

**MINUTES OF a PARISH COUNCIL MEETING  
HELD ON THURSDAY 16 DECEMBER at 7pm in the Village Hall**

**PRESENT:**

Mr. David Goodworth (DG- Chairman), Louise Leyden (LL), Oliver Shaw (OS)

**IN ATTENDANCE:**

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

**104/21 Apologies for absence**

An apology for absence was accepted from County Councillor Sarah Hohler, Borough Councillor Piers Montague and Cllrs. David Gaunt (DG), Ian Mills (IM), Alison Prountzos (AP) and Richard Vallance (RV). The reasons for these absences were accepted.

**105/21 Declarations of interest: None**

**106/21 Minutes**

The signing of the minutes of the Parish Council Meeting held on the 4 November 2021 was deferred to the next meeting as not enough Members were present that attended that meeting to confirm the accuracy of the minutes.

**107/21 Reports**

a) County Councillor – There was no report.

b) Borough Councillor – Borough Councillor Ann Kemp advised that the call for sites event opened on the 13 December 2021. It's purpose is to identify a range of suitable, available and deliverable sites that can help meet the development needs of the Borough up to 2039. The event is being conducted online. Urbaser is still struggling to recruit drivers which means T&MBC is unable to reinstate the garden waste collection service. Borough Councillor Ann Kemp advised that the village website which has not been maintained for many months is going to re-designed and updated.

c) Kent Police – The Clerk reported that there has been a number of crimes in Ryarsh recently and that a an individual, (a young male), has been identified and his image caught on numerous CCTV cameras. He has even been observed walking up and down roads just trying door handles which is causing great concern and alarm among residents. Residents in neighbouring parishes are being advised to report any suspicious behaviour or sightings to Kent Police. There had been no crime in Trottiscliffe in November 2021.

d) KALC Area Committee – Unfortunatley nobody could attend the meeting held on the 9 December 2021 and the minutes have not been distributed yet.

e) JPCTCG – There has been no meeting.

f) Parish Partnership Panel –

The minutes of the meeting held on the 4 November 2021 to discuss the format of future Parish Partnership meetings have not been published yet. However, T&MBC has advised that there are now three ways of requesting agenda items for future meetings. Matters can be passed to Committee Services at T&MBC by Monday 20 December 2021. These will then be placed on a forward plan to be considered by the Panel at their next meeting on Thursday 27 January 2022. The forward plan is a way of ensuring that the Panel has sufficient business to discuss during the year, thus avoiding the need to cancel meetings at short notice. It also allows for time to invite any external organisations. Secondly, Parish Councils, via the parish clerk or KALC, can ask for matters to be placed on the agenda in advance of the meeting. Only one question should be submitted by a Parish Council due to the time limitations, although this is at the discretion of the Chairman. If there is an urgent item of business that occurs subsequent

to the agenda being published this can be raised under Any Other Business. Roger Dalton will be the Chairman at all meetings and Parish councils are invited to consider nominations for a parish council vice-chairman.

g) Trosley Liaison Group - There has been no meeting. LL reported that there are lots of dangerous holes on the bridlepath on the base of the hill.

h) Village Hall Committee - IM had updated LL and the following report was given. The quiz night held on the 20 November 2021 and the Christmas party held on the 4 December 2021 were both very well attended. The panto raised £2000.00 for charity. The Committee is looking to revamp its image on the website and facebook.

i) Courts Committee Meeting - At the Courts Committee meeting held on the 19 October 2021 the Tennis Club Committee expressed their concerns about several of the clauses in both the original and draft 'Official Responsibilities' document. The Tennis Club Committee is willing to take on the general maintenance of the facilities but is concerned about committing to long term expenditure without a more formal agreement in place. In addition, clauses relating to loss or injury to any persons or property are apparently not valid under current Health & Safety Legislation. The Tennis Club Committee would like a secure tenure which could also make the club eligible for grant funding and loans to support long term expenditure requirements. Members noted that the Clerk has liaised with two solicitors recommend by KALC. The solicitors were sent a copy of the current lease between Mrs. Ann Kemp and the Parish Council and a copy of the current 'official responsibilities document' between the Parish Council and the Tennis Club Committee.

The Clerk has been advised that the current lease does not allow the Parish Council to sub-let or offer a licence and that an amendment would be needed. Mrs. Ann Kemp, present at the meeting, advised that she would be happy for this amendment to be made formally. Members were in agreement that the Parish Council should investigate further the options of sub-leasing the courts and car park to the Tennis Club Committee using the services of Wellers Law to amend the lease and to also consider a sublet and maintenance agreement with the Tennis Club Committee. The proviso of the sub-lease will be that the Parish Council will retain overall control and that the Courts Committee continues to oversee activities and in the event the tennis club ceases to operate the £10,000 sinking fund held in a National Savings Account is used to reinstate the land. Any lease will also need to consider whether the courts are to be also used for netball. Members were in agreement that the Tennis Club Committee should pay all the legal fees estimated at £1000.00 for the sub-lease and £600.00 for the maintenance agreement. The Clerk will discuss these suggestions with the Tennis Club Committee. Excavations have confirmed that the pipe outlet behind the clubhouse is definitely the end of the drainage pipe that runs from the car park drain in the corner of the car. The Tennis Club Committee have commissioned some work to construct an inspection chamber and will run a 4" flexible pipe from the chamber which will run a few inches below the existing ground levels. This pipe will then be fed by a sump pump located in the chamber which will lift the water to the level of the 4" drainage pipe and automatically operate during periods of heavy rain when the water levels rise in the chamber. These works should be completed in December 2021. At the request of the Tennis Club Committee Members **resolved** to contribute £500.00 towards the cost of these works.

### **108/21 Matters arising**

- a) Monthly Check of the Defibrillator - The Clerk has carried out the monthly check.
- b) Queen's Platinum Jubilee - The Clerk has applied for a free pack of 420 saplings from Woodland Trust which should be delivered in February 2022. One sapling will be planted for every resident on the electoral roll in Trottscliffe.

*7.39pm Borough Councillor Ann Kemp left the meeting*

- c) T&MBC Waste Collection Service - Garden waste collections and the bulky waste service are not expected to restart for some time as Urbaser is struggling to find and retain HGV drivers. The one-off garden collection service is in process.
- d) Meeting Dates 2022 - The dates of the meetings for 2022 were noted and the village hall has been booked.
- e) Model Code of Conduct Update - The Director of Central Services & Deputy Chief Executive recently updated Members of the Standard Committee on the Local Government Association Model Code of Conduct. This Model Code was produced by the LGA in response to a recommendation from the Committee on Standards in Public Life. A working group of Kent Secretaries has reviewed the Model Code, with a view to establishing whether it would be preferable to adopt the new Model in its entirety or whether it would be better to modify the existing Kent Code to reflect some elements of the Model. The latter of these options seems more appropriate than working on specific changes to the Kent Code. It is intended to submit a revised version of the Kent Code to the Borough Council's General Purposes Committee in January 2022, with a view to formally adopting an updated Code at the full Council meeting in February. Parish Clerks will in due course be advised of any changes to the adopted Code.
- f) KALC Community Awards 2022 - Members **resolved** unanimously to adopt the Scheme again and to nominate Richard Wallis for all his services to the community over many years.
- g) Resignation of the Clerk/RFO - The resignation of the current Clerk was noted and that under the terms of a 3 month notice period her last working day will be Monday 28 February 2022. The position has been advertised on the noticeboards and on the KALC website. Interviews will hopefully be held in January 2022 and that a successor will be appointed at the February meeting. Members expressed their disappointment that the Clerk has resigned and thanked the Clerk for all her hard work over the years. The Clerk is increasing her hours with another parish following the resignation of her Finance Officer.

### **109/21 Finance & Policies**

#### a) Statement of payments to be made and income receive

##### **Balances as at 16 December 2021**

National Savings Account	£10,000.00
Unity Trust Account:	£15,737.72
<b>Receipts:</b> Second half of Precept	£9,500.00

##### **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) 04/11/21 - 02/12/21)	£262.20
	(Salary 5 weeks) (02/12/21 - 06/01/22)	£327.75
HMRC	(Clerk's Tax - Nov & Dec)	£147.60
Mrs L S Goldsmith	(Clerks Expenses - Nov & Dec)	£ 190.48
Mrs L S Goldsmith	(Reimbursement Gmail & ink)	£ 85.13
<b>Total:</b>		<b>£ 1013.16</b>

- b) Payments for authorisation : It was **resolved** that the above payments be authorised to be paid electronically by IM and DG.
- c) Email account payment - It was **resolved** to arrange for the monthly payment for the email account to be taken directly from the Unity Trust account.
- d) Grass Cutting Contract 2022 - It was noted that a 3 year Long Term Agreement was entered into last year with Four Seasons Gardens Ltd. and that there would be a 1.5% increase in the next financial year.
- e) Budget 2022/23 - The Clerk had prepared a budget document for circulation. A total estimated expenditure of £23,918.00 for 2022/23 was agreed.
- f) Precept request 2022/23 - It was resolved that the precept upon T&MBC for the financial year 2022/23 should be increased to £22,000.00. Any shortfall will be met from reserves.

**110/21 Members of the public: None present**

**111/21 Planning**

- a) Applications
  - 1] TM/21/03092/FL - Bramble Park, Church Lane, Trottiscliffe  
Proposed swimming pool. *Resolved: No objections.*
  - 2] TM/21/03128/FL - 1 Leneys Cottages, Addington Lane, Trottiscliffe  
First floor side extension. . *Resolved: No objections*
- b) Applications received after distribution of the agenda
- c) Approvals:
  - 1] TM/21/02885/TNCA - Green Court, 3 Taylors Place, Trottiscliffe  
Maple (T1) - Crown reduction from current height of 7m to 5m and lateral spread from 5m to 3m, Cherry (T2) - Crown reduction from current height of 7m to 5m and lateral spread from 5m to 3m. Maple (T3) - Crown reduction from current height of 7m to 5m and lateral spread from 5m to 3m.
  - 2] TM/21/02517/FL - Downsview, 8 Green Lane, Trottiscliffe  
Erection of detached garage. Provision of extended driveway.
  - 3] 21/02067/FL - Moretons, Coldrum Lane, Trottiscliffe  
Construction of single storey rear extension and replacement of existing conservatory with new garden room
- d) Refusals: None to consider.
- e) Withdrawn applications: None to consider
- f) Planning Appeals: None to consider
- g) Other Planning Issues
  - 1] Land behind 1 Green Lane, application Community Asset - T&MBC has received an update from the Land Registry which confirmed that the land in question is owned by Clarion. They have written to Clarion about the nomination and are waiting for a reply. Meanwhile they are discussing the site with their legal team.
  - 2] 21/00281/WORKH - Darrens Meadow Farm, Green Lane - alleged unauthorised work to form a new building. There has been no update from Enforcement.
  - 3] 21/00301/TRCAH - The Nursery, Taylors Lane - alleged unauthorised access and removal of a tree. There has been no update from Enforcement.

## **112/21 Highways, Footways and Footpaths**

### **1] Reported Faults**

- a) 11205494 - The Clerk has reported that all the drains and gullies are blocked on Taylors Lane.
- b) 606795 - Pilgrims Way. The Clerk has reported that the uneven surface, potholes and breaking up of the road.
- c) 606791 - Church Lane. The Clerk has reported that the white road markings need refreshing on all the speed humps.
- d) 606790 - School Lane. The Clerk has reported that the white road markings need refreshing on all the speed humps.
- e) 606788 - Taylors Lane. The Clerk has reported that the white road markings need refreshing on all the speed humps.

### **2] New faults to be reported**

- a) Ford Lane - the recent road repair needs resurfacing.
- b) Bramble Park - trees/vegetation overhanging the pavement.
- c) Footpath MR185 between the church and Green Lane - the Clerk to report that it is impassable.

3] Highways Improvement Plan - Following the walkabout with Claire Venner, Schemes Planning & Delivery Project Manager at KCC, on Thursday 21 October 2021 the issue with blocked drains has been reported to the drainage team and an inspection is awaited. Members were delighted to hear that KCC Highways will cover the cost of two gateways estimated to be £2000.00 and has placed an order for these. Claire Venner has also agreed to look at different options for replacing the bollards on the village green which are regularly knocked over and will present these to the Clerk in the New Year. Once a decision has been made about this the Clerk will approach Ferns to see if they would be willing to supply some planters for the centre of the green.

## **113/21 Open Spaces, Recreation Ground and Allotments**

1] Recreation Ground and playground - The Clerk will review the RoSPA report for the next meeting.

2] Allotments - DG reported that unfortunately the original meter seems to be faulty and not synchronised with the second meter installed to monitor the water use of the community farm. The Clerk has therefore stopped reading the meters and will request a replacement meter from Castle Water. The second meter has been adjusted and is now operating correctly. The allotment rents for the calendar year 2022 are due. The Clerk has been given limited contact information for the allotment holders from Mr. David Jones which is going to hinder the process but will start sending out the invoices along with a copy of the terms and conditions.

3] Trottscliffe School Update - There was no update.

4] Community Farm - AP sent the following update. The Community Farm is keen to raise funds from the sale of produce and questioning the terms of the lease. Members were in agreement that the terms of the lease were quite clear and accepted by both parties when first drawn up. Two second hand wooden shelters have been purchased which AP had advised were preferable as opposed to polytunnels. AP has also suggested that the duck enclosure, which is very muddy, should be dug up and hard core put down and topped up with sand. Jo Donaldson has approached David Urmston again about being a Trustee and has also been contacted by Leyboure Community School who are interested in helping out at the farm. AP is also trying to find out if the farm has ever had a health and safety inspection.

**114/21] Correspondence**

a) For Information

- 1] Area 2 Planning Committee - 19 January 2022
- 2] Joint Transportation Board - 7 March 2022
- 3] Parish Partnership Panel -27 January 2022
- 4] Standards Committee - 11 January 2022
- 5] KALC Area Committee Meeting - TBC

b) Requiring Attention:

**115/21 Any Other Business:**

Members thanked DG for making the arrangement for the Christmas tree to be installed on the village green.

**116/21Date of the Next Meeting**

The next Parish Council Meeting will be held in the village hall on Thursday 3 February 2022 at 7.45m.

**117/21Any Confidential Matters: There were none**

There being no other business the meeting closed at 8.28pm

Chairman .....

Date.....