

## **Birling Parish Council**

### **Draft Minutes of Meeting held on Tuesday 13 February 2018 in Birling Village Hall at 8pm**

**Present:** Councillors Mrs J Westwood (Chair)  
Mr G Nevill  
Mr S Hirst  
Mr C Grimmett  
Mrs H Walker  
Clerk Ms Pilbeam

Also in attendance: Rev Linda Shuker, Mr David Shuker and two representatives from 'Friends at All Saints Birling' (FAB)

**1 Apologies for Absence and Declarations of Interest**

Apologies were received and accepted from Cllrs Hewett and Spooner.  
Cllr Sarah Hohler also gave apologies.

**2 Declarations of Interest**

Cllr Nevill declared an interest in item 8 (d) and 12 (a).

**3 Reports**

Cllr Westwood reported that there had been news of items being stolen from gardens in Trottscliffe and for residents to be aware.

**4 Open Forum**

Rev Linda Shuker addressed the meeting and explained the current financial position of the Church and how the church building was at risk due to the lack of funding for the building running costs. This was discussed at length. Rev Shuker also asked about church yard funding from the parish council, which has been withdrawn by Tonbridge and Malling Borough Council.

Representatives of Friends at All Saints Birling (FAB) addressed the meeting and explained how the group had been set up to provide funding for the heritage side of the church building. It was acknowledged that this is not something new and that villagers had been doing this for a number of years. It was explained that 'FAB' have created a website to show residents the heritage of the church and encourage the use of the building to get the community together.

All spoke of the need to provide the church building with an accessible toilet to allow more people to utilise the building and then to look at the modernisation of the church kitchen area.

*Cllr Walker entered the meeting at 20.02pm*

Cllr Nevill was asked if he would consider putting a foreword on the website. It was noted that the first activity for the community will be an Easter Egg trail on 31<sup>st</sup> March and the parish council were asked to consider helping with printing and distribution of the posters and to use the logo of the parish council.

Cllr Nevill discussed the purpose of the Birling Recreational Trust which is used to fund works in the village hall and could be used to assist the church building as part of a matched funding project.

Cllr Westwood thanked the representatives for attending and raising awareness of the issues.

It was noted that Operation London Bridge could be a future agenda item to discuss with the church.

*The representatives left the meeting.*

Cllr Westwood noted the passing of Jane Rogers and the parish council noted condolences to Mrs Rogers' family.

**5 Approval and Signing of Minutes of Previous Month's Meeting**

It was **RESOLVED** that the minutes of the meeting held on Tuesday 9 January 2017 be **APPROVED** and they were **SIGNED** by the Chair.

**6 Matters arising and last month's circulation**

**(a) Actions from January's Meeting**

- i. Traffic Survey**  
It was noted that the survey has started however the road is now closed and it is half term. It was **RESOLVED** to write to Cllr Hohler to raise these issues.
- ii. LED Lighting**  
To report meeting arranged with KCC to progress installation  
Cllr Walker reported that the casing of the lamp attached to the telegraph pole has come away and is to be reported.
- iii. Open Burial Grounds**  
To note update from Deanery discussions  
Cllr Westwood reported that TMBC have agreed to keep the parish council up to date on progress.
- iv. General Data Protection Regulations**  
The Clerk's attendance at training course was noted and action plan to follow at March meeting
- v. Local Plan**  
To note no further updates from Tonbridge and Malling Borough Council
- vi. Pension Scheme Update**  
It was noted that the report is now due from KCC.
- vii. Template for use with J5 slips support letters**  
To report Birling Parish Council submission of support sent on 11/01/2018
- viii. Annual Audit 2018/19**  
To report clerk attended PKF Littlejohn's training webinar
- ix. Precept Submission**  
To report precept form submitted to TMBC
- x. Transparency Code Grant Funding**  
To report submission to the grant fund was declined due to the previous purchase of a laptop.

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

- i. 05/01/2018 E Watch 1518
- ii. 08/01/2018 Weekly Email News Digest Rural Services Network
- iii. 08/01/2018 NALC Chief Executives Bulletin 2
- iv. 09/01/2018 E Watch 1519
- v. 09/01/2018 DfT consultation – proposals for the creation of a Major Road Network
- vi. 09/01/2018 Review of Park Homes consultation
- vii. 09/01/2018 Kent Police – Rural Liaison Team Report

- viii. 09/01/2018 Update to KCC Household Waste Recycling Centre Policies
- ix. 09/01/2018 West Kent Updates and Community Policing Volunteers
- x. 10/01/2018 Template for use with J5 Slips support letter
- xi. 12/01/2018 West Kent Updates
- xii. 12/01/2018 KALC community awards scheme
- xiii. 12/01/2018 E Watch 1520
- xiv. 12/01/2018 Minutes of T&M KALC Meeting 04/01/2018
- xv. 12/01/2018 KCC Volunteer Appeal Panel Membership
- xvi. 12/01/2018 Kent Policy Funding Statement 2018/19
- xvii. 12/01/2018 December monthly bus updates
- xviii. 12/01/2018 Pharmaceutical Needs Assessment – Invitation to join
- xix. 12/01/2018 Rural Opportunities Bulletin
- xx. 12/01/2018 Request to promote Member Council Responses to DCLG Park Homes consultation
- xxi. 12/01/2018 Parking Charges Consultation update from T&M KALC
- xxii. 21/01/2018 Kent Carers Matter
- xxiii. 21/01/2018 Tonbridge Railway Station Updates
- xxiv. 21/01/2018 UK Power Networks Updates
- xxv. 21/01/2018 West Kent NHW Information
- xxvi. 21/01/2018 T&M Parish Council Meeting Dates List
- xxvii. 22/01/2018 NALC Chief Executive Bulletin 3
- xxviii. 22/01/2018 Weekly Email News Digest Rural Services Network
- xxix. 23/01/2018 E Watch 1523
- xxx. 28/01/2018 Rural Housing Spotlight
- xxxi. 28/01/2018 Discover Gatwick 21<sup>st</sup> February 2018
- xxxii. 28/01/2018 Homelessness Support Service for vulnerable adults in Kent- invitation to join
- xxxiii. 28/01/2018 JPTCG Agenda and UK Govt highways proposals
- xxxiv. 29/01/2018 Battle's over – a nations tribute 11<sup>th</sup> November 2018
- xxxv. 29/01/2018 West Kent NHW Information

**(c) Any other matters arising from the minutes**

There were none.

**7. Meetings attended on behalf of the Parish Council**

- i. Ryarsh Sandpit meeting 29/01/2018 – to receive report from Cllr Hewett  
Cllr Hewett was thanked for an excellent report. In Cllr Hewett's absence Cllr Hirst described the details of the meeting, it was noted that the call for sites has been reduced to four potential sites and this is a consultation to consider residents views. It was noted that a letter from the Ryarsh Protection Group had contacted members of the Council. The response of Tom Tugenhadt was acknowledged. The Parish Council will consider its submission at the next meeting.
- ii. JPTCG Meeting 01/02/2018 – it was noted that Cllr Grimmett will attend the next meeting.
- iii. Clerk attended meeting with Friends at All Saints Birling (FAB) church events group 26/01/2018

**9. Parish Business and Decisions**

**i. War Memorial Project**

It was **RESOLVED** for gates and estate railings to be investigated and for a sketch to be provided.. It was agreed to investigate with TMBC moving and replacing the bin with a more attractive design. It was also **RESOLVED** for the

Clerk to ask what width assumed for the steps and to investigate a second quote.

**ii. Website**

It was **RESOLVED** for the clerk to circulate the final link to councillors before going live.

**iii. Community Speedwatch**

The Clerk reported that the equipment may be at Hadlow Parish Council. Once the traffic figures are available from the traffic survey the Clerk will add speed watch to the new website and request volunteers through the BART magazine.

**iv. Kent Minerals and Waste Local Plan 2013-30 Consultation**

It was agreed for this to be addressed at the next meeting.

**v. TMBC Parking Charges Consultation**

The letter was noted.

**vi. Banking**

It was **RESOLVED** to transfer council bank account to Unity Trust Bank subject to circulating parent bank details.

**10. Correspondence**

- i. Letter sent to Cllr Westwood concerning bus charging
- ii. Letter from TMBC regarding off-street parking fees 05/01/2018
- iii. Email from Debbie Gardiner re church funding 16/01/2018  
It was **RESOLVED** to request a written proposal from 'FAB'
- iv. Letter from The Stone Shop regarding quote for war memorial 25/01/2018
- v. Email correspondence concerning the closure of West Malling GP Surgery
- vi. Email from Kent Police regarding attendance at parish council meetings

**To note that Kent Police are proposing to attend the Parish meetings quarterly to discuss matters of concern.** 05/02/2018

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**10. Financial Matters**

- (a) To approve Bank Reconciliation November and December 2017  
Net Bank Balances as at 31/12/2018: £39,316.76
- (b) To note budget position year to date December 2017
- (d) To approve PAYE record February 2018
- (e) To receive correspondence from Secure Trust Bank updating terms and conditions
- (e) Cheques to be signed:

Payee	Budget	Cheque No.	Amount	Description
J Miller	Staff Costs	1563	£ 298.71	February salary
Birling			£	Hall Hire: for meetings Oct 17 – Jun
Village Hall	Village Hall Hire	1564	£ 126.00	18
HMRC	Staff Costs	1565	£223.80	HMRC PAYE Oct, Nov & Dec 2017

**10 Roads**

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

Cllr Grimmett reported a Spanish lorry stuck in the lane for over half an hour. This will be reported to Cllr Hohler by Cllr Grimmett.

Cllr Grimmett reported that the ditch had been cleared.

The Clerk reported that Circle Housing had responded regarding maintenance of the verges.

The amount of potholes was discussed and that work on the A228 will commence soon. It was noted that the reporting tool will be linked to the parish council website.

**11 Planning Applications and Decisions**

**(a) Applications to be considered**

TM/18/00119/TNCA T4 Western red cedar – to reduce height of hedgerow to 2m; T6 Beech – to reduce height of hedgerow to 2m and T1 and T2 Sycamores reduce crown.  
It was **RESOLVED** no objection.

It was noted that the application from Ham Hill had come in and had been circulated amongst councillors for a response before 26<sup>th</sup> February 2018.

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

- i. To receive notification of planning appeal TM/17/01975/FL Timberley, Masters Lane, Birling

**12 Matters for future meetings**

The following items were confirmed to be added to the next agenda: Parish Partnership Meeting, War Memorial Project, an action plan for GDPR, Easter Egg Hunt Proposal, pension scheme update, to consider a tribute or beacon lighting for 11<sup>th</sup> November 2018 and the GP surgery changes.

Annual Parish Meeting plans to include war memorial consultation and Remembrance Day plans.

It was noted that the Great British Spring Clean event information had been received in preparation for 2-4 March. Cllr Hirst agreed to co-ordinate the activities. The Clerk is obtaining equipment for Saturday 3<sup>rd</sup> March.

**13 Date of next meeting**

As previously agreed the next meeting will be held at **8pm on Tuesday 13 March 2018**.

It was **RESOLVED** to move the July meeting to 3<sup>rd</sup> July 2018.

It was **RESOLVED** to move the September meeting to 4<sup>th</sup> September 2018

There being no further business the meeting closed at **22.27pm**.