

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE VILLAGE HALL, TROTTISCLIFFE ON THURSDAY 2 JULY 2015

PRESENT:

Mr. David Jones (Chairman for this meeting) (DJ). Mrs. Jenny Dickson (JD)
Mr. David Gaunt (DGG), Trevor Ledamun (TL), Mr. John Wickham (JW)

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk)
County Councillor Sarah Hohler (arrived at 20:12hrs)
8 Members of public

88/15 Apologies for absence

Apologies for absence were received from Cllrs. David Goodworth and Richard Wallis.

89/15 Minutes

The minutes of the both the Annual Parish Meeting held on the 20 May 2015 and the Annual Parish Council Meeting held on the 11 June 2015 were approved and signed as a true record.

90/15 Declarations of interest

There were none.

91/15 Reports

- b) Borough Councillor - There was no report.
- c) Clerk - There was no report.
- d) Kent Police - Members noted that PCSO Laura Bullen has left Kent Police. PCSO Callum Boyd and PCSO Ross McMillan, who in addition to looking after Snodland, will now be looking after Trottiscliffe. Members expressed their concern about how much time the PCSOs will be able to devote to Trottiscliffe. It was noted that a bicycle was stolen on the 3 June 2015 from a possibly insecure vehicle parked on the drive of a property in Aldon Lane. A wacker and a sod cutter were stolen from an open barn between the 1 May and the 11 June 2015 in Addington Lane, Trottiscliffe. Either on the 22 or 23 June 2015 a garage was broken into on London Road in Ryarsh and golf equipment was stolen.
- e) JPCTCG - It was noted that the date of the next meeting is to be confirmed.
- f) Parish Partnership Panel - It was noted that the meeting due to be held on the 18 June 2015 was cancelled. The next meeting is due to take place on the 10 September 2015.
- g) Trosley Liaison Group - JD reported that the next meeting is due to take place on the 14 July 2015.
- h) Village Hall Committee - DJ will attend the meeting due to be held on the 6 July 2015.

92/15 Matters arising

- a) Defibrillator - TL has now received the correct case for the defibrillator and hopes to meet with the village hall electrician soon to discuss the installation. TL is hoping that the defibrillator can be stored on the external wall of the disabled toilet so that the necessary power can be taken from a socket within this room. DJ will also raise this subject at the Village Hall Committee meeting due to be held next week.
- b) Calendar of Meetings - It was resolved to continue to hold Parish Council meetings on

the first Thursday of each month except in January and August when no meetings are normally held.

93/15 Finance & Policies

a) Statement of payments to be made and income received

Bank Account balances as at 1 June 2015

TPC £17,739.49

TCC £17,858.32

National Savings Account: £1,662.17

Receipts

T&MBC Community Enhancement Fund £2,289.00

Cheques for signature:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Trottiscliffe Village Hall	(Hire of Hall)	100959	£ 70.00
Richard Abel	(Mowing)	100960	£ 300.00
F. Merryfieldday	(Clerk's Salary)	100961	£1,031.13
HMRC	(Clerk's Tax)	100962	£ 23.00
KALC	(Induction Course – DJ)	100963	£ 25.00
L. Goldsmith	(Invoiced expenses)	100964	£ 300.00
Total			£1,749.13

The Chairman proposed that the cheques listed above be signed. Agreed.

b) Clerk's Contract and adoption of NALC Pay Awards

It was **resolved** that a working party would meet to approve the Clerk's Contract. The working group will consist of the Clerk, TL, JD and DJ. Members **resolved** to adopt the NALC Pay Awards for the new Clerk. A provisional date and time of the 9 July at 7.30pm was set. JD to check the availability of the village hall.

c) Adoption of Standing Orders

It was **resolved** that the same working group would meet to draft the Standing Orders for the Parish Council based on the NALC model.

d) Adoption of Financial Regulations

It was **resolved** that the Clerk would prepare and circulate draft financial regulations and risk control procedures for adoption at the next meeting.

e) Transparency Code

The Clerk had circulated the legal briefing notes from NALC on the Transparency Code. Pursuant to s.2 of the Local Government and Planning Act 1980 the Government has issued a code of recommended practice for Parish Councils with a turnover not exceeding £25,000. The Code requires certain documents to be published on a website which is publicly accessible and free of charge. The following items should be published:

- All transactions/items of expenditure above £100
- End of year accounts
- Annual Governance Statement
- Internal Audit Report
- List of Councillors and Members responsibilities
- Details of public land and building assets
- Draft minutes
- Agenda and associated papers

Members discussed whether the village website would be robust enough to accommodate all this extra information and also the fact that the Clerk is not able to directly access it to regularly update the required information. Members **resolved** that the Clerk should set up a new Parish Council website using the Education IT services at KCC who host the website management system for parish councils. Members acknowledged that this would mean a lot of additional work for the new Clerk and that the new website would therefore evolve over time to meet the requirements of the Transparency Code. Once adopted all policy documents will also be made available on this website along with the details of all Councillors and their DPIs.

f) Bank Mandate

The Clerk explained that some errors had possibly occurred with the new bank mandate. The Clerk agreed to visit Nationwide to try and resolve the problem.

g) Proposal to purchase a laptop for the Clerk

It was agreed that this would be discussed by the working group. TL had some concerns about purchasing a laptop at the moment given the likelihood that a new version of Windows is due to be coming out. The Clerk explained that KALC suggest that for data protection reasons a dedicated laptop should be used.

h) Victim Support

Members considered a request for a donation. As a donation had only been made in September 2014 Members **resolved** to not make a further donation this time.

91/15 Reports

- a) County Councillor – Sarah Hohler reported that Offham Primary School had achieved an ‘outstanding’ status following a recent Ofsted inspection. Stansted Church of England School will be closing on the 31 July 2015. New schools are planned for Leybourne Chase and Kings Hill. Following further industrial action in Calais operation stack on the M20 continues. Sarah Hohler offered to organise and fund a speed survey on Vigo Hill. Sarah Hohler suggested that if the recorded speeds are high then it may be possible to ask KCC to extend the area of the 20mph speed restriction further up the hill. Members **resolved** to accept this offer which will be funded from Mrs Hohler’s Member Grant. Sarah Hohler kindly agreed to remind KCC that she had requested for the white lines on the speed humps to be repainted. Members discussed the merits of Smiley Sign Road Safety Displays.

20:18hrs County Councillor Sarah Hohler left the meeting

94/15 Members of public

Two members of public gave some background information on the planning proposal TM/15/1758/OA. A further two members of public gave some background information on planning proposal TM/15/01687/OA. A representative from the Ramblers Association asked Members to report the fence is falling over footpath MR187 near Whitakers. He suggested that because of the steep slope and erosion that some steps should be constructed at this point. The representative also asked for Members to consider the reinstatement of part of the footpath MR165 which is currently obscured by crops.

95/15 Planning

The Chairman proposed and it was resolved to consider planning proposal TM/15/01584/FL at this meeting as the matter would have been considered under item 95/15 (c) (3) below.

a) Applications

- 1] TM/15/1758/OA - Downsview, 8 Green Lane, Trottscliffe, ME19 5DX

Outline application: Construction of a 5 bedroom single dwelling.

Resolved to object to the above proposals. Members believe that the proposals represent

inappropriate development within an AONB. The visual impact of the bulk, scale and proposed materials for the new dwelling is of concern. Members feel the proposed dwelling is not in keeping with the nearby properties and are therefore concerned about the impact upon the street-scene and the general setting. The proposed dwelling is located next to the bridleway MR185 and public footpath MR189 and Members believe that the scale and bulk of the proposed dwelling will affect the views for users of the local amenities. Members would have liked to have seen a planning statement as they believe the proposals would mean the removal of several mature trees which would also have a significant impact upon the visual amenity

20:45hrs 2 members of public left the meeting

2] TM/15/01687/OA - Little Reeds, Ford Lane, Trottiscliffe, ME19 5DP

Outline Application: Erection of a four bedroom detached dwelling of approximately 300m sq. habitable area with double garage, to the rear of Little Reeds with access from Ford Lane with all other matters reserved.

Resolved: To object to the above proposals. Members believe that the proposals affect the openness of the AONB and Green Belt. Members are concerned about the visual impact of the bulk and scale of the development and its appropriateness within a village setting in an AONB. Members were surprised not to have been provided with a topographical and arboricultural survey as they believe a number of trees and a mature hedgerow on the western boundary will need to be removed which would mean that the proposed dwelling would have an unacceptable impact on the wider locality. Members are also concerned about the access and likely increase in trip generation on to this narrow road.

20:55hrs 5 members of public left the meeting

3] TM/15/00473/RD - The Shack Pilgrims Way Trottiscliffe, ME19 5EP

Details of landscaping and boundary treatment pursuant to condition 3 of planning permission TM/14/01514/FL (Erection of detached dwelling house)

Resolved: To have no objections to the above proposals and agree that their implementation will discharge condition 3 of planning permission TM/14/01514/FL.

4] TM/15/01584/FL - 1 Green Lane, Trottiscliffe, ME19 5DX - Single Storey Extension.

Resolved: To have no objections to the above proposals but would like to highlight that this is a retrospective planning application.

b) Decisions from T&MBC

There were none to report.

c) Other planning matters

1] KCC/TM/0378/2014 – Wrotham Quarry - KCC has advised the Clerk that additional time for determination has been agreed with the applicant to give them the opportunity to overcome a number of issues raised by the Environmental Agency and South East Water concerning groundwater protection. The application may be determined at a meeting provisionally set for the 12 August 2015 but it is more likely that it will be considered at a meeting due to be held on the 9 September 2015.

2] Whittaker Cottage – unauthorised use as separate dwelling. Still waiting for a response from enforcement.

3] 1 Green Lane - unauthorised rear extension – see item 95/15 (a) (4) above.

4] Darren's Meadow Green Lane - unauthorised works. Still waiting for a response from enforcement.

5] The Warrens – erection of a replacement building. Still waiting for a response from enforcement.

96/15 Highways, Footways and Footpaths

- 1] Enquiry 17044601 - Speeding traffic in Taylor's Lane. The Clerk had contacted Highways regarding the problem of speeding traffic through the village, particularly alongside the duck pond where traffic mounted the pavement. KCC have responded that as there is no existing crash history they are unable to support a highway improvement at this time. The information provided will be recorded and held by the Traffic and Safety Team.
- 2] Request to relocate the village sign next to the duck pond - Members noted that TL and the Clerk will be meeting with KCC on the 14 July 2015. KCC will be asked to find out who owns the strip of land on which the trees have been planted adjacent to the highway and to decide whether the village sign could be re-sited to the green opposite The George.
- 3] Request to repaint the white lines in the middle of the road and on the speed bumps in Taylors Lane - The Clerk and TL will discuss this with KCC at their meeting. County Councillor Sarah Hohler has advised the Clerk that she will find out when the white paint on the speed humps will be refreshed.
- 4] Request to repaint the yellow zig zag lines outside the school - The Clerk will try and find out when T&MBC will be doing this.
- 5] MR185, needs strimming - Members noted that this has been done.
- 6] MR187, fence fallen on the footpath - Clerk to report.
- 7] JW and JD are planning on preparing some maps to show the position of all the definitive footpaths, bridleways and other information such as dog waste bins and litter bins as a record for the Parish Council.

97/15 Open Spaces, Recreation Ground and Allotments

- 1] The RoSPA inspection is due to take place in July 2015. Members noted that JW has agreed to meet with the inspector on site. It was suggested and agreed that the Clerk should find out who else offers this service for the inspection due next year.

98/15 Correspondence

a) For Information

- 1] Area 2 Planning Committee - 8 July 2015
- 2] Joint Transportation Board - 28 September 2015
- 3] Parish Partnership Panel - 10 September 2015
- 4] Joint Standards Committee - 1 July 2015

b) On Circulation

The following correspondence had been circulated:-

KALC - Highways, Transportation & Waste Survey Results 2014

KALC/PCC/Chief Constable/SECAMB Events

e-watch

T&MBC - Planning Applications

KALC - KCC Consultation Kent's Drainage & Local Flood Risk - draft

Rural Services Network

T&MBC - Love Kent Hate Litter Campaign

PCSO Laura Bullen farewell letter

c) Requiring Attention

- 1] KALC Councillor induction courses - dates noted. DJ will be attending one of the events.
- 2] Public consultation of draft recommendations for new electoral arrangements - the Clerk was asked to respond to the consultation stating that Members do not feel it is benefit to be in the same electoral ward as Snodland.
- 3] Correspondence regarding Hartwood, Seven Mile Lane - a company that deals with

town planning is looking at a replacement care home at Hartwood (end of Seven Mile Lane) and would like to have an informal meeting to discuss their plans. Members **resolved** to wait and see a formal planning proposal.

99/15 Any Other Business

1] The Clerk was asked to try and find out who owns and maintains the eastern boundary of the allotments.

100/15 Date of the Next Meeting

The next meeting will be held on Thursday 3 September 2015 at 7.45pm in the village hall.

101/15 Any Confidential Matters

There were none.

There being no other business the meeting closed at 21:33hrs

Chairman

Date.....

