

**MINUTES OF THE PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL, TROTTISCLIFFE
ON THURSDAY 7 FEBRUARY 2019 at 7.45pm**

PRESENT:

Mr. Richard Wallis (RW) - Chairman, Terry Baker (TB) Jenny Dickson (JD)
David Gaunt (DG), David Jones (DJ), Oliver Shaw (OS)

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk)

117/18 Apologies for absence

Apologies for absence were received from County Councillor Sarah Hohler, Borough Councillor Ann Kemp and Councillor David Goodworth.

118/18 Declarations of interest:

There were none.

119/18 Minutes

The minutes of the Parish Council Meeting held on the 6 December 2018 were approved and signed as a true record.

120/18 Reports

- a) County Councillor - There was no report.
- b) Borough Councillor - There was no report.
- c) Kent Police - The Clerk was pleased to report that there was no reported crime in January 2019 in the local area.
- d) KALC Area Committee - JD attended the meeting held on the 10 January 2019. Compliance with GDPR was the main topic of conversation with warnings that personal email accounts should not be used by Councillors and that Parish Councils should appoint a Data Protection Officer.
- e) JPCTCG - There has been no meeting.
- f) Parish Partnership Panel - A meeting was due to be held this evening.
- g) Trosley Liaison Group - There has been no meeting. The next meeting is due to be held on the 7 May 2019.
- h) Village Hall Committee - TB attended a recent meeting and reported that bookings are good and as a result the finances of the Village Hall are healthy.
- i) Tree Warden - There was no report.
- j) Courts Committee Meeting - A meeting of The Courts Committee was held on the 24 January 2019 and attended by the headteacher of the school, RW, DGG, the Clerk and 2 representatives from the tennis club. A copy of the draft minutes of this meeting have been circulated. The school will have regular access for playing netball and the new surface of the courts will be marked with lines for a netball pitch. A sign, giving the public details on how to book the courts, has been reinstated at the club and information will also be made available on the tennis club website. A number of issues still need to be investigated associated with insurance and public liability. RW suggested and it was agreed that the Clerk arranges a further Courts Committee meeting. Members noted that the Clerk has received the invoice for the resurfacing of the courts and that the Tennis Club has transferred an additional £10,000.00 to pay this invoice from the sinking fund. The annual contribution of £2,500.00 to the sinking fund has also been received as well as the payment for the insurance and electricity.

121/18 Matters arising

- a) T&MBC Call for Sites/Development of the Local Plan - T&MBC has submitted the Local Plan to the Secretary of State. The Inspectorate has confirmed that the Local Plan has been submitted in accordance with Regulation 22 of the Town and Country Planning Regulations 2012. It is anticipated that a Planning Inspector will be appointed within the next few weeks to consider the submission and to make the arrangements for a Local Plan Examination.
- b) Progress with a Community Bid for The Plough Inn - OS reported that T&MBC are looking to appoint an Officer to liaise with the Planning Inspectorate on the appeal.
- c) General Data Protection Regulation - The Clerk thanked Members for activating their new webmail email accounts and was pleased to report the Parish Council is now complying with the guidance from KALC on email accounts.
- d) Monthly Check of the Defibrillator - The Clerk has carried out a monthly check and confirmed that the batteries and defibrillator are working. The Clerk will also submit a Record Audit Form to the South East Ambulance Service to ensure that this defibrillator is still on their records as in service.
- e) Local Elections, 2 May 2019 - The Clerk has circulated information on how to obtain nomination papers to all Members. Details about the Local Elections, which are due to be held on the 2 May 2019, and about being a Parish Councillor have been placed on the website.

122/18 Finance & Policies

Statement of payments to be made and income received

National Savings Account:	£ 1,704.92
Nat West TPC TCC Account:	£38,151.26
Nat West TPC Reserve Account:	£23,057.98
Nat West TPC Current Account	£ 409.99
Less cheque 000166	<u>£ 50.00</u>
	£ 359.99

Receipts: Interest National Savings Account - £12.28
Payments received from the Tennis Courts Committee
Contribution to Sinking Fund - £2,500.00
Contribution to Insurance - £850.63
Contribution to resurfacing costs - £10,000

Cheques for signature TPC Current Account:

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Mrs L S Goldsmith (04/01-07/02/19)	(Salary 5 weeks) 000237 £ 176.21		
HMRC	(Clerks Tax)	000238	£ 176.20
Mrs L S Goldsmith	(Clerks Expenses)	000239	£ 124.48
William Mott	(Website hosting & domain)	000240	£ 85.00
Four Seasons Gardens Ltd	(Hedge cutting)	000241	£ 799.10
Trottscliffe PCC	(Annual Grant)	000242	£ 450.00
Trottscliffe Village Hall	(Annual Grant)	000243	£1,300.00
Trottscliffe C of E School	(Annual Grant)	000244	£1,250.00
	Total		£4,360.99

Transfer from TPC Reserve Account to TPC Current Account: £4,300.00

Cheques for signature TPC TCC Account:

Outdoor Carpet Ltd	Resurfacing Tennis Courts	000014	£30,715.20
EDF Customers PLC	Electricity Bill	000015	£ 352.12

- a) Cheques for signature: The Chairman proposed that the cheques listed above be signed. Agreed
- b) Annual Grant for the Village Hall, PCC and Trottiscliffe School - it was **resolved** to pay these grants in accordance with the budget statement for 2018/19.
- c) Bank Mandate - The Clerk will find out why NatWest has not provided confirmation that the new bank mandate is in force.
- d) Increment rise for the Clerk - RW and DJ met with the Clerk for an appraisal and it was **resolved** to place the Clerk on the NALC salary scale of SCP 28.

123/18 Members of public: There were no members of public.

124/18 Planning

a) Applications:

1] TM/02967/FL - 5 Taylors Lane, Trottiscliffe, ME19 5ES

Demolition of an existing single storey rear extension and replacement with a new single storey rear extension. *A decision of no objections between meetings was ratified.*

2] TM/19/00065/FL - Luxor, Ford Lane, Trottiscliffe, ME19 5DP

Proposed open air swimming pool. *No objections*

b) Decisions from T&MBC:

1] TM/18/02757/FL - 1 Central Lodge, Gravesend Road, Wrotham, TN15 7JW

First floor side, rear and front single storey extension and conversion of garage to habitable room and new detached garage. *Approved*

2] TM/18/0247/FL - White Gables, Church Lane, Trottiscliffe, ME19 5EB

Demolition of existing garage and construction of part single storey, part double stored side and rear extension incorporating enlargement of existing side roof dormer. *Approved*

c) Other planning matters

1] Enforcement case TM/18/00332/WORKM - Cedar House, Church Lane, Trottiscliffe - T&MBC has advised that the owner has been asked to submit a retrospective planning application for the unauthorised building.

2] 19/00042/USEH - Millers Farm - The Clerk has reported to enforcement that a mobile home is now in use on the site.

3] 19/00043/USEH - Trosley Farm - The Clerk has reported to enforcement that there appears to be someone living in the stables and that the floodlights on the menagerie are still in use for which planning permission has not been sought.

4] The George - The Clerk was asked to report that a large container has been installed and is in use at the rear of the pub. The Clerk was also asked to find out who is responsible for cutting the hedge that runs along Taylors Lane from The George car park to the noticeboard.

125/18 Highways, Footways and Footpaths

1] Reported Faults

i) Request for a trief kerb - the Clerk has requested a trief kerb along Taylors Lane near to the pond where cars are regularly mounting the pavement. KCC has advised that bollards might be more appropriate. The Clerk was asked to find out the cost implications of either bollards or a trief kerb in terms of both the installation and ongoing maintenance and also how much

funding KCC is willing to provide.

ii) Enquiry 401547 - Concrete blocks and posts in ditch along Addington Lane - the Highways Steward has re-positioned these.

iii) Enquiry 401548 - The Z bend sign in Taylors lane is not visible - KCC have cleared the vegetation.

iv) Road sign 'Taylors Lane' - still missing on Vigo Hill. The Clerk has reported.

v) 'School' sign near to Malabar, School Lane - the Clerk to report this is badly faded.

vi) Zig zag lines outside the school - The Clerk to report that the lines are fading and need refreshing.

vii) Junction of School Lane and Church Lane - the Clerk to report further water leaks.

2] Big Conversation Update - The consultation on the two proposed routes, one which terminates at St Martin's Square and one which terminates at Maidstone Hospital commenced on the 22 January and details on how to respond are on the website and noticeboards. Members **resolved** to respond to the consultation supporting the second route which terminates at Maidstone Hospital. The consultation closes on the 19 February 2019

3] Highway Steward - Members were disappointed to hear that the current Highway Steward, Adam Starbuck, has moved to a new position in KCC. The role is currently vacant and KCC are advertising for a new Steward.

4] New Waste collection and Recycling Contract - The Clerk was asked to place an article in the Pilgrims reassuring residents that the new arrangements will not come into effect until September 2019 and that an officer from T&MBC will be presenting the changes on Thursday 6 June at 7.45pm in the village hall. The Clerk has also placed a leaflet explaining the changes on the website.

126/18 Open Spaces, Recreation Ground and Allotments

1] Recreation Ground and playground - The Clerk reported that following two site meetings with Four Seasons a list of works has been compiled which will hopefully address the issues outlined in the RoSPA report. Members **resolved** to accept a quote from Four Seasons for £1,336.96, (including VAT), for these works. OS presented an option for some outdoor fitness equipment. The Outdoor Gym Company have quoted £23,000.00 for this project but have suggested they can arrange most of the funding. Members agreed that OS should ask the Outdoor Gym Company to investigate the funding options.

2] Allotments - The plaque erected by the Parish Council in 1936 to express their gratitude to Mr. J.E. Duriez for removing all encumbrances from the allotment land is in a poor state of repair. The Clerk was asked to get some quotes for refurbishing the plaque.

3] Trottscliffe School Update - JD advised that the school has replaced the entry gates to the playground with a new gate looking like giant painted pencils however was disappointed to report that the colours of the 'pencils' are not those agreed. The headteacher has apologised for this mistake. The school has been offered a commemorative bench from a local family and asked if it should be placed on the recreation ground. It was agreed that JD should advise the school that it would be more appropriate to place the bench in the school grounds. Members were pleased to hear that the school has agreed to store and archive a number of photographs, maps and memorabilia from Bramble Park and will be using the material in lessons.

4] Community Farm - The Clerk has circulated the monthly report. The report refers to a three-year plan and suggests that the trustees meet on a regular basis. Members asked the Clerk to request a copy of the plan and advise them that the Parish Council should be invited to the meeting of the trustees. The Medway Valley Countryside Partnership offered to dig and fence a shallow pond on the site that would be used to attract great crested newts however the deadline for applying for the grant has passed but more funding

could be available later in the year. Members discussed this suggestion and **resolved** that it would not be a sensible plan as it could possibly restrict the future use of this land should the farm cease to exist. The Clerk was asked to obtain an original signed copy of the agreement which is being stored by the solicitor.

127/18] Correspondence

a) For Information

- 1] Area 2 Planning Committee - 27 February 2019
- 2] Joint Transportation Board - 11 March 2019
- 3] Parish Partnership Panel - 7 February 2019
- 4] Standards Committee - 6 March 2019
- 5] KALC Area Committee Meeting - 23 May 2019

b) On Circulation

- 1] Tonbridge and Malling Community Safety Partnership Newsletter January/February 2019
- 2] T&MBC Parish Partnership Panel - Copy of presentations from the meeting held 15 November 2018
- 3] T&MBC Parish Partnership Panel - Agenda for meeting to be held on 7 February 2019
- 4] Area 2 Planning Committee - Agenda for meeting held on 23 January 2019
- 5] NALC - Chief Executive Bulletin
- 6] KALC - Minutes of the meeting held on 10 January 2019
- 7] Big Conversation consultation
- 8] Clerk & Councils Direct January 2019

c) Requiring Attention:

- 1] Lord Lieutenant's Civic Service 12 March 2019 - Nobody is able to attend the service this year.

128/18 Any Other Business:

RW to find out if Borough Councillor Ann Kemp can attend the Annual Parish Meeting due to be held on the 6 April 2019 to be presented with the KALC Community Award.

129/18 Date of the Next Meeting

The date of the next Parish Council Meeting is Thursday 7 March 2018 at 7.45pm.

130/18 Any Confidential Matters There were none

There being no other business the meeting closed at 9.53pm

Chairman

Date.....