

## **Birling Parish Council**

### **Draft Minutes of Annual General Meeting held on Tuesday 11th June 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

Clerk Ms Miller

Also in attendance: 9 members of the public, Cllr Ann Kemp (TMBC councillor), Jerry Tate (Tate Harmer Architects).

#### **1. Apologies for absence**

Apologies were received and **APPROVED** from Cllr Walker and Cllr Hirst.

#### **2. Declarations of Pecuniary and Non-Pecuniary Interest**

Cllr Nevill declared an interest in the items for the walled garden, sandpit and planning application.

#### **3. Reports - County, Borough and Police**

Police Report:

*No crimes of note. No further calls in regards to nuisance youths. Hi visibility patrols through the village. No issues reported.*

*Updates of previous reported issues: Road closure on A228 finished and as a result no further complaints about traffic congestion.*

*No further calls in regards to nuisance youths*

*Crime prevention advice: Residents are reminded to not go out and leave their windows open and to check they have secured their house before leaving. Always check you have locked your vehicle and be aware of any rogue traders offering to do tree, paving, gutter or roof work. It is best to use a recognised tradesman for these types of work. Be aware of any types of phone scams, most common ones are people claiming to be from your bank saying someone has tried to access your account and to transfer your money into an account they have setup for you. Another is people claiming to be from HMRC saying there is a warrant out for your arrest if you do not pay tax that they say you owe.*

#### **4. Open Forum – Public Participation Session**

#### **5. To receive presentation on Walled Garden project**

Jerry Tate of Tate Harmer architects addressed the meeting and showed images of what the plans may look like for the Walled Garden project. Questions were asked about the noise, traffic and services.

It was agreed that a future consultation meeting will be held with residents when the planning application is submitted.

#### **6. Approval and signing of minutes of May's meeting**

It was **RESOLVED** to approve the minutes of May's meeting. The minutes were duly signed by the chair.

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

- i. **West Malling Sandpit**  
There was no further update.
- ii. **Local Plan**  
There was no further update.
- iii. **Letter to Tom Tugendhat**  
It was noted that the letter was agreed with minor amendments.
- iv. **Tree stumps**  
To receive update
- v. **Fly tipping**  
To receive update
- vi. **No Parking Signs**  
This is being progressed.
- vii. **Streetlighting**  
To note update from Cllr Spooner on Parsons Corner light repair.  
There was no further update from KCC on the LED upgrade
- viii. **Police Crime Commissioner**  
It was agreed to proceed with PCC meeting.

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

03/05/2019 E watch 1656  
03/05/2019 RSN Rural Funding Digest  
03/05/2019 Doorstep cold callers alert  
03/05/2019 KALC Communication and social media networking event  
03/05/2019 Domestic Violence conference  
03/05/2019 Community-led housing and self build conference  
03/05/2019 Pilot – Compassionate Neighbours scheme  
03/05/2019 E Watch 1655  
03/05/2019 National CSSC Green message  
03/05/2019 M20 Smart Motorway update  
08/05/2019 VE Day 75 8<sup>th</sup> May 2020  
08/05/2019 Birling Parish police report  
08/05/2019 Invitation to discover Gatwick  
08/05/2019 E Watch 1567  
13/05/2019 Clean Planet  
13/05/2019 Warn and inform - rogue traders  
13/05/2019 Agenda and pen pictures for KALC T&M AGM  
13/05/2019 M20 Smart Motorways update  
13/05/2019 Kent Mineral Sites Plan and Early Partial Review  
13/05/2019 E Watch 1658  
13/05/2019 KALC's Dynamic Councillor events  
13/05/2019 Alert – doorstep criminals offering cross over driveway  
13/05/2019 Rural bulletin  
13/05/2019 #Cleanplanet  
14/05/2019 KCC Waste Site Charging  
20/05/2019 Chief Executives Bulletin  
20/05/2019 KALC Communication and Social Media event  
20/05/2019 NALC Annual Conference  
20/05/2019 Kent Police Rural Liaison team report  
20/05/2019 Invitation to Kent Digital Accessibility Conference  
20/05/2019 Join the mass lobby for action on climate change  
20/05/2019 M20 Smart Motorways Update  
20/05/2019 E Watch 1660  
20/05/2019 Planning reform – outcome of Government Consultation  
20/05/2019 Notes on Neighbourhood Planning

28/05/2019 E Watch 1661  
28/05/2019 NALC Chief Executive bulletin  
28/05/2019 E Watch 1662  
28/05/2019 M20 Smart Motorway Update  
28/05/2019 The Rural Bulletin  
28/05/2019 E Watch 1663  
01/06/2019 M20 Smart Motorway Update  
01/06/2019 Agenda Joint Transportation Board  
01/06/2019 E Watch 1664  
01/06/2019 KALC Councillors Conference  
01/06/2019 Holiday Scams  
01/06/2019 KALC Website Survey

## **8. Meetings**

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

### **(b) Future meetings**

- i. JPCTCG – to be confirmed for July
- ii. Parish Partnership Panel – 13/06/2019
- iii. Bus Pilot meeting – 21/06/2019

## **9. Parish Business for Decisions**

### **(a) Grants and Donations**

- i. To consider request from Kenward Trust  
It was **RESOLVED** to donate £50.00 to the Kenward Trust.
- ii. To consider amount to contribute to church funding  
This item was deferred.
- iii. To consider amount to contribute to Village Hall CCTV  
Cllr Nevill agreed to circulate the quotation for councillors to suggest a contribution.
- iv. To consider amount to contribute to Village Party  
It was **RESOLVED** to donate £500.00 to the Village Party.

### **(b) Community Walk**

- i. To consider alternative date  
It was **RESOLVED** to organise the walk for Saturday 28<sup>th</sup> September 2019.

### **(c) General Data Protection Regulations**

- i. To discuss action plan.  
It was noted that Cllr Hewett, Cllr Nevill, Cllr Houldsworth are to sign and return councillor forms.

### **(d) Village Maintenance**

- i. To consider painting of traffic calming areas  
It was **RESOLVED** for the clerk to obtain quotes. Councillors will circulate local contractors.
- ii. To consider refurbishment of village sign  
It was **RESOLVED** for Cllr Houldsworth to investigate the refurbishment of the sign.
- iii. To consider parish lengthsman role  
This item was deferred.
- iv. To consider planting in rough ground areas  
This item was deferred.
- v. To note residents contribution to village maintenance  
Thanks were noted to Mr D Brooks for his contribution to maintenance of the war memorial. It was **RESOLVED** to send a letter.

Thanks were also noted to the village pub for assisting during the floods. It was **RESOLVED** to send a letter.

- vi. To agree date for next litter pick  
It was agreed for the next litter pick to be after the last cut around September.

(e) **Joint Standards Board**

- i. To agree parish council representative.  
It was **RESOLVED** for Cllr Westwood to represent the parish council on the Joint Standards Board.

**10. Parish Business for Noting**

(a) **Website update**

- i. To note the following added to the website:-  
Road Closures  
M20 Updates  
KCC Trading Standards advice  
Waste Collection presentation  
Waste site changes

**11. Correspondence**

- (a) Confirmation of KCC Grant for Soldier Silhouette 01/06/2019

**12. Finance & Accounts**

- (a) To Approve Annual Return 2018-19

- i. The statement of internal control for the year ending 31<sup>st</sup> March 2019 was **APPROVED**.
- ii. The Annual Governance Statement for 2018-19 Section 1 of the AGAR for the year ending March 2019 was **APPROVED**.
- iii. The Accounting Statement for 2018-19 Section 2 was **APPROVED**.
- iv. The parish council's certificate of exemption AGAR 2018/19 was **APPROVED**.

- (b) To approve Bank Reconciliation May 2019. It was **RESOLVED** to approve the bank reconciliation for May 2019. The Chair and RFO duly signed.

- (c) To note budget position year to date May 2019 noted.

- (d) To approve PAYE record May 2019

It was **RESOLVED** to approve the PAYE record for June 2019. The Chair duly signed.

- (e) The following payments were **APPROVED**:

Payee	Budget	Cheque No.	Amount Gross	Amount Net	VAT	Description
J Miller	Staff Costs	1630	£330.07	N/A	N/A	June salary
HMRC	Staff Costs	1631	£82.60	N/A	N/A	HMRC PAYE June
Burslem	Reserves	1632	£420.00	350.00	£70.00	War Memorial Works
L Robbins	Audit	1633	£75.00	N/A	£75.00	Annual Audit Fee
J Miller	Clerk Expenses	1634	£45.89	£45.89	N/A	Printer cartridge

- (f) To note update on Unity Bank transfer – noted.

**(g) Roads**

**(a) To report any road issues**

Following the flooding it was noted that several vehicles have been abandoned in the village.

**(b) M20 Smart Motorway Works**

To note update – noted.

**(c) Traffic Calming Measures**

It was noted that the meeting is going ahead with KCC on 15<sup>th</sup> July 2019

**(d) Road Closures**

To note temporary road closures affecting Birling

**30. Planning**

**(a) Applications to be considered**

i. TM/19/01145 T1 Silver Birch – lopping of branch closest to property. Reduction in height by 90cm to 1m. T2 Elm – removal of dead/diseased tree from hedge. T3 Silver Birch removal of dead tree T4 – T9 Leylandii removal of trees to the ground Roots to be removed at a later date.

It was **RESOLVED** no objections.

ii. TM/19/01319 19 Ryarsh Road, Birling  
T1 Holme Oak – 30% reduction.

It was **RESOLVED** no objections

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

TM/19/00723/FL 157 Castle Way, Birling.

Proposed loft conversion **APPROVED**

**31. Matters for future meetings**

Church funding; GDPR forms, KCC meeting feedback, no parking sign, roads and planning.

**32. Date of next meeting: Tuesday 9<sup>th</sup> July 2019 at 8pm**

**Meeting closed at 22:05pm**