

**MINUTES OF a PARISH COUNCIL MEETING**  
**HELD ON TUESDAY 7 FEBRUARY 2023 at 7.45pm in the Village Hall**

**PRESENT:**

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

**IN ATTENDANCE:**

Mrs. Louise Goldsmith (Clerk),  
County Councillor Sarah Hohler, 38 members of the public.

**116/22 APOLOGIES FOR ABSENCE**

An apology for absence was received from Borough Councillor Ann Kemp and Councillor Alison Proutzos and the reasons for absence were accepted.

**117/22 DECLARATIONS OF INTEREST:** None.

**118/22 APPROVAL OF MINUTES**

It was **resolved** that DG sign the minutes of the Parish Council Meeting held on the 5 January 2023 as a true and accurate record of the meeting.

*The Chair proposed and it was resolved to take agenda item 120/22 (a) next*

**120/22 REPORTS**

- a) County Councillor - KCC has received over 9000 reports of potholes this winter so far compared to 2000 complaints over the same period last year. The hot summer followed by a wet autumn and cold winter has created an unusual amount of potholes. KCC is dealing with the urgent potholes first but will have to return later to repair them thoroughly. Smaller potholes are being repaired quickly and KCC apologises for the delay due to the large number it needs to deal with. County Councillor Sarah Hohler advised Members that KCC is planning to reset its community assets so they are located in fewer buildings which will save on maintenance, be more convenient for residents, especially those most in need, the cost of running more buildings, and reducing carbon footprint. KCC wants to hear from local residents as they are the ones who know what their communities need. A consultation runs till the end of March and details may be found on the KCC website. County Councillor Sarah Hohler advised Members that she has not had any success in progressing much needed works to improve the speed humps throughout the village and markings and suggested that the Clerk continues to report this on the portal.

*County Councillor Sarah Hohler left the meeting*

**119/22 OPEN SESSION:**

*The Chair gave a report detailing the background to the proposal for the MUGA. Members of the public were provided with CAD drawings of the final specification of the MUGA and a Question and Answer sheet. The Chair invited the members of the public present to comment on the specification.*

Members of the public raised queries on the following topics.

- a) Fencing: Some member of the public raised concerns that the fences could be used to kick balls against which would be noisy for residential properties in the area. It was explained that the Parish Council would monitor the situation and, if necessary, take measures to prevent this including locking the MUGA at night. The Parish Council believes fencing is essential to prevent dogs accessing the MUGA, to keep it clean and for team sports to be played.

- b) Insurance: It was explained that the Parish Council would insure the MUGA and that adequate public liability insurance would be in place.
- c) Maintenance: It was explained that general maintenance would be undertaken by the current grounds maintenance company. The Parish Council has decided on a tarmac surface which will require less maintenance than a polymeric surface and should last longer. The contractor offers a 25 year guarantee. The Parish Council will set up a sinking fund for long term maintenance.
- d) Finances: It was explained that the contribution from the Parish Council to the cost of the MUGA has made a hole in the finances. A small increase in the precept and a donation from the village hall committee towards the remedial works required to the playground will help the Parish Council regain a sound financial position.
- e) Use: It was explained that the MUGA is for use by the whole community. The Parish Council will not charge for use or look to hire it out. Parishioners and local clubs are welcome to use the MUGA. If necessary, a timetable may be implemented to ensure any local teams can practice at the same time each week.
- f) Surface: Concerns were expressed about the safety of a tarmac surface for young children. It was explained that a polymeric surface was no longer affordable. A high quality water based acrylic coating will be applied to the macadam which has slip resistant properties. It has been agreed that this coating and the fencing will be green so that the MUGA fits in with its surroundings.
- g) Timing: The Clerk explained that the FCC Communities Foundation need to approve the final specification before hopefully issuing a funding agreement. Once the agreement has been signed the contractor will be instructed. Installation is not expected to take place for at least two months.

Many members of the public thanked the Parish Council for pursuing this opportunity and agreed that the MUGA will be a fantastic asset for the village.

*37 members of the public left the meeting*

### 120/22 REPORTS

- b) Borough Councillor: There was no report.
- c) Crime Report: PCSO James Robinson has advised the Clerk that on the 20 January 2023 there was a poaching incident in Taylors Lane. Also, on the 20 January 2023 some young people threw rocks from the motorway bridge in Forge Lane and broke the windscreen of a car travelling on the motorway below. On the 30 January 2023 an outbuilding in Pilgrims Way, Trottiscliffe was broken into and tools were taken.

### 121/22] CLERKS REPORT/PAST MATTERS (Information purposes only)

1] The Clerk has ordered a replacement battery and pads for the defibrillator outside the village hall and hopes to install these soon.

### 122/22 PLANNING

- a) **Applications:** None to consider.
- b) **Approvals:**
  - 1] 22/02571/TPOC - 9 Green Lane, Trottiscliffe

T1 Weeping Willow: Re-pollard back to previous pollard points due to the extensive regrowth and proximity to the house. This is a proposed reduction of the tree's crown by approximately 20% (up to 2 metres in proximity to the property. T1 of Tree Preservation Order.
- c) **Refusals:** None to consider.
- d) **Withdrawn applications:** None to consider

- e) **Planning Appeals:** None to consider.
- f) **Other Planning Issues:**  
 1] 21/00281/WORKH – Darrens Meadow Farm, Green Lane – alleged unauthorised work to form a new building. An update from Enforcement is awaited.

**123/22 RESOLUTIONS**

1. **MUGA**  
**RESOLVED:** To approve the final specification for the MUGA for approval by the FCC Communities Funding.  
**RESOLVED: Proposed Specification:**  
**Size: 34.5 x 19m**  
**Netball lines for a pitch 30.5m x 15.25m**  
**Five a side football lines**  
**Goals at each end to include a basketball hoop**  
**Fencing: Steel fencing galvanised and powder coated green.**  
**Long sides 2m, Goal ends 3m**  
**Surface: Tarmac painted with green acrylic paint**
2. **Policies:**  
**RESOLVED:** To adopt the Standing Orders, Financial Regulations and the revised Asset Register.
3. **Courts Working Group:**  
**RESOLVED:** To approve a quote of £1,260.00 (excluding VAT) for the remedial works to the tennis court path and to place an order based on the Parish Council contributing £260.00.
4. **Financial:**  
**Financial Statement and arrangements for authorisation**  
**RESOLVED:** IM and DG to authorise the payments overleaf online.  
 The accounts summary and bank reconciliation were also noted.

**Balances as at the 7 February 2023**

National Savings Account	£10,000.74
Unity Trust Account:	£7,002.56

**Receipts:** Allotment Rent: £80.00 NS&I Account: Interest of £9.31

**Electronic Payments**

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Louise Goldsmith	Salary January	£ 335.34
HMRC	Tax January	£ 83.60
Louise Goldsmith	Expenses January	£ 133.47
Gel Creative	Website Maintenance	£ 75.00
MI Payroll	Payroll Services	£ 45.00
Louise Goldsmith	Reimbursement printing	£ 234.00
Google	Email Accounts DD	£ 73.60

## 124/22] PARISH MATTERS:

### **1. Highways:**

#### a) Outstanding Faults:

1] Enquiry 659234 - Vigo Hill. The Clerk has reported the silt on the road and humps and that the drains are blocked.

2] Enquiry 659222 - Vigo Hill. The Clerk has reported the protruding manhole frames.

#### b) New Faults to be reported:

Blocked gullies in front of the Church.

Pinesfield Lane - large number of potholes.

#### c) New Bin for Pinesfield Lane

It was agreed to install a general purpose bin in the vicinity of the noticeboard in Pinesfield Lane at a cost of £249.99. T&MBC has agreed to add the emptying of the bin to their schedule.

#### d) Highways Improvement Plan:

The Community Engagement Officer has advised that the highway boundary only covers the width of the footpath in Taylors Lane but that KCC is establishing the ownership of the verge on the corner with Green Lane to see if the footpath can be widened to allow enough room for the installation of bollards. KCC has also advised that the new road signs outside The Plough, which indicate the narrowing of the road, are in the best place given the width of the footpath. The Community Engagement Officer has arranged to have the 'children' warning sign just past the width restriction signage on Taylors Lane renewed and KCC will install a 'single file' sign to the same pole to help enforce the message to drivers. The siting of the gateways in Addington Lane was apparently determined by the available verge and it is not possible to move them. KCC feel both gateways are in the most suitable position and are in good condition. On the upside the Parish Council did not have to pay for the gateways because they were originally installed in another village for a couple of weeks but had to be removed because they were too big for the location. The Community Engagement Officer has arranged and will fund the removal of the split wording 'Trottis-cliffe' sign on the gateways. This will require the entire sign to be removed and replaced with new 20mph signs.

### **2. Allotments:**

It was noted that all but two allotment holders have paid their annual fees. One allotment holder has decided to not renew the lease on one of his plots. It was agreed that the Clerk should offer this to the person on the top of the waiting list for a full plot on the basis that they relinquish their current half plot. The Clerk has recently attended a KALC training course on allotment management. It was agreed to review the current tenancy agreement in the Autumn and to include some additional clauses on the maximum number of plots that can be leased by one allotment holder. The annual rent will also be reviewed.

### **3. Recreation and Playground:** It was noted that Four Seasons intend to start the remedial works to the play area next week. The Village Hall Committee has kindly agreed to fund the repairs to the playground equipment and fencing and to replace the matting under the carousel waltz at a total cost of £2,244.16 (excluding VAT). Members expressed their gratitude to the Village Hall Committee for this generous donation and agreed that the Clerk sources a plaque to install in the playground

- acknowledging this donation. The Clerk needs to purchase two seats for the toddler swing and two new seats for the rocker camel.
- Community Farm:** AP attended a meeting of the Trustees and sent the Clerk a report. The accounts are looking very healthy and other fundraising initiatives are being considered including sourcing some bees and beehives for the back paddock to produce honey to sell. Roger Gillett has resigned as a Trustee and has been replaced. The school have asked if they can incubate and hatch some duck eggs which would be both exciting and educational.
  - Trottscliffe School:** The Chair of the Governors has advised the Clerk that it is not possible for a Member of the Parish Council to attend meetings on an ad-hoc basis but that they are consulting with their County Governance Advisor to find out if non confidential minutes can be shared with the Parish Council. The Governors would like to forge a working relationship with the Parish Council and have suggested that an appointment is made for Members to meet with either the Headteacher or one of the Governors. It was agreed that the Clerk should set up this meeting.
  - Kings Charles III Coronation 6 May 2023:** IM advised Members that the Village Hall Committee is meeting next week and will be discussing holding an event to celebrate the Coronation. It is not known whether this event will take place on the Saturday or Monday. It was agreed that the Clerk should apply for a road closure for Taylors Lane for a possible street party on Sunday 7 May 2023. The Clerk advised that Addington are keen to arrange another cricket match with Trottscliffe and have suggested doing this on the afternoon of Saturday 6 May 2023 on Addington recreation ground where a screening of the Coronation is to be shown. As it is anticipated that the Village Hall Committee may hold an event on the 6 May it was agreed that the Clerk arranges for OS to discuss alternative dates for a match with Addington.
  - Community Bus Service:**  
KCC has advised the Clerk that an average of 43 journeys have been made per day on the current 58 bus service over the last year and working on the crude assumption that most passengers travel in both directions this equates to a little over 20 people using the bus per day. As a result of this low use from the 11 February 2023 the KCC funding for the Mondays to Saturdays buses 558/578 will cease. However, Nu-Venture has agreed to operate a limited daytime replacement service on Fridays. The Clerk has posted the timetable on Facebook and the website. Borough Councillor Mike Taylor has applied for a Community Grant to support this bus service post July if the take-up is good. Borough Councillor Mike Taylor has calculated that if 50% of the current users adjust their bus use to the single run each week the one day service could be self-funding. The Clerk will continue to promote the new service and it was agreed to monitor the use.
  - Village Website:** Borough Councillor Ann Kemp has advised the Clerk that the current village website software is no longer compatible and needs replacing. Members discussed whether a separate village website is required and the Clerk was asked to find out the most recent number of hits. It was agreed that the village website was merely a signpost to other information and the Clerk was asked to find out if the Parish Council website could be embellished to include this information.

9. **Climate Change Action Plan:** It was agreed that the Clerk circulates a copy of Shipbourne Parish Councils Climate Change Action Plan, which is being cited by T&MBC as a good example, with a view to the Parish Council drafting a plan.

**125/22 REPRESENTATION AT MEETINGS**

- a) Courts Working Group: The minutes of the meeting held on the 20 January 2023 were noted. See item 123/22 (3).
- b) Village Hall - There has been no meeting.
- 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) Trosley Liaison Group - There was no update.

**126/22] CORRESPONDENCE/CONSULTATIONS**

- a) For Information
  - 1] Area 2 Planning Committee - 22 February 2023
  - 2] Joint Transportation Board - 6 March 2023
  - 3] Parish Partnership Panel - 9 February 2023
  - 4] Standards Committee - TBC
  - 5] KALC - 30 March 2023
  
- b) New Requiring Attention
  - 1] West Malling Parish Council Petition to extend the Green Belt between West Malling, East Malling and Kings Hill.
  - 2] T&MBC Draft Corporate Strategy Consultation.
  - 3] KCC Community Services Consultation.

**127/22] ITEMS FOR THE NEXT MEETING**

Nothing additional.

**128/22] ANY CONFIDENTIAL MATTERS**

None to consider.

**129/22] DATE OF THE NEXT MEETING:**

The next Parish Council Meeting will be held in the village hall on Tuesday 7 March 2023 at 7.45pm.

There being no other business the meeting closed at 9.49pm.

Chairman .....

Date.....