

Birling Parish Council

Minutes of the MEETING of BIRLING PARISH COUNCIL held on Tuesday 10th May 2022 **Birling Church at 8pm**

Present: Councillors Mrs J Westwood (Chair)
Mr S Hirst
Mr G Nevill
Mr N Hewett
Mrs H Walker
Ms H Wright
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. The county council report was brought forward to allow Cllr Hohler to address the meeting: Cllr Hohler reported that there is no new update on the bus consultation. Cllr Hohler advised that Operation Brock continues on the M20 and that licensing has been relaxed to allow pubs to open longer for the jubilee. Other matters noted were that food production in the UK is very expensive at present and that a large number of hens have been released in Kent. Cllr Hohler reported that the new household waste recycling centre is now open in Allington and can be booked in advance, or on the day. The housing of Ukrainian refugees was discussed. So far there had been 1058 offers of hosts and 647 matched. Overall they are expecting 30,000 refugees, and for the children 2470 secondary 1300 primary places will be needed across Kent.
3. **To elect a Vice Chairman**
It was **RESOLVED** to elect Cllr Hewett as vice chairman.
4. **Apologies for absence**
There were none. Borough Cllr Montague and Kemp sent their apologies.
5. **Declarations of Pecuniary and Non-Pecuniary Interest**
There were none.
6. **Approval and signing of minutes of meeting of April 12th 2022** (Attachment 1)
It was **RESOLVED** to sign and approve the minutes of the meeting of 12th April 2022 with a minor amendment to item 195 (b). to 'The church reorganisation continues'
7. **To consider appointing any new committees**
No new committees were appointed.
8. **To appoint representative for Tonbridge and Malling Parish Partnership Panel**
It was **RESOLVED** for Cllr Westwood to represent the parish council on the TMBC Parish Partnership Panel with Cllr Hewett as deputy.
9. **To appoint representative for Joint Parish Council Transportation Consultative Group**
It was **RESOLVED** for Cllr Hirst and Yates to represent the parish council on the JPCTCG
10. **To appoint representative for the Ham Hill Quarry Liaison Group**
It was **RESOLVED** for Cllr Westwood to represent the parish council on the Ham Hill Quarry Liaison Group, with Cllr Hewett as deputy.
11. It was **RESOLVED** to appoint representatives on the following charities:

- i. **John May – Cllr Hirst**
- ii. **Goddens – Cllr Walker**
- iii. **Holmes Foundation** – There was none. Cllr Nevill will investigate if the foundation is still in existence.

12. **To appoint representative to the Village Hall committee**
It was **RESOLVED** to appoint Cllr Nevill to represent the parish council on the Village Hall Committee.
13. **To review and adopt Standing Orders**
It was **RESOLVED** to adopt 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 inventory of land and assets
16. **To confirm all insurance arrangements**
It was **RESOLVED** to confirm the insurance arrangements.
17. **To review subscriptions**
It was **RESOLVED** to continue with the following subscriptions:
- (a) **Kent Association of Local Councils**
 - (b) **Joint Parish Transportation Consultative Group**
 - (c) **CPRE**
18. **To review complaints procedure**
It was **RESOLVED** to adopt 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 adopt the following policies:
Data Protection Policy
Privacy Notice
Model Publication Scheme
20. **To review the council’s policy for dealing with the press/media.**
It was **RESOLVED** to adopt the council’s policy for press and media contact.
21. **To review the council’s employment policies and procedures.**
It was **RESOLVED** to adopt the staff handbook.
22. It was **RESOLVED** to review the council’s expenditure incurred in 2021/22 under s137 of the Local Government Act 1972 as follows:

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.**
7th June (moved from 14th June); 12th July; 13th September; 11th October; 8th November; 13th December; 10th January; 14th February; 14th March; 11th April and 9th May.
Cllr Hewett will chair the meeting on 12th July in Cllr Westwood's absence.
- 24. Reports**
- (a) Police update circulated prior to the meeting – noted.
 - (b) County Council - Cllr Hohler reported earlier in the meeting.
 - (c) Borough Councillors – A report was not provided.
It was asked that the borough councillors, if unable to attend, send a report in prior to the meeting
- 25. Open Forum – Public Participation Session**
There were none.
- 26. Matters arising and last month's circulation**
- i. **Ryarsh School**
To receive any updates.
It was noted that the fete is planned for 18th June 2022.
It was **RESOLVED** to donate £50 towards the bouncy castle.
 - ii. **Telephone Box Refurbishment**
To receive any updates.
The owner has confirmed that the telephone box will be repainted.
 - iii. **Defibrillator Training**
To note training being organised – noted.
 - iv. **Village Hall access**
To receive any updates on availability of hall.
There were none.
 - v. **KCC Bus Consultation**
To note response to KCC consultation sent and copied to neighbouring parishes, county and borough members, MP and bus company.
Thanks were noted to Cllr Yates for his contribution.
- 27. 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

It was noted that the parish council has concerns about the area planning committees being merged into one for the borough.

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

28. Meetings

(a) Meetings attended on behalf of the parish council

There were none.

(b) Future Meetings

There were none.

29. Parish Business for Decisions

(a) Highways Improvement Plan

i. To receive any updates

It was noted that there were no further updates and the invoice for the signs will be confirmed.

(b) Bank Infringement

i. To receive any updates

The legal advice was received, it was noted that the advice had several typos and was disappointing. It was **RESOLVED** to investigate the edge of the footpath and to approach KCC to repair the footpath to improve safety. Cllr Hirst and Yates will clear the footway back.

(c) Local Plan

i. To receive any updates

There were none.

(d) Rural Broadband

i. To receive any updates

There were none.

(e) Queen's Platinum Jubilee

i. To note update on event plan and actions required.

The clear up was rescheduled to 14th May 2022 from 9.30am.

A donation of £500 will be made to the church for use of the grounds.

ii. To receive update on visit to Gallaghers to choose stone.

It was noted that Burslem are unable to attend with Cllrs Westwood and Nevill. The clerk will arrange the visit.

iii. To receive update from Cllr Nevill on treeplanting.

It was noted that this will happen in the spring.

iv. To receive update on children's entertainment.

The Village Hall Committee will be approached to provide cover for the bouncy castle.

The Band will play from 2pm-5pm, the National Anthem will be played just before the band.

Cllr Hirst and Nevill will look at the flagpole at the church.

(f) Freedom of the Parish

i. To consider award.

It was **RESOLVED** to make arrangements to confer the title of Honorary Freeperson in honour of the Queen's Platinum Jubilee year. An extra-ordinary meeting will be considered for 6th September prior to the parish council meeting. Clerk to order scroll. Cllr Westwood will circulate draft wording.

(g) Sector Finance Survey

It was **RESOLVED** for the parish council to respond.

30. Parish Business for Noting

(a) Website update

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

(b) Parochial Church Council

i. To receive regular update – there was no further update.

(c) Whatsapp Group Matters

i. To note any issues raised on the Birling Whatsapp Group

It was noted that there were no significant updates.

(d) TMBC Waste Collections

i. To note weekly reports – noted.

31. Correspondence – all noted.

(a) Request for donation to Air Ambulance – it was **RESOLVED** to donate £125

(b) Request for donation to Victim Support – it was **RESOLVED** to donate £125

32. Finance & Accounts

(a) To approve Bank Reconciliation April 2022.

It was **RESOLVED** to approve the bank reconciliation for April 2022.

Net Bank Balances as at 30/04/2022 £25,775.70.

It was **RESOLVED** to approve the bank reconciliation for March 2022

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

It was **RESOLVED** to note the budget position for March 2022.

(c) To approve PAYE record May 2022.

It was **RESOLVED** to approve the PAYE record for May 2022.

(d) BACS to be approved and signed

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

Payee	Budget	Amount Gross	Amount Net	VAT	Description
Various	Staff Costs	£466.91			May 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

It was **RESOLVED** for Cllr Yates to be added as a signatory on the bank account.

33. Road

(a) To report any road issues.

- i. To note following reports

It was noted that there had been flytipping along Birling Road and this had been reported.

(b) Road Closures – see website for details

- i. To note temporary road closures affecting Birling

There were none.

34. 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
It was **RESOLVED** that the parish council had no objection.

(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
- 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

35. Matters for future meetings

The usual substantive items will be on the agenda.

36. Date of next meeting: Tuesday 7th June 2022

Meeting closed at 22:13pm

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