

Birling Parish Council

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

Tuesday 4th May 2021 at 8pm

**VIA Video Conferencing – please see website for Zoom log in
details**

www.birlingparishcouncil.gov.uk

Public and Press are welcome to attend via video conference

Public Participation – Item 25 only

- 1. To elect a Chairman**
- 2. To receive the Chairman's Declaration of Acceptance of Office**
(To be signed remotely due to COVID 19 restrictions)
- 3. To elect a Vice Chairman**
- 4. Apologies for absence**
- 5. Declarations of Pecuniary and Non-Pecuniary Interest**
- 6. Approval and signing of minutes of meeting of April 13th 2021** (Attachment 1)
- 7. To consider appointing any new committees**
- 8. To appoint representative for Tonbridge and Malling Parish Partnership Panel**
- 9. To appoint representative for Joint Parish Transportation Consultative Group**
- 10. To appoint representative for the Ham Hill Quarry Liaison Group**
- 11. To appoint representatives on the following charities:**
 - i. John May**
 - ii. Goddens**
 - iii. Holmes Foundation**
- 12. To appoint representative to the Village Hall committee**
- 13. To review and adopt Standing Orders**
(Attachment 2)
- 14. To review and adopt Financial Regulations**
(Attachment 3)
- 15. To review inventory of land and assets**
(Attachment 4)
- 16. To confirm all insurance arrangements**
(Attachment 5)
- 17. To review subscriptions**
 - (a) Kent Association of Local Councils**
 - (b) Joint Parish Transportation Consultative Group**

(c) CPRE

18. To review complaints procedure (Attachment 6)
19. To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (Attachment 7 A,B,C)
20. To review the council's policy for dealing with the press/media. (Attachment 8)
21. To review the council's employment policies and procedures. (Attachment 9)
22. To review the council's expenditure incurred in 2020/21 under s137 of the Local Government Act 1972.

Air Ambulance	£125.00
Heart of Kent Hospice	£125.00
Citizens Advice Bureau	£125.00
Kenward Trust	£125.00
Royal British Legion	£50.00

23. To determine meeting dates up to and including the next annual meeting. (Attachment 10)

24. Reports - County, Borough and Police

25. Open Forum – Public Participation Session

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ten minutes unless directed by the chairman of the meeting. Subject to standing order 3(f), a member of the public shall not speak for more than three minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

26. Matters arising and last month's circulation

i. **Parking issues**

To note any response from borough councillors following receipt of photographs.

ii **Meeting with Ryarsh School**

Deferred due to Corona Virus.

iii. **Culverts**

Deferred due to Corona Virus.

iv. **Box Tree**

To note update from Cllr Hirst on tree works.

v. **Streetlighting**

To note final response sent to resident.

vi. **EV Charging Points**

To note KCC project is for land in ownership or leased to the parish council and consider next steps.

vii. **Benches**

To note two benches in parish council ownership and quotes for refurbishment being sought.

(b) Matters for Information circulated to councillors

03/04/2021 Eco Green Communities
03/04/2021 KALC planning conference
03/04/2021 KALC events
03/04/2021 Parish Newsletter
03/04/2021 Kent CRP stakeholder meeting
03/04/2021 Prevent Venue Hire
03/04/2021 TMBC Neighbourhood Engagement Meeting
08/04/2021 NALC chief executive's bulletin
08/04/2021 National CSSC Green message
17/04/2021 Farmers Market Dates Road Closures West Malling
17/04/2021 KALC CEO Bulletin
19/04/2021 KALC Events update
20/04/2021 E Watch 1862
20/04/2021 The Rural Bulletin
20/04/2021 Local Government Bulletin
21/04/2021 SCAM updates
21/04/2021 MHCLG letter re COVID19 financial support
24/04/2021 Bitesize courses at KALC
24/04/2021 E Watch 1863

27. Meetings

(a) Meetings attended on behalf of the parish council

15/04/2021 JPCTCG – Cllr Hirst
22/04/2021 Tarmac Meeting – CANCELLED
27/04/2021 Neighbourhood Engagement Meeting

(b) Future meetings

10/06/2021 Parish Partnership Panel

28. Parish Business for Decisions

(a) Highways Improvement Plan

i. To note Highways Plan with comments submitted to KCC and to consider responses.

(b) Bank Infringement

i. To consider quotes received for legal advice.
ii. To note cut back programmed for May.
iii. To note KCC response to request for risk assessment information.

(c) Local Plan

i. To note any further update.

(d) Coronavirus updates

i. To note update on remote meeting position.
ii. To consider agenda for Annual Parish Meeting on 27th May.

(e) Fly Tipping / Litter

i. To note risk assessment submitted to TMBC for 12th June pick.
ii. Update following discussion with KALC chair

(f) Strategic Plan

i. To receive draft presentation for consideration.

- (g) **Rural Broadband**
 - i. To note update from KCC.
- (h) **Streetlighting**
 - i. To note report from Cllr Hohler regarding ownership of streetlamp on Ryarsh Road and emergency repaid of £93+VAT.
 - ii. To consider LED upgrade of lamp and shade fitment at a cost of £350.50+VAT
- (i) **Holly Hill Car Park**
 - i. To consider TMBC request for Birling Parish Council to contribute to gate keeping service.

29. Parish Business for Noting

(a) Website update

To note the following added to the website:-

- Road Closures
- Scams
- Parish Survey Updates

30. Correspondence

- (a) Thank you letter from Air Ambulance.
- (b) Thank you letter from Kenward Trust.
- (c) Thank you letter from Citizens Advice.
- (d) Thank you letter from Heart of Kent Hospice.

31. Finance & Accounts

(a) To approve Bank Reconciliation April 2021.

Net Bank Balances as at 01/04/2021 £20,870.78

(b) To note budget position year to date April 2021.

(c) To approve PAYE record May 2021.

(d) BACS to be approved and signed (in person at next face to face meeting):

Payee	Budget	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	£290.09	N/A	N/A	May Salary
HMRC	Staff Costs	£169.20	N/A	N/A	HMRC PAYE May
Came and Company	Insurance	£643.71	643.71	N/A	Annual insurance renewal

32. Roads

- (a) **To report any road issues**
- (b) **To note response regarding saplings planted as M20 noise barrier and consider next steps**
- (c) **Road Closures – see website for details**
 - i. To note temporary road closures affecting Birling: Whitehorse Road (subsequently cancelled); A228 Castle Way; A228 Malling Road; Snodland Road, Birling

33. Planning

(a) Applications to be considered

TM/21/00966 53 Ryarsh Road, Birling, Kent ME19 5JR

Erection of detached single storey home office and landscaping.

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/21/00966/FL>

(b) Decisions by Tonbridge and Malling Borough Council

TM/20/02977/FL Legge Lodge 48 Legge Lane Birling West Malling Kent
ME19 5JH Retention of an existing building for ancillary residential
accommodation for the host building Approved on 19 April 2021

34. Matters for future meetings

35. Date of next meeting: Tuesday 8th June 2021

Julie Miller

Julie Miller, Parish Clerk clerk@birlingparishcouncil.gov.uk

28th April 2021