

**Minutes of the ANNUAL MEETING of BIRLING PARISH COUNCIL held on
Tuesday 14th May 2024 at 8pm at All Saints Church, Birling**

Present: Councillors Mrs J Westwood (Chair)
Mr G Nevill
Mr S Hirst
Mrs H Walker
Ms H Wright
Mr D Yates

Also in attendance: Mrs S Hohler (Kent County Councillor); two members of the public.

- 1. To elect a Chairman**
It was **RESOLVED** to appoint Cllr Westwood as Chair.
- 2. To elect a Vice Chairman**
It was **RESOLVED** to appoint Cllr Hewett as Vice-Chair.
- 3. Apologies for absence**
It was **RESOLVED** to receive and approve apologies for absence with reasons for Cllr Hewett. Apologies were also received from Borough Councillors.
- 4. Declarations of Pecuniary and Non-Pecuniary Interest**
There were none.
- 5. Approval and signing of minutes of meeting of April 9th 2024** (Attachment 1)
It was **RESOLVED** to approve the minutes of April 9th 2024.
- 6. To consider appointing any new committees**
There were none.
- 7. To appoint representative for Tonbridge and Malling Parish Partnership Panel**
It was **RESOLVED** to appoint Cllrs Westwood & Hewett.
- 8. To appoint representative for the Ham Hill Quarry Liaison Group**
It was **RESOLVED** to appoint Cllrs Westwood & Hewett. Mr Derek Chittingham will also attend.
- 9. To appoint representatives on the following charities:**
 - i. **John May** – It was **RESOLVED** to appoint **Cllr Hirst**
 - ii. **Goddens** – It was **RESOLVED** to appoint **Cllr Walker**
 - iii. **Holmes Foundation** – It was **RESOLVED** to appoint **Cllr Nevill**
- 10. To appoint representative to the Village Hall committee**
It was **RESOLVED** to appoint **Cllr Nevill**.
- 11. To review and adopt Standing Orders**
It was **RESOLVED** to review and adopt Standing Orders.
- 12. To review and adopt Financial Regulations**
It was **RESOLVED** to review and adopt the Financial Regulations.

13. To review inventory of land and assets

It was **RESOLVED** to review the inventory of land and assets.

14. To confirm all insurance arrangements

It was **RESOLVED** to confirm all insurance arrangements.

15. To review subscriptions

(a) Kent Association of Local Councils

(b) CPRE

It was **RESOLVED** to review subscriptions.

16. To review complaints procedure

It was **RESOLVED** to review complaints procedure.

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

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

It was **RESOLVED** to review the council's policy for dealing with the press/media.

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

It was **RESOLVED** to review the council's employment policies and procedures.

20. To review the council's expenditure incurred in 2023/24 under s137 of the Local Government Act 1972.

It was **RESOLVED** to review the following:

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

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

It was **RESOLVED** to determine dates as follows:

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.

22. Monthly Reports - County, Borough and Police Reports

(a) County Councillor Sarah Hohler

This was covered at the Annual Parish Meeting.

(b) Borough Councillors Paul Boxall and Bill Banks

A report was circulated.

(c) Kent Police – no report was received.

23. Open Forum – Public Participation Session

A member of the public noted that the area around the war memorial needed tidying up (grass cutting, holly pruning and ivy to be dug out)

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

i. Ryarsh School

To receive any update – The forthcoming Circusfest was noted.

ii. Village Hall

To receive any updates on availability of hall - there was no update.

(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 Let's 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

25. 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

26. Parish Business for Decisions

- (a) **Highways Improvement Plan**
i. To receive any updates
The petition will be taken around the parish to enable those unable to attend the meeting to sign. Mrs Hohler will investigate what longer term plans could be made to improve the bank if the parish council contributed to the costs.
- (b) **Local Plan**
i. To receive any updates
The next update is expected in July.
- (c) **Community Transport Grant / Bus Services**
i. To receive update on KALC T&M parish council initiatives.
An update was given.
- (d) **Jubilee and Coronation**
i. To receive update on visit to Gallaghers to choose stone.
Cllr Hirst and Cllr Westwood shall choose a stone.
- (e) **Village Maintenance, Waste and Litter**
i. To receive any updates.
It was noted that the Box Tree had died. TMBC shall be notified for the tree inspector to confirm it can be removed.
- (f) **Climate Action**
i. To review and update the Climate Action Plan.
This will be reviewed at the next meeting.
- (g) **Strategic Plan Update**
i. To review updated strategic plan.
Comments were received at the Annual Parish Meeting.
- (h) **Community Resilience Plan**
i. To review draft plan from Cllr Westwood
A draft was circulated to councillors.
- (i) **Transport for Southeast Survey**
i. To consider response
This will be reviewed at the next meeting.
- (j) **Former Oast Park Golf Club, Malling Road, Snodland**
i. To consider request for meeting with developer.
A meeting will be arranged with the developer.

27. Parish Business for Noting

(a) Website/social media update

To note the following added to the website:-

- Road Closures
- Transport for Southeast survey
- Annual Parish Meeting
- Ryarsh Quarry proposals

28. Correspondence

(a) Ryarsh Quarry Proposals.

Email from Ryarsh Parish Council regarding quarry proposals.

It was **RESOLVED** to advise Ryarsh Parish Council that this will be discussed at the June meeting and the parish council do not intend to respond until a formal consultation is launched.

29. Finance & Accounts

(b) To approve Bank Reconciliation April 2024

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

It was **RESOLVED** to approve the bank reconciliation.

(c) To note budget position year to date April 2024 – noted.

(d) To approve PAYE record May 2024.

It was **RESOLVED** to approve the PAYE record.

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

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

Payee	Budget	Amount Gross	Amount Net	VAT	Description
Various	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

There were none.

(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

It was **RESOLVED** no comment.

(b) Decisions by Tonbridge and Malling Borough Council

There are none.

34. Matters for future meetings

Southeast Consultation; Oast Park golf course; Community Resilience Plan.

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

Meeting closed at 9.10pm

Signed.....

Date.....

DRAFT