

Birling Parish Council

Draft Minutes of Full Council Meeting held on 9th October 2018 in Birling Village Hall at 8pm

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

Clerk Ms Pilbeam

Also in attendance: 0 members of the public

1 Apologies for absence

Apologies from Cllr Walker and Cllr Houldsworth were received and approved. Cllr Hirst had advised that he would be late to the meeting. Tonbridge and Malling Borough Councillor Cllr Balfour also sent his apologies.

2 Declarations of Pecuniary and Non-Pecuniary Interest

There were none.

3 Reports

It was noted that stables in Snodland Road, Birling had been broken into at the weekend.

4 Open Forum

There were no members of the public present.

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

Cllr Nevill was added to the list of attendees. It was **RESOLVED** that the minutes of the meeting held on Tuesday 4th September 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**
To note update
- ii. **Soldier Silhouette**
To note application and payment received by Royal British Legion
- iii. **LED Street lighting Upgrade**
To receive any further updates
- iv. **Asset of Community Value for public house**
To note pub is under new ownership. The Clerk will circulate information on the process for councillors to consider.
- v. **Birling Village Fete**
To note success of annual village fete and around £1850 was raised.

(b) Matters for Information circulated to councillors

28/08/2018 E Watch 1585

29/08/2018 Government Consultation – Taking Flight : The future of drones in the UK

29/08/2018 The Rural Bulletin 29-08-2018
 29/08/2018 Agenda for Parish Partnership Panel
 29/08/2018 Kent PCC Newsletter
 29/08/2018 M20 Junction 9-10 works
 29/08/2018 Offer of Workshop to prepare for Local Plan from KALC area committee
 04/09/2018 30 mph speed limit on Seven Mile Lane
 04/09/2018 KALC chief executive bulletin
 04/09/2018 NALC newsletter
 07/09/2018 E Watch 1588
 07/09/2018 Kent County Council Waste Consultation
 07/09/2018 North Downs Pilgrims Way Festival
 17/09/2018 TMBC Recycling 'Bring' sites
 17/09/2018 E Watch 1589
 17/09/2018 Minutes of Parish Partnership Panel
 17/09/2018 Agenda for Joint Transportation Board
 17/09/2018 The Rural Bulletin
 17/09/2018 E Watch 1590
 17/09/2018 KALC Chairmanship Conference invite – 13-12-18
 17/09/2018 TMBC National Recycle Week
 19/09/2018 Remaking British Towns after Brexit
 19/09/2018 Support for Reduction in Speed limit on A20 from Addington PC
 19/09/2018 KCC Layout of Ryarsh road markings
 25/09/2018 E Watch 1591
 25/09/2018 The Rural Bulletin
 25/09/2018 Agenda for Area 2 Planning Committee
 25/09/2018 E Watch 1593
 25/09/2018 E Watch 1592
 26/09/2018 Invite to Parish Seminar 2nd November 2018
 01/10/2018 TMBC Local Plan Consultation Update
 01/10/2018 E Watch 1594
 01/10/2018 KALC Annual Finance Conference
 01/10/2018 The Rural Bulletin
 01/10/2018 KCC Public Health medial release – Stoptober
 01/10/2018 Decision Sheet Joint Transportation Board
 01/10/2018 KALC Community Resilience workshop

(c) Any other matters arising from the minutes

There were none.

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

- i. Cllr Westwood - Parish Partnership Panel – 06/09/2018
- ii. Cllr Westwood and Chair of Ryarsh Parish Council – 01/10/2018
- iii. Cllr Hirst - JPTCTG – 26/09/2018
- iv. Cllr Hewett – Local Plan meeting at TMBC – 03/10/2018
- v. Cllr Westwood - KALC Area Committee – 04/10/2018

(b) Future meetings

- i. Ham Hill Quarry Liaison committee 18/10/2018 – Cllr Westwood
- ii. Local Plan workshop 17/10/2018 – Cllr Hewett

8 Parish Business and Decisions

(a) Local Plan

- i. To receive feedback on Parish Council event 3rd October
- ii. To consider response to Local Plan consultation
 It was **RESOLVED** to move the next meeting of the parish council to 6th November to allow time for the council to prepare the Local Plan response.

Initials _____

It was **RESOLVED** that Cllr Hewett will lead on the Local Plan and Cllr Hewett agreed to circulate initial comments before the next meeting. It was agreed to focus the response on Birling Village and its needs.

It was noted that Cllr Hewett had been given the following at the Local Plan meeting:-

- * TMBC Local Plan Reg 19 pre-submission publication
- * Changes to the adopted Proposals Map
- * Sustainability appraisal - Environmental Report
- * Habitat Regulations Assessment: Stage 1 (Air Quality Screening)
- * Covering letter addressed to the Parish Clerk
- * Guidance note for the submission of representations
- * Frequently asked questions
- * Statement of Representations Procedure and Fact.

Cllr Hirst entered the meeting at 21.12pm

(b) Traffic Survey

- i. To receive update on meeting with Ryarsh PC and Ryarsh School
The minutes of the Ryarsh meeting were circulated prior to the meeting.
- ii. To consider next steps
It was **RESOLVED** that when the catalogue of measures is available from Kent County Council the parish council will review the map of the village and annotate with their suggestions to present to KCC.

(c) War Memorial Project

- i. To note leaflet drop carried out by Cllr Walker
Cllr Walker was thanked for carrying out the leaflet drop. It was noted that the entire village, including outlying areas, would be leaflet dropped in future.
- ii. To receive update on project from Cllr Hirst
It was noted that the work would recommence on 17/10/2018. It was noted that the new bin location is still being considered. Cllr Hirst agreed to respond to Burslem with an update on opening and other items.
- iii. To agree date for official opening of war memorial and invitees
It was **RESOLVED** for Cllr Nevill's father and Mrs Ivell be invited to open the War Memorial on Sunday 4th November at 10.45am due to their family members being named on the memorial. Cllr Westwood agreed to contact Rev Shuker and Mrs Ivell. Cllr Nevill agreed to make arrangements with his father. Cllr Westwood agreed to prepare a short speech. Cllr Hirst will arrange an invite for Burslem representatives.
- iv. To note email from Cllr Westwood regarding names on memorial 06/09/18

(d) Remembrance Day 2018

- i. To consider wreath laying
It was **RESOLVED** for Cllr Nevill to lay the wreath on behalf of Birling Parish Council.
It was **RESOLVED** for the clerk to draw up a leaflet to advertise the opening of the memorial and the memorial service to be delivered by Cllr Hirst. To receive update on road closed signs from Cllr Hewett
It was **RESOLVED** for Cllr Hewett to send the dimensions to the clerk for the advanced notice sign to be produced.

(e) General Data Protection Regulations

- i. To note no further update on action plan

Initials _____

(f) Harvest Flower Festival

i. To consider donation

It was **RESOLVED** to donate £100 to the church harvest flower festival.

9 Parish Business for Noting

(a) Website update

To note the following added to the website:-

Smart Motorway Updates

Community Safety Updates

Wedding at Manor Gardens

Odour updates

North Downs Pilgrims Way Festival

(b) To note Cllr Houldsworth on waiting list for councillor training

10 Correspondence

i. **12/09/2018** – Email complaint from resident concerning parking on church footpath, strong odours from farming and lack of vegetation clearance on housing association land.

ii. **22/09/2018** – Email complaint from resident concerning odour from farming
It was noted that the clerk had responded to these complaints and information had been provided online.

It was **RESOLVED** for a letter to be sent from the chairman to remind the resident to not park in the disabled access way in front of the War Memorial.

11 Finance & Accounts

(a) To approve Bank Reconciliation August 2018 *(Attachment 2)*

Net Bank Balances as at 30/09/2018 £42,259.93

(b) To note budget position year to date August 2018 *(Attachment 3)*

(c) To approve PAYE record October 2018

(d) Cheques to be signed:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1596	£308.73	N/A	N/A	October salary
HMRC	Staff Costs	1597	£77.20	N/A	N/A	HMRC PAYE October 2018
JPTCTG	Subscriptions	1598	£50.00	N/A	N/A	Annual Subs
CPRE	Subscriptions	1599	£36.00	N/A	N/A	Annual Subs

(e) To consider draft budget for 2019/20

(Attachment 4)

It was **RESOLVED** for the clerk to include the election expenses and recirculate at the next meeting, the parish council will then decide which items will be taken from reserves in 2019/20.

It was **RESOLVED** for the clerk to check that the church bells are chiming accurately for the Remembrance Day service.

12 Roads

(a) To report any road issues

The recent accident on the M20 and the resulting impact of traffic on Birling was discussed.

(b) To note KCC Highways parish seminar 2nd November 2018

(c) To note Japanese Knotweed reported to KCC

(d) To consider reflective paint on village signs

It was noted that this would be included in the road review with Kent County

Initials _____

13 Planning

(a) Applications to be considered

i. TM/18/02102/FL 336 Stangate Road Birling West Malling Kent ME19 5JL
Proposed single storey infill extension for kitchen enlargement
It was **RESOLVED** that no objections had been submitted.

ii. TM/18/0223/TNCA The Retreat, 8 Ryarsh Road, Birling West Malling, Kent ME19 5JW T1 and T2 Ash trees. Fell both trees to near ground level and stump grind both stumps
It was **RESOLVED** that no objections be submitted.

(b) Decisions by Tonbridge and Malling Borough Council

There are none

(c) To note deferment of sandpit application

It was noted that the decision of the sandpit proposal in Ryarsh has been deferred to November.

16 Matters for future meetings

Local Plan, final arrangements for road closure for war memorial, LED streetlighting, M20 smart motorway works, budget 19/20, clerk appraisal on 23/10/2018.

17 Date of next meeting

As previously agreed the next meeting will be held at **on Tuesday 6 November 2018.**

The meeting closed at **10.25pm.**

Signed _____

Date _____

Initials _____