

Birling Parish Council

Draft Minutes of Annual General Meeting held on Tuesday 8th May 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
Mrs H Walker

Clerk Ms Pilbeam

Also in attendance: None

1 To elect a chairman

It was **RESOLVED** to elect Cllr Westwood as chair.

2 To receive the Chairman's Declaration of Acceptance of Office

Cllr Westwood duly signed the declaration in the presence of the council.

3 Apologies for absence

There were none.

4 Declarations of Pecuniary and Non-Pecuniary Interest

There were none.

5 To elect a Vice Chairman

It was **RESOLVED** for Cllr Hewett to be elected as Vice Chairman.

6 Meeting dates 2018/19

- i. To approve the dates of meetings for the year ahead (the proposed list was circulated prior to the meeting.

The dates for 2018/19 were duly **APPROVED**.

7 To approve membership of Planning working party

It was **RESOLVED** that Cllrs Walker, Hewett, Spooner be appointed to the working party.

8 To appoint representatives for Tonbridge and Malling Parish Partnership Panel

It was **RESOLVED** for Cllr Westwood be appointed.

9 To appoint representatives for Joint Parish Transportation Consultative Group

It was **RESOLVED** for Cllr Hirst be appointed.

10 To appoint representatives for the Ham Hill Quarry Liaison Group

It was **RESOLVED** for Cllr Westwood be appointed.

11 To appoint representatives on the following charities:

- i. John May

- It was **RESOLVED** for Cllr Spooner to be appointed.
- ii. **Goddens**
It was **RESOLVED** for Cllr Balfour be appointed.
- iii. **Holmes Foundation**
It was **RESOLVED** for Cllr Balfour be appointed.
- iv. **Birling Recreational Trust**
It was **RESOLVED** for Cllr Nevill be appointed.

It was **RESOLVED** for Cllr Westwood to ask Cllr Balfour for details of the purpose of each charity.

It was **RESOLVED** for Cllr Spooner to report back further details of the John May charity.

12 Reports

There were none.

13 Open Forum

There were no questions.

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

It was **RESOLVED** that the minutes of the meeting held on Tuesday April 10th 2018 be **APPROVED** and they were **SIGNED** by the Chair.

15 Matters arising and last month's circulation

(a) Actions from April's Meeting

- i. **Casual Vacancy**
It was noted that the deadline for the vacancy is 14th May 2018 . If a request for election had not been called by this date the council would advertise for a co-opted member.
- ii. **Traffic Survey**
It was noted that the survey commenced on 30th April 2018.
It was discussed that the archive results could be used to provide a comparison and that Cllr Hohler is asked for a formal meeting when the results are available.
- iii. **Walk the Chalk**
Cllr Nevill reported that there were 12 attendees, the weather was excellent and the walk was enjoyed by all. Cllr Nevill was thanked for arranging the walk.
It was **RESOLVED** for the Clerk to follow up the response regarding the family of the Squadron Leader memorial from the Kent Messenger.
- iv. **Local Plan**
There were no further updates from Tonbridge and Malling Borough Council
- v. **GP Surgery**
There were no further updates.
- vi. **M20 Smart Motorway Works**
The letter from the MP Tom Tugendhatd had been circulated and the details of consultation meetings were discussed. Councillors were encouraged to attend the meetings and report back.
- vii. **Soldier Silhouette**
To note application for funding is open in June and the Clerk will make an application to Cllr Hohler.
- viii. **Kent Minerals and Waste Local Plan**
To note email from Chair to KCC Councillor Rayner and that there had not yet been a response.

(b) Matters for Information circulated to councillors – all noted.

- i. 03/04/2018 Bus Updates for March 18
- ii. 03/04/2018 Agenda for Area 2 Planning Committee
- iii. 03/04/2018 E Watch 1543
- iv. 03/04/2018 West Kent Neighbourhood Watch Association 2018 AGM
- v. 03/04/2018 Invitation to discover Gatwick
- vi. 09/04/2018 NALC Chief Executive bulletin 13-29 March
- vii. 09/04/2018 NALC Chief Executive bulletin 14 – 6 April
- viii. 09/04/2018 Weekly news digest
- ix. 13/04/2018 Proposed timetable for Local Plan process
- x. 14/04/2018 Ham Hill Liaison Group Meeting
- xi. 15/04/2018 Draft agenda KALC T&M Committee
- xii. 15/04/2018 Government Consultation unauthorised development and encampments
- xiii. 16/04/2018 Watch out newsletter – Spring
- xiv. 17/04/2018 Standing Order Updates
- xv. 17/04/2018 E Watch 1547
- xvi. 19/04/2018 Final Agenda for KALC T&M Area Committee
- xvii. 20/04/2018 E Watch 1548
- xviii. 20/04/2018 Kent Fire and Rescue Volunteer info for parishes
- xix. 20/04/2018 Don't ignore it, share it from Kent Police
- xx. 20/04/2018 Rural Housing Spotlight
- xxi. 21/04/2018 NALC Chief Executive bulletin 16 – 20 April
- xxii. 21/04/2018 M20 junctions 3 to 5 Smart Motorways project
- xxiii. 27/04/2018 KALC GDPR update
- xxiv. 27/04/2018 E Watch 1550
- xxv. 27/04/2018 West Kent Neighbourhood Watch updates
- xxvi. 27/04/2018 Rural bus shelter application form and guidance
- xxvii. 29/04/2018 E Watch 1547
- xxviii. 29/04/2018 Police Crime Commissioner Press release
- xxix. 29/04/2018 Weekly news digest
- xxx. 29/04/2018 E Watch 1549

(c) Any other matters arising from the minutes

It was asked if PCSO McMillan had responded regarding drones. It was **RESOLVED** for the Clerk to follow up.

16 Meetings attended on behalf of the Parish Council

- i. 19/04/2018 – Ham Hill Quarry Liaison – Cllr Hewett reported an update.
Cllr Hewett was thanked for attending on behalf of the chair.

17 Parish Business and Decisions

(a) War Memorial Project

- i. To consider quotation from Burslem
It was **RESOLVED** for Cllr Hirst to go through the quotation with Burslem. It was agreed for the gates to be installed and able to open completely but to have a latch rather than a lock. A specification for railings was discussed.
It was **RESOLVED** that the quotation will be approved before the next meeting.
- ii. To consider moving bin closer to village hall
It was **RESOLVED** for the bin to be moved closer to the village hall next to the village map board and for the Clerk to investigate a replacement.
It was **RESOLVED** for the Clerk to send a sketch and information about the proposed bin movement to the parochial church council.

It was **RESOLVED** for Cllr Hirst to find out if there is any way that the poppy wreaths can be secured around the war memorial to prevent them from blowing in the wind.

Cllr Walker entered the meeting at 9pm.

(b) Remembrance Day 2018

- i. To receive update from Cllr Nevill on walk and beacon lighting
Cllr Nevill reported on the walk and it was considered that it could be better for participants to meet up on the hill. Further consideration will be given once Natural England has responded.
- ii. To receive update from Clerk on road closure
The Clerk reported that the council is liaising with the borough council events team. The need for marshals on the road closure points was noted.

(c) LED Street Lighting Upgrade

- i. To consider times of lighting
It was **RESOLVED** to keep on the following lights at night:
Parsons Corner
Junction Bull Road/Snodland Road/Ryarsh Road

All others to go off at midnight

(d) General Data Protection Regulations

- i. To receive update on email addresses
The Clerk reported that the council mailboxes had been set up and details would be circulated to councillors individually.
- ii. To approve Data Protection Policy
It was **RESOLVED** to adopt the Data Protection Policy.

(e) Insurance

- i. To approve insurance renewal £616.43
It was **RESOLVED** to accept the insurance renewal quote of £616.43.

18 Correspondence - all noted

- (a) Thank you letter from Citizen's Advice in North & West Kent
- (b) Email from Vigo resident enquiring about spitfire memorial
- (c) Letter from Highways England re M20 junctions 3 to 5 from Smart Motorway Project

19 Financial Matters

- (a) To note annual audit taking place 24th May 2018
- (b) To approve Bank Reconciliation April 2018
Net Bank Balances as at 31/03/2018: £37,706.06
- (c) To approve reserves as of April 2018
 - i. To note budget position year to date April 2018
 - ii. To approve PAYE record May 2018
 - iii. To note update on transfer of banking arrangements to Unity Trust Bank
 - iv. Cheques to be signed:

Payee	Budget	Cheque No.	Amount	Description
J Miller	Staff Costs	1574	£352.49	May salary, back dated rise and underpayment 2017/18
HMRC	Staff Costs	1575	£88.00	HMRC PAYE May 2018

KALC	Subscriptions	1576	£216.07	Annual Subscription
KALC	Training	1577	£60.00	Clerk Training GDPR
J Miller	Reserves	1578	£154.80	Clerk Reimbursement .gov.uk domain
J Miller	Reserves	1579	£30.00	Clerk Reimbursement GDPR pack
Came and Company	Insurance	1580	£616.43	Annual insurance renewal

(d) To note National Salary Award agreed by National Joint Council as of 1st April 2018

14 Roads

(a) To report any road issues

It was reported that the knot weed had grown back again and the hedge concealing the speed signs.

15 Planning Applications and Decisions

(a) Applications to be considered

There were none.

16 Decisions by Tonbridge and Malling Borough Council

There were none.

It was reported that the appeal had been allowed on Masters Lane.

17 Matters for future meetings

It was noted for revised Standing Orders and the pension requirements to be addressed in June. An update on the war memorial will be included on the agenda, along with the casual vacancy interview.

The traffic count and the local plan will also be included.

18 Date of next meeting

As previously agreed the next meeting will be held at **on Tuesday 12 May 2018**

The meeting closed at **22.09pm.**