

**MINUTES OF THE PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, TROTTISCLIFFE
ON THURSDAY 1 OCTOBER 2015**

PRESENT:

Mr. Richard Wallis – Chairman (RW), Mrs. Jenny Dickson (JD)
Mr. David Gaunt (DGG), Mr. David Goodworth (DGB), Mr. David Jones (DJ), Trevor Ledamun (TL)

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk)
5 Members of public

116/15 Apologies for absence

Apologies for absence were received from Borough Councillor Ann Kemp and Councillor John Wickham.

117/15 Minutes

The minutes of the Parish Council Meeting held on the 3 September 2015 were approved and signed as a true record.

118/15 Declarations of interest

There were none.

119/15 Reports

- a) County Councillor – there was no report.
- b) Borough Councillor – there was no report.
- c) KALC Area Committee meeting – the next meeting is due to be held on the 22 October.
- d) Kent Police – there was no report.
- e) JPCTCG – the Clerk will circulate the minutes of the meeting held on the 28 September 2015 when they are available.
- f) Parish Partnership Panel – TL had attended the meeting held on the 10 September 2015. The progress made towards the preparation of the T&MBC Local Plan and specifically the initial outcome of the Call for Site exercise was discussed. 212 separate sites have been proposed of which 3 are in Trottiscliffe, namely sites at Trosley Farm, Addington Lane, Pinesfield Lane, and Green Lane. The next stages of the Local Plan preparation will include a full assessment of the potential sites. T&MBC have confirmed the assessed need of 673 new homes per annum. A timetable for the next steps has been developed and published on the T&MBC website.
- g) Trosley Liaison Group – there has been no meeting. The Clerk will try and find out when the next meeting is due to be held.
- h) Village Hall Committee – DJ attended the meeting held on the 7 September 2015 and reported that a number of events will be taking place in the village hall during the run up to Christmas which have been advertised on the village website.

120/15 Matters arising

- a) Defibrillator – Members were delighted to hear that the defibrillator has been installed on an external wall of the village hall and has been registered with the ambulance service. TL agreed to check that the village hall committee have insured the defibrillator. The Clerk will place an article in The Pilgrims advising parishioners that the defibrillator is now operational. RW thanked TL for all his hard work in getting a second defibrillator for the village which can be accessed 24 hours a day. The tennis

- club have another defibrillator which is kept in the club house.
- b) Parish Plan – Members agreed to set up a working group to begin the process of preparing a Parish Plan. The working group will meet on the 6 October 2015 to discuss the way forward.
 - c) Emergency Plan – DGB and RW agreed to meet and discuss the programme for preparing an Emergency Plan for the village.
 - d) Information Booklet for new residents – it was noted that the PCC are producing a booklet of local information. It was agreed to wait and see this booklet before considering any further action.
 - e) Broadband – The Clerk reported that as part of the KCC ‘Make Kent Quicker Campaign’ improvements to the speed of broadband in Trottiscliffe were expected later in the year. Members noted that intermediary measures have started.

121/15 Finance & Policies

- a) Statement of payments to be made and income received

Bank Account balances as at 1 October 2015

TPC Nationwide Account	£22,104.14
TCC Nationwide Account	£17,641.65
National Savings Account:	£ 1,662.17

Receipts

T&MBC 2 nd half of Precept -	£5,750.00
T&MBC 2 nd 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- September)	10974	£ 262.26
HMRC	(Clerk's Tax)	10975	£ 65.60
Mrs L S Goldsmith	(Expenses)	10976	£ 68.57
Richard Abel	(Grass cutting – August)	10977	£ 258.00
Mrs L S Goldsmith	(Reimbursement land Search charges)	10978	£ 122.67
PKF Littlejohn	(External Audit Fee)	10979	£ 240.00
DJ Adams Electrical Ltd	(Defib installation)	10980	£ 378.00
Total			£1,395.10

Cheques for signature TCC Account: None to be paid.

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

b) Annual Return 2014/15

Members noted the external auditor's report which states that 'on the basis of our review, in our opinion, the information contained in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'. It was also noted that details of the conclusion of the audit have been placed on the notice boards along with a copy of the relevant sections of the Annual Return. The same pages will also be placed on the website as required by the Transparency Code.

c) 6 month review of expenditure against budget

Members noted a statement that the Clerk had prepared showing the expenditure against the budget for the year to date.

d) Change of Signatories and contact details for Nationwide accounts

The Clerk and the Chairman have arranged to go into the Nationwide branch in West Malling to discuss the account and signatories.

e) Transparency Code/Website and publication of draft minutes

Members noted that the Clerk has placed information on the expenditure of the Parish Council on the website in line with the Transparency Code. A requirement of the Transparency Code is that the Parish Council publishes draft minutes of meetings on the website. Members **resolved** to publish draft minutes of a meeting as soon as is practically possible after the meeting.

f) Risk Control

Members **resolved** to adopt the risk control procedures prepared by the Clerk. The Clerk will place a copy on the website as required by the Transparency Code.

g) Absence from work, claiming of expenses and grievance and disciplinary

The above policies had been prepared by DJ and circulated prior to the meeting. Members **resolved** to adopt the disciplinary policy and DJ agreed to amend the claiming of expenses and grievance policies having considered the comments from RW.

h) Other policies to be prepared

DJ offered to prepare and circulate a media policy and complaints procedure and review of the allotment contracts for consideration and adoption at the next meeting. Members were asked to send any comments to DJ by the 29 October 2015.

122/15 Members of public

Residents in Pinefields explained why they would like the dog waste bin in Pinefields moved. The applicant for the Warrens, TM/15/02749/FL spoke in support of the proposals.

123/15 Planning

a) Applications

1] TM/15/02746 – Robin Hill, Pilgrims Way, Trottscliffe, ME19 5EW

Erection of replacement oak framed pool house. **Resolved:** *No objections*

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

Reconstruction, enlargement and improvement of an existing outbuilding used to accommodate tropical birds. **Resolved:** *No objections but require a condition set that the building is not to be used as residential accommodation.*

b) Decisions from T&MBC

1] TM/14/03608/RD - Former Cedar Bungalow Church Lane Trottscliffe

Details of landscaping, and bank details pursuant to conditions 4 and 11 of planning permission TM/14/02117/FL. *Approved*

c) Other planning matters

1] KCC/TM/0378/2014 – Wrotham Quarry - Members noted that the application was approved by the KCC Planning Applications Committee on the 9 September 2015. The Clerk was asked to contact the applicant and express interest in their offer to engage with the local community and the establishment of a local liaison group to respond positively to reasonable requests for assistance with local projects.

2] Whitaker Cottage - unauthorised use as separate dwelling. Planning Enforcement have written to the owner of Whitakers but have not received a response. Members noted that enforcement are considering issuing a Planning Contravention Notice to ascertain if the building is being used as a separate dwelling.

3] Darren's Meadow Green Lane - unauthorised works. Planning Enforcement have visited the site but no one was available at the time. It seems the new shed/stable building may require planning permission. Enforcement have written to the owners requesting a

site meeting.

4] The Warrens, Pilgrims Way - erection of a replacement building. Retrospective application considered above.

5] 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

124/15 Highways, Footways and Footpaths

1] Request to relocate the village sign from the duck pond - Following some investigations by the Clerk Members agreed that a decision about whether the sign should be moved was outside the remit of the Parish Council. However, Members requested that it is recorded that should the owner of the sign wish to donate it to the Parish Council as a village asset that this would be acceptable.

2] Request from school governors to have a directional road sign for the school on The Street/corner of Church Lane - Members noted that the school governors are trying to secure funding for a directional road sign at this location so that non-residents are aware of where the school is located. The Clerk was asked to report that the hazard warning sign on School Lane needs repairing.

3] Resurfacing of the footpath in Church Lane - Members noted that there will be a road closure in Church Lane from the 26 October 2015 for up to 12 days so that KCC can reinstate the footpath. There will be no access for through traffic between the junctions with School Lane and Pinefield Lane.

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

5] Traffic Survey, Taylors Lane/Vigo Hill - Members noted that the traffic survey had taken place between the 8 and 16 September. The Clerk will find out what the next steps will be.

6] Vigo Road - Members noted that Vigo Road will be closed at the junction with Platt House Lane from the 26 October 2015 for up to 12 days.

7] Parish & Town Seminar - TL agreed to attend this KCC Highways seminar which is due to be held on the 29 October 2015.

8] Faults - TL had reported the following faults:

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

ii) 171776 - School Lane, deep pothole by the start of the cottages

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

125/15 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 Mr. Mike Merryfield-Day had fixed the loose metal strip to the bottom of the slide.

2] Allotments and contracts

The contractual arrangements for the allotments will be reviewed at the next meeting. Members reviewed the title register for the allotments. The ownership of the boundaries is still unclear. The Clerk will carry out some more investigations.

126/15 Correspondence

a) For Information

1] Area 2 Planning Committee - 11 November 2015

2] Joint Transportation Board - 28 September 2015

3] Parish Partnership Panel - 19 November 2015

4] Joint Standards Committee - 12 October 2015 - now cancelled

5] KALC Area Committee Meeting – 22 October 2015

b) On Circulation

The following correspondence had been circulated:-

- KALC – Parish News
- KALC/Parish Partnership Panel Events
- e-watch
- T&MBC – Planning Applications
- KCC Consultation on Street Lighting
- KCC Highways & Transportation Survey
- T&MBC Call for Sites update

c) Requiring Attention

- 1] T&MBC Local Plan – Call for sites - Members noted the report that went to the Parish Partnership Panel on the progress made with developing a new Local Plan.
- 2] Request to re-site dog waste bin in Pinesfield Lane - A letter from some residents in Pinesfield Lane requesting that a dog waste bin in this lane is re-sited had been circulated before the meeting. Members considered the contents of the letter and also comments made by members of public attending this meeting. Members were made aware of discussions that had taken place and an exchange of correspondence before the dog waste bin had been installed. It was **resolved** that a decision to consider this request was deferred to the next meeting to allow all Members, particularly those who had recently been elected to the Parish Council, to consider all of the previous correspondence.
- 3] KCC Highways and Transportation Survey 2015 - TL agreed to respond to this survey.
- 4] Request from Trottiscliffe School PTA to use the recreation field on 7 November 2015 for the annual bonfire night - Members noted that the school have decided not to hold a bonfire night this year.
- 5] KCC Consultation on Street Lighting - TL agreed to respond to the consultation on KCC’s proposals about part-night and all-night lighting given that KCC will be converting all street lights to LEDs.

127/15 Any Other Business

- 1] A sewer in Pinesfield Lane is leaking into the surrounding fields.
- 2] A sewer on the junction near to Trottiscliffe School also needs attention.
- 3] RW offered to purchase and arrange for the installation of the Christmas Tree on the green. A risk assessment will need to be done and the insurance company will need to be notified.
- 4] DJ gave his apologies for the next meeting.

128/15 Date of the Next Meeting

The next meeting will be held on Thursday 5 November 2015 at 7.45pm in the village hall.

129/15 Any Confidential Matters

There were none.

There being no other business the meeting closed at 21:54hrs

Chairman

Date.....

