

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, TROTTISCLIFFE
ON THURSDAY 12 MAY 2016**

PRESENT:

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

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk), Borough Councillor Ann Kemp, 7 members of public

15/16 Apologies for absence

Apologies for absence were received from County Councillor Sarah Hohler and Borough Councillor Matthew Balfour and Councillor John Wickham.

7.45pm DJ took over as Chairman

16/16 Election of Chairman

TL proposed Mr Richard Wallis be elected Chairman, this was seconded by DG. There were no other nominations and Mr Wallis was elected unanimously.

7.48pm RW took over as Chairman

17/16 Election of Vice Chairman

It was proposed by RW and seconded by JD that Mr David Jones be elected as Vice Chairman. There were no other nominations and Mr Jones was elected unanimously.

18/16 Election of representatives

Representatives to various organisations were appointed as follows:-

KALC, Parish Partnership Panel & Highways enquiries: TL

Village Hall Committee & Allotments: DJ

Tennis Courts Committee: RW & DG

Planning: JW

Crime Prevention Panel: DG

Joint Standard Committee & JPCTCG: DGG

Trottscliffe Primary School & Bridleways & footpaths: JD

Trosley Park Liaison Group: RW & JD

It was proposed by RW and seconded by JD that the above all be appointed. Agreed.

19/16] APPOINT A FINANCIAL OFFICER & INTERNAL AUDITOR:

It was proposed by the Chairman and seconded by DJ that the Clerk be appointed as the Responsible Finance Officer and Mr J. Fahy be appointed as the internal auditor. Agreed.

20/16 Declarations of interest:

RW declared an interest in item 26/16 (a) (6).

21/16 Minutes

The minutes of the Parish Council Meeting held on the 14 April 2016 were approved and signed as a true record.

22/16 Reports

- a) County Councillor - there was no report
- b) Borough Councillor - Borough Councillor Ann Kemp explained that the consultation for the review of funding arrangements with Parish Councils had commenced on the 9 May 2016 and will last for 6 weeks. Borough Councillor Ann Kemp explained the objectives of the review to Members.
- c) Kent Police - On the 23 April 2016 a garage at a residential property in Aldon Lane, Addington was broken into. Between the 22 and 24 April three sheds at Trottiscliffe Primary School were broken into and items were taken. On the 29 April a car parked in Beech Road was set alight. The Clerk will ask the PCSO to write an article for The Pilgrims about how to prevent sheds and outbuildings being broken into.
- d) KALC Area Committee - there has been no meeting.
- e) JPCTCG - there has been no meeting.
- f) Parish Partnership Panel - there has been no meeting. The revised date of the 18 May 2016 for the next meeting was noted.
- g) Trosley Liaison Group - there has been no meeting. The date of the next meeting due to be held on the 17 May was noted.
- h) Village Hall Committee - DJ reported that a meeting had been held on the 9 May 2016. The nursery school may want to erect some fencing around the paved area at the rear of the village hall.

23/16 Matters arising

- a) Defibrillator - The Clerk offered to find out if a community responder in Addington would be willing to hold an awareness session on how to use a defibrillator as TL is struggling to make contact with the person who originally offered to help.
- b) Parish Plan/Emergency Plan - Members noted that DG will be attending the Community Resilience and Emergency Planning Workshop due to be held on the 19 May 2016 and organised by the Kent Resilience Team and KALC. The Clerk drew Members' attention to an article in the Clerk & Councils Direct May 2016 magazine about a Parish Council that held a one-day event aimed at telling local residents more about the Council and local services and groups and also offered an opportunity for residents to provide vital feedback on what they would like to happen in their village.
- c) The Queen's 90th Birthday Beacons 21 April 2016 -- Members were delighted with the turnout for the lighting of the beacon to mark The Queen's 90th Birthday on the 21 April 2016. Approximately 140 people had attended the event. The Chairman thanked Members for all their help in organising this event and the refreshments. A letter of thanks to Ian Fern for donating the champagne has been sent. Members noted that the BART churches and Trottiscliffe School will be holding events around The Queen's Official Birthday in June.
- d) Review of Funding arrangements with Parish Councils - Members **resolved** to wait until the next meeting to consider the consultation documents which had been issued to Parish Councils.
- e) T&MBC Call for Sites/Development of the Local Plan - Borough Councillor Ann Kemp advised Members that T&MBC will be consulting them at key stages. Members remain sceptical and are keen to be consulted about the viability of the proposed sites in Trottiscliffe. The Clerk has not received any updates from the planning officers at T&MBC. Borough Councillor Ann Kemp offered to get an update for the next meeting.
- f) Kent Men of Trees - Trees in the Village Competition 2016 - Members **resolved** that the Clerk should ask Neil Moulton, Tree Warden for Trottiscliffe, if he thought it would be beneficial to enter the competition this year for an administration fee of

£10.00. If Mr. Moulton thinks it will be a good idea to enter the competition the Clerk will submit an application form.

24/16 Finance & Policies

Statement of payments to be made and income received

Balances as at 1 May 2016:

National Savings Account:	£ 1,674.64
Nat West TPC TCC Account:	£20,651.26
Nat West TPC Reserve Account:	£ 18,526.68
Nat West TPC Current Account	<u>£ 2,107.72</u>
Less cheque 000033	£ 85.00
	<u>£ 2,022.72</u>

Receipts

Nat West TPC Current Account:

£414.00 - Contribution to insurance from Trottiscliffe Tennis Club

£1,408.50 - T&MBC S136 first instalment

Nat West TPC TCC Account:

£871.38 - Reimbursement of electricity bills for 2015/16 from Trottiscliffe Tennis Club

£2,500.00 - Contribution to the sinking fund for 2015/16 from Trottiscliffe Tennis Club

Cheques for signature TPC Current Account:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Mrs L S Goldsmith	(Expenses)	000034	£ 93.74
Mrs L S Goldsmith	(Salary- 4 weeks)		
	(14/04/16 - 12/05/16)	000035	£ 157.48
HMRC	(Clerk's Tax)	000036	£ 104.80
Four Seasons Gardens Ltd	(Grass cutting)	000037	£ 236.40
Mr. R. Wallis	(Queen posters and cake)	000038	£ 40.00
SLCC	(1/2 membership)	000039	£ 65.50
Mrs L S Goldsmith	(reimbursement auditor)	000040	£ 22.26
Kent Playing Fields Assoc.	(Annual subscription)	000041	£ 20.00
Came and Company	(Insurance)	000043	£456.78
Total			£1,196.96

Transfer from TPC Current Account to TPC Reserve Account: £700.00

Cheques for signature TPC TCC Account:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
EDF Customers PLC	Electricity Bill	000002	£232.50

- Cheques for signature: - The Chairman proposed that the cheques listed above be signed. Agreed.
- Internal Audit - 1 April to 31 March 2016 report found that the books of account had been properly kept throughout this period. All income noted had been received accordingly and all expenditure had the appropriate documentation.
- Annual Audit 2015/16 - Annual Return for the year ended 31 March 2016 - Section 2 - Accounting Statements 2015/16, signed by the Chairman and the Responsible Finance

Officer (Clerk). Section 4 – Annual Internal Audit Report completed and signed by the Internal Auditor. The bank reconciliation as at 31 March 2016 was approved. The Clerk will place the official Notice of Public Rights and Publication of Unaudited Annual Return on the noticeboards from the 6 June to the 15 July 2016 as required by the Audit Commission.

- d) Insurance Renewal - Members considered three quotes obtained by the Clerk for the annual insurance. It was **resolved** that the Parish Council should take out the insurance due to commence on 1 June 2016 with Came & Company for a premium of £456.78 and enter into a 3 year agreement.
- e) SLCC Subscription- the annual subscription of £131.00 for the Clerk was agreed which is to be shared equally with Addington Parish Council.

25/16 Members of public:

The applicants spoke in support of planning proposals TM/16/00990/FL, TM/16/00892/FL and TM/16/01234/FL. A member of public stated that he was unhappy with the location of the dog waste bin on the bridle path in Green Lane.

26/16 Planning

a) Applications:

1] TM/16/01159/FL – Gore Cottage, Green Lane, Trottiscliffe, ME19 5DX

Proposed conservatory, new 2 storey extension, modification to the 1990's sprocket roof and internal modifications to the existing stairs and wall. *Resolved: No objections.*

2] TM/16/00990/FL - Land Adjacent to Downsview 8 Green Lane, ME19 5DX

Erect a new dwelling house with integral garage. *Resolved: We found it difficult to assess the application because the information provided is a bit muddled and there are irregularities in the drawings. For instance, the foot print of the house is different on the Block Plan, Sections drawing and Tree Removal Plan. The Root Protection Areas (RPA's) are only shown on the Tree Removal Drawing and not on the Tree Survey Plan, so we are unable to see what impact the house will have on trees T2, T6 and T8 but we believe that some of the trees have been removed so this should be seen as retrospective. A drain is shown on the Sections Plan which might affect the RPA. The arboriculturalist should prepare a method statement if it does. A structure to the north east of the dwelling is shown on the Block Plan but there is no note to explain what it is. We presume there is a driveway to the garage and path to the front door but these are not shown on any drawings. The boundary treatment/landscaping to the front curtilage is also missing. As this is going to be a large house on a small plot in an Area of Natural Outstanding Beauty we would need to see some softening of the bulk of the proposed dwelling through sympathetic landscaping.*

In order for us to assess the proposal we would like to see full scaled drawings and more detail giving the following information:

- 1) *Trees to be retained with their RPA's*
- 2) *Proposed new foul drainage*
- 3) *Proposed drive and paths to the front garden*
- 4) *Proposed boundary treatments and any proposed landscaping*
- 5) *Details of size of the vehicles to be used during the construction period given the approach is a private narrow road. Times of working.*
- 6) *Plans that correctly show the correct footprint of the house which is consistent across all drawings.*

3] TM/16/00892/RM - Little Reeds Ford Lane, Trottiscliffe, ME19 5DP

Reserved matters of appearance landscaping and scale and details of materials (condition 4) Levels (condition 5) Drainage (condition 9) Tree Survey (condition 11). *Resolved: No objections having considered the revised plans dated 9 May 2016 but would like to see the proposed Portuguese Laurel hedge replaced with something more native and in keeping with the village.*

9.05pm 2 members of public left the meeting

4] TM/16/01181/TNCA - Redstone Cottage School Lane, Trottiscliffe, ME19 5EH

To fell Leylandii tree approximately 18 metres high at the foot of the rear garden.

Resolved: No objections

5] TM/16/00977/FL - Bellevue, Pinesfield Lane, Trottiscliffe, ME19 5EN

Proposed single storey rear extension and internal alterations. *Resolved: No objections.*

9.08pm 3 members of public left the meeting

6] TM/16/01234/FL - Malabar, School Lane, Trottiscliffe, ME19 5EH

Demolition of existing garage, construction of a new single storey extension to house physiotherapy clinic and enlarged kitchen.

9.09pm The meeting was suspended to allow the applicant to answer some questions

9.12pm The meeting was resumed

Resolved: In principle we have no objections to the above proposal but do have some concerns over the parking arrangements for visitors to the clinic given the gradient of the drive.

9.19pm 2 members of public left the meeting

b) Decisions from T&MBC

1] TM/16/00808/TNCA - The Forge, Taylors Lane, Trottiscliffe, ME19 5DS

Remove large Ash tree and replace with Hawthorn in hedge. *Approved*

2] TM/16/00597/FL - Coldrum House, Coldrum Lane, Trottiscliffe

Demolition of an existing garden storage outbuilding and its replacement with a new garden store and car port outbuilding. *Approved*

c) Other planning matters

1] Whitaker Cottage - unauthorised use as separate dwelling. Enforcement are meeting with their legal team to finalise the wording for a Planning Contravention Notice and hope to have this served soon. Members expressed their disappointment with the time it is taking for this PCN to be served.

2] Trosley Farm - Enforcement has advised the Clerk that the retrospective planning application for some works to create a new sand riding area, new roadway and a small area of hard-surface is still invalid. The Clerk was asked to report to Environmental Health at T&MBC that an alarm is going off regularly which seems to be located at Trosley Farm.

3] 16/00144/ADVH - Plough Inn, Taylors Lane - regarding alleged unauthorised advert. Enforcement have reported that there may have been a breach of planning control at this site and will carry out further investigations.

4] Kildare, Ford Lane - the Clerk was asked to report to enforcement that a second entrance/exit now exists to the right of the property. Members believe this would require planning permission.

5] The Nursery, Taylors Lane - the Clerk was asked to investigate the conditions of an appeal decision for the retention of a residential caravan ancillary to the Nursery Business.

9.29pm Borough Councillor Ann Kemp left the meeting

27/16 Highways, Footways and Footpaths

1] Traffic mounting the pavement on Taylor's Lane - KCC are in the process of drafting a proposal for priority signing which will be used to commence the required consultation process.

2] Traffic Survey, Taylors Lane/Vigo Hill - KCC have now produced the plans showing the optimal siting for speed signs and repeaters. A traffic regulation order is now needed and this means consultation with the police and others. The consultation is expected to

commence soon.

3] Village Sign formerly located at the duck pond – TL reported that the works to install the sign had been delayed but will be taking place shortly.

4] Electricity supply to the Christmas Tree – the Clerk needs to contact UKPN to enquire about a power supply to the site of the Christmas Tree. UKPN will be able to assess the current arrangement and advise on what would be required to ensure a safe power supply for the tree.

5] Reported Faults

i) PROW 756774 Surface Repair to Public Bridleway MR185 at Green Lane – PROW have advised that whole length between Green Lane and field could benefit from some road planings being laid. They have added this request to the forward maintenance plan.

ii) Taylors Lane – 2 potholes in the lay-by next to the Parish Council noticeboard – works are programmed

iii) Street sign Taylors Lane/The Pilgrims – the Clerk has reported that the sign has lost some of its letters.

iv) Church Lane – the Clerk has reported that the ‘Give Way’ sign needs attention.

v) TL to report that there are potholes in Ford Lane.

vi) TL to report that there is large pothole on Vigo Hill just past the bridge.

28/16] Open Spaces, Recreation Ground and Allotments

1] Remedial work to the playground

The contractor has revised his quote for replacing the 6 posts around the perimeter fencing of the play area. A decision between meetings to accept the quote of £421.20 was ratified. The contractor will replace the 6 posts and level the memorial bench adjacent to the play area shortly. The work to remove the gravel boards and stakes around the edges of the rubber matting for the play equipment and replace with top soil and turf will now have to take place in the Autumn as there is a concern that the new turf will not become established due to the likely dry conditions of the summer.

3] Allotment boundaries and fencing – The Clerk and RW had met with the contractor to discuss the installation of Chestnut fencing for the boundary with Darren’s Meadow. As there is no definitive boundary from the land registry the new fence will be erected on the edge of the hard core driveway on the boundary line of the existing stock fencing. The fence will run from the left hand gate post, (as you look at the gate from the road), to just in front of the cherry tree past the entrance to the grazing land. A decision between meetings to accept a quote of £1,065.36 to clear the vegetation and install chestnut paling at a height of 1.2m to stakes was ratified.

29/16] Correspondence

a) For Information

1] Area 2 Planning Committee – 25 May 2016

2] Joint Transportation Board – 13 June 2016

3] Parish Partnership Panel – 18 May 2016

4] Standards Committee – 15 June 2016

5] KALC Area Committee Meeting – 12 May 2016

b) On Circulation

The following correspondence had been circulated:-

e-watch

Planning proposals

Clerk & Councils Direct – May 2016

Notification of publication of Inspector’s Report on the Kent Minerals and Waste Local Plan

KALC – agenda for meeting due to be held on 12 May 2016

Tonbridge and Malling Community Safety Partnership – May/June Newsletter

Parish Partnership Panel – Minutes of meeting held on 18 February 2016

Parish Partnership Panel – Agenda for meeting due to be held on the 18 May 2016

Kent Wildlife Trust – Wild Kent Magazine Spring 2016

c) Requiring Attention

Nothing additional.

30/16 Any Other Business

Ponies in a field off Pinesfield Lane were fed grass by someone who gained unauthorised access to the field.

There have been some complaints about the noise coming from the bouncy castle at The George.

The Clerk is due an appraisal. RW and DJ to arrange a date and time to do this with the Clerk.

31/16 Date of the Next Meeting

The next Parish Council Meeting will be held on Thursday 9 June 2016 at 7.45pm in the village hall.

32/16 Any Confidential Matters

There were none.

There being no other business the meeting closed at 9.40pm

Chairman

Date.....