

**MINUTES OF a PARISH COUNCIL MEETING
HELD ON THURSDAY 3 JUNE 2021 at 7.45pm in the Village Hall**

PRESENT:

Mr. David Gaunt (DG- Chairman), David Goodworth (DGG), Louise Leyden (LL), Ian Mills (IM), Alison Proutzos (AP), Oliver Shaw (OS), Richard Vallance (RV)

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk) 2 members of the public

34/21 Apologies for absence

County Councillor Sarah Hohler and Borough Councillor Piers Montague

35/21 Declarations of interest:

None

36/21 Minutes

It was resolved that the Chairman sign the minutes of the Annual Parish Council Meeting held on the 6 May 2021.

37/21 Reports

a) County Councillor - There was no report.

b) Borough Councillor - Borough Councillor Ann Kemp reported that T&MBC are holding hybrid meetings with a mixture of Councillors and the public attending in person and virtually. Borough Councillor Ann Kemp provided an update on the Local Government Boundary Commission for England review of wards in T&MBC. The first stage concluded that the number of Ward Councillors could be reduced from 54 to 43. Borough Councillor Ann Kemp explained that the nature of the existing Downs and Mereworth ward is that it is too big to be represented by 1 councillor and will be too small to be represented by 2 councillors. Given the position of the Downs and Mereworth ward in the middle of the Borough and covering 7 rural communities, which each have relatively small electorates and little future predicted growth, means that the likelihood is that it will be divided up. T&MBC is considering three options. One option is to put Addington and Trottiscliffe in a ward with villages to the south, potentially as far as Hadlow and Wateringbury. However, it is questionable whether this would best reflect the community interests. Another option is for Addington and Trottiscliffe to join villages to the west, but this could mean a ward stretching from Wrotham Heath right across to East Malling which again might not best reflect the nature of the village. The third and probably best option is for Addington and Trottiscliffe to join the Wrotham ward creating a ward with parishes in the north-west of the borough, each with a shared interest and nestled on and at the foot of the North Downs. This would also preserve 2 councillors representing Trottiscliffe. Members were in agreement that the latter option would be better for the village and Borough Councillor Ann Kemp urged the Parish Council to send in a response to support this

The meeting was adjourned to allow a member of the public to speak and request Members to reconsider granting permission for a wedding celebration to be held in a marquee on a section of the recreation ground on the 26 June 2021 – see item 43/21 (1).

8.17pm the meeting reconvened and Borough Councillor Ann Kemp left the meeting

c) Kent Police - On the 12 May 2021 in Trottiscliffe Road somebody threw stones off a bridge and smashed the window of a vehicle driving down the motorway. In Trottiscliffe on the 6

May 2021 in Taylors Lane somebody tried to steal a vehicle from the road damaging the ignition. They do not appear to have taken anything.

d) KALC Area Committee – There has been no meeting. The meeting due to be held in May was cancelled as it would have been too difficult to hold as a hybrid.

e) JPCTCG – The next meeting will be held virtually on the 1 July 2021. DG explained that the main thrust for the next few months is to get support for Juncton 5 slips in an attempt to prevent traffic through the villages. Members agreed to pay the annual subscription charge for membership of the group, noting that at £35.00 is it slightly less this year as room hire fees have not been applicable over the last year.

f) Parish Partnership Panel – The May meeting was cancelled as it would have been too difficult to hold a hybrid.

g) Trosley Liaison Group – No meeting held.

h) Village Hall Committee – IM reported that the Committee is getting quotes for sleepers to fill the gap in the village hall car park. The Committee is looking to organise a street party on Taylors Lane in honour of the Queen's Platinum Jubilee next year. The logistics of holding this event will be assessed and it hoped that both pubs will be involved. The Committee is working on the next event, a Family Fun day to be held on the recreation ground on the 17 July 2021. Leaflets and emails about the event have been sent to villagers.

i) Tree Warden – There was no report.

j) Courts Committee Meeting – DGG and the Clerk attended a virtual meeting held on the 1 June 2021. The following points were raised and Members discussed each proposal.

Background information

It was explained that the structure of the club has changed substantially since its inception in 1994 and during these early years the management arrangements were somewhat informal. The membership numbered approximately 36 in 1995. The situation today is substantially different with a variety of policies in place to cover Health & Safety, Safeguarding, GDPR, Diversity, etc. a published Club Constitution and a dedicated website. The current membership has increased to some 120 adult members and around 60 junior members. In this time the culture of volunteers has also changed. Members expect to pay a membership fee but do not wish to volunteer to assist with maintenance and projects which has put a lot of financial pressure on the Committee.

Agreements

The 'Official Document Stating Responsibilities for Tennis/Netball Courts', dated 4 July 1996, and rewritten by the Parish Council in 2008 does not reflect how the club is now managed.

Proposal: The Tennis Club has no security of tenure. One of the effects of this is that the Club cannot obtain loans and it has been significantly restricted in claiming grants to assist with the financial effects of Covid lockdowns. The Tennis Club would like the Parish Council to consider a tenancy agreement or sub-lease to allay the Tennis Club's concerns.

Resolved: DGG and the Clerk to discuss this request with Ann Kemp.

Insurance

The Tennis Club is a registered LTA Place-to-Play and as part of this LTA affiliation, the LTA provide insurance cover for public liability and professional indemnity. According to LTA publications, this policy may not be valid as the Club is part of a Local Authority facility. The Club is attempting to clarify the situation with the LTA's insurers.

Noted: The Clerk has forwarded a copy of the Parish Council insurance schedule and Certificate of Liability to the Courts Committee so that they can confirm what cover is in place and also determine whether the Club's Officers have any form of liability protection.

Sinking Fund

The current Sinking Fund, held by the Parish Council is currently used for several purposes; reinstatement funding should the courts no longer be required, ad-hoc maintenance activities such as car park white lining and drainage investigation works, and electricity supply payments. In effect, this is no longer a Sinking Fund as was originally intended.

Proposal: The Sinking Fund currently stands at £12,110.57. To agree to keep £9,000.00 as a sinking fund and to transfer these funds into the Parish Council National Savings & Investment Account to be used only for the reinstatement of the land should the tennis club cease activities. To transfer the remaining funds to the Tennis Club Committee.

Resolved: To keep £10,000.00 as a sinking fund only in the Parish Council's National Savings & Investment Account and to transfer the remaining funds to the Tennis Club.

Maintenance & VAT

The 'Official Responsibilities 2008' document states in item 8 that "The Parish Council is responsible for the repair and maintenance of the courts, fences, and equipment". Over the past decade, this responsibility would seem to have passed by default to the Tennis Club who now organise and pay for routine maintenance including grass and hedge cutting, fence repair and renewal, court cleaning/treatment, and net/post replacement etc.

Proposal: The Club will carry out all routine maintenance and pay for this from their own bank account and recognise that they will not be able to claim VAT through the Parish Council.

Resolved: Above agreed

Electricity

The electricity supply to the Clubhouse and Floodlights is through a metered connection in the Village Hall. The Club only receives bills or requests for payment on an ad-hoc basis. The Club has offered to take over responsibility for the electricity. The Clerk pays the electricity supply company her personal bank account and subsequently draws funds from the Sinking Fund. This does seem a somewhat unsatisfactory arrangement for all parties.

Proposal: The Club takes over the electricity account and pays all bills directly.

Resolved: Above agreed

38/21 Matters arising

- a) T&MBC Call for Sites/Development of the Local Plan - The Local Hearing is still suspended. T&MBC is expecting the Planning Inspectorate to reject the Local Plan. T&MBC intend to lodge an appeal to The Secretary of State if the Local Plan is rejected.
- b) Monthly Check of the Defibrillator - The Clerk has carried out the monthly check.
- c) Review of parking in the village hall car park OS advised Members that the arrangements for the new car park are working well. However, there is still insufficient parking for the busy nursery school and primary school which does mean some parents have to park in the road. Staggering of collection and drop off times to adhere to government guidance is not helping as some parents have to hang about with siblings. Members concluded that the situation is so much better than it was and that the Parish Council has done as much as it can to help improve the situation, The PCSO has advised the Clerk that she will attend a couple of drop off and collection times and issue warnings and guidance on parking if needed.
- d) Review of drainage - DGG advised that he has arranged for a contractor to dig behind the back of the hut in the hope of locating the outfall which is likely to be in an adjacent ditch which has not been cleared for many years. If this can be cleared this should alleviate the recurring problem of flooding.

39/21 Finance & Policies

a) Statement of payments to be made and income receive

Balances as at 4 JUNE 2021

National Savings Account:	£ 1,730.93
Nat West TPC TCC Account:	£ 12,110.57
Unity Trust Account:	£11,356.34

Receipts: NS&I - interest payment £12.37

Payments to be made electronically from the Unity Trust Account

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary 4 weeks) (06/05- 03/06)	£ 185.50
HMRC	(Clerk's Tax)	£ 123.60
Mrs L S Goldsmith	(Clerks Expenses)	£ 120.14
Mrs L S Goldsmith	(Reimbursement Norton, Ink, Water)	£ 158.84
JPCTCG	(Annual Membership)	£ 35.00
Four Seasons	(Fencing & Maintenance)	£415.27

Cheques for signature TPC TCC Account: None

- b) Payments: It was **resolved** that the above payments be authorised.
- c) Proposal to purchase a new laptop for the Clerk - The Clerk is in the process of ordering a replacement Parish Council laptop.
- d) Opening of an online Unity Trust Banking Account - The Clerk was pleased to report that the online Unity Trust Banking Account is now in place and the funds from the Parish Council's NatWest accounts have been transferred across. The payments above will all be done by electronic transfer. It was **resolved** to add David Gaunt as an additional signatory with the ability to view the online account and approve payments.
- e) Annual Internal Audit 2020/21 - The Clerk reported that the internal auditor had attended that afternoon and had found no major issues but will be providing a full report and had signed and approved the Annual Internal Audit Report.
- f) Annual Governance Statement 2020/21 - Each statement was read out and approved by full Council and the Statement was then signed by DG and the Responsible Finance Officer.
- g) Accounting Statements 2020/21 - these were approved by full Council and signed as above by DG and the Responsible Finance Officer.

40/21 Members of the public

As requested DG read out a letter from a member of public presenting arguments in favour of the planning proposal TM/21/00978/FL and his dissatisfaction with the objection and comments made by the Parish Council. A member of the public explained that the staggered entry times for pupils at the school and nursey do not help with the parking around the village hall. It was also reported that there could be a reorganisation of the BART churches. A member of the public thanked Members for agreeing to reconsider the allotment rental and also thanked DGG for meeting him at the allotments to discuss the situation

41/21 Planning

- a) Applications from T&MBC: None received
- b) Applications received after distribution of the agenda
- c) Approvals
- d) Refusals
- 1] TM/21/00809/FL – 1 Leneys Cottages, Addington Lane, Trottscliffe

Two storey side extension

- e) Withdrawn applications
- f) Planning Appeals
- g) Other Planning Issues

1] Land behind 1 Green Lane - The Clerk was asked to ascertain the ownership of the land behind 1 Green Lane and to apply for this area to be Community Asset. It was also agreed that the Clerk applies for a Tree Preservation Order for the ancient cherry tree.

DGG abstained from the discussion on the next item

2] The Nursery – it was noted that these premises have changed ownership and that a second entrance/exist is in use. The Clerk will find out if this entrance/exit has planning consent.

9.30hrs 1 member of the public left the meeting

42/21 Highways, Footways and Footpaths

1] Reported Faults

i) Potholes – noted that many have been filled but Members remain concerned about the quality of the repair.

ii) Pilgrims Way – near Vigo Hill. Water filled pothole has been reported

2) New faults to be reported

i) MR185 where it joins Green Lane the footpath is impassable

3] Highways Improvement Plan – The Clerk has submitted a revised Highways Improvement Plan to KCC requesting four village gateways as the highways project for this year.

43/21 Open Spaces, Recreation Ground and Allotments

1] Recreation Ground and playground – The Clerk reported that the RoSPA is due to take place in July. With reference to a request to erect a marquee on a section of the recreation ground, Members resolved to agree the following:

To agree to a marquee being erected to for a local resident's wedding at an event due to be held on Saturday 26 June 2021 subject to the following conditions:

i) A full risk assessment is provided for both the marquee and the event itself and approved by Members;

ii) A copy of the public liability insurance in place is provided;

iii) Adherence to Government Guidelines on holding events that weekend and to not exceed the number of participants should restrictions still be in place;

iv) The band is to cease playing at 10.30pm;

v) Neighbouring properties likely to be affected by the noise from the event are notified and to also notify the School and Nursery School;

vi) Consider obtaining a generator rather than running a cable to the village hall;

vii) Provide proof that a payment is made to the village hall for the use of the facilities;

viii) An understanding that this permission is given as an exception and on the basis that the applicants are both residents in the village, there is pandemic and that this is to not set a precedent.

2] Allotments – DGG has met with a contractor who is going to dig a trench from the standpipe half way up the allotments to the entrance of the farm and install a further standpipe and meter. All the equipment has been ordered. This will mean that the Parish

Council can easily work out how much water the farm consumes and use this information to re-assess the allotment rents at a future date.

3] Trottscliffe School Update - There was nothing to report.

4] Community Farm - The Clerk is waiting for a response regarding the Parish Council's request for AP to be a Trustee on behalf of the Parish Council.

44/21] Correspondence

a) For Information

- 1] Area 2 Planning Committee - 30 June 2021
- 2] Joint Transportation Board - 7 June 2021
- 3] Parish Partnership Panel - 2 September 2021
- 4] Standards Committee - 9 June 2021
- 5] KALC Area Committee Meeting - 15 or 22 July

b) On Circulation (email only)

- 1] Parish News - May 2021

c) Requiring Attention:

1] LGBCE Boundary Review Warding Patterns - Members were asked to let the Clerk know if they would like to attend the Local Government Boundary Commission for England (LGBCE) virtual community briefing due to be held on the 9 June at 6pm which will provide further information about the proposed changes. Members **resolved** that the Clerk should write to the LGBCE to state that the Parish Council prefers Option 3, namely for Addington and Trottscliffe to join with the Wrotham ward to create a ward with parishes in the north-west of the borough, each with a shared interest. The Clerk will circulate a draft response.

2] DCMS Rural Broadband Consultation - Noted.

45/21 Any Other Business:

Noticeboard on Taylors Lane - left hand door needs repairing as it has come off and also the whole noticeboard needs attention - DG offered to inspect

46/21 Date of the Next Meeting

The next Parish Council Meeting will be held in the village hall on Thursday 1 July 2021 at 7.45pm

47/21 Any Confidential Matters: There were none

There being no other business the meeting closed at 9.56pm

Chairman

Date.....