

**MINUTES OF THE PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, TROTTISCLIFFE
ON THURSDAY 5 APRIL 2018 at 7.45pm**

PRESENT:

Mr. Richard Wallis (RW) – Chairman,
Terry Baker (TB), Jenny Dickson (JD), David Gaunt (DGG)
David Goodworth (DG), David Jones (DJ)

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk)

1/18 Apologies for absence

Apologies for absence were received from County Councillor Sarah Hohler and Borough Councillors Matthew Balfour and Ann Kemp and Councillor Oliver Shaw.

2/18 Declarations of interest:

There were none.

3/18 Minutes

The minutes of the Parish Council Meeting held on the 8 March 2018 were approved and signed as a true record.

4/18 Reports

- a) County Councillor – There was no report.
- b) Borough Councillor – There was no report.
- c) Kent Police – RW reported that on the 17 March 2018 items were stolen from a residential outbuilding in London Road. On the 27 March a shed at a residential property in Pinesfield Lane, Trottiscliffe was broken into. The Clerk has made contact with the PCSO and is hoping that he will be able to attend the meeting next month.
- 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.
- g) Trosley Liaison Group – There has been no meeting. The next meeting will be held on the 8 May 2018.
- h) Village Hall Committee – DJ reported that a meeting had been held on the 2 April 2018 but there was nothing that needed bringing to the attention of the Parish Council.
- i) Tree Warden – The Clerk has placed details about the next walk due to be held on Saturday 12 May 2018 on the website, noticeboards and in The Pilgrim.

5/18 Matters arising

- a) Parish Plan/Emergency Plan – RW and DG had circulated a draft Emergency Plan prior to the meeting. Members were invited to send any comments to them and also to provide names of local residents with medical skills.
- b) T&MBC Call for Sites/Development of the Local Plan – No update available.
- c) Progress with a Community Bid for The Plough Inn – Members noted that the Trosley Heritage Group are taking advice from the Plunkett Foundation on obtaining more media attention to assist them with their fund raising. The plan is for the proposed facility to have a number of uses.

- d) Parish Council Website - Members ratified a decision in between meetings to instruct Gel Creative to design and maintain a new website for the Parish Council. The design will cost approximately £1000.00, the domain and hosting approximately £160.00 per year and ongoing maintenance and updates will be charged at £50.00 per hour. The designer, Jane Haselden, is aiming to have a draft skeleton in place within 4-6 weeks. The Clerk will work closely with Jane on the design.
- e) General Data Protection Regulation - The Clerk is working through the implications and requirements of the new regulations and will be attending a training course on Encryption on the 18 April 2018.

6/18 Finance & Policies

Statement of payments to be made and income received

Balances as at 5 April 2018

| | |
|-------------------------------|----------------|
| National Savings Account: | £ 1,692.64 |
| Nat West TPC TCC Account: | £25,651.26 |
| Nat West TPC Reserve Account: | £17,636.62 |
| Nat West TPC Current Account | £ 336.69 |
| Less cheque 000166 | <u>£ 50.00</u> |
| | 286.69 |

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) (08/03/18 - 05/04/18) | 000172 | £ 164.48 |
| HMRC | (Clerks Tax) | 000173 | £ 109.20 |
| Mrs L S Goldsmith | (Clerks Expenses) | 000174 | £ 74.84 |
| Four Seasons Gardens Ltd. | (Grounds maintenance) | 000175 | £ 320.60 |
| Total | | | £ 669.12 |

Transfer from TPC Reserve Account to TPC Current Account: £500.00

Cheques for signature TPC TCC Account:

| | | | |
|-------------------|------------------|--------|---------|
| EDF Customers PLC | Electricity Bill | 000010 | £113.70 |
|-------------------|------------------|--------|---------|

- a) Cheques for signature: The Chairman proposed that the cheques listed above be signed. Agreed
- b) Bank Mandate - The Clerk has submitted the revised Bank Mandate to NatWest.
- c) Annual Return - it was noted that as neither the expenditure nor income for 2017/18 exceeds £25,000.00 the Parish Council will not be subject to a full external audit but will need to submit an Annual Governance and Accountability Return. The Clerk will be dropping the accounts off to the Internal Auditor next week along with the completed copy of the Annual Governance and Accountability Return.
- d) Section 137 Expenditure Limit for 2018-2019 - The Ministry of Housing, Communities and Local Government has confirmed that the appropriate sum for the purposes of Section 137 of the Local Government Act 1972 is £7.86.

7/18 Members of public:

There were no members of public.

8/18 Planning

a) Applications

1] TM/18/00/FL – The Lillies, Taylors Lane, Trottiscliffe, ME19 5ES

Demolition of existing dwelling. Construction of new replacement dwelling.

Resolved: No objection

2] TM/18/00537/FL – The Lillies, Taylors Lane, Trottiscliffe, ME19 5ES

Demolition of existing garage and construction of new garage.

Resolved: Object. Members consider that the proposal represent an overdevelopment of the site. Members are concerned about the effect of the bulk of the proposal on the street scene in this section of the lane where neighbouring properties enjoy large plots. Members would encourage a site visit to consider the sight lines of the access and to assess the likelihood of flooding on the site during periods of heavy rainfall. If T&MBC are mindful to approve this proposal Members would like a condition set that the building cannot be used as residential accommodation.

3] TM/18/00626/FL – Streets End, Ford Lane, Trottiscliffe, ME19 5ES

Detached two storey four bedroom house. *Resolved: Object. Members consider that the proposal represents an overdevelopment of the site in terms of its bulk and positioning on the plot allocated. We note that the proposed dwelling will not have any garden space. The proposal is within 2 metres of the village envelope and we feel the proposed dwelling would have a damaging effect on the residential amenity.*

b) Decisions from T&MBC:

1] TM/18/00253/TNCA – Oast House Lodge, Taylors Lane, Trottiscliffe

White Beam Tree – to fell as leaning against boundary fence. *No objection*

2] TM/18/00001/FL – Rose Cottage, Pinesfield Lane, Trottiscliffe

Removal of existing glazed conservatory and construction of new single storey rear extension of similar floor area. *Approved*

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] Community Asset Register – It was noted that the Clerk has submitted applications to register the Village Sign, the pond on Taylors Lane, the Tennis Courts, the Village Hall and the green opposite The George as community assets. T&MBC now have 8 weeks to consider the applications.

3] TM/17/03403/FL – Prunelle, Church Lane, Trottiscliffe – Members noted that the proposal to create a further drive off Prunelle is to be reported at the Area 2 Planning Committee due to be held on the 11 April 2018. It was resolved that either DGG or RW will speak on behalf of the Parish Council to object to this proposal.

9/18 Highways, Footways and Footpaths

1] Reported Faults

i) 306682 – refurbishment of the white lining within the traffic calming section on Taylors Lane/The Street/Addington Lane. The Highways Steward has advised that Vigo Hill from the A227 right through the village is to be re-surfaced this year. The road will be closed and diversions will be in place. The clearing of the culverts should be part of the resurfacing project. All the white lining will be reinstated.

ii) 346842 - Damage to village green and posts – Some of the posts on the green opposite The George have been completely knocked over. A local resident has asked if the Parish Council

would consider putting up a post and chain fence around the area to prevent this happening again and/or increase the kerb height. KCC will only reinstate what is there but will look to concrete the damaged posts in this time (they were just stuck in ground before). The Highways Steward has advised that the Parish Council would need to fund the installation of a posts and chain fence or at their suggestion a low picket fence. Any arrangement will need to be 450mm from the road so may not prevent any mounting of the kerb. Raising the kerb stones is not an option. Members discussed the options and resolved to get KCC to concrete replacement posts into the ground.

iii) 325587 - Addington Lane - regular flooding on road. KCC have in the last 2 weeks cleared the culverts in this area which they believe had not been cleared for years. The road is still flooding so KCC have agreed to undertake further investigations.

iv) 325588 Pilgrims Way - the Clerk has requested a deregulation of the speed limit to 30mph and to install passing places. KCC will not fund as budgets are limited and there is no accident record.

v) 325589 - Vigo Hill - the Clerk has put in a request for KCC to consider further traffic calming measures. KCC will not fund as budgets are limited and there is no accident record.

vi) 346842 - Taylors Lane - bollard at entrance to village to be reset within 28 days

vii) Column lights at the entrances to the village - the Clerk to report to Street Lighting at KCC that the column lights need repairing.

viii) Pilgrims Way - KCC has advised that this will be jet patched in the next few weeks

2] Meeting with Highway Steward - The meeting took place on the 28 March 2018 and the points discussed are as above.

3] Litter Heroes - Members **resolved** to cancel the litter pick planned for the 28 April 2018 due to a lack of volunteers.

4] Poster fly tipping - Members noted that JD has tidied up the main village noticeboard. Members agreed to assist by looking out for and removing any posters and signs for events that have happened in an attempt to keep the village looking tidy.

5] Green Lane - signage to prevent parking. Members noted a resident's concern about the number of cars being parked in Green Lane by visitors and a request for additional signage to try and stop people parking in the lane. As this is a private road Members did not feel they could comment on this suggestion and that this is something the residents would need to agree amongst themselves and discuss with PROW.

6] Request to re-surface village hall car park - a parent at the school has requested that the village hall car park area is resurfaced as they are having problems accessing it and the play area. The Clerk was asked to advise them to contact the Village Hall Committee.

10/18 Open Spaces, Recreation Ground and Allotments

1] Recreation Ground and playground - The Clerk reported that the replacement horse springer in the play area has been delivered. DJ kindly agreed to install it. The Clerk has ordered a replacement disclaimer sign for the play area and a new disclaimer sign for the netball stand. Four Seasons have started the annual contract for grass cutting.

2] Allotments - DJ reported that he is in the process of collecting the annual fees due from each allotment holder. RW and the Clerk will liaise with one of the allotment holders who is concerned about the footpath path leading to the allotments being damaged by users not authorised to take vehicles along it.

3] Request from Trottiscliffe School regarding field behind the allotments - Trottiscliffe School are progressing their plans to use this land for educational purposes to extend the outdoor learning. Members noted that the Clerk is disappointed with how long it is taking btf Partnerships to draft a lease agreement. DG offered to follow up on this.

11/18] Correspondence

a) For Information

- 1] Area 2 Planning Committee - 11 April 2018
- 2] Joint Transportation Board - 11 June 2018
- 3] Parish Partnership Panel - 14 June 2018
- 4] Standards Committee - TBC
- 5] KALC Area Committee Meeting - 10 May 2018

b) On Circulation

- 1] Kent Wildlife Trust - Wild Kent Spring 2018
- 2] Letter from Cabinet Member for Planning and Highways on proposal to repair damage to the highway network from the snow
- 3] Agenda for Area 2 Planning Committee - 11 April 2018
- 4] A GDPR Toolkit for local Councils - NALC February 2018

c) Requiring Attention:

- 1] Consultation - Refresh of Kent Joint Municipal Waste Management Strategy - noted.

12/18Any Other Business:

Cedar House - TB offered to find out if a recently installed fence is within the domestic curtilage of the property.

13/18 Date of the Next Meeting

The date of the Annual Parish Council Meeting is Thursday 10 May 2018 at 7.45pm.

14/18 Any Confidential Matters There were none

There being no other business the meeting closed at 10.00pm

Chairman

Date.....