

Birling Parish Council

Draft Minutes of Full Council Meeting held on 12th February 2019 in Birling Village Hall at 8pm

Present: Councillors Mrs J Westwood (Chair)
Mr N Hewett
Mr S Houldsworth
Mr G Nevill
Mrs S Spooner
Mrs H Walker

Clerk Ms J Pilbeam

Also in attendance: Borough Cllr Matthew Balfour (Tonbridge & Malling Borough Council), 0 members of the public

1 Apologies for absence

No apologies were received.

2 Declarations of Pecuniary and Non-Pecuniary Interest

Cllr Nevill declared an interest in West Malling Sand Pit.

3 Reports

Cllr Balfour reported that the TMBC Local Plan has been submitted to the Secretary of State and dates have not yet been confirmed for the next stages. Cllr Balfour also reported that the new waste recycling contract is now in place, it is expected that the roll out of new bins will take place around September 2019.

Cllr Walker entered the meeting at 20.04pm.

4 Open Forum

There were no matters raised.

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

It was **RESOLVED** that the minutes of the meeting held on Tuesday 8th January 2019 be **APPROVED** and they were **SIGNED** by the Chair.

6 Matters arising and last month's circulation

(a) Actions from December's Meeting

- i. **M20 Smart Motorway Works**
An update was noted.
- ii. **LED Street lighting Upgrade**
To note survey carried out and provision date will be investigated with KCC
It was **RESOLVED** to obtain a quote for repairing the defective lights.
- iii. **West Malling Sandpit**
An update was noted.
- iv. **Libraries Registrations and Archives Consultation**
To note response sent
- v. **Local Plan**

- An update was noted.
- vi. **Tree Stumps**
To note removal of stumps from one side of the road, the Clerk is chasing for the removal of the remaining stumps.
- vii. **Public House Lighting**
Cllr Hewett reported that the light fittings on the public house were unlikely to require planning permission however there is a potential issue with the brightness. Cllr Houldsworth will investigate the impact issues with the neighbours.

(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

(c) Any other matters arising from the minutes

There were none.

- 7 (a) **Meetings attended on behalf of the Parish Council**
- i. TMBC Election briefing – 06/02/2019 Cllr Westwood
 - ii. Parish Partnership Panel – 07/02/2019 Cllr Westwood
 - iii. Bus Pilot Drop In – 07/02/2019 None attended

(b) **Future meetings**

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

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

Cllr Hewett noted his attendance as Vice Chair.

8 **Parish Business and Decisions**

(a) **Great British Spring Clean**

- i. To finalise arrangements and agree actions
It was agreed to meet on 2nd March at 9.30am outside the village hall.
It was noted that the rubbish can be collected from the village hall car park.

(b) **War Memorial Project**

- i. To receive update on additional stone works
Cllr Hirst agreed to follow up Burslem.

Cllr Hewett left the meeting at 21.07pm

- ii. To note bin delivery and consider location
It was agreed to meet at 9.15am on 2nd March to decide upon the position of the bin.
Cllr Nevill agreed to provide snowdrops to the area around the memorial.

Cllr Hewett re-entered the meeting at 21:09pm

(c) **Traffic Calming Measures**

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

The following items were agreed to be submitted to KCC for consideration:

1. Proposal to replace the cobble stones with a build out to narrow the road in Bull Road
2. Upgrading/replacing speed indicator device outside Birling Park, Bull Road
3. Provision of a speed indicator at the existing entrance sign, Snodland Road and potential build out, subject to lighting requirements.
4. Repaint and refurbish existing gateways and bollards with reflective paint
5. Lilac Cottage – support the Ryarsh plan to remove the existing build out and replace with the proviso of a new build out on both sides to narrow the road.
6. Provision of a build out at top of hill Ryarsh Road to narrow the road
7. Provision of a 20mph limit in the village to replace current 30 mph limit
8. Reduce speed limit to 40mph on Birling Road in between the two 30mph limits.

It was **RESOLVED** to submit the 8 points to Kent Highways for consideration.

It was **RESOLVED** for the clerk to contact the JPCTCG to investigate parish council funding options for a PCSO to enforce traffic regulation orders.

(d) Church Repairs

- i. To consider donation towards lychgate repairs
This item was deferred.

(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

- ii. To consider response.
It was **RESOLVED** to support the plan not to include Ryarsh in Kent Minerals and Waste Plan. Cllr Hewett will prepare the response.

(g) Big Conversation Bus Pilot Consultation

- i. To consider response
It was **RESOVLED** to support option 2 with the direct link to Maidstone Hospital. Cllr Hewett will prepare the response.

9 Parish Business for Noting

(a) Website update

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

(b) Correspondence – noted.

- a. Email from resident requesting alert when draft minutes are submitted to website.
- b. Victim Support – request for donation
It was **RESOLVED** to donate £50 to victim support.
- c. Secure Trust – statement
- d. University of Kent courses

10 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) The following cheques were **APPROVED** and duly signed at the meeting:

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

It was **RESOLVED** for the clerk to prepare an action plan of the change of bank accounts.

11 Roads

- (a) To report any road issues
The clerk will report the flytipping along Stangate Road.

12 Planning

(a) Applications to be considered

There were none.

(b) Decisions by Tonbridge and Malling Borough Council

There were none.

13 Matters for future meetings

Matters to be discussed next meeting include M20 Smart Motorways, LED streetlighting, Kent Minerals and Waste, Bus Pilot, tree stumps, public house lighting, war memorial, bin, Spring Clean report, traffic calming, lychgate repairs will go on April's agenda

14 Date of next meeting

As previously agreed the next meeting will be held at **on Tuesday 12th March 2019.**

The meeting closed at 22:21pm.

Signed _____

Date _____