

**MINUTES OF THE PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, TROTTISCLIFFE
ON THURSDAY 2 NOVEMBER 2017 at 7.45pm**

PRESENT:

Mr. Richard Wallis (RW) – Chairman, Jenny Dickson (JD), David Gaunt (DGG), David Goodworth (DG), Oliver Shaw (OS)

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk)

County Councillor Sarah Hohler, Borough Councillor Ann Kemp and 4 members of public

104/17 Apologies for absence

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

105/17 Declarations of interest: There were none to report.

106/17 Minutes

The minutes of the Parish Council Meeting held on the 5 October 2017 were approved and signed as a true record.

107/17 Co-option

The Chairman welcomed Mr. Shaw to the meeting. Mr. Shaw read out and signed a Written Undertaking document which was also signed by the Clerk. Mr. Shaw was asked to complete a copy of his Notification of Disclosable Pecuniary Interests which will be forwarded to the Monitoring Officer at T&MBC and will eventually be placed on the website. A copy of the Model Code of Conduct and Standing Orders has been given to Mr. Shaw.

108/17 Reports

- a) County Councillor – County Councillor Sarah Hohler reminded Members about the consultation currently being carried out by KCC on the setting of the budget for 2018/19 and suggested that residents are encouraged to respond. County Councillor Sarah Hohler also mentioned the planning application for an aggregate recycling facility for a temporary period of five years at Wrotham quarry.

7.53pm County Councillor Sarah Hohler left the meeting

- b) Borough Councillor – Borough Councillor Ann Kemp reported T&MBC will soon be issuing further information on the development of the Local Plan and also a response to the Government's consultation on 'Finding the Right Homes in the Right Places'. Borough Councillor Ann Kemp reported that Larkfield Leisure Centre has been awarded another 'outstanding' by Quest who carry out all the national benchmarking of leisure centres. Of the 625 leisure centres in the UK only 12 have been ranked as 'outstanding'. Both Larkfield and Tonbridge Swimming pool have both been ranked as 'outstanding' again this year.
- c) Kent Police – The Chairman reported that reported that on the 5 October a Georgian postbox was stolen from the front of a residential property in Church Lane, Trottiscliffe.

- d) KALC Area Committee - JD attended the meeting held on the 12 October and advised that it would be useful for a representative from the Parish Council to attend these meetings. The main topic of discussion was the Parish Charter. The Parish Charter is being drafted to develop a culture of mutual trust and openness between the Borough and Local Councils and agreement that the structures and processes for working together are reasonable and effective.
- e) JPCTCG - The next meeting is due to be held on the 23 November 2017.
- f) Parish Partnership Panel - The next meeting is due to be held on the 16 November 2017. JD agreed to attend this meeting.
- g) Trosley Liaison Group - Apologies for DG and RW were sent for the meeting held on the 10 October 2017 which clashed with the funeral of Councillor Trevor Ledamun. The Clerk was asked to verify information received that the Head Ranger and deputy had both resigned and to find out what measures are in hand to maintain the park and the animals.
- h) Village Hall Committee - There was no report.
- i) Tree Warden - Members were delighted to hear that the guided tree-walk held on Saturday 7 October 2017 was very well attended and received. The Clerk was asked to thank Mr. Moulton, Tree Warden for Trottiscliffe, for organising the walk and to suggest that a walk in a different part of the village is organised for the Spring. The Clerk has placed an article on the success of the walk in The Pilgrims.

109/17 Matters arising

- a) Parish Plan/Emergency Plan - The Clerk has circulated the draft framework of an Emergency Plan for the village.
- b) T&MBC Call for Sites/Development of the Local Plan - The draft Local Plan will be subject to a further round of public consultation early in 2018.
- c) Proposal to change date of next meeting to 11 December 2017 - Members **resolved** to change the date of the December meeting to the 11th as the original dates clashes with the village panto.
- d) BT Box in Taylors Lane - BT has advised the Clerk that the kiosk is due for removal under their rationalisation programme and arrangements are in hand with contractors for removal. However, BT has also advised that it may still be possible to adopt it. After a lengthy discussion about the possible uses for the kiosk Members **resolved** to not adopt the BT Box in Taylors Lane. Members feel that the removal of this BT Box will improve the street scene.
- e) Parish Council Website - The Clerk will start work on improving the website soon but is currently looking at training courses.

110/17 Finance & Policies

Statement of payments to be made and income received

Balances as at 30 October 2017

National Savings Account:	£ 1,684.70
Nat West TPC TCC Account:	£22,669.53
Nat West TPC Reserve Account:	£24,683.09
Nat West TPC Current Account	£ 119.70

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	(Salary 4 weeks) (05/10/17 - 2/11/17)	000142	£ 160.74
HMRC	(Clerks Tax)	000143	£ 106.80
Mrs L S Goldsmith	Clerks Expenses	000144	£ 74.84
Mr M W Kirby	Standing pipe - allotments	000145	£ 350.00
Four Seasons Gardens	Groundworks	000146	£ 739.46
Heart of Kent Hospice	Donation	000147	£ 100.00
Total			£1,531.84

Transfer from TPC Reserve Account to TPC Current Account: £1,600.00

- a) Cheques for signature: The Chairman proposed that the cheques listed above be signed. Agreed
- b) Grass Cutting Contract 2018 - Members **resolved** to not seek alternative quotes this year for the grass cutting. Members have been very happy with the service provided by the current contractor, Four Seasons Gardens Ltd. Members **resolved** to accept a quote of £3,975.48 (inclusive of VAT) from Four Seasons Gardens Ltd. for the grass cutting and hedge cutting for 2018.
- c) Proposal to increase the Clerk's salary one increment on NALC Pay Scales - The Clerk had attended an appraisal meeting with RW and DJ. Members have no issues with the performance of the Clerk and highly values her skills and expertise as an experienced Clerk. It was agreed that the Clerk needs to gain more experience and understanding of the Parish Website with the aim of making it a more effective communication tool for the Parish Council with the public. Members **resolved** to increase the Clerk's salary from NALC pay scale SCP 26 to SCP 27 (£12.04 per hour to £12.44).
- d) Donation to the Heart of Kent Hospice - The Clerk had received a request for financial assistance from the Heart of Kent Hospice. The Hospice has assisted 2 residents in 2017 and more recently the deceased Councillor Trevor Ledamun. Trevor's family has requested that any donations in memory of Trevor should be made to the Hospice. Members **resolved** to donate £100.00 as a S137 payment to the Heart of Kent Hospice in memory of Trevor. JD will advise the Trevor's family of this decision.

111/17 Members of public:

Two members of public advised Members that an Action Group are looking at the feasibility of a community bid for The Plough. The Action Group would like the support of the Parish Council. The Action Group are considering the possible options for such a bid i.e. whether to keep the premises as a public house or to turn it into a shop and/or Post Office and/or a coffee shop.

112/17 Planning

a) Applications

There were none to consider.

b) Decisions from T&MBC:

1] TM/17/02551/FL - Mayfield, Pinesfield Lane, Trottiscliffe, ME19 5EL

Proposed replacement dwelling and garage. *Approved*

2] TM/17/01899/FL - The Lillies, Taylors Lane, Trottiscliffe, ME19 5ES

Demolition of existing dwelling. New residential development for two new dwellings.
Refused

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] TM/16/01753/FL - The Nursery, Taylors Lane, Trottiscliffe - RW agreed to speak on behalf of the Parish Council against this proposal at the Area 2 Committee meeting due to be held on the 8 November 2017.

3] 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.

8.47pm Borough Councillor Ann Kemp left the meeting

4] Community Asset Register - Members noted that owner of The Plough had requested an independent review of the decision for this public house to be listed as an Asset of Community Value. The review hearing was held on the 24 October 2017. The review concluded that there is a realistic possibility that The Plough could be used for a range of purposes that provide social value and further the social interests of the local community within the next five years. It was therefore decided that the status of The Plough as an Asset of Community Value should be retained. Since the review T&MBC has given notice that the owner of the Plough Public House issued a formal notice of disposal on 31 October 2017. There is now a six week initial moratorium period in place during which no disposal can take place. This ends on the 12 December 2017. If a community interest group wishes to request to be a potential bidder for the property they must serve notice to T&MBC within that six week period. If such a request is received, the moratorium period is then extended to six months in total. Members discussed the information provided by the Action Group. RW explained one of the Parish Council's functions in the past has been as an enabler. When the village were establishing the tennis courts the Parish Council was able to help by endorsing and supporting bids for grants and assisting with setting up the leases and is now involved with the long-term management of the courts. Members discussed a proposal that the Parish Council should support the Action Group and any realistic plans they may have for making a bid for The Plough. It was agreed that the Parish Council could not offer any financial support. It was **resolved** that the Clerk should advise the Action Group that the Parish Council would support the Action Group and suggest that a working/steering group is set up with 2 Members, OS and DGG representing the Parish Council.

5] Trosely Farm - The Clerk has reported to enforcement the flood lighting around the manege at Trosley Farm and that the alarm is regularly going off.

9.04pm 3 members of the public left the meeting

113/17 Highways, Footways and Footpaths

1] Reported Faults

i) 306682 - Taylors Lane, Trottiscliffe - White lining.

KCC has accepted a quotation for all the white lining within the traffic calming section on Taylors Lane/The Street/Addington Lane to be refreshed. This will include all adjoining junction markings. Due to the nature of lining works and the agreed contract, KCC must give the contractor up to 90 days to undertake the job; although it may well be completed significantly in advance of these 90 days.

ii) **291359 – Church Lane, Trottiscliffe – Fingerpost.**

KCC has taken delivery of a replacement fingerpost and associated finger-signage and are currently sourcing the appropriate fixings for the new Fingers to be attached to this new post. KCC will then raise a job for the old post to be removed and the new one installed.

iii) Vigo Hill Sign – Clerk to report that the road name is still missing.

iv) Request for 20mph speed marks - The Clerk was asked to find out if KCC would be willing to place 20mph speed markings on the roads within the traffic calming section.

114/17 Open Spaces, Recreation Ground and Allotments

1] Recreation Ground and playground – The Clerk is in the process of updating some of the signs on the playground which have incorrect information and contact details.

2] Allotments – Members noted that a further standing water pipe has been installed at a cost of £350.00. The Clerk was asked to find out if the supply of water to both standing pipes can be isolated in the event of cold weather. The Clerk will also check whether any allotments are currently unused.

3] Request from Trottiscliffe School regarding field behind the allotments - JD advised that Trottiscliffe School would be very interested in finding out if it would be possible for the school to use this land to extend the outdoor learning. The changes to the National Curriculum mean that the school can be more creative with the timetable and they are keen to develop a land-based curriculum that will teach the children about healthy food production, budgeting, practical design, health and wellbeing of livestock, grazing management, water management, reproduction and yield, business enterprise, alongside their traditional classroom learning. The Clerk was asked to find out if Ian Murray still required this land for grazing. DG advised that he would be willing to help the school if this project takes place.

115/17] Correspondence

a) For Information

1] Area 2 Planning Committee – 8 November 2017

2] Joint Transportation Board – 27 November 2017

3] Parish Partnership Panel – 16 November 2017

4] Standards Committee – 15 January 2017

5] KALC Area Committee Meeting – 4 January 2018

b) On Circulation

1] Agenda for Area 2 Planning Committee – 8 November 2017

2] Trosley Country Park – Agenda for meeting on 10 October and Minutes of meeting held on 8 May

3] KALC – Annual Report 2016/17

4] KALC – Strategic Plan 2015-2025

5] KALC Tonbridge & Malling Committee – Minutes of meeting held on 12 October 2017

6] KALC – Notice of 70th AGM – Saturday 18 November 2017

7] Clerks & Councils Direct – November 2017

8] The Parish News – October 2017

c) Requiring Attention:

1] 2018 Boundary Review of Parliamentary Constituencies – Noted.

2] Informal consultation on potential new parking restrictions for Addington – Noted.

3] KCC - Budget Consultation 2018 - Draft Budget Strategy 2018/19 Consultation – The Clerk will place details about the consultation in The Pilgrims and Members will respond individually.

116/17 Any Other Business:

- 1] Christmas Tree - DG agreed to source a tree.
- 2] Bank Mandate - needs to be updated at next meeting
- 3] Acknowledgement of the late Councillor Trevor Ledamun's tireless work regarding an attempt to establish ownership of the unregistered land adjoining St. Peters and St Pauls Church.

117/17 Date of the Next Meeting

The date of the next Parish Council Meeting is Monday 11 December 2017 at 7.45pm in the village hall.

118/17 Any Confidential Matters

There were none

There being no other business the meeting closed at 9.33pm

Chairman

Date.....