

Birling Parish Council

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

Tuesday 23rd May 2023 at 8pm

At All Saints Church, Bull Road, Birling

www.birlingparishcouncil.gov.uk

Public and Press are welcome to attend via video conference

Public Participation – Item 24 only

1. To elect a Chairman
2. To receive the Chairman's Declaration of Acceptance of Office
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 11th 2023 (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 the Ham Hill Quarry Liaison Group
10. To appoint representatives on the following charities:
 - i. John May
 - ii. Goddens
 - iii. Holmes Foundation
11. To appoint representative to the Village Hall committee
12. To review and adopt Standing Orders (Attachment 2)
13. To review and adopt Financial Regulations (Attachment 3)
14. To review inventory of land and assets (Attachment 4)
15. To confirm all insurance arrangements (Attachment 5)
16. To review subscriptions
 - (a) Kent Association of Local Councils
 - (b) CPRE
17. To review complaints procedure (Attachment 6)
18. 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)
19. To review the council's policy for dealing with the press/media. (Attachment 8)

20. To review the council's employment policies and procedures. (Attachment 9)

21. To review the council's expenditure incurred in 2022/23 under s137 of the Local Government Act 1972.

Ryarsh PTFA	£	50.00
Air Ambulance	£	125.00
Victim Support	£	125.00
Poppy Appeal	£	50.00

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

23. Reports - County, Borough and Police Reports

- (a) County Councillor Sarah Hohler
- (b) Borough Councillors newly elected Paul Boxall and Bill Banks
- (c) Kent Police
 - i. Report for April

24. 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.

25. (a) Matters arising and last month's circulation

- i. **Election 2023**
To note all councillors re-elected uncontested.
- ii. **Ryarsh School**
To receive any updates.
- iii. **Village Hall access**
To receive any updates on availability of hall

(b) Matters for Information circulated to councillors

- 02/05 Vigilance Toolkit
- 02/05 E Watch 2073
- 02/05 E Watch 2074
- 02/05 NALC Chief Exec Bulletin
- 02/05 KALC T&M area committee minutes
- 07/05 NALC Newsletter
- 07/05 NALC Star Councils
- 07/05 E Watch 2075
- 07/05 KALC News May 2023
- 07/08 Cost of Living Grant Scheme
- 12/05 E Watch 2076
- 12/05 NALC chief executive bulletin
- 12/05 Rural Bulletin
- 12/05 Cost of Living Grant Scheme
- 12/05 NALC Newsletter
- 12/05 Kent Police Rural Update

15/05 Kent Plan Bee
15/05 KCC Soft Landscaping Works
15/05 E Watch 2077
15/05 KALC Summer Events
15/05 Chief Executive Bulletin
15/05 Have your say, adult social care
15/05 Rural Funding Digest
15/05 E Watch 2072

26. Meetings

(a) Meetings attended on behalf of the parish council

There are none.

(b) Future meetings

Parish Partnership Panel 15/06/2023

27. Parish Business for Decisions

(a) Highways Improvement Plan

i. To receive any updates

(b) Bank Infringement

i. To receive any updates

(c) Local Plan

i. To receive any updates

(d) Community Transport Grant / Bus Services

i. To receive update on KALC T&M parish council initiatives

(e) Jubilee and Coronation

i. To receive update on visit to Gallaghers to choose stone.

ii. To receive update from Cllr Nevill on tree planting.

(f) Local Charities

i. To receive update from Cllr Yates on plan from Ryarsh School with specific projects and details of how many pupils will benefit from an annual donation.

(g) Climate Action

i. To review and update the Climate Action Plan.

28. Parish Business for Noting

(a) Website update

To note the following added to the website:-

- Road Closures
- Coronation event
- KCC Consultation

29. Correspondence

There is none.

30. Finance & Accounts

(a) To approve Bank Reconciliation April 2023

- Net Bank Balances as at 01/04/2023 £20,847.56**
- (b) To note budget position year to date April 2023.**
- (c) To approve PAYE record May 2023.**
- (d) BACS to be approved and signed (in person at next face to face meeting):**

Payee	Budget	Amount Gross	Net	VAT	Description
Various	Staff Costs	£497.36		n/a	May staff costs
Waveney IT	IT Costs	£62.73	£ 52.27	£ 10.46	Monthly Mailbox Costs
Gallagher	Insurance	£801.74	£ 801.74	n/a	Annual insurance renewal
KALC	Subscriptions	£245.68	£ 204.73	£ 40.95	Annual Subs KALC
LASER	Streetlighting	£24.73	£ 23.55	£ 1.18	Energy costs April 2023
Indie Pub Group	Reserves	£400.00	£ 400.00	£ -	Coronation Band Payment
Streetlights	Streetlighting	£187.74	£ 156.45	£ 31.29	Annual maintenance payment 1of2

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:
Birling Road.

33. Planning

- (a) Applications to be considered**
There are none.
- (b) Decisions by Tonbridge and Malling Borough Council**
There are none.

34. Matters for future meetings

35. Date of next meeting: Tuesday 13th June 2023

Julie Miller

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

17th May 2022