

## **Birling Parish Council**

**All members of Birling Parish Council are summonsed to attend the  
FULL COUNCIL MEETING to be held on  
Tuesday 12<sup>th</sup> February 2019 at 8pm  
Birling Village Hall, Snodland Road, Birling ME19 5JE  
Public and Press are welcome to attend**

- 1. Apologies for absence**
- 2. Declarations of Pecuniary and Non-Pecuniary Interest**
- 3. Reports - County, Borough and Police**
- 4. Open Forum – Public Participation Session**
- 5. Approval and signing of minutes of January's meeting (*Attachment 1*)**
- 6. (a) Matters arising and last month's circulation**
  - i. M20 Smart Motorway Works**  
To note update
  - ii. LED Street lighting Upgrade**  
To note survey carried out
  - iii. West Malling Sandpit**  
To note update
  - iv. Libraries Registrations and Archives Consultation**  
To note response sent
  - v. Local Plan**  
To note update from TMBC
  - vi. Tree Stumps**  
To note removal of stumps from one side of the road
  - vii. Public House Lighting**  
To receive update from Cllr Hewett
- (b) Matters for Information circulated to councillors**
  - 03/01/2019 – KALC News
  - 03/01/2019 – Draft JPCTCG Minutes
  - 03/01/2019 – CPRE bottles and cans
  - 08/01/2019 – M20 smart motorways
  - 13/01/2019 – National CSSC Green Message
  - 13/01/2019 – The Rural Bulletin
  - 13/01/2019 – E Watch 1623
  - 13/01/2019 – KALC Training Events
  - 13/01/2019 - SEAcamb NHS Foundation Trust Membership and Elections
  - 13/01/2019 – RSN Rural Funding Digest
  - 13/01/2019 – Minutes for Parish Partnership Panel
  - 13/01/2019 – KALC Planning Conference
  - 13/01/2019 – KALC introduction to chairmanship
  - 13/01/2019 – Charity Law Flyer
  - 13/01/2019 – Help us reclaim our dark skies
  - 13/01/2019 – T&M community safety partnership
  - 17/01/2019 – E Watch 1625
  - 17/01/2019 – Area 2 Planning Committee
  - 17/01/2019 – KCC Bus Pilot posters

17/01/2019 – Your Speed 2018  
17/01/2019 – KALC training events  
17/01/2019 – Brexit partnership pack  
21/01/2019 – NALC Chief Executive's bulletin  
21/01/2019 – E Watch 1626  
21/01/2019 – NALC publication shines a light on 150 councils  
21/01/2019 – Local Plan update  
21/01/2019 – National CSSC Green Message  
25/01/2019 – E Watch 1627  
25/01/2019 – KALC training event  
25/01/2019 – Take Part – Star count 2019  
29/01/2019 – E Watch 1629  
29/01/2019 – The Rural Bulletin  
29/01/2019 – M20 Smart Motorways update  
29/01/2019 – West Kent Mind Services poster  
30/01/2019 – Winter, women and wellbeing in the countryside  
30/01/2019 – South and South East in Bloom  
30/01/2019 – E Watch 1630  
30/01/2019 – Ethical standards in local government  
30/01/2019 – Minutes of area KALC T&M meeting

## **7. Meetings**

### **(a) Meetings attended on behalf of the parish council**

- i. TMBC Election briefing – 06/02/2019
- ii. Parish Partnership Panel – 07/02/2019
- iii. Bus Pilot Drop In – 07/02/2019

### **(b) Future meetings**

- i. JPCTCG – 05/03/2019
- ii. Lord Lieutenant's Civic Service – 12/03/2019
- iii. KALC T&M Area Committee – 23/05/2019

### **(c) Chair arrangements for March 12th**

## **8. Parish Business for Decisions**

### **(a) Great British Spring Clean**

- i. To finalise arrangements and agree actions

### **(b) War Memorial Project**

- i. To receive update on additional stone works
- ii. To note bin delivery and consider location

### **(c) Traffic Calming Measures**

- i. To finalise proposed list of works required to improve road safety in Birling

### **(d) Church Repairs**

- i. To consider donation towards lychgate repairs

### **(e) General Data Protection Regulations (*action plan attached*)**

- i. To note further update on action plan
  - Passwords for emails
  - ICO compliance
  - Staff Handbook – April's meeting

**(f) Kent Minerals and Waste Consultation**

- i. To consider response.

**(g) Big Conversation Bus Pilot Consultation**

- i. To consider response

**9. Parish Business for Noting**

**(a) Website update**

- i. To note the following added to the website:-  
Road Closures  
Big Conversation  
Kent Police  
West Kent Mind Bereavement Workshops

**10. Correspondence**

- i. Email from resident requesting alert when draft minutes are submitted to website.  
ii. Victim Support – request for donation  
iii. Secure Trust – statement  
iv. University of Kent courses

**11. Finance & Accounts**

- (a) To approve Bank Reconciliation December 2018 & January 2019  
(Attachment 2)

Net Bank Balances as at 31/12/2018 £26,048.73

- (b) To note budget position year to date January 2019 (Attachment 3)

- (c) To approve PAYE record February 2019

- (d) Cheques to be signed:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1612	£319.16	N/A	N/A	January salary
HMRC	Staff Costs	1613	£79.80	N/A	N/A	HMRC PAYE January
J Miller	Expenses	1614	£187.64	N/A	N/A	Clerk expenses 18/19
Glasdon	Reserves	1615	£750.48	£625.40	£125.08	Bin outside church
123 connect	Reserves	1616	£42.00	£35.00	£7.00	Email for Cllr Houldsworth
Unity Bank	Reserves	1617	£500.00	N/A	N/A	Opening new bank account

- (e) To note update on Unity Trust Transfer

**12. Roads**

- (a) To report any road issues

**13. Planning**

- (a) Applications to be considered**

- (b) Decisions by Tonbridge and Malling Borough Council**

**14. Matters for future meetings**

**15. Date of next meeting: Tuesday 12<sup>th</sup> March 2019 at 8pm**

Julie Pilbeam

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

7<sup>th</sup> February 2019