

Birling Parish Council
All electors are invited to the
ANNUAL PARISH MEETING
Tuesday 14th May 2024 7.30pm

Agenda

1. Annual Reports
 - (a) Chairman
 - (b) Borough Councillors
 - (c) County Councillor
2. Presentation – Birling Parish Council Strategic Plans and signing of 20mph zone petition
3. Questions from electors

Electors of Birling Parish may address the meeting

Birling Parish Council
All members of Birling Parish Council are summonsed to attend the
ANNUAL GENERAL MEETING to be held on
Tuesday 14th May 2024 at 8pm
At All Saints Church, Birling
www.birlingparishcouncil.gov.uk
Public and Press are welcome to attend
Public Participation – Item 24 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 9th 2024 (Attachment 1)
7. To consider appointing any new committees
8. To appoint representative for Tonbridge and Malling Parish Partnership Panel Cllrs Westwood & Hewett.
9. To appoint representative for the Ham Hill Quarry Liaison Group
10. Cllrs Westwood & Hewett.

- 11. To appoint representatives on the following charities:**
- i. John May – Cllr Hirst
 - ii. Goddens – Cllr Walker
 - iii. Holmes Foundation – Cllr Nevill
- 12. To appoint representative to the Village Hall committee – Cllr Nevill.**
- 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) 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 2023/24 under s137 of the Local Government Act 1972.**

Date	Organisation	Amount
22-Jun	Air Ambulance	£ 125.00
22-Jun	Ryarsh PTFA	£ 50.00
16-Oct	Victim Support	£ 50.00
16-Oct	Birling Village Hall	£ 250.00
15-Nov	Poppy Appeal	£ 50.00
16-Feb	Beams	£ 50.00

- 23. To determine meeting dates up to and including the next annual meeting.**
 Tuesday 18th June 2024, Tuesday 9th July 2024, Tuesday 10th September 2024,
 Tuesday 8th October 2024, Tuesday 12th November 2024, Tuesday 10th December
 2024, Tuesday 14th January 2025, Tuesday 11th February 2025, Tuesday 11th March
 2025, Tuesday 8th April 2025 and Tuesday 13th May 2025.

- 24. Monthly Reports - County, Borough and Police Reports**
- (a) County Councillor Sarah Hohler
 - (b) Borough Councillors Paul Boxall and Bill Banks
 - (c) Kent 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 update.

ii. Village Hall

To receive any updates on availability of hall

(b) Matters for Information circulated to councillors

08/04 E Watch 2169

08/04 E Watch 2170

08/04 The Rural Bulletin

08/04 Consultation on revised validation and guidance requirements for Planning Applications

08/04 E Watch 2171

09/04 E Watch 2172

18/04 KALC T&M agenda

18/04 Snodland Asphalt agenda

22/04 E Watch 2173

22/04 The Rural Bulletin

22/04 KALC News April 23

22/04 E Watch 2175

22/04 National Highways stakeholder letter

24/04 National Emergency Area retrofit programme M25 and M3

24/04 E Watch 2176

24/04 NALC events

24/04 The Rural Bulletin

24/04 Minutes of Snodland Asphalt meeting

29/04 Home Fire safety information

29/04 Chief Executive Bulletin

29/04 E Watch 2177

29/04 Lets get digital TMBC

29/04 Briefing Document anti-social behaviour team

30/04 TMBC Garden waste subscriptions

30/04 E Watch 2178

30/04 Strike action on Southeastern

30/04 NALC Events

02/05 KALC Bulletin

02/05 NALC newsletter

05/05 KALC News May 2024

05/05 E Watch 2179

27. Meetings

(a) Meetings attended on behalf of the parish council

i. Snodland Asphalt Meeting 18/04/2024

ii. KALC T&M Area Committee 18/04/2024

- (b) Future meetings**
 - i. KALC T&M Area Committee 11/07/2024 (Teams)
 - ii. Parish Partnership Panel 30/05/2024
 - iii. Parish Partnership Panel 29/08/2024
 - iv. KALC T&M Area Committee 03/10/2024 – AGM in person
 - v. KALC T&M Area Committee 12/12/2024 (Teams)

28. Parish Business for Decisions

- (a) Highways Improvement Plan**
 - i. To receive any updates
- (b) Local Plan**
 - i. To receive any updates
- (c) Community Transport Grant / Bus Services**
 - i. To receive update on KALC T&M parish council initiatives
- (d) Jubilee and Coronation**
 - i. To receive update on visit to Gallaghers to choose stone.
- (e) Village Maintenance, Waste and Litter**
 - i. To receive any updates.
- (f) Climate Action**
 - i. To review and update the Climate Action Plan.
- (g) Strategic Plan Update**
 - i. To review updated strategic plan.
- (h) Community Resilience Plan**
 - i. To review draft plan from Cllr Westwood
- (i) Transport for South East Survey**
 - i. To consider response
- (j) Former Oast Park Golf Club, Malling Road, Snodland**
 - i. To consider request for meeting with developer.

29. Parish Business for Noting

- (a) Website/social media update**
 - To note the following added to the website:-
 - Road Closures
 - Transport for South East survey
 - Annual Parish Meeting
 - Ryarsh Quarry proposals

30. Correspondence

- (a) Ryarsh Quarry Proposals.**
- (b) Email from Ryarsh Parish Council regarding quarry proposals.**

31. Finance & Accounts

- (c) To approve Bank Reconciliation April 2024**

Net Bank Balances as at 01/04/2024 £21319.94

(d) To note budget position year to date April 2024.

(e) To approve PAYE record May 2024.

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

Payee	Budget	Amount Gross	Amount Net	VAT	Description
JA Miller	Staff Costs	£527.84			Staff Costs
LASER	Streetlighting	£27.59	£26.21	£1.38	Streetlight energy costs
Waveney IT	IT Costs	£63.65	£ 53.04	£ 10.61	Monthly Mailbox Costs
HugoFox	IT Costs	£11.99	£9.99	£2.00	Monthly website costs
JA Miller	Reserves	£14.40			Wine glasses for APM
KALC	Subscriptions	£258.17	£215.14	£43.03	Annual Subs
JA Miller	Clerk Expenses	£84.15			Mileage
Streetlights	Streetlighting	£187.74	156.45	£31.29	Maintenance contract payment 1 of 2
AJG Community Schemes	Insurance	£835.96			Annual Insurance premium

32. Roads

(a) To report any road issues

(b) Road Closures

- i. To note temporary road closures affecting Birling:
Stangate Road, Roughetts Road

33. Planning

(a) Applications to be considered

PROPOSAL: Extension to existing drop kerb

LOCATION: 45, RYARSH ROAD, BIRLING, WEST MALLING,
ME19 5JR

(b) Decisions by Tonbridge and Malling Borough Council

There are none.

34. Matters for future meetings

35. Date of next meeting: Tuesday 18th June 2024

Julie Miller

Julie Miller, Parish Clerk clerk@birlingparishcouncil.gov.uk

7th May 2024