

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING  
HELD IN THE VILLAGE HALL, TROTTISCLIFFE  
ON THURSDAY 11 MAY 2017 at 7.45pm**

**PRESENT:**

Mr. Richard Wallis – Chairman (RW), Jenny Dickson (JD), David Goodworth (DG),  
David Jones (DJ),  
County Councillor Sarah Hohler (arrived: 8.09pm)

**IN ATTENDANCE:**

Mrs. Louise Goldsmith (Clerk)

**15/17 Apologies for absence**

Apologies for absence were received from Borough Councillor Ann Kemp and Cllrs. David Gaunt, Trevor Ledamun and John Wickham.

*7.47pm DJ took over as Chairman*

**16/17 Election of Chairman**

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

*7.49pm RW took over as Chairman*

**17/17 Election of Vice Chairman**

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

**18/17 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 & DGG

Crime Prevention Panel: DG

Joint Standard Committee & JPCTCG: DGG

Trottscliffe Primary School & Bridleways & footpaths: JD

Trosley Park Liaison Group: RW & DG

Tree Officer – support/liaison with - JD

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

**19/17] 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.

**20/17 Declarations of interest:** There were none.

**21/17 Minutes**

The minutes of the Parish Council Meeting held on the 6 April 2017 were approved and signed as a true record.

## **22/17 Reports**

- b) Borough Councillor - There was no report.
- c) Kent Police -The Chairman reported that in April there had been three burglaries of dwellings in Offham. On the 11 April a garden shed was broken into in Seven Mile Lane but nothing was taken. On the same day another garden shed in Seven Mile Lane was also broken into and a digger, saw, other tools and a motorcycle were taken. On the 5 April a residential garage in Seven Mile lane was damaged as part of an attempt to break in but nothing was stolen
- d) KALC Area Committee - A meeting is to be held this evening.
- e) JPCTCG - There has been no meeting
- f) Parish Partnership Panel - The meeting due to be held on the 15 June has been cancelled because of the General Election.
- g) Trosley Liaison Group - RW attended the meeting held on the 9 May 2017. The number of visitors to the park remains at a steady level. Members noted that footfall is recorded by the automatic car recognition system in place. In reality there are many more visitors to the park than recorded as many people walk to the park. More educational establishments are signing up to use the facilities which is good news. Members were pleased to hear that the goats are thriving well and that the 8 kids are also doing well. A PHD student is monitoring the number of bats in the park. KCC has complained about trees from the park overhanging the surrounding roads and are keen for these to be cut. The park is holding a Community Day on the 26 July 2017. The next meeting will be held on the 10 October 2017.
- h) Village Hall Committee - DJ reported that the committee had met on Monday 8 May 2017 but there was nothing of significance to report for the Parish Council.
- i) Old Chalks Down Project (OCDP) - there has been no update.

*8.09pm County Councillor Sarah Hohler arrived*

- a) County Councillor - County Councillor Sarah Hohler went through her Annual Report and advised Members that she was delighted to be re-elected. County Councillor Sarah Hohler has been representing Kent for 28 years.

*8.20pm County Councillor Sarah Hohler left the meeting*

## **23/17 Matters arising**

- a) Parish Plan/Emergency Plan - RW reported that the organising group were very pleased with the attendance of the event held on the 6 May 2017 between 5pm and 8pm for both new residents and existing to discuss how people feel about the village. Approximately 140 people attended the event and a number of useful talks from the local organisations were given. Many attendees have since sent correspondence thanking the organisers for the event. Hopefully this information will provide some ideas on how to enhance a feeling of community and be useful preparation for both the parish plan and emergency plan. It was agreed that the Clerk should commence the process for the framework of an Emergency Plan for the village.
- b) T&MBC Call for Sites/Development of the Local Plan - there was no update

## 24/17 Finance & Policies

### Statement of payments to be made and income received

#### **Balances as at 11 May 2017**

National Savings Account:	£ 1,684.70
Nat West TPC TCC Account:	£23,151.26
Nat West TPC Reserve Account:	£14,232.31
Nat West TPC Current Account	<u>£ 8,557.05</u>
Less cheque 000104	£ 259.92
	£ 8,297.13

**Receipts:** None

#### **Cheques for signature TPC Current Account:**

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Mrs L S Goldsmith	(Expenses - April)	000106	£ 68.54
Mrs L S Goldsmith	(Salary- 5 weeks (06/04/17 - 11/05/17)	000107	£ 198.73
HMRC	(Clerk's Tax)	000108	£ 132.40
T. Bhogal Associates	(repairs)	000109	£ 75.00
Came & Company	(Annual Insurance)	000110	£ 476.55
Four Seasons Gardens Ltd	(Grass cutting)	000111	£ 339.36
Kent County Playing Fields	(Subscription)	000112	£ 20.00
Village Hall Committee	(Donation)	000113	£ 100.00
<b>Total</b>			<b>£1,410.58</b>

**Transfer from TPC Current Account to TPC Reserve Account: £6,700.00**

#### **Cheques for signature TPC TCC Account:**

EDF Customers PLC	Electricity Bill	000006	£261.59
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- Cheques for signature: The Chairman proposed that the cheques listed above be signed. Agreed.
- Request for donation to the proposed community event - Having discussed the costs associated with the event and the support from other local organisation Members **resolved** to make a donation of £100.00.
- Insurance Renewal - 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 £476.55. It was noted that this will be the second year of a 3 year long term agreement.
- Annual Audit 2016/17 - Annual Governance Statement 2016/17 - The statements were read out by the Chairman. The statements were completed and signed by the Clerk and Chairman.

#### **25/17 Members of public:**

The Clerk read out correspondence from Ian Fern, Addington Quarry, advising Members that Ferns will be applying to KCC to extend the end date for sand extraction in the area south of the M20 motorway. The current planning permission expires this year and there is still a substantial amount of sand remaining.

## **26/17 Planning**

### **a) Applications**

1] TM/17/00970/FL - Iona, Pinesfield Lane, Trottiscliffe, ME19 5EN

Enlargement and remodelling of existing dwelling involving the construction of a 2 storey front/side extension and 2 storey front extension and provision of new roof with 3 dormers at the rear. *Resolved: No objections in principle to the above proposal but are concerned about the dominance of the pitched roof projection.*

### **b) Decisions from T&MBC**

1] TM/16/03542/FL - Trosley Farm, Addington Lane, Trottiscliffe

Retrospective planning application for an all weather manege with hard and soft landscaping. *Approved*

2] TM/16/00990/FL - Land adjacent to Downsview, 8 Green Lane

Erect a new dwelling house. Revised plans. *Approved*

3] TM/17/00567/TNCA - Great Reeds, Ford Lane, Trottiscliffe

Remove dying cherry tree, silver birch to raise the crown and reduce by 20%. *No objection*

4] TM/16/01753/FL - The Nursery, Taylors Lane, Trottiscliffe - A decision was deferred by the Area 2 Planning Committee at the meeting held on the 12 April 2017. More information has been requested from the agents.

### **c) Other planning matters**

1] Whitaker Cottage - unauthorised use as separate dwelling. Enforcement are carrying out further investigations with respect to planning permissions for the site.

2] 17/00102/USEH - The Nursery Taylors Lane, Trottiscliffe, regarding alleged unauthorised residential use. Enforcement are carrying out an investigation to determine if a breach of planning control has occurred.

3] 17/00064/LBH - Rose Farm Cottage, Addington Lane, Trottiscliffe - regarding alleged unauthorised work to listed building. T&MBC has carried out an inspection of the premises and of council records. It is apparent that there may have been a breach of planning control at the site. This matter is the subject of further investigation and an enforcement file has been opened and allocated to an officer.

4] TM/16/00892/RM - Little Reeds Ford Lane, Trottiscliffe, ME19 5DP - the Clerk was asked to request that enforcement is made aware of concerns about whether the new dwelling is being built in accordance with approved drawings.

5] Bramble Park - The Clerk was asked to find out from T&MBC if the trees in Bramble Park have Tree Preservation Orders on them. This area is a conservation area.

6] Village Amenities - Members discussed the possible benefits of listing amenities such as The George Inn and The Plough as community assets with T&MBC. The Clerk was asked to find out more about the community register and the implications of a listing.

## **27/17 Highways, Footways and Footpaths**

### **1] Reported Faults**

i) Damaged sign in Taylors Lane - the Clerk has reported to KCC

ii) A metal obstruction outside of 'Bassetts Lodge' Taylors Lane - KCC has advised that they have no legal basis on which to enforce the removal of the angle-irons placed on two posts. However, KCC has advised that the residents have agreed to remove the metal angle -irons so all that remains are the wooden posts which will soon have a house name sign fixed upon them.

iii) The sunken water meter near to The Plough, Taylors Lane - the service provider has advised that the repair has been allocated a high priority status

iv) The traffic sign for Pilgrims Way and Pinesfield Lane 'No through road' is on order and should be installed in approximately 4 weeks.

v) Other faults:

- Hornbeams, Church Lane - hedge is obstructing the pavement
- Potholes around Mid Hill, Taylors Lane and to report that the grass verge is being eroded away
- Pothole repairs along Addington Lane - inconsistent repairs

### **28/17 Open Spaces, Recreation Ground and Allotments**

1] Recreation Ground and playground - The PTA of Trottiscliffe Primary school has apologised to the Clerk for forgetting to seek earlier permission to use the recreation ground for the Fete due to be held on the 13 May 2017. The Clerk is now in receipt of a risk assessment for the event. Members **resolved** to give the PTA permission to use the recreation ground for the fete but not to allow the stall holders to park their vehicles on the recreation ground. The Clerk was asked to remind the PTA that they will need to have public indemnity insurance in place and will need to remove all the rubbish. The Clerk was asked to purchase a new padlock for the gate to the playground area and to ensure that the same code is used for the new lock as on the main gate.

2] Allotments - DJ reported that a few trees on the border of the allotments are causing concern and need removing. DG agreed to find out if a local resident, who is a tree surgeon, would be prepared to carry out the required works for the Parish Council and to let DJ know.

3] Fence between the village hall and west car park - DGG and the Clerk will bring quotes to the next meeting.

### **29/17] Correspondence**

#### **a) For Information**

- 1] Area 2 Planning Committee - 24 May 2017
- 2] Joint Transportation Board - 12 June 2017
- 3] Parish Partnership Panel - 15 June 2017
- 4] Standards Committee - 14 June 2017
- 5] KALC Area Committee Meeting - 11 May 2017

#### **b) On Circulation**

- 1] Tonbridge & Malling Community Safety Partnership Newsletter - May/June 2017
- 2] Came & Company - Council Matters - Spring 2017
- 3] KALC Tonbridge & Malling Area Committee - minutes of meeting held on 12 January
- 4] KALC Tonbridge & Malling Area Committee - agenda for meeting to be held on 11 May
- 5] Parish News - April 2017
- 6] Clerk & Councils Direct - May 2017

c) Requiring Attention: Nothing to consider

### **30/17 Any Other Business**

1] The Clerk to check the agenda for the next Area 2 Planning Committee when published to see if application TM/16/01753 - The Nursery, Taylors Lane is to be reconsidered.

2] Reports of Japanese Knotweed growing on land in Wrotham Water Road.

**31/17 Date of the Next Meeting**

It was **resolved** that the date of the next Parish Council Meeting needs to be changed because it currently falls on the same night as the General Election. The next Parish Council Meeting will therefore be held on the 15 June 2017 at 7.45pm in the village hall.

**32/17 Any Confidential Matters**

There were none

There being no other business the meeting closed at 9.23pm

Chairman .....

Date.....