

**MINUTES OF THE PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, TROTTISCLIFFE
ON THURSDAY 3 SEPTEMBER 2015**

PRESENT:

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

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk)
County Councillor Sarah Hohler, Borough Councillor Ann Kemp.
4 Members of public

102/15 Apologies for absence

Apologies for absence were received from Borough Councillor Matthew Balfour

103/15 Minutes

The minutes of the Parish Council Meeting held on the 2 July 2015 were approved and signed as a true record.

104/15 Declarations of interest

There were none.

105/15 Reports

a) County Councillor – County Councillor Sarah Hohler reported that KCC are having to embrace the problem of accommodating under-age asylum seekers which is creating a lot of work and strain on budgets though neighbouring authorities are offering to help. Operation Stack has also taken its toll and has created a lot of extra work for Kent Highways. Fortunately Operation Stack did not affect the Kent County Show which experience record attendance. The Grayson Perry exhibition in Margate has also been very well attended. It seems that the Cabinet Minister for Education was not even aware that The Weald Grammar School had changed its catchment areas for admission. It is likely that as the school is an academy that they can make these changes without the need for consultation. The KCC Planning Applications Committee will be considering the application to extend the existing Wrotham Quarry in Addington at the meeting due to be held on the 9 September 2015. The officer recommendation is for approval. County Councillor Sarah Hohler stated that one of the conditions attached would be that the applicant will be encouraged to engage with the local community and in particular Parish Councils and consider the establishment of a local liaison group to respond positively to reasonable requests for assistance with local projects. County Councillor Sarah Hohler suggested that the Parish Council ensures that they are part of this group which could bring some financial benefits for the village.

19:54hrs County Councillor Sarah Hohler left the meeting

- b) Borough Councillor – Borough Councillor Ann Kemp reported that T&MBC are still reviewing their budgets to see where further savings could be made.
- c) KALC Area Committee meeting – TL had attended the meeting held on the 13 August 2015. Concern was raised about the layout and road surface of the new Seven Mile Lane roundabout.
- d) Kent Police – The Clerk reported that fortunately there had been little crime in the area during July and August. On the 18 July 2015 the gates at a stables were forced open in Horns Lane, Mereworth causing criminal damage. Sometime between the 31 July and the 25 August 2015 a white Ford Transit was stolen from a farm in Offham.

- e) JPCTCG - the Clerk will circulate the minutes of the meeting held on the 18 June 2015 when they have been published. The date of the next meeting has not yet been announced.
- f) Parish Partnership Panel - The next meeting is due to take place on the 10 September 2015. TL will be attending. It was noted that TL had completed a questionnaire on behalf of the Parish Council for T&MBC who were seeking views on the content and format of these meetings.
- g) Trosley Liason Group - JD reported that the time of the meeting due to take place on the 14 July 2015 had changed which meant she was unable to attend.
- h) Village Hall Committee - DJ attended the meeting held on the 6 July 2015 and reported that there was no update for the Parish Council. It was noted that the Clerk has now been issued with a key to the village hall.

106/15 Matters arising

- a) Defibrillator - A decision made between meetings to agree to pay the Village Hall Committee's preferred electrician the sum of £315.00 to install the defibrillator was ratified. It is hoped that the electrician will install the defibrillator on the 16 September 2015. Once operational the defibrillator will need to be registered with the relevant services.

107/15 Finance & Policies

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

Bank Account balances as at 31 July 2015

TPC Nationwide Account:	£18,016.36
TCC Nationwide Account:	£17,858.32
National Savings Account:	£ 1,662.17

Receipts

There were none.

Cheques for signature PCC Account:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary- July & August)	10966	£ 472.15
HMRC	(Clerk's Tax)	10967	£ 118.00
Mrs L S Goldsmith	(Expenses)	10968	£ 115.29
M F Merryfield Day	(Expenses)	10969	£ 17.68
South East Water	(Allotments water use)	10970	£ 37.07
T&MBC	(Election costs)	10971	£628.63
Richard Abel	(Grass cutting - July)	10972	£186.00
Playsafety Ltd.	(RoSPA inspection)	10973	£152.40
Total			£1,727.22

Cheques for signature TCC Account:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
EDF Energy	(Electricity village hall April - Aug)	100077	£216.67
The Chairman proposed that the cheques listed above be signed. Agreed.			

- b) National Savings Account

The declaration of authorised signatories for the National Savings Accounts was completed. The Clerk will now submit this new mandate.

c) Clerk's Contract

A working party consisting of the Clerk, TL, JD and DJ had met on the 16 July 2015 to review the Clerk's contract and the Standing Orders. Members **resolved** for the Chairman and the Clerk to sign the contract for the Clerk/Responsible Financial Officer to the Council previously circulated to all Members. RW thanked all the members of the working group and in particular DJ for preparing these documents.

d) Adoption of Standing Orders

It was **resolved** to adopt the Standing Orders for the Parish Council previously circulated and based on the NALC model.

e) Adoption of Financial Regulations

It was **resolved** to adopt the financial regulations previously circulated.

f) Transparency Code/Website

RW thanked the Clerk for all her hard work in setting up a dedicated website for the Parish Council using the Education IT services at KCC who host the website management system for parish councils. Members acknowledged that although a lot of information has been added to comply with the requirements of the Transparency Code more work is required. The Clerk reported that there had been a number of teething problems with the website pages which had not been resolved due to the fact that the EIS administrator had been off work through ill health. The Clerk will now add the adopted Standing Orders and Financial Regulations. The Clerk will also update the accounts for the Council this month so that information about the Parish Council's expenditure can be published on the website.

g) Other policies to be prepared

DJ explained that there a number of policies that Members need to consider adopting and suggested that a few are considered at each meeting. A requirement of the Clerk's Contract is that policies to do with absence from work, claiming of expenses and a grievance and disciplinary procedure are in place. It was **resolved** that DJ circulates draft copies of these policies for adoption at the next meeting. Members will then consider at the next meeting which further policies need to be prepared and subsequently adopted.

108/15 Members of public

A member of public asked if the Parish Council could find out how parishioners can obtain faster broadband. Another member of the public asked about the proposed speed survey on Taylors Lane.

109/15 Planning

a) Applications

1) TM/15/02431/FL – Land between M20 and M26, West of Ford Lane

Proposed temporary (30 years) change of use from agriculture to agriculture and solar photovoltaic farm with associated static arrays of photovoltaic panels together with cabins to contain inverter cabinets and transformers, storage cabin and a cabin to house a substation, with perimeter fencing, CCTV network, trackways, landscaping and ecological enhancements.

Resolved: To agree in principle with the proposed temporary (30 years) change of use from agriculture to agriculture and solar photovoltaic farm subject to sight of a more comprehensive appraisal of the landscape and visual effects. Members are concerned that the current appraisal fails to consider the view from the adjoining M26 and cars travelling on it. Members feel that more landscaping and hedgerows are required to screen the photovoltaic panels from this road.

20:32hrs 1 member of public left the meeting

2] TM/15/02145/FL – Harpwood Residential Home, Seven Mile Lane

60 suite care home with parking and access provisions following demolition of existing care home.

Resolved: To object to the above proposals. Members feel that the proposals represent an over development of the site and object to the bulk and height of the proposed buildings. Members believe the proposals will be harmful to the residential amenity of the area. Members are also concerned about the effect the increase in occupancy levels will have on traffic exiting and entering this dangerous section of Seven Mile Lane and would like this to be addressed in the proposals. Members have also noted the concerns of relatives of existing residents who will be affected by the extent of the proposed construction works and the intention to decamp them to the new wing.

b) Decisions from T&MBC

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

Outline application: Construction of a 5 bedroom single dwelling. *Approved though the outline planning application was approved for a 4 bedroom property with limitations on both its height and floor plan area.*

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. *Deferred*

3] TM/15/01584/FL - 1 Green Lane, Trottiscliffe, ME19 5DX

Single Storey Extension. *Approved*

4] TM/15/01379/RD - Coldrum House, Coldrum Lane, ME19 5EG

Details of materials, landscaping and boundary treatment, finished levels, relocation of driveway and construction management plan pursuant to conditions 2, 3, 4, 5 and 6 of planning permission TM/15/00444/FL. *Approved*

5] TM/15/01160/FL - The Shack, Pilgrims Way, Trottiscliffe, ME19 5EP

Erection of a detached car port and installation of a freestanding air source heat pump. *Approved.*

6] 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. *Approved*

c) Other planning matters

1] KCC/TM/0378/2014 – Wrotham Quarry – The application is due to be determined by the KCC Planning Applications Committee on the 9 September 2015. The officer is recommending approval with conditions.

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

3] Darren's Meadow Green Lane – unauthorised works. Still waiting for a response from enforcement. Members have observed that some services have now been connected.

4] The Warrens – erection of a replacement building. Borough Councillor Ann Kemp advised that a retrospective planning application has been submitted but has not yet been validated.

20:59hrs Borough Councillor Ann Kemp left the meeting

110/15 Highways, Footways and Footpaths

1] Request to relocate the village sign from the duck pond – TL and the Clerk met with the Highways Steward on the 14 July 2015. Relocating the sign to the green opposite The George was discussed. However, the ownership of the sign and the strip of land next to the duck pond and adjacent to the road remains unclear. A decision on whether to relocate the sign was therefore deferred to the next meeting. In the meantime the Clerk

will carry out some investigations.

2] Request to refresh all the white lining on Taylors Lane and Addington Lane - The Highways Steward has advised that the works will be completed by the end of November 2015. The white lining from the junction of Pilgrims Way/Taylors Lane all the way through to the junction of Park Road/ Addington Lane will be refreshed.

3] 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.

4] Replacement bollards to village gateway - Members noted that the new bollards have been installed.

5] Resurfacing of the footpath in Church Lane - Members noted that KCC will arrange for a road closure in due course to reinstate the footpath and to carry out siding to the back of the footpath to allow full width again.

6] Traffic mounting the pavement on Taylor's Lane - The Highways Steward has advised that any request for new signage would need to be submitted to the Safety Critical Team. It was resolved that the Clerk would write to KCC.

7] Traffic Survey, Taylors Lane/Vigo Hill - Members were pleased to note that the traffic survey which County Councillor Sarah Hohler had requested should take place between the 8 and 16 September.

111/15 Open Spaces, Recreation Ground and Allotments

1] RoSPA inspection of the playground

Members had met in the play area just before the meeting to consider the recommendations in the report following the recent RoSPA inspection. Although a number of items need to be addressed none of the current play equipment is deemed as high risk. JW agreed to prepare a programme of remedial works for consideration at the next meeting.

2] Allotments and contracts

It was agreed that the contractual arrangements for the allotments need to be reviewed. It is also unclear who owns the boundaries of the allotments. The Clerk was asked to report back at the next meeting.

3] Tree Warden Scheme

21:11hrs The meeting was adjourned to allow David Carey from the Kent Tree and Pond Partnership to speak about the Tree Warden Scheme.

Having heard all about the concept of Tree Wardening Members were delighted to hear that Neil Moulton, a local resident, had volunteered to be a Tree Warden for the village. Members agreed to fully support Mr. Moulton where possible and noted that his activities are fully covered by the scheme's insurance. Mr Moulton kindly agreed that the Clerk could mention his appointment as Tree Warden for Trottiscliffe and details about the scheme in the next edition of The Pilgrims.

112/15 Correspondence

a) For Information

1] Area 2 Planning Committee - 30 September 2015

2] Joint Transportation Board - 28 September 2015

3] Parish Partnership Panel - 10 September 2015

4] Joint Standards Committee - No date set

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

County Eye Launch

Tree and Pond Warden Courses

c) Requiring Attention

Nothing additional to discuss.

21:31hrs 1 member of public left the meeting

113/15 Any Other Business

1] JD and DGW are both experiencing problems with using the Kent Countryside App which has been designed so that parishioners can help to keep the Kent countryside safe.

2] 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.

114/15 Date of the Next Meeting

The next meeting will be held on Thursday 1 October 2015 at 7.45pm in the village hall.

115/15 Any Confidential Matters

There were none.

There being no other business the meeting closed at 21:35hrs

Chairman

Date.....

