

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, TROTTISCLIFFE
ON THURSDAY 10 MAY 2018 at 7.45pm**

PRESENT:

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

IN ATTENDANCE:

Borough Councillor Ann Kemp
Mrs. Louise Goldsmith (Clerk)

15/18 Apologies for absence

Apologies for absence were received from County Councillor Sarah Hohler and Borough Councillor Matthew Balfour and Councillor Terry Baker.

16/18 Declarations of interest:

There were none.

7.47pm DJ took over as Chairman

17/18 Election of Chairman

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

7.49pm RW took over as Chairman

18/18 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.

19/18 Election of representatives

Representatives to various organisations were appointed as follows:

KALC & Parish Partnership Panel – JD & DJ

Highways enquiries: Clerk

Village Hall Committee: Clerk to find out if TB would be prepared to be the representative

Allotments: DJ

Courts Committee: RW & DG

Planning: DGG

Joint Standard Committee & JPCTCG: DGG

Trottscliffe Primary School: JD

Bridleways & footpaths: DG

Trosley Park Liaison Group: RW & DG

Playground overseeing of: OS

Trosley Heritage Group: DGG & OS

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

20/18] 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.

21/18 Minutes

The minutes of the Parish Council Meeting held on the 5 April 2018 were approved and signed as a true record.

22/18 Reports

- a) County Councillor - There was no report.
- b) Borough Councillor - Borough Councillor Ann Kemp reported that T&MBC are looking to use contributions made by developers towards social housing for purchasing some temporary homes rather than using Bed and Breakfast establishments. Mrs Pam Bates becomes the new Mayor next week. Members passed on concerns about the perceived effectiveness of Planning Enforcement at T&MBC. Borough Councillor Ann Kemp explained that the Clerk does not receive regular updates on enforcement cases because of confidentiality issues. The Clerk was asked to send Borough Councillor Ann Kemp a list of current enforcement cases so that she can ensure enforcement are still investigating them. Borough Councillor Ann Kemp was asked to attend the Parish Council meeting due to be held on the 5 July 2018 as it was agreed this would be a suitable date to present the KALC Community Award for Trevor Ledamun to his wife. JD offered to find out if Mrs Ledamun could make this date.
- c) Kent Police - The Clerk reported that on the 9 April 2018 a vehicle was taken from a private car park in Churchfield. The Clerk has advised the PCSO of the dates of the Parish Council meetings.
- d) KALC Area Committee - The Clerk has sent apologies for JD for the meeting due to be held this evening.
- e) JPCTCG - There has been no meeting. DGG will attend the next meeting due to be held on the 21 May 2018.
- f) Parish Partnership Panel - There has been no meeting. The next meeting will be held on the 14 June 2018.
- g) Trosley Liaison Group - RW attended the meeting held on the 8 May 2018. The meeting had not been well attended by representatives for Trosley Park and a lot of issues and concerns such as the maintenance of the specimen trees and the welfare of the animals could not be discussed. RW expressed his concern about the wellbeing of the goats. It was suggested and agreed that RW should contact DEFRA and the RSPCA about the welfare of the animals. The success of the park still seems to be judged on the number of people paying to use the car park whereas a lot of people walk to the park. In conclusion it was a disappointing meeting as few issues could be resolved.
- h) Village Hall Committee - DJ reported that a meeting had been held on the 9 May 2018 but he was unable to attend. Members agreed that the Village Hall Committee could hold their Summer BBQ on the recreation ground on the 21 July 2018.
- i) Tree Warden - The next tree walk is due to be held on Saturday 12 May 2018 and will commence at 10am at the Village Hall.

23/18 Matters arising

- a) Parish Plan/Emergency Plan – RW and DG will update the draft plan with some more information on residents with medical skills. It was agreed that the plan should then be placed on the website as a working document.
- 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 mortarium period ended on the 30 April 2018. The Trosley Heritage Group made a bid of £360,000.00 for The Plough Inn which was rejected by the owner. The owner has stated that they will only sell if there is a lifelong overage agreement in place. The Heritage Group are not happy to agree to this. The Heritage Group are concerned that momentum in the village for the project will dwindle if an agreement cannot be reached soon. The Plunkett Foundation continue to support the Heritage Group. Local knowledge suggests that the owner's daughter is living the premises. The Clerk was asked to find out if this was permissible given that the pub has closed for business.
8.29pm Borough Councillor Ann Kemp left the meeting
- d) Parish Council Website – A draft version of the new website had been received that day. The Clerk demonstrated this to Members who were very pleased with this draft version. Members agreed to send any comments or suggestions on how the draft could be improved to the Clerk.
- e) General Data Protection Regulation – The Clerk is working through the implications and requirements of the new regulations. It was **resolved** that the Clerk should appoint Satswana for an external Data Protection Officer service at a cost of £150.00 per annum. The Clerk will prepare a Privacy Statement and Consent form which will be sent to everyone that the Clerk holds personal information on. The Clerk has attended a course on Encryption and will look to save all the Parish Council documents in encrypted folders. The Clerk will also consider how various passwords held by her are to be stored. It was noted that the Parish Council has a year to ensure that it complies with the requirements of GDPR.
- f) New Model Standing Orders – It was noted that NALC has published new model standing orders which incorporate the requirements of new legislation that has been introduced since the current model standing orders were published in 2013. Members agreed that the Clerk should amend the affected sections and circulate a revised copy of the model standing orders.

24/18 Finance & Policies

Statement of payments to be made and income received

Balances as at 4 MAY 2018

National Savings Account:	£ 1,692.64
Nat West TPC TCC Account:	£25,537.56
Nat West TPC Reserve Account:	£17,138.09
Nat West TPC Current Account	£ 8,417.57
Less cheque 000166	<u>£ 50.00</u>
	8,367.57

Receipts: T&MBC Precept first half instalment: £8,250.00

Cheques for signature TPC Current Account:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary 5 weeks) (05/04/18 - 10/05/18)	000176	£ 211.61
HMRC	(Clerks Tax)	000177	£ 140.80
Mrs L S Goldsmith	(Clerks Expenses)	000178	£ 116.18
Four Seasons Gardens Ltd.	(Grounds maintenance)	000179	£ 134.94
Broad Signs Ltd	(Signs for playground)	000180	£ 90.00
Came & Company	(Insurance Renewal)	000181	£ 495.61
SLCC	(50% of subscription)	000182	£ 64.00
Viking	(Ink and stationery)	000183	£ 71.90
Ludus Leisure Ltd.	(Replacement springer)	000184	£ 706.80
Gel Creative	(30% deposit website design)	000185	£ 333.00
Citizens Advice Bureau	(Donation)	000186	£ 100.00
Kent Air Ambulance	(Donation)	000187	£ 100.00
	Total		£2,564.84

Transfer from TPC Current Account to TPC Reserve Account: £5,700.00

Cheques for signature TPC TCC Account:

EDF Customers PLC Electricity Bill 000011 £194.89

- a) Cheques for signature: The Chairman proposed that the cheques listed above and overleaf be signed. Agreed
- b) Internal Audit - 1 April 2017 to 31 March 2018 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. The internal auditor has completed the Annual Internal Audit Report section in the Annual Governance and Accountability Return 2017/18 (Part 2).
- c) Certificate of Exemption - Members certified that during the financial year of 2017/18 the higher of the Parish Council's gross income for the year or gross expenditure for the year did not exceed £25,000.00 and that there is no requirement to have a limited assurance review.
- d) Annual Governance Statement - Each statement was read out and approved by full Council. The Statement was signed by RW and the Responsible Finance Officer (Clerk).
- e) Accounting Statements 2017/18 - these were approved by full Council and signed by RW and the Responsible Finance Officer.
- f) Insurance Renewal - It was **resolved** that the Parish Council should take out the insurance due to commence on 1 June 2018 with Came & Company for a premium of £495.61. It was noted that this will be the third year of a three year long term agreement.
- g) NALC National Salary Award 2018 - Members noted the NALC recommended pay award and that the Clerk's hourly rate will now be £12.815.
- h) Citizens Advice Bureau and Kent Air Ambulance - Members discussed a request for a donation and **resolved** to donate £100.00 to the Citizens Advice Bureau and Kent Air Ambulance.

25/18 Members of public:

There were no members of public.

26/18 Planning

a) Applications: None to consider

b) Decisions from T&MBC:

1) TM/17/03403/FL – Prunelle, Church Lane, Trottiscliffe
Addition to driveway to create a drive on drive off. Refused

c) Other planning matters

1) Whitaker Cottage – unauthorised use as separate dwelling. Members noted that Borough Councillor Ann Kemp had checked with Enforcement and confirmed that they are carrying out further investigations with respect to planning permissions for the site.

2) Community Asset Register – The Clerk is waiting to hear from T&MBC about the 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.

27/18 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. A date is not yet known.

ii) 346842 - Damage to village green and posts – Members noted that KCC have concreted the knocked down post into the ground. OS suggested getting a quote for posts and a chain type fencing similar to that installed in Stansted. The Clerk will find out how much this cost and whether County Councillor Sarah Hohler would consider funding this. Members were not in agreement that a post and chain fencing would be suitable but agreed to consider a quote at the next meeting.

iii) 325587 – Addington Lane – regular flooding on road. KCC are carrying out further investigations.

iv) Column lights at the entrances to the village – the lights have now been repaired and are working.

v) Pot holes on Vigo Hill – Clerk to report

vi) Members were pleased to note that the BT Box in Taylors Lane has been removed. The Clerk will ask Four Seasons to tidy up the area and to remove an overhanging branch.

vii) Clerk to report a large pot hole in Ford Lane by Little Reeds.

viii) Smart Motorway Junction 3-5 - Highways England have arranged some 'Meet the Contractor' events where information will be given on the timing of the works and possible road closures. Members asked the Clerk to express their disappointment that very little notification was given off these events.

28/18 Open Spaces, Recreation Ground and Allotments

1) Recreation Ground and playground – The Clerk reported that DJ and TB had kindly installed the replacement horse springer. The Clerk will install a replacement disclaimer sign for the play area and a new disclaimer sign for the netball stand. The Clerk was asked to remind Trottiscliffe School PTA that they should not be charging an entrance fee for events held on the recreation ground.

2] Allotments - DJ reported that he has collected the annual fees due from each allotment holder. There are currently 2 allotment plots available to rent. DJ and the Clerk will place some information about the allotments on the new website and will advertise the vacant plots in The Pilgrims. The issue about the footpath path leading to the allotments being damaged by users not authorised to take vehicles along it has been resolved.

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. A decision to appoint to Surrey Hills Solicitors to prepare a draft lease agreement was ratified. The draft agreement has prepared and has been sent to the Chairman of the School Governors for approval and signature.

29/18] Correspondence

a) For Information

- 1] Area 2 Planning Committee - 30 May 2018
- 2] Joint Transportation Board - 11 June 2018
- 3] Parish Partnership Panel - 14 June 2018
- 4] Standards Committee - 13 June 2018
- 5] KALC Area Committee Meeting - 10 May 2018

b) On Circulation

- 1] Tonbridge & Malling Community Safety Partnership - May/June 2018
- 2] CPRE - Countryside Voice - Spring 2018
- 3] Kent Voice - Spring/Summer 2018
- 4] Kent Police & Crime Commissioner - Newsletter
- 5] KALC - Agenda for meeting due to held on the 10 May
- 6] Joint Standards Committee - Minutes of meeting held on 5 March 2018
- 7] KALC GDPR Information Note 2
- 8] Data Protection Act 2018 - Encryption
- 9] NALC - Data Protection Fees
- 10] Data Protection Act 2018 GDPR - Encryption
- 11] Agenda for Joint Parish Councils Traffic Consultative Group - 21 May 2018
- 12] Trosley Liaison Group - Agenda for meeting due to be held on 8 May 2018
- 13] Trosley Liaison Group - Minutes of meeting held on 10 October 2017
- 14] KALC - National Planning Police Framework - response to consultation
- 15] KALC - Supporting housing delivery through developer contributions - response to consultation

c) Requiring Attention: Nothing to consider.

30/18 Any Other Business:

RW gave his apologies for the next meeting.

DGG, DG, OS and TB were asked to take some ID documentation into Natwest so they can be approved and added to the mandate.

Clerk to report that there appears to be someone living at Darrens Meadow

31/18 Date of the Next Meeting

The date of the Annual Parish Council Meeting is Thursday 7 June 2018 at 7.45pm.

32/18 Any Confidential Matters There were none

There being no other business the meeting closed at 9.23pm

Chairman

Date.....

