

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING
HELD ON THURSDAY 5 MAY 2022 at 7.45pm IN TROTTISCLIFFE VILLAGE HALL**

PRESENT:

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

IN ATTENDANCE:

County Councillor Sarah Hohler, Borough Councillor Piers Montague
Mr. Charles Amis (Clerk) 9 members of the public

01/22 Apologies for absence

Borough Councillor Ann Kemp, Councillor Alison Prountzos.

02/22 Election of Chairman

OS proposed that DG be elected Chairman, this was seconded by IM. There were no other nominations and DG was elected unanimously.

03/22 Election of Vice Chairman

It was proposed by OS and seconded by DGG that IM be elected as Vice Chairman. There were no other nominations and IM was elected unanimously.

04/22] Appoint a Responsible Finance Officer and Internal Auditor:

It was proposed by DG and seconded by IM that the Clerk be appointed as the Responsible Finance Officer and Mr Lionnel Robbins be appointed as the internal auditor Agreed.

05/22 Declarations of interest:

None

06/22 Minutes

Deferred.

07/22 Reports

- a) County Councillor – Cllr Hohler said Kent was blessed with 5,000 miles of public rights of way which were well maintained and well used. A new play park was being installed near the café at Trosley Country Park. There were still traffic problems at Dover due to the changes to the cross channel ferries. The licensing hours will be extended until 1am from 2nd to 4th June. KCC have restored the library, museum, art gallery at Tunbridge Wells and it has been renamed The Amelia Scott Hub. There is free admission.

The Allington recycling plant is due to open next Monday and has won an award for excellence in recycling.

IM said he reported a fallen tree on Byway MR182 following Storm Eunice. KCC have said the fallen tree is not on their land. **Action:** IM to forward correspondence to SH who will take this forward.

- b) Borough Councillor – PM said the current Downs & Mereworth Ward covers seven parishes from Birling to West Peckham. The new ward Pilgrims and Ightham is a more sensible size and will have a similar number of residents. The garden waste collections have finally resumed. Residents will have their garden waste subscriptions extended accordingly. Fly tipping is a blight across South East England. Local council staff and Kent police have been stopping vehicles and checking for waste carrier

license as part of Operation Assist. Local residents have been encouraged to check their waste carrier license. Some cameras were installed but these were stolen. T&MBC had suspended their large items collection service because of Covid but this has been restarted.

- c) Kent Police – There has been no crime in Trottiscliffe.
- d) KALC Area Committee – The next KALC meeting will be held on 21 July 2022
- e) Trosley Liaison Group – LL said the previous meeting had been useful.
- f) Village Hall Committee – IM reported the curtain had fallen due to people pulling the curtain across rather than pulling chord. The guttering was leaking after the recent rain. The committee are currently working on the stage lighting.
- g) Courts Committee Meeting – DGW reported back from a recent meeting of the courts committee. It is difficult to enforce the car parking and it was felt there were already too many signs. The tennis club car park was a shared cost between the parish council and tennis club. DGW asked if the beacon could be moved so that the tennis club car park could be extended. The school has free access to the courts on two afternoons per week for extracurricular tennis and villagers can book the courts at any available time through the tennis club website. DGW said the tennis club members were subsidizing the schools free use of the tennis courts and asked if the parish council were prepared to provide funding to the tennis club.

The Courts Committee had discussed installing a Multi User Games Area at Keys Croft Recreation Ground. This could be used for use by all the sports clubs in the village plus the village school. Keys Croft is owned by the parish council and Planning permission should not be needed. **Action:** Clerk to contact Wrotham Parish Council. Clerk to approach funding organizations and to complete funding applications.

08/22 Matters arising

- a) The Queen's Platinum Jubilee – The leaflets have been sent out to every household and the details are on the website and Facebook page. 24 people have booked for the Saturday evening event at the village hall. Addington have put together a cricket team. The new flagpole has arrived. TPC will pay a parishioner to dig a hole for the concrete base at The Green. It was asked if the Christmas Tree would fit into the concrete base, but this is a different size. There will be a meeting at 7.30pm on Tuesday 24th May at Trottiscliffe Village Hall to discuss the plans for the Queen's Platinum Jubilee. The parish council agreed to the creation of a circular flower bed around the signposts on the green. Red, white and blue flowers will be planted around the signposts.
- b) Monthly Check of the Defibrillator – The Clerk has carried out the monthly check The pads will not expire until 2023.
- c) Fly tipping at Pinesfield Lane – T&MBC have asked for the fly tipping to be left alone until it has been investigated. Concerns were expressed that children may play with the fly tipping. There is a reference number on the refrigerator plus some additional correspondence. The Investigations Officer at T&MBC will be checking next week for

any evidence. There is asbestos on the other side of the hedge. It was unlikely that the rubbish would be removed until the end of August. If the fly tipping was removed before then the individual who carried out the fly tipping may return with more rubbish. Dummy cameras could be installed although there is a risk that they could be stolen.

- d) Community Farm – It was asked if the tarpaulin could be removed. The tarpaulin that covers the bird’s enclosure was added when there was an outbreak of avian bird flu. The tarpaulin is due to be removed. The Community Farm is receiving more visitors and support.

09/22 Finance & Policies

- a) Payroll – The clerk asked if the parish council were prepared to use MI Payroll Services to carry out the payroll. This was agreed by all of the parish councilors.
- b) Annual Review of the Allotment Rents – A parishioner asked if the wording on the parish council website which refers to the minimal fee to nominal fee. A parishioner said the current fee of £10 is enough to cover the cost of the fees and the allotment holders were concerned that
- c) AGAR/Internal Audit – The Clerk is preparing the papers for the internal auditor.
- d) Statement of payments to be made and income received

Receipts: £11,000 Precept

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Charles Amis	Salary (Feb & March)	£342.38
Charles Amis	Expenses (Feb & March)	£ 52.94
Charles Amis	Salary (April)	£217.97
Charles Amis	Expenses (April)	£ 97.62
Louise Goldsmith	Backdated pay award	£ 67.21
Gel Creative	Website maintenance	£ 75.00
Del Reddick	Repair White Notice Board	£92.00
Four Seasons	Grounds maintenance & hedge cutting	£383.44
Printkick Ltd	Supply 250 jubilee mugs	£1,158.10
The Flag Consultancy	Supply Flag & Flagpole	£270.00
Google	(Email Accounts DD)	£ 66.24

10/22 Members of the public

- a) A parishioner asked for the wording on the allotment section of the Trottiscliffe Parish Council website to be changed. The rent is a nominal fee and not a minimal fee. There were concerns that the parish council may increase the allotment holder fees. The current fees of £10 covered the cost of the expenses. The allotment holders had spent considerable funds cutting down an overhanging tree despite the tree being on housing association land.

The Community Farm is being charged a low rent and are using most of the water. The water meter for the allotments and the water meter for the farm used different calculations. The previous clerk had asked Southern Water to install a new meter for the allotments. DG said the water meter would need to be in for a certain time to check the accuracy of the readings

- b) Fran Bennett (FB) said the litter pick will be taking place on Saturday 21st May. FB will provide the litter picking equipment and refreshments.

11/22 Planning

a) Applications from T&MBC:

TM/22/00679/LDP - Stables Lodge, Coldrum Lane, Trottiscliffe - There are no issues with this planning application.

TM/22/00323/FL - White House, Ford Lane, Trottiscliffe - There are no views of the structure from the public areas and there is an existing agricultural building. KCC Highways still need to give approval for the road access to the site.

TM/22/00590/FL - Trosley Court, Church Lane, Trottiscliffe - Electric gates have been installed. There needs to be a gap of 1.5 meters for horses. The existing wall will be rebuilt by the swimming pool.

b) Applications received after distribution of the agenda: None to consider

c) Approvals: None to consider

d) Refusals: None to consider

e) Withdrawn applications: None to consider

f) Planning Appeals: None to consider

g) Other Planning Issues: None to consider

12/22 Highways, Footways and Footpaths

1] Reported Faults - Concern was expressed about the potholes on School Lane. KCC Highways had sprayed white lines highlighting the potholes on School Lane. Several of the speed humps need to be re-profiled. SH suggested reporting online to KCC Highways.

The cow parsley needs to be removed by the junction of Pilgrims Way and Pinesfield Lane.

2] Highways Improvement Plan - The Clerk had written to Claire Venner at KCC Highways asking for an update on the installation of concrete bells on the green.

3] Footpaths The decking at Whitakers Cottage is full of holes along Footpath MR182. **Action:** Clerk to report to KCC Rights of Way Team. IM was still trying to get KCC to remove a dangerous tree from the boundary fence. **Action:** SH agreed to take this back to KCC Rights of Way team.

13/22 Open Spaces, Recreation Ground and Allotments

1] Recreation Ground and playground - There was no update.

2] Allotments - There was no update

3] Trottiscliffe School Update - There was no update

4] Community Farm - There was no update

14/22] Correspondence

It was agreed that Trottscliffe Parish Council to join the Action with Communities in Rural Kent. **Action:** Clerk to complete and send application form.
Two parishioners thanked the parish council for the trees for the Queen's Green Canopy.

a) For Information

- 1] Area 2 Planning Committee - 25 May 2022
- 2] Joint Transportation Board - 6 June 2022
- 3] Parish Partnership Panel -26 May 2022
- 4] Standards Committee -
- 5] KALC Area Committee Meeting - TBC

15/22 Any Other Business: Nothing additional

16/22 Date of the Next Meeting

The next Parish Council Meeting will be held in the village hall on Thursday 9 June 2022 at 7.45pm

17/22Any Confidential Matters: There were none

There being no other business the meeting closed at 9.40pm

Chairman

Date.....