

**MINUTES OF THE PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, TROTTISCLIFFE
ON THURSDAY 5 NOVEMBER 2015**

PRESENT:

Mr. Richard Wallis – Chairman (RW), Mrs. Jenny Dickson (JD)
Mr. David Goodworth (DGB), Trevor Ledamun (TL), John Wickham (JW).

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk) 1 member of public
County Councillor Sarah Hohler and Borough Councillor Ann Kemp

130/15 Apologies for absence

Apologies for absence were received from Borough Councillor Matthew Balfour and Councillors David Gaunt and David Jones.

131/15 Minutes

The minutes of the Parish Council Meeting held on the 1 October 2015 were approved and signed as a true record.

132/15 Declarations of interest

There were none.

133/15 Reports

- a) County Councillor – County Councillor Sarah Hohler reported that the speed check on Vigo Hill showed an average speed of 28 mph which would support an application to KCC to install a 30mph restriction from the Vigo crossroads to the start of the 20mph zone. County Councillor Sarah Hohler also advised Members that all emergency vehicles now carry defibrillators.
19:51hrs County Councillor Sarah Hohler left the meeting
- b) Borough Councillor – Borough Councillor Ann Kemp reported that following the recent ‘call for sites’ T&MBC are reviewing the list of possible sites. T&MBC are also reviewing their budgets and it is likely that some front line services may be affected. Borough Councillor Ann Kemp discussed the merits and demerits of producing a Parish Plan.
- c) KALC Area Committee meeting – TL reported on the meeting held on the 22 October 2015. Members were disappointed to hear that NALC are considering raising the fee for membership by 19%. Parish Councils are being encouraged to attend the KALC AGM due to be held on the 21 November 2015 to discuss and vote against this suggestion. Representatives from KALC stated that if they were going to be able to continue with offering training for Parish Councils that the overall attendance needs to improve
- d) Kent Police – The Chairman read out the crime report provided by PCSO Callum Boyd. On the 15 October a male was reported as knocking on doors in Trottiscliffe trying to sell items from his rucksack. In Offham there was a report of two off road bikes riding on a field on the 7 October. In Ryarsh a shed was broken into on The Street on the 20 October and a number of items were stolen. A house, also in Ryarsh, was broken into on the 30 October and keys and a vehicle were stolen. On the 16 October a group of suspicious illegal immigrants were found in Ryarsh. DGB discussed the problem of joy riders driving over private land.
- e) JPCTCG – there has been no meeting.
- f) Parish Partnership Panel – there has been no meeting.
- g) Trosley Liaison Group – the meeting due to be held on the 20 October was cancelled. It was noted that the next meeting will be held on the 9 February 2016 and that County Councillor Sarah Hohler has kindly agreed to take over as Chairman of these meetings.

- h) Village Hall Committee – DJ had attended the last meeting and had advised the Clerk that the committee have added the defibrillator to the village hall insurance schedule.

134/15 Matters arising

- a) Defibrillator – Members were in agreement that it would be useful to hold an awareness session for parishioners and visitors to the village to come along to and find out more about how a defibrillator can save lives. TL kindly offered to organise this event.
- b) Parish Plan – A small working group had met to begin the process of preparing a Parish Plan. It was felt that as a starting point a consultation event over one evening and a Saturday morning would be beneficial, giving parishioners and users of the village an opportunity to come along and give their views on various aspects of village life. It was agreed that the consultation need to be carefully managed and that the suggested dates in February might be a bit premature. It was agreed that the events should be held later on next year. The validity and need for a Parish Plan was discussed again. It was generally agreed that it would be useful to start the process of preparing a Parish Plan.
- c) Emergency Plan – Members agreed that any consultation to do with the preparation of the emergency plan could be combined with the Parish Plan.
- d) Information Booklet for new residents – Members are waiting to see a booklet of local information being prepared by the PCC before considering any further action.
- e) Request to re-site the dog waste bin in Pinefields Lane
 20:35hrs the meeting was suspended to allow a member of public to raise his concerns about the siting of the current dog waste bin and to express his disappointment that it seems that the local residents views were not taken into account.
 20:52hrs the meeting was re-opened.
 Members **resolved** that the Clerk should set up a meeting with the officers from T&MBC and Members of the Parish Council and also a representative for the local residents to discuss the siting of the dog waste bin in Pinefields Lane.
- f) Christmas Tree on village green – RW reported that the Christmas Tree has been ordered and will be sited in the usual place on the village green with power supplied by The George. The Clerk will complete a risk assessment.
- g) Dates of Parish Council Meetings for 2016 – the dates of the meetings for 2016 were agreed and will be published on the noticeboards and on the website.

135/15 Finance & Policies

Statement of payments to be made and income received

Balances as 25 October 2015:

TPC Nationwide Account	£20,709.04
TCC Nationwide Account	£17,652.90
National Savings Account:	£ 1,662.17

Receipts

T&MBC 2nd half of Precept - £5,750.00

T&MBC 2nd half of Council Tax Support Grant - £160.00

Cheques for signature PCC Account:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary- October)	100981	£157.48
HMRC	(Clerk's Tax)	100982	£104.80
Mrs L S Goldsmith	(Expenses)	100983	£ 68.29
Richard Abel	(Grass cutting – September)	100984	£372.00
Total			£702.57

Cheques for signature TCC Account:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
EDF Energy	(Electricity village hall Aug-Oct)	100078	£152.52

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

a) Allocation increase - Members noted that the allocation to Trottiscliffe Parish Council under the scheme of financial arrangements for 2016/17 is to be increased by 0.4% to £2,817.00.

b) Banking Arrangements -The Clerk and RW had met with the Manager of the Nationwide branch in West Malling. It seems Nationwide are not able to provide a satisfactory service. The Clerk had investigated alternative banks and building societies and it was **resolved** to open a Nat West Community Current Account for the Parish Council and the Tennis Club reserves. The Clerk completed and returned the paperwork to Nat West. TL, JD, DJ and RW will be signatories on both accounts. Once approved a cheque book and paying in book will be provided for each account. Online banking will also be possible when required. The Parish Council account will have a linked savings account which pays a slightly higher interest rate.

c) Transparency Code/Website

Members noted that the Clerk will continue to place draft minutes of each meeting on the website.

d) Adoption of the claiming of expenses, grievance and disciplinary, media and complaints procedure and the revised allotment contract - **resolved** to adopt these policies.

e) Asset Register - The Clerk had circulated a revised draft asset register. Members were asked to send any comments to the Clerk.

f) Other policies to be prepared

Members noted that DJ has offered to prepare and circulate for comment Health & Safety, Data Protection and Records Management policies.

136/15 Members of public: There were no further comments.

137/15 Planning

a) Applications: There were none to consider.

b) Decisions from T&MBC

1] TM/15/02746 - Robin Hill, Pilgrims Way, Trottiscliffe, ME19 5EW

Erection of replacement oak framed pool house. *Approved*

2] TM/15/02749/FL The Warrens, Pilgrims Way, Trottiscliffe, ME19 5EW

Reconstruction, enlargement and improvement of an existing outbuilding used to accommodate tropical birds. *Approved*

c) Other planning matters

1] KCC/TM/0378/2014 - Wrotham Quarry - Members noted that Ian Fern, the new owner of the quarry, would be willing to come to a Parish Council meeting to introduce himself and to discuss ways in which he feels he could contribute something back to the parishes. The Clerk was asked to see if he would like to come to a Parish Council meeting.

2] Whitaker Cottage - unauthorised use as separate dwelling. There was no further update. Enforcement were considering issuing a Planning Contravention Notice.

3] Darren's Meadow Green Lane - unauthorised works. Planning Enforcement have not confirmed whether that have had a site meeting with the owner about the new shed/stable building. The Clerk has received a number of complaints about activities taking place at this site.

4] TM/14/02568/OA - Copper Beech, Pinesfield Lane, Trottiscliffe. - Members noted that an appeal has been lodged against a refusal for an outline application of a detached dwelling house

138/15 Highways, Footways and Footpaths

1] Traffic mounting the pavement on Taylor's Lane - The Clerk has written to the Safety Critical Team at KCC about the problem

2] Traffic Survey, Taylors Lane/Vigo Hill - Members were delighted to hear that the results of the traffic survey would support an application to KCC to put a 30mph restriction from the Vigo crossroads to the start of the 20mph zone. The Clerk will now contact KCC to take this proposal forward.

3] Temporary Diversion of footpaths MR164 and MR165 - Members noted, without comment, an application for a temporary diversion of these footpaths in Trottiscliffe on the border with Addington. The application has been submitted by the Ferns Group, to whom planning permission has been granted for an extension of Wrotham Quarry. The proposed temporary diversions are required for the purpose of enabling materials to be worked by surface working and are required for a period of 20 years.

4] Parish & Town Seminar - TL reported to Members on the seminar which was held by KCC for Parish Councils. The Caretaker Scheme which has been piloted by a cluster of villages was discussed. Members were in agreement that this scheme would not be viable for Trottiscliffe. KCC's plans for street lighting and the current consultation was also discussed. The Chairman thanked TL for attending the seminar on behalf of the Parish Council.

5] Reported Faults

i) 171775 - Addington Lane, just outside the village gateway, utilities back-fill is subsiding - works have been completed.

ii) 171776 - School Lane, deep pothole by the start of the cottages - works have been completed.

iii) 171781 - Taylors Lane/School Lane, deep pothole in front of Forge Cottage - works have been completed.

iv) The Clerk has reported that the damaged sign on the corner of Pilgrims Way and Taylors Lane is now missing.

139/15 Open Spaces, Recreation Ground and Allotments

1] RoSPA inspection of the playground

JW will prepare a programme of remedial works for consideration at the next meeting. It was noted that the Clerk had made arrangements for a damaged fence panel around the play area to be made safe and ultimately repaired.

2] Grass Mowing contract 2016

Although pleased with the quality of the work of the current contractor, Members agreed, in line with the adopted Financial Regulations, that the Clerk should try and obtain 3 quotes for the grass mowing contract for 2016. JW agreed to send the current specification to the Clerk.

140/15 Correspondence

a) For Information

1] Area 2 Planning Committee - 11 November 2015

2] Joint Transportation Board - 30 November 2015

3] Parish Partnership Panel - 19 November 2015

4] Joint Standards Committee - 18 January 2016

5] KALC Area Committee Meeting - 14 January 2016

b) On Circulation

The following correspondence had been circulated:-

Tonbridge & Malling Crime Prevention Panel - agenda for meeting on 16 November 2015.

The Parish News - October 2015

Minutes and papers from KALC Area Committee Meeting held on the 22 October 2015

Clerk & Councils Direct - November 2015

c) Requiring Attention

1] Proposed abolition of Area Planning Committees – Members were pleased to note that at the Cabinet Meeting held on the 7 October 2015 a decision on whether to change the current Area Planning Committee structure was deferred pending consideration of broader matters included the Medium Term Financial Strategy and the forthcoming Corporate Plan. In the meantime some practical improvements to the current system will be introduced.

2] KALC Community Awards Scheme 2016 - Members **resolved** to adopt the scheme and bring any suggestions for nominations to the next meeting.

3] Fly a Flag for the Commonwealth Campaign – Members **resolved** to not take part in an initiative to purchase and fly a flag for the proposed Commonwealth Day on Monday 10 March 2016.

141/15 Any Other Business

1] Village sign formerly located at the duck pond – it seems that the owner of the sign is willing for the Parish Council to adopt the sign and relocate it to the village green.

2] The budget for 2016/17 will be considered at the next meeting.

142/15 Date of the Next Meeting

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

143/15 Any Confidential Matters

There were none.

There being no other business the meeting closed at 21:38hrs

Chairman

Date.....