

**MINUTES OF a PARISH COUNCIL MEETING
HELD ON THURSDAY 1 SEPTEMBER 2022 at 7.45pm in the Village Hall**

PRESENT:

Mr. David Gaunt (DG), David Goodworth (DGG), Louise Leyden (LL), Ian Mills (IM),
Alison Prountzos, Richard Vallance (RV)

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk),
County Councillor Sarah Hohler (arrived at 8.23pm) and 10 members of the public

47/22 APOLOGIES FOR ABSENCE

An apology for absence was accepted from Borough Councillors Ann Kemp and Piers Montague and the reasons for absence were accepted.

48/22 DECLARATIONS OF INTEREST

None.

49/22 APPROVAL OF MINUTES

It was resolved that DG sign the minutes of the Parish Council Meeting held on the 7 July 2022 as a true and accurate record of the meetings.

50/22 OPEN SESSION

A member of public asked if in future the expenditure on water at the allotments could be shown in the minutes as being a cost for both the allotments and the community farm.

A member of the public read out definitions of the meaning 'nominal' in relation to the allotment rent and asked Members to be mindful of these definitions when considering the setting of the allotment rent.

A member of the public advised that the emerging netball club is now called the 'Trosley Jets' and is currently practicing on the MUGA at Kings Hill which involves a long car journey. Kent Netball and Netball England have been supporting the group and they are hoping to have a committee in place very soon.

A member of the public queried the position and signs on the new gates into the village. It was also suggested that messages about not dropping litter could be added to the signage.

A member of the public offered to tidy up the planters on the village green.

It was noted that it is the intention of the Parish Council to keep the flagpole erected on the village green.

51/22 REPORTS

The following report from County Councillor Sarah Hohler was given at 8.25pm

- a) County Councillor – County Councillor Sarah Hohler advised that KCC is issuing warnings about a Citizens Advice scam. KCC Officers have been working hard with bus companies over the summer to secure routes to schools. Unfortunately, the bus company, Arriva, will be striking on the 5, 16, 20 and 30 September 2022 if an agreement on pay is not reached. It is recognised that this will be very inconvenient for parents and children and it is likely that buses run by different operators will already be full. The better news is that those routes which KCC consulted on ending as they were being subsidised, notably the 58, will run until further notice. Operators will accept Kent Travel Saver and other bus passes. KCC has secured some emergency funding and is considering how this could be used. Addington Lane, Trottiscliffe, to the M20 overbridge will be closed for re-surfacing until Wednesday 7 September

2022. KCC has received over 11,000 responses to a recent consultation on the household waste sites. 95% of respondents said they were either satisfied or extremely satisfied with the new booking arrangements. Respondents also stated that they were pleased bookings can now be made on the same day and 55% had taken advantage of this new facility. KCC is trialling a new initiative to provide extra help for the elderly, disabled and pregnant unloading their rubbish. There is now an option on the booking form for people to state that they need help. KCC is trialling a furniture disposal initiative in October 2022 in conjunction with 'Making a Difference'. KCC's Waste Management Team has been shortlisted out of 307 local authorities as 'Best Team of the Year' by the Local Authority Advisory Committee. KCC has been asking the public for their ideas on energy saving at home. Further advice and ways to ask for help will follow. The Local Government Association is calling on the Government to ban HGV drivers from using car sat navigation systems as they do not give warnings about the heights of bridges, narrow roads and roads that are just unsuitable for HGVs.

County Councillor Sarah Hohler responded to concerns about recent activities at Addington Quarry stating that KCC is investigating a number of breaches of planning.

- b) Borough Councillor: There was no report.
- c) Crime Report: PCSO James Robinson has advised that on the 10 August 2022 somebody made off without paying at a premise in Taylors Lane and on the 27 August 2022 there was criminal damage to a property in Taylors Lane.

52/22] CLERKS REPORT/PAST MATTERS (Information purposes only)

- 1] The Clerk reported that the power supply to the defibrillator outside the village hall has failed but will hopefully be fixed within a few days.
- 2] CiLCA - The Clerk has completed and passed the qualification.

53/22 PLANNING

a) Applications:

- 1] 22/01712/CAN - Trosley Country Park, Waterlow Road, Vigo. Gravesend
Consultation by Kent County Council: Retrospective planning permission for engineering works related to the resurfacing of the overflow car park and internal access road (KCC reference: KCC/GR/0140/2022).

RESOLVED: To ratify a decision between meeting of no objection.

- 2] TM/22/01734/FL - Clarion Cottage, Church Lane, Trottiscliffe
Replacement cladding and windows, 4 new rooflights, new front door canopy, new side gate and fence.

RESOLVED: No objection.

- 3] TM/22/01675/FL - Tuscan, Ford Lane, Trottiscliffe
Single storey rear extension and garage conversion.

RESOLVED: No objection

b) Approvals

- 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/22/00841/LB - Millers Farm, Taylors Lane, Trottiscliffe
Listed Building Application: Replace an oak front door (like for like) with solid oak following a similar design as present to maintain the look and feel for the house.
- 3] TM/21/03344/FL - Hillside, Pilgrims Way, Trottiscliffe
Replacement of existing lean/to with single storey extension, upgrade appearance of existing single storey rear extension including replacement flat roof, changes to

ground floor windows/doors at rear of dwelling and introducing two lantern rooflights above open plan kitchen/dining area.

4] TM/22/00679/LDP – Stables Lodge, Coldrum Lane, Trottiscliffe

Lawful Development Certificate Proposed: Single storey rear extension and insertion of rooflights within the front roofslope.

5] TM/22/00323/FL – Land adjacent to the White House, Ford Lane, Trottiscliffe

Conversion/change of use and external alterations of a redundant rural building to a dwelling house. Conversion of existing garage to a garden store.

c) Refusals

1] 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.

2] TM/22/01144/LDP – 1 Leney's Cottages, Addington Lane, Trottiscliffe

Lawful Development Certificate: Single storey side extension.

d) Withdrawn applications: None to consider

e) Planning Appeals: None to consider.

f) Other Planning Issues: None to consider

54/22 RESOLUTIONS

1. Policies:

RESOLVED: To adopt a revised Publication Scheme and Equality & Diversity Policy

2. Courts Working Group: Members considered the recommendations from the meeting held on the 20 July 2022

a) A suggestion to install either a MUGA or additional court on the land to the rear of the current courts:

It was noted that the landowner is not willing to lease the land.

b) A suggestion to place an order for the replacement LED lights at a cost of £11,248.98 (excluding VAT): It was noted that the internal auditor has confirmed that there is no issue in the Parish Council claiming back the VAT on this purchase.

RESOLVED: To place an order for the replacement LED lights at a cost of £11,248.98 (excluding VAT) subject to the funds being received from the Tennis Club Committee less a contribution of £500.00 from the Parish Council.

c) To consider the implications of a sub-lease of the courts to the tennis club to include clauses on maintenance and the free use of the school.

RESOLVED: To defer this discussion until a decision has been received on the grant funding application for a MUGA.

8.12pm The Chairman proposed and it was resolved to lower standing orders to let members of the public raise some questions on the MUGA.

8.25pm The Meeting resumed

3. Multiple Use Games Area

a) Members discussed the results of the recent consultation and letters received. The Clerk explained that 122 responses have been received. 65% of respondents live in the village. 68% of respondents visit the recreation ground either daily or weekly. 87% of respondents support a proposal to install a MUGA at the recreation ground which could benefit the community. Members were pleased with the positive response to installing a MUGA and noted that

22 letters of support have been independently received. It was also noted that 7 letters of concern/objections have also been received. These concerns were also raised by members of the public at the meeting and centred on concerns about noise and anti-social behaviour. It was agreed that the MUGA is intended to be a free resource for all the village to use and will not be rented out to groups nor locked at any time.

- b) To receive the response from T&MBC regarding planning permission for a MUGA:

The Planning Department at T&MBC has confirmed that the erection of a Multi-Use Games Area on the existing playing field is likely to fall within Class A, of Part 12, of Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) and that planning permission is therefore not required.

- c) To agree the proposed location for the MUGA:

RESOLVED: To place an MUGA adjacent to the existing playground to replace the equipment outside the playground area.

- d) To consider the quotes received and agree a preferred supplier:

Members considered the four quotes obtained by the Clerk.

RESOLVED: That Caloo is the preferred contractor in terms of price and specification.

- e) To review the application for grant funding from the FCC Community Action Fund and agree for it to be submitted before the deadline of the 7 September 2022

RESOLVED: The Clerk to finalise, sign and submit a grant application to FCC Community Action Fund for funding for a MUGA on behalf of the Parish Council.

- f) To approve the signing of a letter from the Parish Council confirming a contribution of 10.75% of the total cost of the proposal for a MUGA.

RESOLVED: The Parish Council will contribute 10.75% of the total cost of installing a MUGA if grant funding is awarded from the FCC Community Action Fund. A letter confirming the contribution which needs to be submitted with the grant funding application was signed by the Chair.

4. **Allotments:** To review the annual rent and set the rent for 2023/2024.

RESOLVED: No increase in the annual rent for 2023/2024.

5. **Financial:**

- a) Information Commissioner – Data Protection Renewal

RESOLVED: To pay the renewal fee.

- b) VAT Refund: It was noted that the Clerk has submitted a VAT claim for 2021/22 and that a refund of £1,777.21 has been received.

- c) Proposal to remain 'opted in' to the central procurement regime managed by SAAA

RESOLVED: To remain 'opted in' to the central procurement regime managed by SAAA

- d) To approve the Financial Statement and make arrangements for authorisation

RESOLVED: IM and DG to authorise the payments overlead online.

The accounts summary and bank reconciliation were also noted.

Balances as at the 1 September 2022

National Savings Account	£10,000.44
Unity Trust Account:	£14,493.60

Receipts: None

Electronic Payments

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Louise Goldsmith	Salary August	£328.36
Louise Goldsmith	Expenses August	£161.26
Gel Creative	Website maintenance	£150.00
Four Seasons	Grounds Maintenance	£277.71
ICO	Subscription x 2	£ 80.00
Louise Goldsmith	Reimburse Jotform	£236.18
Playsafety	RoSPA Inspection	£113.40
Google	Email Accounts DD	£ 66.24

55/22] PARISH MATTERS:

1. Highways:

a) Outstanding Faults:

Enquiry: School sign – the Clerk to check if this can be relocated.

9.24pm County Councillor Sarah Hohler and 8 members of the public left the meeting

b) New Faults to be reported:

Vigo Hill – Clerk to report the silt on the road and humps and the blocked drains.

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

2. **Allotments:** The Clerk reported that the main meter is broken and has requested a replacement.
3. **Recreation and Playground:** The Clerk is waiting for the grounds maintenance contractor to provide a quote for the remedial works outlined in the report from the recent RoSPA inspection.
4. **Community Farm:** AP advised that a date is yet to be set for the next meeting.
5. **Trottiscliffe School:** No update
6. **Crime Prevention Workshop held 1 September 2022:** LL reported that the event had not been well attended which was disappointing. The PCSOs have left some useful crime prevention leaflets and materials which will be distributed. The Clerk will place details about 'My Community Voice' a new initiative from Kent Police to engage with the residents on the website and noticeboards. The PCSO reported that there has been a significant increase in antisocial behaviour in certain parts of the borough.

56/22] REPRESENTATION AT MEETINGS:

- a) Courts Working Group: See item 54/22 (2).
- b) Village Hall Committee - IM advised that there has been no meeting.
- c) Parish Partnership Panel – It was noted that a meeting is being held this evening.

- d) Standards Committee – There has been no meeting.
- e) KALC Area Committee – IM attended the meeting held on the 21 July. Kent Police reported that there has been a good sign up for the Best Bar None initiative which aims to tackle violence against girls and to reduce alcohol related crime. The Community Partnership has applied for funding to get youngsters to engage to tackle anti-social behaviour. Information on the next stage for the Local Plan is eagerly awaited. Regulation 18 consultation with the parishes should commence in the Autumn.
- f) JPCTCG – There has been no meeting.
- g) Trosley Liaison Group – There has been no meeting

57/22] 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] KCC Budget Consultation 2023-2024

58/22] ITEMS FOR THE NEXT MEETING

To consider installing Electric Vehicle Charging points in the village hall car park.

59/22] ANY CONFIDENTIAL MATTERS

None to consider.

60/22] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be held in the village hall on Thursday 6 October 2022 at 7.45pm.

There being no other business the meeting closed at 9.50pm

Chairman

Date.....