
Victim Support	£	125.00
Poppy Appeal	£	50.00

21. **To determine meeting dates up to and including the next annual meeting.**  
Tuesday 13th June 2023 Tuesday 11th July 2023 Tuesday 12th September 2023 Tuesday 10th October 2023 Tuesday 14th November 2023 Tuesday 12th December 2023 Tuesday 9th January 2024 Tuesday 13th February 2024 Tuesday 12th March 2024 Tuesday 9th April 2024 Tuesday 14th May 2024
22. **Reports**  
(a) Police update circulated prior to the meeting – noted.  
(b) County Council – There was none.  
(c) Borough Councillors – A report was not provided but members have advised that they will attend next month.
23. **Open Forum – Public Participation Session**  
There were none.
24. **Matters arising and last month's circulation**

i. **Election 2023**

To note all councillors re-elected uncontested. The Parish Council continues to maintain its **GENERAL POWER OF COMPETENCE**. Expense claims are required to be returned to the Electoral Officer at TMBC.

**Ryarsh School**

To receive any updates.

It was noted that the fete is going ahead, and it was **RESOLVED** to donate £50.

ii. **Village Hall access**

To receive any updates on availability of hall. A website is being developed to provide details of booking arrangements and other requirements.

iii. It was **AGREED** to cover the outstanding matters from the last meeting as follows  
OEAP, Air Quality, s106 funding, air ambulance, community payback.

**25. Matters for Information circulated to councillors.**

02/05 Vigilance Toolkit  
02/05 E Watch 2073  
02/05 E Watch 2074  
02/05 NALC Chief Exec Bulletin  
02/05 KALC T&M area committee minutes  
07/05 NALC Newsletter  
07/05 NALC Star Councils  
07/05 E Watch 2075  
07/05 KALC News May 2023  
07/08 Cost of Living Grant Scheme  
12/05 E Watch 2076  
12/05 NALC chief executive bulletin  
12/05 Rural Bulletin  
12/05 Cost of Living Grant Scheme  
12/05 NALC Newsletter  
12/05 Kent Police Rural Update  
15/05 Kent Plan Bee  
15/05 KCC Soft Landscaping Works  
15/05 E Watch 2077  
15/05 KALC Summer Events  
15/05 Chief Executive Bulletin  
15/05 Have your say, adult social care  
15/05 Rural Funding Digest  
15/05 E Watch 2072

**26. Meetings**

**(a) Meetings attended on behalf of the parish council**

There were none.

**(b) Future Meetings**

Parish Partnership Panel 15/06/2023

KALC T&M Area Committee 13/07/2023, 28/09/2023, 14/12/2023

**27. Parish Business for Decisions**

**(a) Highways Improvement Plan and Bank Infringement**

i. To receive any updates

Cllr Hirst advised that the bank has been dug back and the spoil has been placed on the bank therefore it is falling back down again. Cllr Hirst will follow this up.

Speed sensors are being installed on 5<sup>th</sup> June: Bull Road opposite the vicarage, Snodland Road bend and Ryarsh Road over the hill.

The Highways swathe cuts were reviewed, and it was noted that the parish council could hold a village litter pick after 31<sup>st</sup> October.

- (b) **Local Plan**  
i. To receive any updates – there were none.
- (c) **Community Transport Grant / Bus Services**  
i. To receive update on KALC T&M parish council initiatives – there were none.
- (d) **Jubilee and Coronation**  
i. To receive update on visit to Gallaghers to choose stone – a date is being agreed.  
ii. To receive update from Cllr Nevill on tree planting – this is ongoing.
- (e) **Local Charities**  
i. To receive update from Cllr Yates on plan from Ryarsh School with specific projects and details of how many pupils will benefit from an annual donation. This item was deferred.
- (f) **Climate Action**  
i. To review and update the Climate Action Plan. S106 ideas will be discussed further at future meetings. Climate action plan comments will be circulated prior the next meeting, along with air quality idea.

**28. Parish Business for Noting**

**(a) Website update**

- Road Closures
- Coronation event
- KCC Consultation

**29. Correspondence – all noted.**

There was none.

**30. Finance & Accounts**

**31. To approve Bank Reconciliation April 2023**

**Net Bank Balances as at 01/04/2023 £20,847.56**

It was **RESOLVED** to approve the Bank Reconciliation of April 2023.

**32. To note budget position year to date April 2023.**

It was **RESOLVED** to note the budget position.

**33. To approve PAYE record May 2023.**

**34. BACS to be approved and signed.**

It was **RESOLVED** to sign and approve the following:

Payee	Budget	Amount Gross	Net	VAT	Description
Various	Staff Costs	£497.36		n/a	May staff costs
Waveney IT	IT Costs	£62.73	£ 52.27	£ 10.46	Monthly Mailbox Costs
Gallagher	Insurance	£801.74	£ 801.74	n/a	Annual insurance renewal
KALC	Subscriptions	£245.68	£ 204.73	£ 40.95	Annual Subs KALC
LASER	Streetlighting	£24.73	£ 23.55	£ 1.18	Energy costs April 2023
Indie Pub Group	Reserves	£400.00	£ 400.00	£ -	Coronation Band Payment
Streetlights	Streetlighting	£187.74	£ 156.45	£ 31.29	Annual maintenance payment 1of2

**35. Road**

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

It was noted that the sign has not yet been fixed at Parsons Corner. The brambles are overgrown along Birling Road.

**(b) Road Closures – see website for details.**

- i. To note temporary road closures affecting Birling Birling Road

**36. Planning**

**(a) Applications to be considered**

There were none.

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

There were none.

**37. Matters for future meetings.**

The usual substantive items will be on the agenda. The cutting of grass around the war memorial will be discussed next meeting.

**38. Date of next meeting: Tuesday 13<sup>th</sup> June 2023**

**Meeting closed at 21:02pm**

**Signed..... Date.....**