

## **Birling Parish Council**

**All members of Birling Parish Council are summonsed to attend the  
ANNUAL GENERAL MEETING to be held on**

**Tuesday 10<sup>th</sup> May 2022 at 8pm**

**At All Saints Church, Bull Road, Birling**

**[www.birlingparishcouncil.gov.uk](http://www.birlingparishcouncil.gov.uk)**

Public and Press are welcome to attend via video conference

Public Participation – Item 25 only

1. To elect a Chairman
2. To receive the Chairman's Declaration of Acceptance of Office
3. To elect a Vice Chairman
4. Apologies for absence
5. Declarations of Pecuniary and Non-Pecuniary Interest
6. Approval and signing of minutes of meeting of April 12<sup>th</sup> 2022 (Attachment 1)
7. To consider appointing any new committees
8. To appoint representative for Tonbridge and Malling Parish Partnership Panel
9. To appoint representative for Joint Parish Transportation Consultative Group
10. To appoint representative for the Ham Hill Quarry Liaison Group
11. To appoint representatives on the following charities:
  - i. John May
  - ii. Goddens
  - iii. Holmes Foundation
12. To appoint representative to the Village Hall committee
13. To review and adopt Standing Orders (Attachment 2)
14. To review and adopt Financial Regulations (Attachment 3)
15. To review inventory of land and assets (Attachment 4)
16. To confirm all insurance arrangements (Attachment 5)
17. To review subscriptions
  - (a) Kent Association of Local Councils
  - (b) Joint Parish Transportation Consultative Group
  - (c) CPRE
18. To review complaints procedure (Attachment 6)

**19. To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation**  
(Attachment 7 A,B,C)

**20. To review the council's policy for dealing with the press/media.** (Attachment 8)

**21. To review the council's employment policies and procedures.** (Attachment 9)

**22. To review the council's expenditure incurred in 2021/22 under s137 of the Local Government Act 1972.**

Air Ambulance	£125.00
Heart of Kent Hospice	£125.00
Birling Church	£300.00
Birling Village Hall	£250.00
Kenwood Trust	£125.00
Citizens Advice	£125.00
Royal British Legion	£50.00

**23. To determine meeting dates up to and including the next annual meeting.**  
(Attachment 10)

**24. Reports - County, Borough and Police**

**25. Open Forum – Public Participation Session**

The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ten minutes unless directed by the chairman of the meeting. Subject to standing order 3(f), a member of the public shall not speak for more than three minutes. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

**26. (a) Matters arising and last month's circulation**

- i. **Ryarsh School**  
To receive any updates.
- ii. **Telephone Box Refurbishment**  
To receive any updates.
- iii. **Defibrillator Training**  
To note training being organised.
- iv. **Village Hall access**  
To receive any updates on availability of hall
- v. **KCC Bus Consultation**  
To note response sent and copied to neighbouring parishes, county and borough members, MP and bus company.

**(b) Matters for Information circulated to councillors**

05/04 Neighbourhood Policing Review  
05/04 E Watch 1962  
07/04 NALC Newsletter  
07/04 HGV road disruptions  
07/04 Bus funding consultation  
07/04 KALC News March

07/04 Domestic abuse volunteers needed  
 07/04 NALC Star Council awards  
 07/04 KCC strategic statement  
 07/04 Action with Communities in Rural Kent – Stakeholder Survey  
 10/04 Weekly waste update  
 10/04 Draft JPCTCG minutes and important bus funding consultation information  
 10/04 E Watch 1963  
 10/04 Help NHS this Easter  
 10/04 Is Boris Johnson leaving the countryside in the cold  
 12/04 E Watch 1964  
 12/04 KALC Environment Calculator Workshop  
 22/04 E Watch 1966  
 22/04 Weekly waste update  
 22/04 Carbon footprint tool  
 22/04 E Watch 1967  
 23/04 Kent and Medway Patient Network meeting  
 23/04 Weekly waste update  
 23/04 Trauma Teddies for Ukraine  
 23/04 KALC events in May  
 23/04 Sector Finance Survey 2022  
 25/04 National CSSC Green Message  
 26/04 E Watch 1968  
 26/04 Comments on Parish Charter  
 28/04 TMBC Proposal Area Planning Committee  
 03/05 E Watch 1970  
 03/05 Weekly Waste Update  
 03/05 Trauma Teddies  
 03/05 Men's Sheds  
 03/05 E Watch 1969  
 03/05 NALC Chief Executive Bulletin

## **27. Meetings**

- (a) Meetings attended on behalf of the parish council**
- (b) Future meetings**

## **28. Parish Business for Decisions**

- (a) Highways Improvement Plan**
  - i. To receive any updates
- (b) Bank Infringement**
  - i. To receive any updates
- (c) Local Plan**
  - i. To receive any updates
- (d) Rural Broadband**
  - i. To receive any updates
- (e) Queen's Platinum Jubilee**
  - i. To note update on event plan and actions required.
  - ii. To receive update on visit to Gallaghers to choose stone.
  - iii. To receive update from Cllr Nevill on treeplanting.
  - iv. To receive update on children's entertainment.
- (f) Freedom of the Parish**
  - i. To consider award.
- (g) Sector Finance Survey**

## 29. Parish Business for Noting

### (a) Website update

To note the following added to the website:-

- Road Closures
- Bus Consultation
- Jubilee bunting and events updates

## 30. Correspondence

- (a) Request for donation to Air Ambulance.
- (c) Request for donation to Victim Support.

## 31. Finance & Accounts

### (a) To approve Bank Reconciliation April 2022

Net Bank Balances as at 01/04/2022

### (b) To note budget position year to date April 2022.

### (c) To approve PAYE record May 2022.

### (d) BACS to be approved and signed (in person at next face to face meeting):

Payee	Budget	Amount Gross	Amount Net	VAT	Description
Various	Staff Costs	£466.91			April 2022 staff costs
JA Miller	Expenses	£21.00			Reimbursement of TEN fee
KALC	Training	£60.00	£50.00	£10.00	Training for Cllr Wright
KALC	Subscriptions	£245.90	£204.92	£40.98	Annual Subs KALC
LASER	Streetlighting	£8.96	£8.53	£0.43	Energy costs April 2022
Reece Myers	Reserves	£130.00	£130.00	.	Bench refurbishments

## 32. Roads

### (a) To report any road issues

### (b) To note response regarding saplings planted as M20 noise barrier and consider next steps

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

- i. To note temporary road closures affecting Birling:  
None.

## 33. Planning

### (a) Applications to be considered

- i. TM/22/00622/FL Well House 356 Stangate Road Birling West Malling Kent ME19 5JL Proposed alterations to existing garage to enable use of first floor as a home gym. Works including provision of external staircase and insertion of new rooflights

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

- i. TM/22/00357/FL The Nevill Bull 1 Ryarsh Road Birling West Malling Kent ME19 5JW Erection of covered area in beer garden Approved on 14 April 2022 Birling (Downs And Mereworth)
- ii. TM/22/00450/TNCA Spring Cottage 11 Snodland Road Birling West Malling Kent ME19 5JF T 1 Ash tree- re pollard rear stem to previous pruning points, to allow for more light to garden and property

No Objection on 11 April 2022

- iii. TM/22/00645/AGN Land East Of Walnut Tree Farm Stangate Road Birling West Malling Kent Prior Agricultural Notification: Agricultural storage building and new vehicle access

Prior Approval Not Required on 14 April 2022

**34. Matters for future meetings**

**35. Date of next meeting: Tuesday 14<sup>th</sup> June 2022**

*Julie Miller*

**Julie Miller, Parish Clerk [clerk@birlingparishcouncil.gov.uk](mailto:clerk@birlingparishcouncil.gov.uk)**

**5<sup>th</sup> May 2022**