

**MINUTES OF a Virtual ANNUAL PARISH COUNCIL MEETING HELD ON  
THURSDAY 2 JULY 2020 at 7.45pm**

**PRESENT:**

Mr. Richard Wallis (RW- Chairman), David Gaunt (DG), Ian Mills (IM), Louise Leyden (LL), Oliver Shaw (OS)

**IN ATTENDANCE:**

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

**34/20 Apologies for absence**

An apology for absence was received from Borough Councillor Piers Montague and Cllrs. David Goodworth and Sue Byrom.

**35/20 Declarations of interest:**

There were none.

**36/20 Minutes**

It was resolved that the Clerk should, on behalf of the Chairman, sign the minutes of the Parish Council Meeting held on the 4 June 2020.

**38/20 Co-Option** - Mrs. Louise Leyden had applied and been interviewed by RW for the position in between meetings. It was **resolved** to co-opt Mrs. Louise Leyden on to the Parish Council. The Chairman welcomed Mrs. Leyden to the meeting. Mrs. Leyden read out and signed a Written Undertaking document which was also signed by the Clerk. Mrs. Leyden agreed to submit a completed copy of her Notification of Disclosable Pecuniary Interests which will be forwarded to the Monitoring Officer at T&MBC and will eventually be placed on the website. A copy of the Model Code of Conduct and Standing Orders will be given to Mrs. Leyden.

**39/20 Reports**

- a) **County Councillor** - County Councillor Sarah Hohler advised that other Counties have now stepped in to help with providing foster homes for unaccompanied child asylum seekers. It was reported that 32,000 children were back at one of the 450 schools in Kent last week, though the figure is estimated to be nearer 40,000 as not all schools reported their pupil roll number. The Kent Test has been put back to the 15 October 2020. KCC has now installed environmentally friendly solar panels on 603 buildings. The registration service is now open for the registration of births and weddings of up to 30 people can now be held. Last week just 11-12 new covid cases were reported per day in Kent. KCC has now financially helped 11,500 businesses since the pandemic began. 12 libraries will be opening from the 7 July 2020, one in each district and they will be open from 10am-4pm each day to allow users access to the internet. Users can order books through a click and collect system. Highways have been busy throughout the pandemic patching 89,212 square meters of road and filling 5,669 potholes. County Councillor Sarah Hohler stated that KCC are looking to close their offices in Maidstone in a bid to save money. DG asked if County Councillor Sarah Hohler could find out why only part of Addington Lane was recently patched. There are significant potholes around the entrance to the quarry and the road is cracking up.

*7.49pm County Councillor Sarah Hohler left the meeting*

- b) **Borough Councillor** - Borough Councillor Ann Kemp advised Members that there was no update on when the Saturday freighter service would re-commence. T&MBC officers continue to work from home but the Customers Services counter at the Kings

Hill offices will be re-opening on the 6 July 2020 for appointments. Residents can phone to book an appointment and a triage system will be in place to ensure that a physical appointment is needed. Cash payments will not be taken nor will any documents be printed and given out. The requirement to respond to planning proposals within 21 days will definitely be coming into play from the 1 September 2020. Borough Councillor Ann Kemp advised Members that there is going to be a further Boundary Commission Review to possibly re-arrange boundaries because there is an imbalance of the population across wards. Borough Councillor Ann Kemp advised Members that there is no update on the planning proposal for Bramble Park and a planning proposal regarding the condition to do with landscaping at The Nursery has been received.

*7.54pm Borough Councillor Ann Kemp left the meeting*

- c) Kent Police – There has been no crime in Trottiscliffe or the surrounding areas during June 2020.
- d) KALC Area Committee – There has been no meeting.
- e) JPCTCG – There has been no meeting.
- f) Parish Partnership Panel – SB attended the virtual meeting held on the 11 June 2020. The Clerk will circulate the minutes from the meeting.
- g) Trosley Liaison Group – There has been no meeting.
- h) Village Hall Committee – IM advised that the new chairman is Mr. Darren Smith. A health and safety inspection revealed that the fire extinguishers needed to be replaced which has now been done. The Montessori nursery will re-open on Monday 6 July 2020 though be it with limited numbers. IM reported that the finances for the village hall are good and that the Committee are happy to contribute to improvements to the car park. The hall will also be re-opening for events. The onus is very much on the hirer to sanitise the areas used.
- i) Tree Warden – The Clerk has circulated and placed a blog from the tree warden on the website.
- j) Courts Committee Meeting – The minutes of the meeting held on the 30 June 2020 have been circulated. The tennis club committee has agreed to transfer the annual payment of £2,500 into the sinking fund. As a result of the pandemic the school are currently unable to use the courts. The tennis club committee asked if the electricity account could be transferred to their ownership and were advised that this is not possible as it could create problems in the future should the courts also be used by a netball club.

#### **40/20 Matters arising**

- a) T&MBC Call for Sites/Development of the Local Plan - Borough Councillor Ann Kemp advised Members in item 39/20 (b) that the dates for the hearing have now been set for the 6-8 October, 3-4 and 10-15 November 2020
- b) Monthly Check of the Defibrillator – The Clerk has carried out the monthly check.
- c) Vacancy on the Parish Council – This position is now filled.
- d) Proposal to create parking spaces at the village hall car park - RW and the Clerk met with a second contractor last week to discuss the options for creating more parking spaces in the village hall car park. There are a number of options to consider. This contractor suggested that the overflow car park should not be tarmacked over as this would cost a lot of money and the grass crete is in good condition. It would be cheaper to tarmac the areas where the trees have been removed. DG suggested that grass crete could be used in these areas as well. The surface of the main village hall car park is in a poor condition and should be resurfaced before parking spaces are marked out. Another option would be put a base in the area between the main car

park and the overflow car park and remove the fence between so as to increase the parking spaces and facilitate a one way system. RW and the Clerk will obtain further quotes for the next meeting. RW reported that something needs to be done as the parking in this area continues to be major problem at peak times.

- e) GDPR – email addresses – Members noted that the website administrator is willing to help them find a way to get the webmail account working with their preferred email account provider and on numerous devices. This platform is free of charge so Members agreed to get in touch with the website administrator by the 31 July 2020 to re-set their email accounts so that the Parish Council can be GDPR compliant.
- f) Virtual Planning Meeting – Members agreed that it would be beneficial to have a date pencilled in for a virtual meeting to consider any planning proposals that need responding to in between meetings. It was resolved to pencil in a meeting for 7.30pm on Thursday 6 August 2020.

#### **41/20 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:	£21,457.34
Nat West TPC Current Account	£ 273.17

**Receipts:** : Allotment rents: £140.00

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary 4 weeks) (04/06- 02/07)	000453	£ 180.56
HMRC	(Clerk's Tax)	000454	£ 120.40
Mrs L S Goldsmith	(Clerks Expenses)	000455	£ 176.79
ICO	(Membership)	000456	£ 40.00
Viking	(Stationary)	000457	£ 86.99
Mrs L S Goldsmith	(Salary 5 weeks) post dated (02/07- 04/08)	000458	£ 225.40
HMRC	(Clerk's Tax) post dated	000459	£ 150.80
<b>Total</b>			<b>£980.94</b>

**Transfer from TPC Reserve Account to TPC Current Account: £1,000.00**

##### **Cheques for signature TPC TCC Account:**

EDF Customers PLC	Electricity Bill	000020	£341.66
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**42/20 Members of public:** Members noted that the Clerk has received correspondence from a local resident concerned about the lack of health and safety signs at the Community Farm.

### **43/20 Planning**

#### **a) Applications from T&MBC:**

##### **1] 20/001140/FL - The Nursery, Taylors Lane, Trottiscliffe**

Variation of condition 4 (plans) submitted pursuant to planning permission TM/18/00357/OA (Outline Application: Erection of a detached dwelling for an agricultural worker relating to the nursery business to replace the mobile home, with landscaping reserved)

*Resolved: No objection*

#### **b) Decisions from T&MBC:**

##### **1] TM/20/00918/TNCA - The George Inn, Taylors Lane, Trottiscliffe**

Fell large conifers overlooking the car park *No objection*

#### **c) Other planning matters:**

**1] TM/20/00384/FL - Bramble Park, Church Lane, ME19 5EB** - Members noted that the application has not been withdrawn but that there was no further update.

##### **2] 20/00131/WORKH - Darrens Meadow Farm, Green Lane**

- regarding alleged development not in accordance with TM/18/01278/FL. Members noted that an enforcement case has been opened.

### **44/20 Highways, Footways and Footpaths**

#### **1] Reported Faults**

- i) Traffic calming - the Clerk has re-reported the condition of the tarmac around the humps.
- ii) Speed hump at entrance to the village - the Clerk has reported that the hump is covered in shingle and is breaking up. A bollard is also broken.
- iii) the lamp at the entrance to the village coming down Vigo Hill is leaning - the Clerk has reported
- iv) Taylors Lane - numerous potholes - the Clerk to report
- v) Pinesfield Lane - vegetation obscuring sight lines on the corner - the Clerk to report
- vi) New tarmac in Church Lane - full of weeds and soil - the Clerk to report
- vii) The pavement in Church Lane is uneven and impassable - the Clerk to report

**2] Highways Improvement Plan** - The Clerk advised Members that KCC has introduced a Highway Improvement Plan proforma. The idea is for the Parish Council to list their ideas for improvements in priority order with as much information as possible to allow KCC officers to then investigate the ideas initially as a desk top study and then be able to discuss the ideas a little more in depth. An initial assessment may well identify that the idea is not appropriate, there is no evidence to suggest that funding should be allocated to the improvement or it is a good idea however funding will need to be bid for which may include a fully funded Parish scheme or partial funding from various sources. Members discussed the potential improvements to the highway for Trottiscliffe and resolved that a request for tref kerbs on Taylors Lane is a priority followed by installing 20mph signs on the road throughout the village where applicable. A request for gateways would then be the next project. The Clerk will prepare and submit a Highways Improvement Plan to KCC on this basis.

### **45/20 Open Spaces, Recreation Ground and Allotments**

**1] Recreation Ground and playground** - A RoSPA inspection is expected in July. The playground is now open. The Clerk will arrange for a sign to be erected giving guidance to users of the playground in line with advice from NALC.

**2] Allotments** - RW has been looking at the water supply and the number of standpipes at

the allotments. The water bill has in recent months trebled. RW offered to arrange for a water meter to be fitted to the standpipe supplying the Community Farm so that an assessment of the water usage can be obtained.

3] Trottiscliffe School Update – Members agreed that one of the main beneficiaries of any improvements to the car parking at the village hall would be the school. It was suggested that the monies set aside to make a donation to the school this year could be used to fund the improvements to the car park. A formal decision will be made once the overall costs of these works is known.

4] Community Farm – Volunteers continue to tend to the farm despite the pandemic. Members were in agreement that there are a lot of visitors to the community farm and that appropriate health and safety signs should be in place. The Clerk will ask DGG to discuss concerns about the lack of signs and also about the growing numbers of animals with the organisers.

#### **46/20] Correspondence**

##### **a) For Information**

- 1] Area 2 Planning Committee – 12 August 2020
- 2] Joint Transportation Board – 21 September 2020
- 3] Parish Partnership Panel – 3 September 2020
- 4] Standards Committee – 12 October 2020
- 5] KALC Area Committee Meeting – TBC

##### **b) On Circulation (email only)**

- 1] Parish News – June 2020
- 2] Kent Police Newsletter

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

- 1] New Model Code of Conduct Consultation – noted.

#### **47/20 Any Other Business:**

RW mentioned that a group of residents have approached an internet provider to install fibre to their properties. It would seem that 45 households are needed to make the scheme viable. Members were in agreement that a village solution to internet issues should be sought rather than a piecemeal approach.

#### **48/20 Date of the Next Meeting**

The next Parish Meeting will be held virtually on Thursday 3 September 2020 at 7.45pm

#### **49/20 Any Confidential Matters** There were none

There being no other business the meeting closed at 9.07pm

Chairman .....

Date.....