

## **Birling Parish Council**

**All members of Birling Parish Council are summonsed to attend the  
BIRLING PARISH COUNCIL MEETING to be held on**

**Tuesday 18<sup>th</sup> June 2024 at 8pm**

**At All Saints Church, Birling**

**[www.birlingparishcouncil.gov.uk](http://www.birlingparishcouncil.gov.uk)**

Public and Press are welcome to attend

Public Participation – Item only

- 1. Apologies for absence**
- 2. Declarations of Pecuniary and Non-Pecuniary Interest**
- 3. Approval and signing of minutes of meeting 8<sup>th</sup> May 2024** *(Appendix A)*
- 4. Monthly Reports - County, Borough and Police Reports**
  - (a)** County Councillor Sarah Hohler
  - (b)** Borough Councillors Paul Boxall and Bill Banks
  - (c)** Kent Police
- 5. 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.
- 6. (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**

  - 13/05 Let's get TMBC Digital
  - 13/05 E Watch 2181
  - 13/05 Chief Executive Bulletin
  - 13/05 RDN Rural Funding
  - 13/05 NALC Newsletter
  - 13/05 The Rural Bulletin
  - 13/05 KALC Weekly Bulletin
  - 13/05 NALC events
  - 13/05 E Watch 2180
  - 13/05 Chief Executive Bulletin
  - 14/05 E Watch 2182
  - 14/05 The Rura Bulletin
  - 20/05 KALC Bulletin
  - 20/05 Chief Executive Bulletin
  - 20/05 E Watch 2183
  - 20/05 NALC Newsletter
  - 21/05 E Watch 2184
  - 21/05 Parish Partnership Panel Agenda

31/05 The Rural Bulletin  
31/05 NALC Events  
31/05 Draft Kent Minerals and Waste Local Plan  
31/05 NALC Newsletter  
31/05 Southeastern Business Update  
31/05 Chief Executive Bulletin  
31/05 Weekly Bulletin  
31/05 Let's get TMBC Digital  
31/05 E Watch 2185  
31/05 E Watch 2186  
31/05 NALC Newsletter  
31/05 58 & 70 buses  
31/05 Let's Get TMBC Digital  
05/06 E Watch 2168  
05/06 The Rural Bulletin  
05/06 KALC Training Bulletin  
05/06 The Rural Bulletin  
05/06 KALC News June 2024

## **7. Meetings**

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

- i. Parish Partnership Panel 30/05/2024
- ii. Obee Estates/Larkfield & New Hythe FC – Cllr Hewett

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

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

## **8. Parish Business for Decisions**

### **(a) Highways Improvement Plan**

- i. To note petition results and consider next steps.

### **(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 receive any updates.

### **(h) Community Resilience Plan**

- i. To receive any updates.

- (i) **Transport for Southeast Survey**  
i. To consider response
- (j) **Financial Regulations**  
i. To adopt NALC revised Financial Regulations
- (k) **Annual Governance and Accountability Review 2023-24**  
i. To review the system of internal control (Appendix B)  
*The council is asked to review the system of internal control.*  
ii. To review the effectiveness of the system of internal control.  
(Appendix C)  
*The council is asked to consider the attached statement of internal control in support of the Annual Governance Statement. The Chair of the meeting and the clerk to sign.*  
iii. To approve the internal audit report 2023-24 – to follow.  
iv. To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR for the year ending 31 March 2024. (Appendix D)  
*The clerk to read out the assertions and the council to answer. The Chair of the meeting and the clerk to sign and date.*  
v. To approve the Certificate of exemption, the supporting Bank Reconciliation as at 31 March 2024 and the explanation of significant variances from last year (2022-23) to this year (2023-24). (Appendix E)  
*The Chair of the meeting and clerk to sign and date.*  
vi. Risk Assessment – to review risk assessment (Appendix F)

**9. Parish Business for Noting**

**(a) Website/social media update**

To note the following added to the website:-

- Road Closures
- Transport for South East survey
- Let's get TMBC Digital

**10. Correspondence – There is none.**

**11. Finance & Accounts**

- (a) **To approve Bank Reconciliation May 2024**  
**Net Bank Balances as at 31/05/2024 £19.238.**
- (b) **To note budget position year to date May 2024.**
- (c) **To approve PAYE record June 2024.**
- (d) **To approve purchase of Good Councillor Guide.**
- (e) **BACS to be approved and signed:**

Supplier	Budget	Gross	Net	VAT	Reason
Ryarsh PTA	Donations	£50.00			Donation for inflatable
Various	Staff Costs	£527.44			Staff costs June
LASER	Streetlighting	£27.72	£26.33	£1.39	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

**32. Roads**

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

**(b) Road Closures**

- i. To note temporary road closures affecting Birling:  
Castle Way; A228 Malling Road

**33. Planning**

**(a) Applications to be considered**

There are none.

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

There are none.

**34. Matters for future meetings**

**35. Date of next meeting: Tuesday 9<sup>th</sup> July 2024**

*Julie Miller*

**Julie Miller, Parish Clerk [clerk@birlingparishcouncil.gov.uk](mailto:clerk@birlingparishcouncil.gov.uk)**

**11<sup>th</sup> June 2024**