

Birling Parish Council

Draft Minutes of Full Council Meeting held on 6th November 2018 in Birling Village Hall at 8pm

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

Clerk Ms Pilbeam

Also in attendance: 4 members of the public

1 Apologies for absence

There were none.

2 Declarations of Pecuniary and Non-Pecuniary Interest

Cllr Hewett, Cllr Nevill and Cllr Houldsworth declared an interest in Local Plan.
Cllr Houldsworth also declared an interest in the Ham Hill Liaison item.

3 Reports

There were none.

4 Open Forum

There were no matters raised.

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

It was **RESOLVED** that the minutes of the meeting held on Tuesday 9th October 2018 be **APPROVED** and they were **SIGNED** by the Chair.

6 Matters arising and last month's circulation

(a) Actions from September's Meeting

i. M20 Smart Motorway Works

It was noted that the motorway closure had been delayed by one week due to Remembrance Day.

ii. LED Street lighting Upgrade

It was noted that no further update had been received.

iii. Asset of Community Value

The circulation of fact sheets was noted.

iv. Traffic Survey

To note the catalogue of measures had been collected at the Highways Seminar

It was noted that the Clerk would chase KCC for updates on the amendments to the minutes.

v. Inconsiderate Parking

To note letter sent to owner of vehicle

vi. Church Bells

To note the church clock will be reset on Wednesday to ensure that the church bells chime on time for Remembrance Sunday.

(b) Matters for Information circulated to councillors

02/10/2018 KCC response West Malling Sandpit
04/10/2018 The Local Plan additional info
04/10/2018 Road Closure Lucks Hill, West Malling
09/10/2018 The Rural Bulletin
09/10/2018 E Watch 1596
09/10/2018 Event Announcement – Chairmanship conference KALC
09/10/2018 Road Closure Birling Road
09/10/2018 Road Closure Aldon Lane, Addington
09/10/2018 Safeguarding Adults week
09/10/2018 E Watch 1597
09/10/2018 RSN Rural Funding Digest
09/10/2018 The Rural Bulletin
09/10/2018 TMBC Local Plan Consultation
09/10/2018 Local Plan Workshop
11/10/2018 Ham Hill Quarry Liaison Meeting
12/10/2018 Draft JPCTCG Minutes
12/10/2018 M20 junction 8-9 concrete repairs
12/10/2018 E Watch 1598
12/10/2018 M2 Ospringe West Bound
12/10/2018 A20 Limekiln Viaduct Lighting
12/10/2018 Polling District Review
12/10/2018 Regional CSSC Green Message
12/10/2018 Message from Kent Police
12/10/2018 KCC Public Health Media Release
12/10/2018 Weekly licensing tracker
12/10/2018 Road Closure – Castle Way A228
12/10/2018 M20 J3-5 Smart Motorway Update
12/10/2018 Temporary road closure A20 London Road
15/10/2018 Weekly licensing tracker
15/10/2018 Criminal exploitation of children
16/10/2018 Proposed West Malling Sandpit – update
16/10/2018 Road Closure King Hill, West Malling
18/10/2018 E Watch 1599
18/10/2018 The Rural Bulletin
18/10/2018 Road Closure Sandy Lane, Ryarsh
18/10/2018 Lower Thames Crossing
18/10/2018 Parish Seminar – Highways
24/10/2018 MVCPs Past Plants, Future Flora
24/10/2018 Halloween posters from the Police
24/10/2018 National CSSC Green Message
24/10/2018 The Rural Bulletin
24/10/2018 E Watch 1600
24/10/2018 NALC Newsletter
24/10/2018 Message from Kent Police
29/10/2018 Applause Rural Touring Spring 2019
29/10/2018 TMBC Waste Recycling Collection service
29/10/2018 TMBC Local Plan update
29/10/2018 KCC Household Waste Recycling consultation
29/10/2018 KALC Annual General Meeting

Initials _____

29/10/2018 Kent PCC Newsletter
29/10/2018 Ham Hill Quarry Liaison Meeting Minutes
29/10/2018 E Watch 1601
29/10/2018 E Watch 1602
29/10/2018 KCC Budget Consultation 2019/20
29/10/2018 Road Closure Ryarsh Road, Birling
29/10/2018 KALC Website
29/10/2018 KALC Chairmanship Conference

(c) Any other matters arising from the minutes

There were none.

7 (a) Meetings attended on behalf of the Parish Council

- i. Cllr Westwood - Ham Hill Liaison Committee 14/10/2018
- ii. Clerk – Kent County Council Highways seminar 02/11/2018
- iii. Cllr Hewett – Local Plan seminar 17/10/2018

(b) Future meetings

- i. Cllr Westwood – KALC Annual General Meeting 17/11/2018

8 Parish Business and Decisions

(a) Local Plan

- i. To consider response to Local Plan consultation
It was **RESOLVED** for the clerk to arrange for Cllr Hewett to make contact with Ryarsh Parish Council's lead for the Local Plan.
It was noted for Cllr Hewett to address in the draft response the issues outlined in the briefing note and additionally secondary schools and health care for the elderly.
It was **RESOLVED** that Cllr Hewett circulates a draft giving councillors time to review and comment by 4pm 17th November before submission by the 19th November 2018.
- ii. To note TMBC simplified response form

(b) War Memorial Project

- i. To report on official opening of war memorial
It was noted that the event was excellent with an impressive turnout.
It was **RESOLVED** for Cllr Nevill and Cllr Hirst to raise the outstanding issues with the works with Burlsem.
It was **RESOLVED** for the Clerk to order the new bin and a location will be decided when it arrives.

(c) Remembrance Day 2018

- i. To finalise details of Remembrance Day Road Closure and to confirm marshalling
It was noted for the clerk to chase the collection of the second silhouette soldier.
It was **RESOLVED** that Cllr Houldsworth and Cllr Hewett will arrange the road closure and liaise with each other.
It was **RESOLVED** for the clerk to investigate purchase of signs for the future.

(d) General Data Protection Regulations

- i. To note no further update on action plan

(e) Changes to Tonbridge and Malling Waste Collections

- i. To consider inviting TMBC to lead the Annual Parish Assembly with presentation on waste collection changes.

Initials _____

It was **RESOLVED** to arrange for TMBC to attend the Annual Parish Meeting in May 2019.

9 Parish Business for Noting

- (a) Website update
 To note the following added to the website:-
 Smart Motorway Updates
 Road Closures
 Halloween poster
 War Memorial opening details
 Sandpit Update

It was **RESOLVED** to add the TMBC waste collections changes to the website.

- (b) To note councillor statements required for website

10 Correspondence

- i. 20/10/2018 Pensions Regulator Auto Enrolment re-declaration
- ii. 05/10/2018 Borough Green Gardens

11 Finance & Accounts

- (a) To note bank statements not received due to meeting being brought forward.
- (b) To note budget position year to date to be provided at next meeting
- (c) To approve PAYE record November 2018
- (d) Cheques to be signed:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1600	£313.73	N/A	N/A	November salary & Ribbon purchase
HMRC	Staff Costs	1601	£77.20	N/A	N/A	HMRC PAYE November 2018
Burslem All Saints Church	Reserves S137 donations	1602 1603	£14,377.62 £100.00	£11,981.35 N/A	£2,396.27 N/A	War memorial project Harvest Flower Festival Donation

- (e) To consider draft budget for 2019/20 *(Attachment 2)*
 It was **RESOLVED** to approve the projected budget for 2019/20 and for a precept of £10,324 or band D equivalent £51.01. Election costs will come from reserves should one be triggered.
- (f) To note correspondence on street lighting prices – noted.

12 Roads

- (a) To report any road issues
 The issue of speeding vehicles on Halloween was noted due to the motorway closure.
- (b) To note KCC Highways parish seminar 2nd November 2018
- (c) To note Ryarsh Road closure 25th November 2018

13 Planning

(a) Applications to be considered

There were none.

(b) Decisions by Tonbridge and Malling Borough Council

Initials _____

TM/17/02378/FL The Cottage 30 Masters Lane Birling West Malling Kent ME19 5JP
Demolition of existing utility room and outbuildings and erection of single storey side and rear extensions
Approved on 26 October 2018

16 Matters for future meetings

Local Plan, GDPR, feedback from Remembrance Day, Sand Pit

17 Date of next meeting

As previously agreed the next meeting will be held at **on Tuesday 11th December 2018.**

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 were asked to leave the meeting during the consideration of the following item no. 18:

18 Clerk Appraisal

To consider Clerk Appraisal and agree actions

It was **RESOLVED** to approve the Clerk Appraisal.

The meeting closed at 22.05pm.

Signed _____

Date _____

Initials _____