

Birling Parish Council

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

Tuesday 14 May 2019 at 8pm

(upon the rising of the Annual Parish Meeting)

Birling Village Hall, Snodland Road, Birling ME19 5JE

Public and Press are welcome to attend

1. To elect a Chairman
2. To receive the Chairman's Declaration of Acceptance of Office
3. To receive Councillor's Declarations of Acceptance of Office
4. Apologies for absence
5. Declarations of Pecuniary and Non-Pecuniary Interest
6. To elect a Vice Chairman
7. Approval and signing of minutes of April's meeting (*Attachment 2*)
8. To approve membership of Planning working party
9. To review terms of reference for Planning working party
10. To review Standing Orders and Financial Regulations (*Attachments 3 and 4*)
11. To appoint representatives on the following charities and external bodies:
 - (a) John May
 - (b) Goddens
 - (c) Holmes Foundation
 - (d) Joint Parish Transportation Consultative Group
 - (e) KALC Area Committee
 - (f) Joint Transportation Board
 - (g) Parish Partnership Panel
 - (h) Ham Hill Quarry Liaison Group
 - (i) Village Hall Charitable Trust
12. To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future
13. Review of inventory of land and other assets (*Attachment 5*)
14. Review of council risk assessment (*Attachment 6*)
15. Confirmation of arrangements for insurance cover in respect of all insured risks (*Attachment 7*)
16. Review of Council's subscriptions to other bodies
 - (a) KALC

- (b) CPRE
- (c) Clerks and Councils Direct
- (d) Action for Communities in Rural Kent

- 17. **To review the Council's complaints procedure** (Attachment 6)
- 18. **To review the Council's employment policies and procedures** (Attachment 8)
- 19. **To review the Council's expenditure incurred under s.137 of the Local Government Act 1972.**
- 20. **Meeting dates 2019/20**
 - (a) To approve the dates of meetings for the year ahead (Attachment 8)
- 21. **Reports - County, Borough and Police**
- 22. **Open Forum – Public Participation Session**
- 23. **Matters Arising and last month's circulation**
 - (a) **Actions from April's Meeting**
 - i. **West Malling Sandpit**
To receive update
 - ii. **Local Plan**
To receive update
 - iii. **Tree stumps**
To receive update
 - iv. **Fly tipping**
To receive update
 - v. **No Parking Signs**
To receive update
 - vi. **Streetlighting**
To receive update on LED lighting and Parsons Corner
 - vii. **Police Crime Commissioner**
To receive update on attendance at a council meeting
 - viii. **Litter Free Future petition**
To confirm submission on behalf of the council.

(b) Last month's circulation

03/04/2019	The Rural Bulletin
03/04/2019	E Watch 1647
03/04/2019	KALC Social Media Event
03/04/2019	NALC Annual Conference
03/04/2019	Chief Executives Bulletin
04/04/2019	Ham Hill Quarry Liaison Group meeting
04/04/2019	NALC newsletter
19/04/2019	Parish Elections
19/04/2019	E Watch 1650
19/04/2019	Rural Parish Council
19/04/2019	Celebrating 70 years of our national parks
19/04/2019	Important Letter Shipbourne PC to Local Plan inspector
19/04/2019	E Watch 1651
19/04/2019	The Rural Bulletin
19/04/2019	NALC chief executive bulletin
19/04/2019	Kent tree and pond warden activities

19/04/2019 E Watch 1652
 19/04/2019 Kent trading standards doorstep crime
 23/04/2019 E Watch 1653
 23/04/2019 Draft Agenda KALC area committee
 23/04/2019 Electorate figures for election expenses
 27/04/2019 Doorstep criminals roofing scam
 27/04/2019 The rural bulletin
 27/04/2019 CSSC green message
 27/04/2019 CSSC green message NCTPHQ
27/04/2019 Road and footway asset team interim programme
 27/04/2019 Thank you #Litterheroes
 27/04/2019 Fraudulent bailiffs
 27/04/2019 Kent Minerals and Waste consultation GDPR requirements
 27/04/2019 KALC news April 2019
 27/04/2019 KALC events
 29/04/2019 Tonbridge and Malling in Bloom
 29/04/2019 Governance and Accountability Practitioners Guide

24. Meetings

(a) Meetings attended on behalf of the parish council

- i. Ham Hill Liaison Group – 11/04/2019
- ii. Rural Policing Meeting – 01/05/2019

(b) Future meetings

- ii. KALC T&M Area Committee -23/05/2019 JW
Apologies

25. Parish Business for Decisions

(a) War Memorial Project

- i. To receive update on additional stone works
- ii. To receive update on bin emptying

(b) Community Walk

- i. To approve walk details
- ii. To consider risk assessment

(c) Church

- i. To consider funding for church projects.

(d) Village Hall

- i. To consider funding for village hall projects

(e) Village Party 7 September 2019

- i. To consider funding for village party

26. Parish Business for Noting

(a) Website update

- i. To note the following added to the website:-
Road Closures
M20 Updates
Crime prevention updates

27. Correspondence

There were none.

28. Finance & Accounts

- (a) To note annual audit taking place 9 May 2019
- (b) To note final financial outcome 2018-19
- (c) To approve Bank Reconciliation April 2019 (*Attachment 9*)
Net Bank Balances as at 31/03/2019 £23,064
- (d) To note budget position year to date April 2019 (*Attachment 10*)
- (e) To approve PAYE record May 2019
- (f) Cheques to be signed:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1626	£330.07	N/A	N/A	April salary
HMRC	Staff Costs	1627	£82.60	N/A	N/A	HMRC PAYE April
123 connect	IT Costs	1628	£1008.00	£840.00	£168.00	Annual Subs
Streetlights	Reserves	1629	£115.50	£96.25	£19.25	Parsons Corner lamp repair

- (g) To note update on Unity Bank transfer
- (h) To note outstanding PCSO funding for 2018/19 will be earmarked in reserves.

29. Roads

- (a) To report any road issues
- (b) **M20 Smart Motorway Works**
To note update
- (c) **Traffic Calming Measures**
To note contact from KCC
- (d) **Road Closures**
To note temporary road closures affecting Birling

30. Planning

- (a) **Applications to be considered**
TM/19/ Ley Farm Cottage, Snodland Road, Birling ME19 5JF
Demolition of existing workshop building and a second outbuilding.
Erection of a new dwelling house
- (b) **Decisions by Tonbridge and Malling Borough Council**
TM/19/00541/FL Holly Hill Lodge, Holly Hill
Construction of Garden Building. REFUSED

31. Matters for future meetings

32. Date of next meeting: Tuesday 11 June 2019 at 8pm

Julie Miller

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

9 May 2019