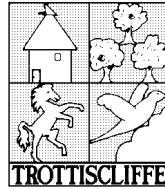


TROTTISCLIFFE PARISH COUNCIL

Mrs. L. Goldsmith (Clerk)

5 Artisan Road, Headcorn, Kent, TN27 9AZ

Tel: 07900 693572 Email: clerk@trottiscliffeparishcouncil.org



30 June 2022

Dear Sir/Madam

ALL COUNCILLORS ARE HEREBY SUMMONED TO
THE PARISH COUNCIL MEETING OF
TROTTISCLIFFE PARISH COUNCIL

To take place on Thursday 7 July 2022 at 7.45pm in Trottiscliffe Village Hall
where it is proposed to transact the business as shown in the agenda below
The meeting will be open to the press and public (Admission to Meetings Act 1960)

Louise Goldsmith

Louise S. Goldsmith

Locum Clerk to Trottiscliffe Parish Council

AGENDA

33/22] APOLOGIES FOR ABSENCE

34/22] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

35/22] APPROVAL OF MINUTES

To consider the minutes of the Annual Parish Council Meeting held on the 5 May 2022 and the Parish Council Meeting held on the 9 June 2022 and if in order to authorise the Chair to sign as a true and accurate record. (*LGA 1972 sch.12 para. 41(1)*)

36/22 OPEN SESSION

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate raising any concerns or making comments on matters affecting Addington. No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration. (*Councils cannot lawfully decide any business not specified in the agenda LGA 1972 sch.12 para 10 (2)(b).*)

37/22] REPORTS: a) County Councillor b) Borough Councillor's c) Crime Report

38/22] CLERKS REPORT/PAST MATTERS (Information purposes only)

39/22 PLANNING

a) Applications:

1] TM/22/01266/FL – Kildare, Ford Lane, Trottiscliffe

Erection of infill extension with pitched roof, insertion of rooflights with lightwells and replacement joinery to first floor rear elevation with glazed juliet balcony to master bedroom.

2] TM/22/01216/FL – Rosel, Pilgrims Way, Trottiscliffe

Single storey side extension, single storey rear extension; juliet balcony to first floor bedroom, new timber detailing and render to first floor.

- b) Approvals
 - 1] TM/22/01028/LB & TM/22/00590/FL – Trosley Court, Church Lane, Trottiscliffe
new 2M brick wall, repositioning and replacement of entrance gates to Church Lane.
 - 2] TM/21/03128/FL – 1 Leney's Cottages, Addington Lane, Trottiscliffe
First floor side extension.
 - 3] TM/21/03129/FL - The Nursery, Taylors Lane, Trottiscliffe
Enhancement of an existing driveway with gates (retrospective)
- c) Refusals
 - 1] TM/22/00197/NMA – 1 Green Lane, Trottiscliffe
Non Material Amendment to planning permission TM/20/02255/FL; to extend the front wall elevation by 500mm towards the front garden.
 - 2] 22/00314/FL – Hillside, Pilgrims Way, Trottiscliffe
Erection of stable building for personal use and outdoor sand school/horse exercise arena
- d) Withdrawn applications
- e) Planning Appeals
- f) Other Planning Issues

40/22 RESOLUTIONS

1. **Appointment of Locum Clerk**
 - a) To ratify a decision between meetings to appoint Louise Goldsmith as a Locum Clerk
 - b) To approve a contract for the Locum Clerk
 - c) To discuss the recruitment of a replacement Clerk/RFO
2. **Parish Infrastructure Statement:** To approve the draft statement for submission to T&MBC.
3. **Code of Conduct:** To adopt the revised Kent Model Code of Conduct
4. **Policies:** To adopt a Data Policy and Document Retention Policy
5. **Courts Committee:** To agree the constitution and terms of reference
6. **Appointment to External Bodies**
7. **Multiple Use Games Area**
 - a) To discuss a proposal to install a MUGA at the recreation ground
 - b) To consider a quote for installing a MUGA and to discuss obtaining two alternative quotes
 - c) To agree for the Clerk to issue a survey on Facebook and the website to ascertain resident's views on installing a MUGA, subject to funding
 - d) To agree that the Clerk prepares an application for grant funding from the FCC Community Action Fund to be approved at the next meeting and to be submitted before the deadline of the 7 September 2022
 - e) To identify a third party contributing funder
8. **Data Processing Officer:** To agree to renew the contract with Satswana for one year
9. **To ratify a decision between meetings to a renewal fee of for the annual insurance with**
10. **To receive the Annual Governance and Accountability Return for the year ending 31 March 2022**
 - a) **To receive the Internal Auditor's Report and notes its contents**
 - b) **To receive the Annual Internal Audit Report for 2021/22**
 - c) **To approve the Annual Governance Statement (Section 1) and receive a report on how the council has fulfilled its obligations**
 - d) **To approve the Accounting Statements (Section 2)**
 - e) **To set the commencement dates for the exercise of Public Rights**
11. **To approve a proposal to place draft minutes on the website**
12. **To review and adopt the Financial Regulations**
13. **Financial:**
 - a) To approve the Financial Statement and make arrangements for authorisation
 - b) To authorise the removal of Charles Amis as an administrator of the Unity Trust Account.

41/22] PARISH MATTERS:

1. Highways:

- a) Outstanding Faults
- b) New Faults to be reported
- c) Highways Improvement Plan: To receive an update

2. Open Spaces: To receive an update

42/22] REPRESENTATION AT MEETINGS:

- a) Courts Working Group
- b) Village Hall Committee
- c) Parish Partnership Panel
- d) Standards Committee
- e) KALC Area Committee
- f) JPCTCG
- g) Trosley Liaison Group

43/22] CORRESPONDENCE/CONSULTATIONS

a) For Information

- 1] Area 2 Planning Committee – 10 August 2022
- 2] Joint Transportation Board – 19 September 2022
- 3] Parish Partnership Panel – 1 September 2022
- 4] Standards Committee – 23 January 2023
- 5] KALC – 21 July 2022

b) New Requiring Attention

- 1] Proposal for a Review of Polling Districts and Polling Places and includes a corrected Annex 7
- 2] Tonbridge Caste and Grounds Consultation
- 3] KCC Bus Funding Consultation Report – withdrawal of the 58 bus service

44/22] ITEMS FOR THE NEXT MEETING

45/22] ANY CONFIDENTIAL MATTERS

46/22] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be held on Wednesday 1 September at 7pm

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk ahead of the meeting.