

**MINUTES OF a PARISH COUNCIL MEETING  
HELD ON THURSDAY 7 JULY 2022 at 7.45pm in the Village Hall**

**PRESENT:**

Mr. David Gaunt (DG), Louise Leyden (LL), Ian Mills (IM),  
Alison Prountzos (AP – arrived 9.25pm.), Richard Vallance (RV), Oliver Shaw

**IN ATTENDANCE:**

Mrs. Louise Goldsmith (Clerk), Borough Councillor Robin Betts, 6 members of the public

**33/22 APOLOGIES FOR ABSENCE**

An apology for absence was accepted from Borough Councillors Ann Kemp and Piers Montague and Councillor David Goodworth (DGG) and the reasons for absence were accepted.

**34/22 DECLARATIONS OF INTEREST**

None.

**35/22 APPROVAL OF MINUTES**

It was resolved that DG sign 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 as a true and accurate record of the meetings.

**36/22 OPEN SESSION**

A member of public asked if the Clerk could find out when PCSO James Robinson is planning to have the crime prevention event he offered to hold at the Annual Parish Meeting.

A member of the public requested to see copies of the Courts minutes and explained that a local adult netball team played for the first time at the school last night. A local netball club is in the process of being formed.

Members of the public reported that a tree needs to be removed on Addington Lane near to the entrance of the village and that the graffiti on the motorway bridge has not been removed.

**37/22 REPORTS**

- a) County Councillor: There was no report.
- b) Borough Councillor: Robin Betts, Borough Councillor for Wrotham, Ightham and Stansted, attended the meeting on behalf of Borough Councillor Piers Montague and gave the following report. Robin Betts is also Cabinet Member for Environment and Climate Change and was pleased to report that T&MBC has now installed 32 electric vehicle charging points in the borough and that KCC is seeking further funding to provide financial assistance to install EVC points in the parishes. The new eco-café at Leybourne Lake has been declared a huge success as a carbon neutral initiative. T&MBC is hopeful that the changes in Central Government could result in an adjustment to the forecast for future housing needs for the borough. Borough Councillor Robin Betts would like to see a reduction in the total number of new dwellings in the next draft of the Local Plan and a more proportionate distribution of development. Robin Betts agreed that changes to the legislation surrounding building regulations expected in 2025 are long overdue but will mean that all new homes will have to be built according to eco standards.

- c) Crime Report: PCSO James Robinson has advised that two nuisance vehicles were reported in Pilgrims Way on the 2 June 2022.

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

- 1] The monthly check of the defibrillator outside the village hall has taken place.
- 2] CiLCA - The Clerk has passed Unit 2.

### **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.

**RESOLVED: No objection**

- 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.

**RESOLVED: No objection**

#### **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: None to consider.**

**e) Planning Appeals: None to consider.**

**f) Other Planning Issues: None to consider.**

### **40/22 RESOLUTIONS**

#### **1. Appointment of Locum Clerk**

- a) **RESOLVED:** To ratify a decision between meetings to appoint Louise Goldsmith as a Locum Clerk
- b) **RESOLVED:** To approve and sign a contract for the Locum Clerk on salary Scale LC2 - SCP (Spinal Column Point) 27.
- c) To discuss the recruitment of a replacement Clerk/RFO -

**RESOLVED:** To postpone recruitment of a replacement Clerk until the Autumn.

#### **2. Parish Infrastructure Statement:**

**RESOLVED:** To approve the draft statement prepared by the Clerk for submission to T&MBC.

3. **Code of Conduct:** T&MBC has recently reviewed its adopted Code of Conduct following publication of the Local Government Association Model Code of Conduct. Rather than adopt the LGA Model Code, the Borough Council adopted, on the 27 April 2022, a revised version of the Kent Model Code and is encouraging Parish

Councils to review and adopt this Code of Conduct. It is mandatory for a Parish Council to adopt a Code of Conduct (Localism Act 2011 Section 27 (2)).

**Resolved:** To adopt the revised Kent Model Code of Conduct

4. Policies:

**RESOLVED:** To adopt a Data Policy and Document Retention Policy

5. **Courts Working Group:** Members considered draft terms of reference for a working group arrangement for the previous Courts Committee. It was agreed that three councillors need to be present at a meeting for it to be quorate. All meetings will be open to the public and the agenda and minutes will be published on the website. The draft terms of reference will be discussed at the next Courts Working Group meeting due to be held on Wednesday 20 July at 10am.

6. **Appointment to External Bodies**

**RESOLVED:** To confirm the following appointments

KALC - IM

Parish Partnership Panel: OS

Tree Warden - LL

Highways enquiries: Clerk

Village Hall Committee: IM

Courts Working Group: DGG, DG, AP, LL, RV

Joint Standard Committee & JPCTCG: DG

Trottiscliffe Primary School: OS

Bridleways & footpaths: AP

Trosley Park Liaison Group: LL

Playground overseeing of: OS

Trosley Heritage Group: DG & OS

7. **Multiple Use Games Area**

a) Proposal to install a MUGA at the recreation ground

**RESOLVED:** To progress a proposal to install a MUGA at the recreation ground. It was agreed that several user groups including the school could benefit from this facility. The Clerk will submit a pre-planning application to T&MBC to check that planning permission is not required.

b) Quote for installing a MUGA

Members considered one quote for a MUGA from Caloo and agreed that the Clerk should obtain two further quotes.

c) Consultation:

**RESOLVED:** That the Clerk should issue a survey on Facebook and the website to ascertain resident's views on installing a MUGA, subject to funding. It was also agreed that the Clerk should seek letters of support from potential user groups to support any grant funding application.

d) Grant Funding

**RESOLVED:** 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) Third party contributing funder

**RESOLVED:** That the Parish Council will contribute 10.75% of the total cost of the project if awarded a grant from the FCC Community Action Fund as per the conditions of the award.

8. **Data Processing Officer:**

**RESOLVED:** To renew the contract with Satswana for one year

**9. Annual Insurance:**

**Resolved:** To ratify a decision between meetings to pay a renewal fee of £600.75 for the annual community insurance scheme with Gallagher.

**10. To receive the Annual Governance and Accountability Return for the year ending 31 March 2022**

**a) Internal Auditor's Report**

The contents of report were discussed and a recommendation that the Financial Regulations are reviewed was noted.

**b) The Annual Internal Audit Report for 2021/22**

Noted.

**c) Annual Governance Statement**

The Annual Governance Statement for 2021/22 was received. The Chair read out each statement and the Clerk explained how the Council fulfilled each statement.

**RESOLVED:** To approve the Annual Governance Statement for 2021/22 and for the Clerk/RFO and Chair to sign.

**d) Accounting Statements (Section 2)**

The Accounting Statement for 2021/22 was received.

**RESOLVED:** To approve the Accounting Statement for 2021/22 and for the Chair to sign.

**e) Certificate of Exemption**

**RESOLVED:** The Chair and Clerk/RFO to certify that during the financial year 2021/22, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.00 and that the accompanying statements were satisfied. The Clerk to submit the Certificate of Exemption to the external auditor.

It was noted that the external auditor has been advised that the Certificate of Exemption is being submitted 8 days late.

**f) To set the commencement dates for the exercise of Public Rights**

The dates were noted and that they are advertised on the website and noticeboard along with a copy of the Certificate of Exemption, the Annual Internal Audit Report, the Annual Governance Statement, the Accounting Statements, an analysis of variances and the bank reconciliation.

**11. Proposal to place draft minutes on the website**

**RESOLVED:** To place draft minutes on the website. The Clerk will circulate the draft minutes within one week of the meeting taking place and then place on the website.

**12. To review and adopt the Financial Regulations**

As suggested by the Internal Auditor the Clerk reviewed and circulated a copy of the Financial Regulations.

**RESOLVED:** To adopt the Financial Regulations.

**13. Financial:**

a) Financial Statement

**Balances as at 7 July 2022**

National Savings Account	£10,000.44
Unity Trust Account:	£18,236.18

**Receipts: None**

## Electronic Payments

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Charles Amis	Salary (June - taking into account HMRC payments due)	£232.42
Charles Amis	Expenses June	£ 40.95
HMRC	PAYE Tax Due	£170.00
Louise Goldsmith	Salary June	£447.78
Louise Goldsmith	Expenses June & July	£211.33
Gel Creative	Website maintenance x 2 months	£150.00
Gel Creative	Annual Domain Name	£190.00
MI Payroll	Payroll Services	£ 45.00
ACRK	Annual Membership	£ 60.00
Satswana	Renewal DPO Services	£180.00
Lionel Robbins	Internal Audit Services	£120.00
Four Seasons	Grounds Maintenance	£1,031.87
Castle Water	Allotments Water	£ 171.17
Google	Email Accounts DD	£ 66.24
Gallagher	Annual Insurance	£600.75
Unity Bank	Quarterly Service Charge	£ 18.00
Unity Bank	Stop cheque fee	£ 8.00

**RESOLVED:** IM and DG to authorise the above payments online.

- b) Removal of Charles Amis as an administrator of the Unity Trust Account.

**RESOLVED:** The Clerk to arrange for Charles Amis to be removed as an administrator on the Unity Trust Account.

### 41/22] PARISH MATTERS:

#### 1. Highways:

- a) Outstanding Faults  
Pilgrims Lane - concern was expressed about the quality of the recent patching works. The Clerk to discuss with KCC.
- b) New Faults to be reported  
Schools Lane - The Clerk to send a further request for the speed humps to be reinstated.
- c) Highways Improvement Plan  
A proposal to reconfigure the green opposite The George and install bollards is being considered by the Planning and Advice Team at KCC has it would require altering the highway.

#### 2. Open Spaces:

- a) Recreation Ground - The RoSPA inspection is due this month
- b) Allotments: The Clerk to request a replacement water meter.
- c) Community Farm: AP advised that the Trustees meeting due to take place yesterday was cancelled due to illness and needs to be rescheduled. AP was pleased to report that the farm is looking much tidier and that more volunteers have come forward.

**42/22] REPRESENTATION AT MEETINGS:**

- a) Courts Working Group: There has been no meeting.
- b) Village Hall Committee - IM reported that the committee is obtaining quotes to resurface the stage floor. A handyman is being sought to carry out a number of small works including mending curtain rails and gutters. The profit from the Platinum Jubilee event held in the village hall will be donated to the Church. The committee is also considering the most cost effective way of obtaining Wi-Fi for the hall.
- c) Parish Partnership Panel - There has been no meeting.
- d) Standards Committee - There has been no meeting.
- e) KALC Area Committee - There has been no meeting.
- f) JPCTCG - There has been no meeting.
- g) Trosley Liaison Group - There has been no meeting. LL is in regular contact with one of the wardens. A number of events are planned for summer including various woodland walks in July a woodland craft session on the 31 August and a stick man making and storytime session on the 2 September.

**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 - noted.
  - 2] Tonbridge Caste and Grounds Consultation - Noted.
  - 3] KCC Bus Funding Consultation Report - withdrawal of the 58 bus service. Noted that a vote is due to be taken by the Environment and Transport Committee at KCC on a proposal to withdraw funding support from 39 supported bus routes.

**44/22] ITEMS FOR THE NEXT MEETING**

Nothing additional.

**45/22] ANY CONFIDENTIAL MATTERS**

None to consider.

**46/22] DATE OF THE NEXT MEETING:**

The next Parish Council Meeting will be held in the village hall on Thursday 1 September 2022 at 7.45pm.

There being no other business the meeting closed at 9.55pm

Chairman .....

Date.....