

Birling Parish Council

Minutes of the ANNUAL GENERAL MEETING held on Tuesday 4th May 2021 via Video Conference Call at 8pm

Present: Councillors Mrs J Westwood (Chair)
Mr N Hewett
Mr S Hirst
Mr D Yates

Also in attendance: Clerk Ms J Miller; County Councillor Hohler.

1. To elect a Chairman

It was **RESOLVED** to elect Cllr Westwood as Chairman.

2. To receive the Chairman's Declaration of Acceptance of Office

(To be signed remotely due to COVID 19 restrictions).

3. To elect a Vice Chairman

It was **RESOLVED** to elect Cllr Hewett as vice chairman.

4. Apologies for absence

It was **RESOLVED** to receive and accept apologies with reasons from Cllr Nevill; Cllr Spooner; Cllr Walker.

Apologies were also received from Borough Cllr Kemp; Borough Cllr Montague.

5. Declarations of Pecuniary and Non-Pecuniary Interest

There were none.

6. Approval and signing of minutes of meeting of April 13th 2021

It was **RESOLVED** to approve the signing of the minutes of April 13th 2021.

7. To consider appointing any new committees

There were none.

8. To appoint representative for Tonbridge and Malling Parish Partnership Panel

It was **RESOLVED** to appoint Cllr Westwood to the Parish Partnership Panel.

9. To appoint representative for Joint Parish Transportation Consultative Group

It was **RESOLVED** to appoint Cllr Hirst to the Joint Parish Transportation Consultative Group.

10. To appoint representative for the Ham Hill Quarry Liaison Group

It was **RESOLVED** to appoint Cllr Westwood to the Quarry Liaison Group. Derek Chittenden shall be included as a resident representative.

11. To appoint representatives on the following charities:

- i. John May – Cllr Spooner
- ii. Goddens – Matthew Balfour shall be asked if he will continue
- iii. Holmes Foundation - Matthew Balfour shall be asked if he will continue

12. To appoint representative to the Village Hall committee

It was **RESOLVED** to appoint Cllr Nevill to the Village Hall committee.

13. To review and adopt Standing Orders

It was **RESOLVED** to adopt the Standing Orders.

14. To review and adopt Financial Regulations

It was **RESOLVED** to adopt the Financial Regulations.

15. To review inventory of land and assets

It was **RESOLVED** to approve the land inventory and assets register.

16. To confirm all insurance arrangements

It was **RESOLVED** to approve the insurance arrangements.

17. To review subscriptions

It was **RESOLVED** to continue with memberships to the following:

- (a) **Kent Association of Local Councils**
- (b) **Joint Parish Transportation Consultative Group**
- (c) **CPRE**

18. To review complaints procedure

It was **RESOLVED** to approve the complaints procedure.

19. To review the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation

It was **RESOLVED** to approve the following policies:

- (a) Model Publication Scheme
- (b) Privacy Notice
- (c) GDPR Policy

20. To review the council's policy for dealing with the press/media.

It was **RESOLVED** to approve the press and media policy

21. To review the council's employment policies and procedures.

It was **RESOLVED** to approve the employee handbook.

22. To review the council's expenditure incurred in 2020/21 under s137 of the Local Government Act 1972.

Air Ambulance	£125.00
Heart of Kent Hospice	£125.00
Citizens Advice Bureau	£125.00
Kenward Trust	£125.00
Royal British Legion	£50.00

23. To determine meeting dates up to and including the next annual meeting.

It was **RESOLVED** to approve the meetings to take place on the second Tuesday of every calendar month at the Village Hall, with the exception of August.

24. Reports - County, Borough and Police

Due to the forthcoming elections there was nothing new to report from Cllr Hohler. Through discussion, Cllr Hohler recommended that councillors visit the new community hub in Southborough where a new square had been created including a chemist, library and theatre all powered by solar panels.

The police report was circulated prior to the meeting and it was noted that youths on Bull Road were causing issues to a vehicle and a shed burglary were reported. Cllr Yates will share the link about the petition for action from the police on the matter of burglaries in the villages.

The meeting was adjourned for a member of the public to address the meeting.

25. Open Forum – Public Participation Session

A member of the public addressed the meeting with their view on issues raised about the verge encroachment.

26. Matters arising and last month's circulation

(a) Parking issues

To note any response from borough councillors following receipt of photographs. It was noted that there had been no further response and another chase up will be sent to Cllrs Kemp and Montague.

(b) Meeting with Ryarsh School

Deferred due to Corona Virus.

(c) Culverts

Deferred due to Corona Virus.

(d) Box Tree

It was noted that quotes are being obtained.

(e) Streetlighting

To note final response sent to resident.

(f) EV Charging Points

To note KCC project is for land in ownership or leased to the parish council and consider next steps.

It was **RESOLVED** not to proceed with the investigations into an EV charger in the village as there are no clear locations for such equipment and the land is privately owned. It may be more suitable to recommend points in other places in the borough.

(g) Benches

To note the two benches in parish council ownership and that quotes for refurbishment being sought, to be funded by the horticultural group.

27. Matters for Information circulated to councillors

- (a) 03/04/2021 Eco Green Communities
- (b) 03/04/2021 KALC planning conference
- (c) 03/04/2021 KALC events
- (d) 03/04/2021 Parish Newsletter
- (e) 03/04/2021 Kent CRP stakeholder meeting
- (f) 03/04/2021 Prevent Venue Hire
- (g) 03/04/2021 TMBC Neighbourhood Engagement Meeting
- (h) 08/04/2021 NALC chief executive's bulletin
- (i) 08/04/2021 National CSSC Green message
- (j) 17/04/2021 Farmers Market Dates Road Closures West Malling
- (k) 17/04/2021 KALC CEO Bulletin
- (l) 19/04/2021 KALC Events update
- (m) 20/04/2021 E Watch 1862
- (n) 20/04/2021 The Rural Bulletin
- (o) 20/04/2021 Local Government Bulletin
- (p) 21/04/2021 SCAM updates
- (q) 21/04/2021 MHCLG letter re COVID19 financial support
- (r) 24/04/2021 Bitesize courses at KALC

28. Meetings

(a) Meetings attended on behalf of the parish council

15/04/2021 JPCTCG – Cllr Hirst

Cllr Hirst reported on Christian Kennard's presentation on air quality. 72 air quality monitors have been set up in the borough and these show that 6 areas the air exceeds the trigger levels including; Borough Green; Aylesford; M20 Leybourne; Tonbridge High St; Wateringbury. Particulate monitoring has been installed in Borough Green which will start shortly.

The TMBC Climate Change Strategy Policy was discussed with the other substantive items. Cllr Hirst will raise rural traffic issues at the next meeting, including the smart motorway noise.

22/04/2021 Ham Hill Quarry Meeting – CANCELLED

27/04/2021 Neighbourhood Engagement Meeting

(b) Future meetings

10/06/2021 Parish Partnership Panel

18/05/2021 Ham Hill Quarry Meeting (rescheduled)

29. Parish Business for Decisions

(a) Highways Improvement Plan

i. To note Highways Plan with comments submitted to KCC and to consider responses.

It was noted that there had been no response from KCC as yet.

(b) Bank Infringement

i. To consider quotes received for legal advice.

It was noted that a second quote is pending.

ii. To note cut back programmed for May – noted.

iii. To note KCC response to request for risk assessment information.

It was **RESOLVED** to keep elected county member up to date on the matter.

It was **RESOLVED** that a parish councillor be nominated to attend a site visit with the Highways Steward to inspect the works when it is completed.

(c) Local Plan

i. To note any further update.

There were none.

(d) Coronavirus updates

i. To note update on remote meeting position.

It was noted that the High Court challenge was unsuccessful and face to face meetings re-commence from 8th May 2021.

ii. To consider agenda for Annual Parish Meeting on 27th May.

It was agreed that annual reports shall be presented at the annual meeting. The Highways Improvement Plan (Cllr Hirst) and Strategic Plan (Cllr Yates) shall be items on the agenda, along with the public session. The clerk shall liaise with Cllr Walker to finalise the arrangements.

(e) Fly Tipping / Litter

i. To note risk assessment submitted to TMBC for 12th June pick – noted.

ii. Update following discussion with KALC chair

Cllr Westwood reported that the KALC chair is preparing papers to be circulated regarding the parish council's request to lobby TMBC's accountability for the

reporting of financial information and the need for a strategic plan relating to fly tipping. It will be an item for discussion on the Parish Partnership Panel on 10th June.

(f) Strategic Plan

i. To receive draft presentation for consideration.

It was **RESOLVED** for Cllr Yates to prepare a presentation for the Annual Parish Meeting supported by the summary charts.

(g) Rural Broadband

i. To note update from KCC.

It was noted that the information has been obtained from KCC and will be reported back at the next meeting.

(h) Streetlighting

i. To note report from Cllr Hohler regarding ownership of streetlamp on Ryarsh Road and emergency repaired of £93+VAT – noted.

ii. To consider LED upgrade of lamp and shade fitment at a cost of £350.50+VAT

It was **RESOLVED** to retain this lamp in its current state for the time being.

(i) Holly Hill Car Park

i. To consider TMBC request for Birling Parish Council to contribute to gate keeping service.

It was **RESOLVED** to decline the request of TMBC to fund a security team to lock the gates at Holly Hill due to the size of this contribution in proportion to the Birling PC annual budget.

30. Parish Business for Noting

(a) Website update

i. To note the following added to the website:-

Road Closures

Scams

Parish Survey Updates

31. Correspondence

(a) Thank you letter from Air Ambulance.

(b) Thank you letter from Kenward Trust.

(c) Thank you letter from Citizens Advice.

(d) Thank you letter from Heart of Kent Hospice.

32. Finance & Accounts

(a) To approve Bank Reconciliation April 2021.

Net Bank Balances as at 01/04/2021 £20,870.78

It was **RESOLVED** to approve the bank reconciliation for April 2021.

(b) To note budget position year to date April 2021 – noted.

(c) To approve PAYE record May 2021.

It was **RESOLVED** to approve the PAYE record for May 2021

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

Payee	Budget	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	£274.09	N/A	N/A	May Salary + £20 office costs
HMRC	Staff Costs	£169.20	N/A	N/A	HMRC PAYE May
Came and Company	Insurance	£643.71	643.71	N/A	Annual insurance renewal

33. Roads

(a) To report any road issues

It was noted that pothole repairs had been carried out.

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

It was **RESOLVED** to write to MP Tom Tugendhat to report continued noise issues.

34. Road Closures

To note temporary road closures affecting Birling:

Whitehorse Road (subsequently cancelled); A228 Castle Way; A228 Malling Road; Snodland Road, Birling

35. Planning

(a) Applications to be considered

TM/21/00966 53 Ryarsh Road, Birling, Kent ME19 5JR

Erection of detached single storey home office and landscaping.

It was **RESOLVED** no objection.

36. Decisions by Tonbridge and Malling Borough Council

TM/20/02977/FL Legge Lodge 48 Legge Lane Birling West Malling Kent ME19 5JH

Retention of an existing building for ancillary residential accommodation for the host building Approved on 19 April 2021

37. Matters for future meetings

The standing items shall be added to the agenda including the annual audit report. Feedback from the Annual Parish Meeting and the Annual Return will be considered.

38. Date of next meeting: Tuesday 8th June 2021.

Meeting closed at 22:17pm

Signed..... Date.....