

**MINUTES OF a Virtual ANNUAL PARISH COUNCIL MEETING  
HELD ON THURSDAY 4 JUNE 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:**

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

**20/20 Apologies for absence**

An apology for absence was received from County Councillor Sarah Hohler and Borough Councillor Piers Montague.

**21/20 Declarations of interest:**

There were none.

**22/20 Minutes**

It was resolved that the Clerk should, on behalf of the Chairman, sign the minutes of the Parish Council Meeting held on the 7 May 2020.

**23/20 Reports**

- a) County Councillor - County Councillor Sarah Hohler sent the following report. KCC has contributed £200,000 to KCF to add to the large amount raised by KCF to help charities needing loans during this period. KCC is working hard on reviewing the current budget in view of the situation and the amount it is costing, including loss of revenue. KCC is also working with the government on support for care homes in Kent. KCC is facing a crisis with asylum seekers arriving in Kent. KCC is responsible for the wellbeing of unaccompanied asylum seekers arriving in Kent and who are aged 18 or under. The younger ones go to foster homes and those aged 16 to 18 are looked after by KCC. KCC is fast running out of suitable accommodation and foster homes. In May alone the number of new arrivals has been over 60, the highest monthly total since 2015. Talks with government about this issue are ongoing.
- b) Borough Councillor - Borough Councillor Ann Kemp advised Members that the Cabinet were due to consider increasing car parking charges in the area but have decided that now is not a good time to put them up. Just a reminder that small business small grants are still available from T&MBC. SB asked if the Church could apply for one of these grants and it was suggested that this should be investigated.  
*7.57pm Borough Councillor Ann Kemp left the meeting*
- c) Kent Police - There has been no crime in Trottiscliffe or the surrounding areas during May 2020. However, Kent Police has reported an increase in the burglaries since Lockdown measures have been lifted and are advising residents to be extra vigilant
- 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.
- h) Village Hall Committee - The Committee are seeking a new Chairman as Alison Prountnos has stepped down. A health and safety inspection revealed that the fire extinguishers were not fit for purpose and will now be replaced. New sensor lights

have been fitted to exterior to help visitors negotiate the steps and the car park. All future events have been cancelled but the Montessorri nursery is back, though be it with limited numbers. The Committee has agreed a rent free period of 6 weeks to assist the nursery school financially. Finances for the village hall are good and the Committee are happy to contribute to improvements to the car park.

- i) Tree Warden - No report.
- j) Courts Committee Meeting - The Clerk has been trying to arrange a virtual 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.

## **24/20 Matters arising**

- a) T&MBC Call for Sites/Development of the Local Plan - T&MBC has advised that the Policy Team has been busy preparing statements in response to 70 questions which required further clarification by the Inspectors. T&MBC is yet to receive confirmation from the Inspectors of when the postponed Local Plan Hearings may take place. The Policy Team has been working closely with the Inspectors, the Programme Officer, colleagues in IT and the Hearing venue to explore how the Local Plan Hearing could be conducted either as previously planned with social distancing measures in place or as a virtual hearing. Arrangements will be confirmed by the Inspectors in due course
- b) Monthly Check of the Defibrillator - The Clerk has carried out the monthly check.
- c) Vacancy on the Parish Council - RW advised that a couple of local residents could be interested in joining the Parish Council, however it was felt that any interviews should take place when restrictions have eased more.
- d) Proposal to create parking spaces at the village hall car park - The T&MBC preferred contractor was due to mark out the bays last month but this has been postponed. DG is in the process of investigating options for marking out the bays but feels that the contractor's recommendations for square bay markings is probably the best solution. Now that restrictions have been lifted the Clerk will look to obtain further quotes for removing the roots and debris from the overflow parking area and completely resurface.
- e) Proposal to place draft minutes on the website - It was resolved that the Clerk will aim to circulate draft minutes within one week of a meeting. Members will then send any comments to the Clerk with the aim of placing draft minutes on the website within two weeks of each meeting.
- f) GDPR - email addresses - Members were in agreement that webmail as an email address account is very outdated with the added problem that it cannot be accessed on mobile devices. It was agreed that the Clerk should investigate alternative email suite address accounts which are GDPR compliant and report back to Members in between meetings.

## **25/20 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:	£21,057.34
Nat West TPC Current Account	£ 1,778.84

**Receipts: VAT Refund: £1,405.32**

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
SLCC	(50% of membership)	000447	£ 70.00
Mrs L S Goldsmith	(Salary 4 weeks)		
	(07/05 - 04/06)	000448	£ 180.56
HMRC	(Clerk's Tax)	000449	£ 120.40
Mrs L S Goldsmith	(Clerks Expenses)	000450	£ 92.06
Four Seasons Gardens	(Grounds maintenance)	000451	£ 415.27
Satswana	(DPO Services)	000452	£ 150.00
<b>Total</b>			<b>£1,028.29</b>

**Transfer from TPC Current Account to TPC Reserve Account: £400.00**

**Cheques for signature TPC TCC Account: None**

- a) Precept request 2020/21 - At the request of the internal auditor it was noted that a Parish precept of £16,500.00 has been requested for 2020/21 from T&MBC.
- b) External auditor report 2018/19 - Members noted that the external auditor had stated on the AGAR for 2018/19 that as the Parish Council had been exempt from an external audit the previous year that they had not reviewed any evidence to support the prior year comparatives on the AGAR.
- c) Annual Internal Audit 2019/20 - The Clerk reported that the internal audit had taken place on the 2 June 2020 and that the internal auditor had signed and approved the Annual Governance Statement. The internal auditor had advised that the interviewing of prospective Members needs to be minuted.
- d) Annual Governance Statement 2019/20 - Each statement was read out and approved by full Council. RW and the Clerk had met the day before, observing social distancing, so that RW could sign the AGAR. The arrangement was endorsed by Members. Despite the pandemic the external auditor is still insisting on wet signatures on the AGAR.
- e) Accounting Statements 2019/20 - these were approved by full Council and signed as above by RW and the Clerk.

**26/20 Members of public:** There were none present

### **27/20 Planning**

a) Applications from T&MBC:

1] TM/20/00918/TNCA - The George Inn, Taylors Lane, Trottiscliffe  
Fell large conifers overlooking the car park. *Resolved: No objection*

b) Decisions from T&MBC: None to consider

c) Other planning matters:

1] TM/20/00384/FL - Bramble Park, Church Lane, ME19 5EB - No update.

## **28/20 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 - KCC has carried out some works but Members are disappointed with the quality of the resurfacing.
- iii) Request for gateways to the village - The Clerk has been unable to progress this project but will now to look to ascertain some designs and costs of installing gateways at each entrance to the village.
- v) Traffic calming - the Clerk to re-report the condition of the tarmac around the humps.
- iv) Speed hump at entrance to the village - the Clerk to report that the hump is covered in shingle and is breaking up. A bollard is also broken.
- v) the lamp at the entrance to the village coming down Vigo Hill is leaning
- vi) Proposal for 20mph speed limit markings to be painted on the road - the Clerk to investigate.

## **29/20 Open Spaces, Recreation Ground and Allotments**

- 1] Recreation Ground and playground - A RoSPA inspection is expected in July. The playground is now open.
- 2] Allotments - RW offered to investigate the possibility of installing water meters on the allotments and the farm. The water bills have more than trebled and the Parish Council is not sure why this has happened though a possibility of a leak has not been ruled out.
- 3] Trottiscliffe School Update - There has been no communication from the school. OS agreed to contact the school again about the car park area. It was suggested and agreed that the Clerk contacts one of the Governors to try and get a response from the school on the car park issue and the Courts Committee.
- 4] Community Farm - Volunteers continue to tend to the farm despite the pandemic.

## **30/20] Correspondence**

### **a) For Information**

- 1] Area 2 Planning Committee - 1 July 202
- 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 - May 2020
- 2] Kent Police Newsletter

### **c) Requiring Attention:**

Nothing to consider.

## **31/20 Any Other Business:**

Car park to Coldrum Stones - line painting needs to be refreshed

## **32/20 Date of the Next Meeting**

The next Parish Meeting will be held virtually on Thursday 2 July 2020 at 7.45pm

## **33/20 Any Confidential Matters** There were none

There being no other business the meeting closed at 9.07pm

Chairman .....

Date.....

