

**MINUTES OF a Virtual ANNUAL PARISH COUNCIL MEETING
HELD ON THURSDAY 6 MAY 2020 at 7.45pm**

PRESENT:

Mr. Richard Wallis (RW- Chairman), Sue Byrom (SB), David Gaunt (DG),
David Goodworth (DGG), Ian Mill (IM), Oliver Shaw (OS)

IN ATTENDANCE:

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

01/20 Apologies for absence

An apology for absence was received from Borough Councillor Piers Montague.

7.50pm DGG took over as Chairman

02/20 Election of Chairman

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

7.53pm RW took over as Chairman

03/20 Election of Vice Chairman

It was proposed by RW and seconded by OS that Mr. David Goodworth be elected as Vice Chairman. There were no other nominations and Mr. Goodworth was elected unanimously.

04/20 Co-option

It was **resolved** to postpone meeting with and therefore co-opting any interested candidates until the Lockdown period has ended and it is safe to do so.

05/20 Election of representatives

Representatives to various organisations were appointed as follows:

KALC - SB supported by RW and the Clerk

Parish Partnership Panel: IM

Highways enquiries: Clerk

Village Hall Committee: SB/IM

Allotments: Non Members Mr. David Jones to report to the Clerk

Courts Committee: RW & DGG

Joint Standard Committee & JPCTCG: DG

Trottscliffe Primary School: OS

Bridleways & footpaths: DGG & RW

Trosley Park Liaison Group: RW & DGG

Playground overseeing of: OS

Trosley Heritage Group: DG & OS

Trottscliffe School & Community Farm - DGG

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

06/20] APPOINT A FINANCIAL OFFICER & INTERNAL AUDITOR:

It was proposed by the Chairman and seconded by IM that the Clerk be appointed as the Responsible Finance Officer and Mr Lionnel Robbins be appointed as the internal auditor if Mt John Fahy is unable to audit the accounts. Agreed.

07/20 Declarations of interest:

There were none.

08/20 Minutes

It was resolved that the Clerk should, on behalf of the Chaiman, sign the minutes of the Parish Council Meeting held on the 5 March 2020.

09/20 Reports

a) County Councillor - County Councillor Sarah Hohler reported on the help available from KCC in response to the pandemic which is aimed at vulnerable sectors of the community as part of the initiative called 'Kent Together'. The website has had over 30,000 hits and over 4,500 requests for help. County Councillor Sarah Hohler reported that the Cabinet Members are meeting regularly virtually. KCC has sourced its own PPE for their care workers. The lockdown has meant that repairs to highways have been able to take place as there is less traffic on the road. Workers on the highways have been operating social distancing. Libraries are closed but have increased their online membership and some of the activity clubs for children and the elderly are taking place virtually. There have been over 1,400 births which have not been able to be officially registered. 17 members of KCC staff have stepped in to help with the registration of births and deaths. The Kent Community Foundation is offering a total of £200,000 in grants to charities in need. County Councillor Sarah Hohler warned Members of an increase in scamming as reported by Trading Standards. KCC has been forced to close the parking areas to the country parks as people were continuing to breach the lockdown rules and drive to parks. KCC are re-opening their Household Waste Collection Sites on Friday 15 May 2020. Residents will need to book a slot and a booking system will be available from Wednesday 13 May 2020. County Councillor Sarah Hohler advised Members that MP Tom Tugendhat has been involved with the cabling and issues in Church Road.

8.11pm County Councillor Sarah Hohler withdrew from the meeting

b) Borough Councillor - Borough Councillor Ann has sent the Clerk the Annual Report which has been circulated. Borough Councillor Ann Kemp reported that there have been no meetings at T&MBC. The Annual Meeting was cancelled which means that Members will continue with the same roles and that Jill Anderson will continue as the Mayor. The Area 2 Planning Committee is expected to take place virtually on the 27 May 2020. T&MBC is in the process of paying out grants to small businesses in the borough. T&MBC has also put in a number of measures and online support for shielded residents. T&MBC has restarted bulky collections this week and will be re-starting Garden Waste collections on the 11 May 2020. Borough Councillor Ann Kemp advised Members that the applicants for planning proposal TM/20/00376/FL, Bramble Park have been invited to withdraw the application following a report from KCC Highways. IM asked Borough Councillor Ann Kemp to establish the current situation with regard to the kerbside collection of textiles, electric and batteries as a resident has advised him that an iron was left on the kerb.

c) Kent Police - Kent Police has reported no local crime in the last 2 months and that generally people are sticking to the Lockdown rules. PCSO Wendy Stanley has decided to retire earlier than planned due to the Coronavirus pandemic which means that the new PCSO, Amy Sears, for Addington will need to now oversee PCSO Wendy Stanley's wards.

- d) KALC Area Committee - The meeting due to be held on the 19 April 2020 was cancelled due to the pandemic.
- 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.
- h) Village Hall Committee - There has been no meeting.
- i) Tree Warden - No report.
- j) Courts Committee Meeting - The Clerk was asked to try and arrange a meeting to discuss a number of issues including a request from the Tennis Club Committee to defer paying into the sinking fund until they are fully operational again. The Clerk was asked to obtain a quote from Four Seasons Gardens Ltd. for repairing the fence between the village hall and tennis club car parks.

10/20 Matters arising

- a) Coronavirus Act 2020 and implications for Parish Councils - As of the 4 April 2020 the Parish Council now has the Statutory Powers to hold remote Parish Council Meetings. In summary The Coronavirus Act 2020 states that Members will be able to attend remotely and that there must be provision for public and press access. The Regulations apply to meetings required to be held before 7 May 2021. Regulation 5 covers remote attendance, extending the definition of "place" to include more than one location and including electronic, digital or virtual locations. The Parish Council needs to ensure that Members attending remotely can be heard and where possible seen by other Members. The press and public must also be able to hear and preferably see Members. Regulation 13 modifies the Public Bodies (Admission to Meetings) Act 1960 allowing for remote attendance by the press and public. Regulation 13 (a) requires any electronic notice of a meeting to be published on the principal authority's website and does not negate the normal requirement under Local Government Act 1972 Schedule 12 Part II Paragraph 10 (2) (a) to publish a notice in a conspicuous place. The Parish Council awaits further guidance from NALC on revising the Model Standing Orders for Parish Councils.
- b) Annual Parish Meeting 2020 - The Annual Parish Meeting which was due to take place on the 2 April 2020 had to be cancelled due to Covid-19. The Annual Parish Meeting needs to be held by the 1 June each year which is looking unlikely. Members agreed to consider holding some form of an Annual Parish Meeting later in the year.
- c) T&MBC Call for Sites/Development of the Local Plan -Members noted that Stage 1 of the Hearing which was due to take place between the 19 and 21 May 2020 has been postponed due to the pandemic.
- d) Monthly Check of the Defibrillator - The Clerk has carried out the monthly check.
- e) Vacancy on the Parish Council - There is still one space on the Parish Council which is being advertised.
- f) Proposal to create parking spaces at the village hall car park - The T&MBC preferred contractor was due to mark out the bays this month but this has been postponed. DG offered to investigate options for marking out the bays. When the Lockdown ends the Clerk will obtain further quotes for removing the roots and debris from the overflow parking area and completely resurfacing.

11/20 Finance & Policies

Statement of payments to be made and income received

National Savings Account:	£ 1,718.56
Nat West TPC TCC Account:	£ 9,897.62
Nat West TPC Reserve Account:	£15,652.19
Nat West TPC Current Account	£ 8,419.79

Receipts: T&MBC Precept FIRST Instalment: £8,250.00

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary 9 weeks) (05/03 - 07/05)	000437	£ 406.36
HMRC	(Clerk's Tax)	000438	£ 270.80
Mrs L S Goldsmith	(Clerks Expenses)	000439	£ 126.28
Gel Creative	(Website Maintenance)	000440	£ 250.00
Gel Creative	(Website design)	000441	£ 275.00
Castle Water	(Allotment water supply)	000442	£ 340.40
KALC	(Annual Subscription)	000443	£ 297.38
Four Seasons Gardens	(Grounds maintenance)	000444	£ 377.78
Mrs L S Goldsmith	(Ink purchase)	000445	£ 40.40
Came & Company	(Insurance premium)	000446	£ 559.25
Total			£ 2,943.65

Transfer from TPC Current Account to TPC Reserve Account: £5,400.00

Cheques for signature TPC TCC Account: None

- a) Cheques for signature: It was **resolved** to ratify a decision between meetings to sign the above cheques.
- b) Insurance Renewal It was proposed and agreed that the Parish Council enter into a three year long term agreement with Came & Company and pay the annual premium of £559.25.
- c) AGAR 2020 - The Government has issued new legislation in respect of authorities subject to the limited assurance regime and have removed the requirement for a common period for the exercise of public rights. The Annual Governance and Accountability Return (AGAR), together with any certificate or opinion issued by the local auditor, must be published from 30 September 2020 to 30 November 2020. The Clerk postponed the date for the Internal Auditor to come and review the accounts to the 2 June 2020. Hopefully this inspection will take place so that the AGAR can be approved at the June meeting. There is a still requirement for a 'wet' signature on the AGAR so the Clerk will arrange this with the Chairman if the June meeting is a virtual one.

12/20 Members of public: There were none present but the Clerk has received communication from a resident asking if the Parish Council would consider installing gateways at the entrances to the village. The resident is also concerned about litter and wondered if signage would help? Concern has been expressed about the damage to the landscaping at the quarry during the recent works. The Clerk has also received a request for the draft minutes to be published on the website.

13/20 Planning

a) Applications from T&MBC:

1] TM/20/00376/FL - Little Berries, Taylors Lane, Trottiscliffe, ME19 5ES

Single storey rear extension with internal reconfiguration. *Approval – to be ratified*

2] KCC/TM/0073/2020, KCC/TM/0076/2020, TM/98/1886/RVAR, TM/00/522/RVAR -

Wrotham Quarry, Addington, ME19 5DL - various applications. Resolved: No objections

b) Decisions from T&MBC:

1] TM/20/00376/FL - Little Berries, Taylors Lane, Trottiscliffe, ME19 5ES

Single storey rear extension with internal reconfiguration. *Approved*

c) Other planning matters:

1] TM/20/00384/FL - Bramble Park, Church Lane, ME19 5EB - see item 09/10 (b).

14/20 Highways, Footways and Footpaths

1] Reported Faults

i) Request for bollard in Taylors Lane - The Clerk is waiting for a response from Ian Grigor, Schemes Project Manager KCC. Mr Grigor on the best way forward.

ii) Addington Lane - flooding on road requires major works. The Clerk is waiting to hear the results from the drainage survey recently done and what action KCC will be taking.

iii) Large pothole outside The George Inn - Clerk to report

iv) Request for gateways to the village - The Clerk to ascertain some designs and costs of installing gateways at each entrance to the village. OS suggested that if the Parish Council agree to install gateways that a phased approach could help with financing.

v) Traffic calming - the Clerk to re-report the poor condition of the tarmac around the humps.

vi) Wrotham Quarry - the Clerk to write to Ferns to find out what works are planning to reinstate the landscaping in the vicinity of the extended quarry area.

vii) Litter - Members discussed the presence of litter in the village and agreed that signage would not solve the problem. It is believed that most of the litter is deposited from cars travelling through the village and that the problem with litter will not stop until the village is no longer a 'rat' run.

viii) Field that is located to the west of St Peter and St Paul Church - The Clerk has been contacted by the General Secretary of the Kent Archaeological Society about organising a community-based excavation to look in detail at a Roman Villa known to be below the ground. The Clerk has responded stating that the field is logged with Natural and that it has "cultivation" restrictions. The general view is that the villa should be left below ground to be preserved.

15/20 Open Spaces, Recreation Ground and Allotments

1] Recreation Ground and playground - The Clerk was asked to find out if the playground area needs to be locked during the pandemic and take the appropriate action.

2] Allotments - RW advised that Mr. David Jones is in the process of collecting the annual rents. There is still a healthy waiting list for the allotments.

3] Trottiscliffe School Update - There was no report. Members were disappointed that the school has not thanked the Parish Council for clearing the trees in the overflow car park next to the school which is used by staff. The Clerk has also not received an acknowledgement of the donation from the Parish Council. OS agreed to contact the school again about the car park area.

4] Community Farm - Members noted that the pigs have moved to their new enclosure complete with a pig arc. The sheep and alpacas also have some new pasture. A local andscape gardener has cleared a huge mass of brambles and also flattened some ruts which had developed during the rainy season. Another local resident has erected a new duck pen. There has been no open days which has affected their funding but a has put together an advert for their Facebook page inviting people to contact them and buy various feedstuffs which the company then delivers to them, They have received a number of donations.

16/20] Correspondence

a) For Information

- 1] Area 2 Planning Committee - 27 May 2020
- 2] Joint Transportation Board - 8 June 2020
- 3] Parish Partnership Panel - 11 June 2020
- 4] Standards Committee - 10 June 2020
- 5] KALC Area Committee Meeting - TBC

b) On Circulation (email only)

- 1] Parish News - April 2020

c) Requiring Attention:

Nothing to consider.

17/20 Any Other Business:

None

18/20 Date of the Next Meeting

The next Parish Meeting will be held virtually on Thursday 4 June 2020 at 7.45pm

19/20 Any Confidential Matters There were none

There being no other business the meeting closed at 9.12pm

Chairman

Date.....