

## **Birling Parish Council**

### **Minutes of Meeting held on Tuesday 14<sup>th</sup> July 2020 via Video Conference Call 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 J Miller

Also in attendance: County Councillor Hohler; 0 members of the public

#### **232. Apologies for absence**

There were none.

#### **233. Declarations of Pecuniary and Non-Pecuniary Interest**

Cllr Westwood declared an interest in the planning item for Ley Farm Cottage.

#### **234. Reports - County, Borough and Police**

Cllr Hohler reported that the KCC Officers are investigating the ownership of the collapsed verge on Ryarsh Road with a view to resolving the issues.

Cllr Hohler also reported that KCC is looking into the complaint of speeding vehicles on Stangate Road. A site visit shall be organised for the parish council and KCC officer Ian Grigor to consider appropriate signage.

The phased re-opening of libraries was discussed and that the KCC budget consultation is underway.

Cllr Hohler confirmed that the 40mph scheme for Birling Road was being designed.

Cllr Nevill reported that the works at Roughetts Road make farm vehicle movements very difficult and he had written to the Ryarsh Parish Council to raise concerns.

#### **235. Open Forum – Public Participation Session**

There were none.

#### **236. Approval and signing of minutes of June's meeting**

It was **RESOLVED** to approve the minutes of June's meeting. The minutes will be signed at the next face to face meeting.

#### **237. Matters arising and last month's circulation**

a) **Parking issues**

Deferred due to Corona Virus

b) **Meeting with Ryarsh School**

Deferred due to Corona Virus

c) **Culverts**

Deferred due to Corona Virus

d) **The bank verge infringement**

This item is being investigated by KCC

e) **Waste Collection**

i. To note update on bin collections - noted

ii. To receive update on any bulky waste changes – it was noted that there are no changes proposed.

f) **Church Clock**

To note church clock maintenance amended to April each year.

**g) Councillor Vacancy**

To note Cllr Houldsworth resignation, the deadline for election has passed and the clerk shall advertise with a closing date of 25<sup>th</sup> August 2020.

**238. Matters for Information circulated to councillors**

01/06/2020 T&M Development Management  
03/06/2020 Update on refuse collections  
03/06/2020 RSN Rural Funding Digest  
03/06/2020 Kent and Medway Patient Survey  
03/06/2020 Monthly Bus Service Report  
03/06/2020 COVID 19 update  
03/06/2020 M20 updates  
03/06/2020 E Watch 1771  
11/06/2020 E Watch 1772  
11/06/2020 The Rural Bulletin  
11/06/2020 COVID 19 update  
11/06/2020 New fraud scam  
11/06/2020 Doorstep advice  
11/06/2020 NALC and BHIB release new risk assessment  
11/06/2020 COVID 19 updates  
11/06/2020 Kent Cuckooing awareness  
11/06/2020 NALC Call for evidence  
11/06/2020 NALC chief executive bulletin  
11/06/2020 KALC news May  
16/06/2020 E Watch 1773  
16/06/2020 JTB Decisions  
16/06/2020 M20 updates  
16/06/2020 Kent residents Covid updates  
16/06/2020 Covid-19 Funding  
16/06/2020 4 new scam alerts  
16/06/2020 CSSC green message  
16/06/2020 New Model Code of Conduct consultation  
16/06/2020 NALC chief executives bulletin  
16/06/2020 Garden Waste Subscriptions  
16/06/2020 Rural Bulletin  
16/06/2020 How's your view of the stars?  
18/06/2020 Heritage watch  
18/06/2020 KALC CEO Bulletin June 2020  
18/06/2020 Update from Gatwick Airport  
18/06/2020 COVID 19 Update  
18/06/2020 Parish and Town Council Defib Grant  
22/06/2020 E Watch 1775  
22/06/2020 Public Notice Five Acre Wood School  
22/06/2020 M20 updates  
22/06/2020 COVID 19 updates  
29/06/2020 KALC News June 2020  
29/06/2020 NALC Chief Executives Bulletin  
29/06/2020 KALC Virtual Meetings Workshop  
29/06/2020 M20 updates  
29/06/2020 Kent Police  
29/06/2020 E Watch 1777  
29/06/2020 Sevenoaks Taxi Bus  
29/06/2020 COVID 19 funding

29/06/2020 Rural Bulletin  
 29/06/2020 Extra £1m for community warden scheme  
 29/06/2020 NALC chief executive bulletin  
 29/06/2020 Hm Prison and Probation Service Community Payback  
 29/06/2020 Parish Council Engagement – Development management processes – TMBC  
 29/06/2020 South Eastern Stakeholder forum  
 30/06/2020 RSPCA message  
 30/06/2020 COVID 19 update  
 30/06/2020 The Rural Bulletin  
 30/06/2020 KALC Website Accessibility online workshop  
 30/06/2020 E Watch 1778  
 30/06/2020 COVID recovery phase  
 03/07/2020 NALC Coronavirus info for parishes  
 03/07/2020 Kent Police Rural Task Force report  
 03/07/2020 Came and Company insights  
 03/07/2020 E Watch 1779  
 03/07/2020 Watchout Summer 2020  
 03/07/2020 COVID 19 update  
 03/07/2020 Reopening of play areas TMBC

#### 239. Meetings

- (a) **Meetings attended on behalf of the parish council**  
 11/06/2020 Parish Partnership Panel – Cllr Westwood  
 The minutes of the meeting had been received.
- (b) **Future meetings**  
 23/07/2020 T&M KALC AGM  
 29/10/2020 Tarmac Liaison Meeting

#### 240. Parish Business for Decisions

- (a) **Highways Improvement Plan**
- i. To note update following request for meeting with Ryarsh PC and KCC.  
 It was **RESOLVED** to lodge an official complaint with KCC for not consulting with Birling PC and acknowledge the comments made previously about the concerns.  
 The clerk will request an update on what other works are planned from Ryarsh PC to seek clarification on working together.
  - ii. To consider 40mph scheme for Bull Road designed by KCC.  
 It was **RESOLVED** to proceed with the Birling Road 40mph limit at a cost of £4790.51 and for the clerk to prepare a letter drop to update residents before the end of July.
  - iii. To note lowering of speed limit not possible on Stangate Road.
  - iv. To note Ian Grigor has been assigned as the council's contact for progressing the Highways Improvement Plan and a meeting is being sought.
- (b) **Local Plan**
- i. To note provisional dates of Stage 1 Hearing – noted.  
 Cllr Hewett will keep the parish council updated on matters.
- (c) **BART Community Support**
- i. To note community support efforts update – noted.
- (d) **Fly Tipping**
- i. To note cameras deferred due to Coronavirus.

ii. To receive update on any flytipping incidents in the parish.

It was noted that a burnt out car has been dumped at Parsons Corner and an illegal rave was held near Vigo. There had been flytipping in Stangate Road and Birling Hill.

**(e) Village Maintenance**

i. To note work on refurbishment on village sign and replacement of pole deferred due to Corona Virus.

ii. To note street lamp issues in Ryarsh Road reported to contractor  
It was noted that a repair is underway and it was confirmed that the timers for British Summer Time are set.

**(f) Neighbourhood Watch**

i. To consider a neighbourhood watch initiative.

It was **RESOLVED** to defer this item for the time being as the Whatsapp group and Country Eye is serving this purpose.

**(g) Website Contact List**

i. To consider updates to Website Contact List.

It was **RESOLVED** to add Country Eye, KCC Report a Fault, Whatsapp group to the list. Include details of the defibrillator. Put online water reporting link. Circulate to councillors to agree before adding to website and noticeboard.

**(h) Meeting Dates**

i. To consider meeting dates 2020-21

The proposed meeting dates were circulated prior to the meeting and it was **RESOLVED** to set the dates for 202-21 as second Tuesday of each month.

**(i) Great British September Spring Clean**

i. To consider how the council can participate 11-27 September

It was **RESOLVED** to ask for volunteers and roads can be allocated to family groups on Saturday 19<sup>th</sup> September. The clerk will advertise for volunteers and update the risk assessment.

**241. Parish Business for Noting**

**(a) Website update**

i. To note the following added to the website:-

- Road Closures and M20 Updates
- Corona Updates
- Forty Acres planning application

**242. Correspondence**

**(a)** Email from resident regarding Stangate Road speeding traffic 29/06/2020

**(b)** Email from resident thanks for replacing Welcome sign 05/07/2020

**243. Finance & Accounts**

**(a) To approve Bank Reconciliation June 2020.**

Net Bank Balances as at 30/06/20 £21,466.82

**(b) To note budget position year to date June 2020.**

**(c) To approve PAYE record July 2020.**

**(d) To note Secure Trust documents certified by auditor and returned.**

**(e) BACS to be approved and signed (in person at next face to face meeting):**

J Miller	Staff Costs	£255.47	N/A	N/A	July Salary
HMRC	Staff Costs	£157.20	N/A	N/A	HMRC PAYE July
KALC	Training	£36.00	£30.00	£6.00	Training Course Feb 2018 - Clerk GDPR training
L Robbins	Audit	£75.00	N/A	N/A	Annual internal audit

#### 244. Annual Return

**(a) To consider and approve the statement of internal control for the year ending 31st March 2020**

The council considered and approved the Statement of Internal Control for the year ending 31<sup>st</sup> March 2020. The Chair and Clerk will sign the Statement on behalf of the Council at their earliest convenience.

**(b) To approve the Annual Governance Statement for 2019-20 Section 1 of the AGAR for the year ending March 2020**

The Council considered and approved the Annual Governance Statement for 2019-20. The Chair and clerk will sign and date the Statement on behalf of the Council at their earliest convenience.

**(c) To Approve the Accounting Statement for 2019-20 Section 2**

The Council considered and approved the Accounting Statements and supporting document as provided by the Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2019-20. The Chairman will sign and date the Accounting Statement on behalf of the Council as soon as practicably possible.

**(d) To Approve the parish council's certificate of exemption AGAR 2019-20** The Council considered and approved the parish council's certificate of exemption AGAR 2019-20. The Chairman will sign on behalf of the Council as soon as practicably possible.

**(e) To Receive annual internal audit report**

The Council considered and approved the Accounting Statements and supporting document as provided by the Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2019-20. The Chairman will sign and date the Accounting Statement on behalf of the Council as soon as practicably possible.

**(f) Risk Assessment**

i. To approve annual risk assessment review

It was noted that the storage of historical data and storage be updated and to note that the council has now started using internet banking with additional control measures. Other updates were noted that clerk expenses is now listed on Excel spreadsheet and the council shall not support shared transport at this time.

It was **RESOLVED** to approve the risk assessment for 2019-20

**(g) Asset Register**

i. To conduct annual council review of assets

The asset register was reviewed and approved for 2019-20

#### 245. Roads

**(a) To report any road issues**

There were none.

**(b) M20 Smart Motorway Works**

The temporary traffic lights were noted on Birling Road.

**(c) Road Closures – see website for details**

- i. To note temporary road closures affecting Birling:  
Castle Way, Leybourne Way

**246. Planning**

**(a) To consider Policy in response to 21-Day Response Deadline**

It was **RESOLVED** that an extra-ordinary meeting shall be called should a planning application require a response within the 21 day deadline as set by the Local Planning Authority.

The clerk shall add the policy to the council documents.

**(b) Applications to be considered**

TM/20/01352/RD Ley Farm Cottage Snodland Road Birling West Malling Kent ME19 5JF Details of condition 6 (foul surface water disposal) submitted pursuant to planning permission TM/19/00832/FL (Demolition of an existing workshop building and a second outbuilding. Erection of a new dwelling house)

It was **RESOLVED** no objection.

**(c) Decisions by Tonbridge and Malling Borough Council**

There are none.

**247. Matters for future meetings**

The standing items shall be added to the agenda.

**248. Date of next meeting: Tuesday 8<sup>th</sup> September at 8pm**

Cllr Hewett reported apologies.

**Meeting closed at 22:12pm**

**Signed..... Date.....**