

## **Birling Parish Council**

**All members of Birling Parish Council are summonsed to attend the  
FULL COUNCIL MEETING to be held on  
Tuesday 14<sup>th</sup> July 2020 at 8pm**

**VIA Video Conferencing – please contact the clerk for log in details**

Public and Press are welcome to attend via video conference

Public Participation – Item 4 only

- 1. Apologies for absence**
- 2. Declarations of Pecuniary and Non-Pecuniary Interest**
- 3. Reports - County, Borough and Police**  
Police update for June circulated prior to the meeting.
- 4. 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.
- 5. Approval and signing of minutes of June’s meeting** (*Attachment 1*)  
(*To be signed in person at next face to face meeting*)
- 6. (a) Matters arising and last month’s circulation**
  - i. Parking issues**  
Deferred due to Corona Virus
  - ii Meeting with Ryarsh School**  
Deferred due to Corona Virus
  - iii. Culverts**  
Deferred due to Corona Virus
  - iv. The bank verge infringement**  
To receive update on photos and enquiry sent to Cllr Hohler
  - v. Waste Collection**  
To note update on bin collections  
To receive update on any bulky waste changes
  - vi. Church Clock**  
To note church clock maintenance amended to April each year.
  - vii. Councillor Vacancy**  
To note Cllr Houldsworth resignation
- (b) 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

## 7. Meetings

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

11/06/2020 Parish Partnership Panel – Cllr Westwood

### (b) Future meetings

23/07/2020 T&M KALC AGM (agenda items to be received by 13<sup>th</sup> July)

29/10/2020 Tarmac Liaison Meeting

## 8. Parish Business for Decisions

### (a) Highways Improvement Plan

- i. To note update following request for meeting with Ryarsh PC and KCC.
- ii. To consider 40mph scheme for Bull Road designed by KCC.
- 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.

### (c) BART Community Support

- i. To note community support efforts update.

### (d) Fly Tipping

- i. To note cameras deferred due to Coronavirus.
- ii. To receive update on any flytipping incidents in the parish.

### (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.

### (f) Neighbourhood Watch

- i. To consider a neighbourhood watch initiative.

### (g) Website Contact List

- i. To consider updates to Website Contact List. *(Attachment 2)*

### (h) Meeting Dates

- i. To consider meeting dates 2020-21 *(Attachment 3)*

### (i) Great British September Spring Clean

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

## 10. 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

#### 11. 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

#### 12. Finance & Accounts

- (a) **To approve Bank Reconciliation June 2020.** (Attachment 4)  
Net Bank Balances as at 30/06/20 £21,466.82
- (b) **To note budget position year to date June 2020.** (Attachment 4)
- (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

#### 13. Annual Return

- (a) **To consider and approve the statement of internal control for the year ending 31st March 2020**  
(Attachment 5)
- (b) **To approve the Annual Governance Statement for 2019-20 Section 1 of the AGAR for the year ending March 2020**  
(Attachment 6)
- (c) **To Approve the Accounting Statement for 2019-20 Section 2**  
(Attachment 6)
- (d) **To Approve the parish council's certificate of exemption AGAR 2019-20 )**  
(Attachment 6)
- (e) **To Receive annual internal audit report**  
(Attachment 7)
- (f) **Risk Assessment**
  - i. To approve annual risk assessment review (Attachment 8)
- (g) **Asset Register**
  - i. To conduct annual council review of assets (Attachment 9)

#### 12. Roads

- (a) **To report any road issues**
- (b) **To report any updates on M20 Smart Motorway Works**
- (c) **Road Closures – see website for details**
  - i. To note temporary road closures affecting Birling: Castle Way, Leybourne Way

**13. Planning**

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

**(b) Applications to be considered**

There are none.

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

There are none.

**14. Matters for future meetings**

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

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

**8<sup>th</sup> July 2020**