

**MINUTES OF THE PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, TROTTISCLIFFE
ON THURSDAY 7 JUNE 2018 at 7.45pm**

PRESENT:

Mr. David Jones (DJ) – Chairman for this meeting, Jenny Dickson (JD),
David Goodworth (DG), Oliver Shaw (OS)

IN ATTENDANCE:

County Councillor Sarah Hohler, Borough Councillor Ann Kemp
Mrs. Louise Goldsmith (Clerk)

33/18 Apologies for absence

Apologies for absence were received from Borough Councillor Matthew Balfour, Cllrs. Terry Baker, David Gaunt and Richard Wallis.

34/18 Declarations of interest:

There were none.

35/18 Minutes

The minutes of the Parish Council Meeting held on the 10 May 2018 were approved and signed as a true record.

36/18 Reports

- a) County Councillor – County Councillor Sarah Hohler advised Members that KCC has launched The Big Conversation Programme which will develop potential new delivery models for rural transport services. The Programme consists of a period of engagement with both the market, public and other stakeholders and dates of seminars will be circulated. A seminar for Parish Councils will be held locally on Thursday 5 July from 12.30-4.30pm at Hadlow Manor. County Councillor Sarah Hohler advised Members to keep reporting pot holes in the road.
7.55pm County Councillor Sarah Hohler left the meeting
- b) Borough Councillor – Borough Councillor Ann Kemp reported that a draft Local Plan has been considered by Borough Councillors at a meeting held this week. A large development of approximately 1700 houses is proposed on the outskirts of Borough Green. Concern has been expressed about the pressure this development will have on the local infrastructure. Consultation with the public on the Local Plan is expected to take place in the Autumn.
8.05pm Borough Councillor Ann Kemp left the meeting
- c) Kent Police - There has been no reported crime in Trottiscliffe in May 2018. In Offham a car was damaged in Teston Road on the 9 May. A van is parked on the motorway bridge which the Clerk reported to the PCSO. PCSO Ross Macmillan has advised that the vehicle is not doing anything illegal and is not causing an obstruction and T&MBC have advised that it has not been abandoned. As the vehicle is not in a dangerous condition or position it is entitled to remain in situ for the foreseeable future.
- d) KALC Area Committee – The minutes of the meeting held on the 10 May 2018 will be circulated.

- e) JPCTCG - DGG attended the meeting held on the 21 May 2018 and will circulate a report.
- f) Parish Partnership Panel - There has been no meeting. The next meeting will be held on the 14 June 2018. JD will attend.
- g) Trosley Liaison Group - There has been no meeting.
- h) Village Hall Committee - TB has agreed to be the Parish Council representative on the Village Hall Committee but was unable to attend the meeting held on the 4 June 2018.
- i) Tree Warden - JD reported that the tree walk held on the 12 May 2018 was well attended despite the rain and was very interesting. A suggestion to include a discussion on birds in the next tree walk may be possible.

37/18 Matters arising

- a) Parish Plan/Emergency Plan - The Emergency Plan will be published on the website. The Clerk will ensure that the relevant Officers at T&MBC receive a copy.
- b) T&MBC Call for Sites/Development of the Local Plan - See item 36/18 (b).
- c) Progress with a Community Bid for The Plough Inn - The Clerk has reported to enforcement at T&MBC that the owner's daughter appears to be living at the pub. The Trosley Heritage Group are frustrated as unable to make any progress since the owner rejected a bid of £360,000.00 for The Plough Inn and remain concerned that momentum in the village for the project will dwindle if an agreement cannot be reached soon.
- d) Parish Council Website - The Clerk has been in regular contact with the website designer suggesting and providing information for improvements. The website domain needs to be applied for and hopefully the new website will be live in the next couple of weeks.
- e) General Data Protection Regulation - The Clerk has appointed Satswana for an external Data Protection Officer service at a cost of £150.00 per annum. The Clerk has also prepared and published a Privacy Statement and is in the process of collecting consent forms from all Councillors and members of the public who are in regular contact with the Parish Council. A safe has also been purchased and the Clerk will place a copy of all the passwords and keys held in the safe. A shredder has also been purchased. The Clerk has also registered the Parish Council with the ICO at an annual fee of £40.00.
- f) New Model Standing Orders - The Clerk has circulated a draft copy of the 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 **resolved** to adopt this version of the Model Standing Orders.
- g) KALC Community Awards Presentation - JD confirmed that Trevor Ledamun's wife can attend a presentation ceremony on the 5 July 2018. Members agreed that the presentation should be held separately to the Parish Council meeting and should start at 7pm in the main village hall. The Clerk confirmed that the village hall has been booked. The Clerk will organise some drinks and nibbles and will ensure this event is publicised on the website, noticeboards and in The Pilgrims.

38/18 Finance & Policies

Statement of payments to be made and income received

National Savings Account:	£ 1,692.64
Nat West TPC TCC Account:	£25,342.67
Nat West TPC Reserve Account:	£22,838.09
Nat West TPC Current Account	£ 610.73
Less cheque 000166	£ 50.00
Less cheque 000185	£ <u>333.00</u>
	<u>227.73</u>

Receipts: Allotment Rents: £125.00

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) (10/05/18 – 07/06/18)	000189	£ 281.93
Mrs L S Goldsmith	(Clerks Expenses)	000190	£ 82.88
Four Seasons Gardens Ltd.	(Grounds maintenance)	000191	£ 686.20
KALC	(Subscription)	000192	£ 262.01
Mrs L S Goldsmith	(50% of annual subscription)	000193	£ 34.99
Viking	(Shredder)	000194	£ 83.83
Information Commissioner	(ICO registration)	000195	£ 40.00
Satswana Limited	(DPO services)	000196	£180.00
Total			£1,651.84

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

Cheques for signature TPC TCC Account: There are none

- a) Cheques for signature: The Chairman proposed that the cheques listed above and be signed. Agreed

39/18 Members of public:

There were no members of public.

40/18 Planning

a) Applications:

1] TM/18/00488/FL – The Lillies, Taylors Lane, Trottiscliffe, ME19 5ES

Demolition of existing dwelling. Construction of new replacement dwelling and widen existing access and create new driveway/parking area. *Resolved: Following a review of the revised drawings to have no objections.*

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

Demolition of existing garage and construction of new garage. *Resolved: Following a review of the revised drawings to have no objections.*

b) Decisions from T&MBC:

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

Detached two storey four bedroom house. *Application withdrawn*

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 has received confirmation from T&MBC that the Tennis Club Premises, the Village Hall, Village Green and the pond in Taylors Lane have been accepted as nominated Assets of Community Value. The current owners of the pond have a right to request a review of this decision but this must be made within the next 8 weeks.

41/18 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. Members noted that the works will be taking place on the 25 June and will last for 3 days. KCC will be clearing the culverts at the same time.

ii) Damage to village green and posts – a further post has been damaged by a local lorry. OS would still like to consider installing a post and chain arrangement around this area. A discussion was deferred to the next meeting.

iii) BT Box – The grounds maintenance contractor has cleared the footpath and area around where the BT Box was situated. The Clerk will ask them to remove some debris that has been left.

iv) Road sign at the junction of Taylors Lane and Church Lane needs to be replaced. The Clerk to report.

42/18 Open Spaces, Recreation Ground and Allotments

1] Recreation Ground and playground – The Clerk reported that the RoSPA inspection is due in July. Members agreed to pay the additional cost of £42.00 for the Clerk and OS to be present at the inspection. The Clerk will find out the exact date of the inspection. Members noted that a replacement disclaimer sign for the play area and a new disclaimer sign for the netball stand have been installed. The Clerk has reminded Trottiscliffe School PTA that they should not be charging an entrance fee for events held on the recreation ground. It was noted that the PTA have still not provided a risk assessment for the summer fete due to be held that weekend. The Clerk will ensure this is provided before the event takes place.

2] Allotments – DJ reported that he has now collected rent from another allotment holder so only half a plot is available. The Clerk will advertise this vacant half plot in The Pilgrims.

3] Request from Trottiscliffe School regarding field behind the allotments – Members noted that the agreement between the Parish Council and the School for them to use the field behind the allotments for outdoor learning has been finalised to the satisfaction of both parties. Surrey Hills Solicitors will be sending the Clerk the final agreement to be signed by both parties.

43/18] Correspondence

a) For Information

1] Area 2 Planning Committee – 4 July 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 – 2 August 2018

b) On Circulation

- 1] Agenda for Joint Transportation Board 11 June 2018
- 2] Agenda Area 2 Planning Committee 30 May 2018
- 3] Parish Partnership Panel 14 June 2018
- 4] Clerk & Councils Direct – May 2018

c) **Requiring Attention:** Nothing to consider.

44/18 Any Other Business:

- 1) Defibrillator – a representative from SECAS has inspected the defibrillator and has recommended that the pads are replaced. The Clerk will order replacement pads.
- 2) Beacon – The Clerk to find out who owns and insures the beacon

45/18 Date of the Next Meeting

The date of the Annual Parish Council Meeting is Thursday 5 July 2018 at 7.45pm.

46/18 Any Confidential Matters There were none

There being no other business the meeting closed at 9.16pm

Chairman

Date.....