

## **Birling Parish Council**

### **Draft Minutes of Meeting held on Tuesday 10<sup>th</sup> September 2019 in Birling Village Hall at 8pm**

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

Clerk Ms Miller

Also in attendance: 0 members of the public, Cllr Piers Montague (Tonbridge and Malling Borough Councillor)

#### **65. Apologies for absence**

Apologies were received and **APPROVED** from Cllr Hewett and Cllr Houldsworth. Apologies were also received from Borough Councillor Ann Kemp.

#### **66. Declarations of Pecuniary and Non-Pecuniary Interest**

Cllr Nevill declared an interest in the West Malling sandpit.

#### **67. Reports - County, Borough and Police**

Borough Cllr Montague reported that new brown bins are in the process of being delivered and everyone will receive a bin, even though some roads have been only part delivered to so far. Cllr Montague also reported that the Local Plan is being examined by the planning inspectorate

Police Update July:

Crimes of note: 19/07/2019 Burglary Birling Place Farm, items were taken.

Anti-Social Behaviour and other incidents of note: none

Items of good work: Hi vis patrols around the area. No new reports of nuisance youths.

E Watch reported car keys being stolen.

Police Update August:

Crimes of note: 02/08/2019 The Close, car keys taken.

Anti-Social Behaviour and other incidents of note: nothing reported.

Items of good work: Hi vis patrols around the area. No new reports of nuisance youths.

#### **68. Open Forum – Public Participation Session**

There were none.

#### **69. Approval and signing of minutes of July's meeting**

It was **RESOLVED** to approve the minutes of July's meeting. The minutes were duly signed by the chair.

#### **70. (a) Matters arising and last month's circulation**

##### **a. Village Party**

To receive report on this year's village party.

It was reported that the party was a great success. The parish council's donation was noted as assisting with the matched funding from Google.

**b. West Malling Sandpit**

It was noted that the examination of Kent Minerals Site Plan commences on 8<sup>th</sup> October.

**c. Local Plan**

Cllr Montague had updated the parish council earlier in the meeting.

**d. Emergency Plan**

It was noted that the Nevill Bull pub had agreed to act as a community hub in an emergency situation.

**(b) Matters for Information circulated to councillors**

02/07/2019 E Watch 1673  
02/07/2019 The rural bulletin  
02/07/2019 Green waste bin hanger  
16/07/2019 CPRE campaign updates  
16/07/2019 E Watch 1676  
18/07/2019 Gatwick Airport final master plan  
18/07/2019 Changes to NHS healthcare system  
18/07/2019 NALC Annual Conference  
18/07/2019 Annual Policing Survey  
18/07/2019 Kent and Medway low emissions strategy consultation  
18/07/2019 The rural bulletin  
18/07/2019 NALC chief executives bulletin  
18/07/2019 M20 updates  
22/07/2019 NALC newsletter  
22/07/2019 E Watch 1678  
22/07/2019 E Watch 1674  
23/07/2019 E Watch 1679  
23/07/2019 M2 junction 7-5 works  
23/07/2019 The rural bulletin  
23/07/2019 KALC Clerks conference  
24/07/2019 M20 updates  
24/07/2019 Heatwave affecting South Eastern services  
26/07/2019 Additional M20 closures 28<sup>th</sup> July  
29/07/2019 Chief executives bulletin  
29/07/2019 Fake TV licensing scam  
29/07/2019 NALC policy briefing draft data sharing code of practice  
29/07/2019 E Watch 1680  
01/08/2019 E Watch 1681  
01/08/2019 The rural bulletin  
01/08/2019 Invitation to rural conference  
01/08/2019 NALC May 2019 survey  
01/08/2019 Star council awards 2019  
01/08/2019 E Watch 1682  
02/08/2019 M20 updates  
02/08/2019 Chief executives bulletin  
02/08/2019 National CSSC Green message  
07/08/2019 E Watch 1683  
07/08/2019 The rural bulletin  
07/08/2019 KCC Community Transport Grant  
07/08/2019 RSN rural funding digest  
07/08/2019 Website accessibility regulations  
07/08/2019 Southeastern franchise extended

10/08/2019 E Watch 1684  
 10/08/2019 M20 updates  
 10/08/2019 Chief executives bulletin  
 10/08/2019 Universal scam alert  
 10/08/2019 Will you help clean up the countryside? CPRE  
 11/08/2019 KALC finance and transport conference  
 11/08/2019 Mediation in Maidstone  
 13/08/2019 Summer newsletter 2019 – PCC  
 13/08/2019 Neighbourhood plans  
 13/08/2019 E Watch 1685  
 13/08/2019 The rural bulletin  
 13/08/2019 Southeastern proposed timetable changes consultation  
 13/08/2019 M20 updates  
 17/08/2019 Warn and inform – Op Wolfskin  
 17/08/2019 Invitation to Southeastern Stakeholder forum  
 17/08/2019 Dynamic councillor event  
 17/08/2019 E Watch 1686  
 17/08/2019 Chief executives bulletin  
 17/08/2019 M20 updates  
 20/08/2019 KALC news – August 2019  
 20/08/2019 Draft Kent and Medway Housing Strategy 2019-23  
 20/08/2019 E Watch 1687  
 20/08/2019 The rural bulletin  
 20/08/2019 KCC Draft drainage and planning policy statement  
 20/08/2019 KALC transport conference  
 20/08/2019 Southeastern on track newsletter  
 20/08/2019 Four opportunities to have your say NHS  
 20/08/2019 Recycle week partner materials live  
 04/09/2019 Bringing the NHS back to life  
 04/09/2019 M20 updates

It was **RESOLVED** for Cllr Westwood to respond to the NHS consultation to raise concerns that care for the elderly has not been addressed.

## **71. Meetings**

### **a. Meetings attended on behalf of the parish council**

- i. 15/07/2019 Highways Improvement Plan site meeting with KCC Cllr Hewett and Clerk
- ii. 01/08/2019 Police Crime Commissioner  
Cllrs Westwood and Hewett
- iii. 22/08/2019 Securing the Landscape T&CG

### **b. Future meetings**

- i. JPCTCG –September
- ii. Parish Partnership Meeting – 05/09/2019 (JW apologies sent)
- iii. KALC Area committee 19/09/2019

## **72. Parish Business for Decisions**

### **(a) Highways Improvement Plan**

- i. To consider proposals from Kent County Council and agree actions  
It was **RESOLVED** that the views of the parish council will be discussed at the next liaison meeting with Ryarsh Parish Council and Kent County Council as follows:

Reservations on Woodgate Road, farm related traffic may find it difficult to negotiate the new layout. It could also create speeding issues. Concerns about the removal of the first build out as this could compromise the school children's safety. An alternative approach could be considered, such as yellow lines.

Priority signage at buildouts is agreeable.

30 mph signage is agreeable.

Cllr Nevill will review the width of the agricultural vehicles to see if access would be possible with the new proposals for the build out in Bull Road.

Speed indicator signs would be considered at the entrance to the village. If the Bull Road proposal is not feasible a new speed indicator sign in Bull Road would be required.

The parish council would prefer to seek resident's views before considering parking restrictions at the T junction at Bull / Snodland & Ryarsh Roads.

(b) **Police Crime Commissioner**

- i. To receive update on meeting from Cllr Westwood and Cllr Hewett and agree actions.

Cllr Westwood reported the questions that were asked of the Police Crime Commissioner.

It was noted that the following items have been referred to police teams:

Road Safety Team – concerns about speeding, HGVs and volume of traffic avoiding the M20.

Rural Team – concerns about poaching and fly tipping

CSU – Police have been supportive around drug packets found at Birling Village Hall and ASB. Positive feedback was given about the PCSO.

Jason Wenlock – they may be willing to support the promotion of the Crime Prevention Volunteer scheme to find a volunteer to patrol in Birling.

It was **RESOLVED** to subscribe to the Kent Police 'Rural Matter's publication.

The parish council will respond to the points from the meeting advising that the parish council will continue to raise the issues with hi-visibility patrols, funding a village officer and obtaining rural statistics.

The Clerk will obtain more information on the volunteer scheme.

Cllr Walker agreed to include the information about the volunteer scheme in the BARTS Parish magazine.

**73. Streetlights upgrade to LED**

To consider upgrade at £2600 + VAT and annual maintenance contract £298 + VAT.

It was **RESOLVED** to proceed with the LED upgrade

**74. Letter to Member of Parliament**

- a. To receive update on letter sent to MP

It was noted that there had not yet been a response.

**75. Model Financial Regulations**

- a. To approved updated financial regulations previously circulated to councillors.

It was **RESOLVED** to adopt the financial regulations.

**76. Grants and Donations**

- a. To consider amount to contribute to Village Hall CCTV

It was noted that it had cost £1000 incl.VAT.  
It was **RESOLVED** to donate half of the cost of the CCTV.

**77. Community Walk - 28 September**

- a. To consider any final arrangements  
It was noted that Cllr Houldsworth is arranging this.

**78. General Data Protection Regulations**

- a. To note updated action plan.  
It was noted that the actions were now complete.

**79. Parking issues**

- a. To receive land registry search and agree actions.  
It was noted that these will be carried out.

**80. Village Maintenance**

- a. To receive update on quotation for refurbishment of village sign  
It was noted that the Ryarsh resident had been contacted but no response had been received as yet.
- b. To approve quotation for painting of village gateways  
It was **RESOLVED** to go ahead with the higher quality quotation.
- c. To receive update on planting verges  
It was noted that the parish council shall consult with the residents near to The Close to ensure that the planting is agreeable before proceeding. It was **RESOLVED** for Cllr Walker to prepare a note. The planting will take place on 29<sup>th</sup> September 2019. The clerk will advertise on Facebook.
- d. To consider date for litter pick and joining the CPRE Green Clean campaign.  
It was noted that the parish council are waiting for the last cut of the season before performing the litter pick.

**81. Parish Business for Noting**

- a. **Website update**
- i. To note the following added to the website:-
- Road Closures
  - M20 Updates
  - Emergency Plan contact details
  - Waste collection updates
  - KCC recycling links
  - Maidstone Mediation

**82. Correspondence**

16/07/2019 – West Malling Parish Council – Planning Appeal Lavenders Lane  
24/07/2019 – Ryarsh Protection Group Lotto  
07/08/2019 – Jason Wenlock Kent Police – volunteer role  
06/08/2019 – CSU thank you letter for positive feedback

**83. Finance & Accounts**

- a. To approve Bank Reconciliation July 2019.  
Net Bank Balances as at 31/07/2019 £27,359.  
Net Bank Balances as at 31/08/2019 22,919.  
The bank reconciliations for July and August were **APPROVED**.
- b. To note budget position year to date July 2019.  
The budget position for July and August was noted.

- c. To approve PAYE record August & September 2019.  
The PAYE record for August and September 2019 were **APPROVED**.
- d. The following cheques were **APPROVED** and signed:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1641	£330.27	N/A	N/A	August salary (already signed)
HMRC	Staff Costs	1642	£82.40	N/A	N/A	HMRC PAYE August (already signed)
	SPOILT	1643				
HMRC	Staff Costs	1644	£82.60	N/A	N/A	HMRC PAYE Sept
J Miller	Staff Costs	1645	£330.07	N/A	N/A	September salary

- e. To complete Unity Trust Bank internet banking forms – the forms were completed.
- f. To note bank account transfer action plan progress – the forms were completed.
- g. To complete Secure Trust Bank letter – this was completed.

#### 84. Roads

- (a) **Vegetation clearance planned for August by KCC** – awaiting update.
- (b) **To note KCC dealing with contractor regarding dumped tree stumps** – noted.
- (c) **To report any road issues** – there were none.
- (d) **M20 Smart Motorway Works** – noted.
- (e) **Road Closures – see website for details** – noted.
  - i. To note temporary road closures affecting Birling: Paddlesworth Road, Workhouse Road, Birling Road, Malling Road, Legge Lane.

#### 77. Planning

- (a) **Applications to be considered**
  - i. TM/19/01918/FL Annexe at the Barn 51 Legge Lane  
Use of annex as a separate dwelling without complying with Condition (ii) of planning permission reference TM/87/0508 dated 19 June 1987  
It was **RESOLVED** that there were no objections.
- (b) **Decisions by Tonbridge and Malling Borough Council**
  - i. 161 Castle Way Demolition of existing garage and erection of a single storey rear extension  
APPROVED on 6<sup>th</sup> August 2019  
(BPC – no objections)

#### 78. Matters for future meetings

The ongoing items will be carried forward to the next meeting. Cllr Nevill reported that there may be an event for the 80<sup>th</sup> anniversary at the Tommy Pinkham RAF memorial situated on the Downs.

**79. Date of next meeting: Tuesday 8<sup>th</sup> October 2019 at 8pm**

**Meeting closed at 22:20pm**

Signed.....

Date.....

DRAFT