

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

PRESENT:

David Gaunt – Chairman (DG), Louise Leyden (LL), Ian Mills (IM), Alison Prountzos, (AP), Richard Vallance (RV),

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk),
Borough Councillor Ann Kemp and 1 member of the public

130/22 APOLOGIES FOR ABSENCE

An apology for absence was received from County Councillor Sarah Hohler and Councillors David Goodworth and Oliver Shaw and the reasons for absence were accepted.

131/22 DECLARATIONS OF INTEREST:

None.

132/22 APPROVAL OF MINUTES

It was **resolved** that DG sign the minutes of the Parish Council Meeting held on the 7 February 2023 as a true and accurate record of the meeting.

133/22 OPEN SESSION:

A member of the public reported that a group of residents are looking to improve the wetlands area by the Church which continues to be an eyesore.

134/22 REPORTS

- a) County Councillor: County Councillor Sarah Hohler was unable to attend the meeting but has advised the Clerk that a site compliance inspection has taken place at Wrotham Quarry. The owner has been issued an instruction and has made certain assurances that the breach of hours will not happen again. There were also a number of planning issues on the site which had been ‘forgotten’ and the owner has instructed his planning agent to sort these out with the planning officer.
 - b) Borough Councillor: Borough Councillor Ann Kemp advised Members that T&MBC has approved the budget. The precept will increase by 2.9% which will add an average of £6.73 a year to Council tax bills.
- 8.02pm Borough Councillor Ann Kemp left the meeting.
- c) Crime Report: PCSO James Robinson has advised the Clerk that on the 6 February 2023 there was criminal damage to a greenhouse in Pilgrims Way.

135/22] CLERKS REPORT/PAST MATTERS (Information purposes only)

1] The Clerk has installed a new battery and replacement pads to the defibrillator and has reported this on The Circuit.

136/22 PLANNING

a) Applications:

1] 23/0032/LB – Long Gore Cottage, Green Lane, Trottiscliffe

Listed Building Application: Replacement of windows and a replacement rear door.

Resolved: No objection.

b) Approvals: None to consider.

- 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- d) **Withdrawn applications:** None to consider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.

137/22 RESOLUTIONS

1. MUGA:

It was noted that the FCC Communities Foundation has approved the revised specification for the MUGA and has issued a funding agreement for the sum of £95,995.00 (excluding VAT). A payment schedule of three instalments has been agreed and the Parish Council will claim back the VAT. The funding agreement has been signed and the FCC Communities Foundation has confirmed receipt and has advised the Clerk that the Parish Council can now instruct the contractor. The Clerk to arrange a site visit with the contractor to discuss the logistics and timing.

RESOLVED: To place an order with Caloo at a total cost of £95,995.00 (excluding VAT) for the installation of the MUGA with the following specification

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. Date of the Annual Parish Council Meeting:

RESOLVED: To hold the Annual Parish Council Meeting on Tuesday 16 May 2023.

3. KALC Community Award:

RESOLVED: To adopt the scheme for 2023 and to nominate John and June Fahy for their services to the village.

4. Policies:

RESOLVED: To adopt the Risk Assessment.

5. 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 March 2023

National Savings Account	£10,000.74
Unity Trust Account:	£9,135.89

Receipts:

Allotment Rent: £60.00

JPCTCG Refund of subscription charges: £35.00

HMRC Tax Refund: £3,053.34

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 February	£ 152.52
Gel Creative	Website maintenance	£ 75.00
Doug Wanstall	Christmas Tree	£ 90.00
T&MBC	Supply and install litter bin	£ 249.99
Castle Water	Allotment water supply	£ 2.82
Google	Email Accounts DD	£ 73.60

138/22] 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:

- Pinesfield Lane: large number of potholes.
Vigo Hill: Drains blocked and smelling.
Ford Lane: To ask the Highways Steward to remove the cones in the layby.

c) Highways Improvement Plan:

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 the vacant full plot has been taken by the holder of a half plot and that the Clerk has interest in the half plot. All the allotment holders have now paid their annual fees.

3. **Recreation and Playground:** It was noted that Four Seasons have started the remedial works to the play area. The Clerk has placed an order with the playground provider Lapsett, for two replacement seats for the toddler swing and two new seats for the rocker camel at a total cost of £662.80 (excluding VAT). LL reported the sighting of two dogs in the playground area. It was agreed that the Clerk should review the signage.

4. **Community Farm:** AP reported that another fund raising event will be organised to raise funds to build some outside storage.

5. **Trottiscliffe School:** The Clerk has requested some dates for Members to meet with either the Headteacher or one of the Governors. It was agreed that the Clerk should invite the Chair of the Governors and the Headteacher to the Annual Parish Meeting to give a report on their activities over the last year. The Clerk was asked to remind the PTA that remedial works are still required to the area on the recreation ground where the bonfire event was held.

6. **Kings Charles III Coronation 6 May 2023:**

IM advised that the Village Hall Committee is holding a 'Big Lunch' event on Sunday 7 May 2023 from 1pm to celebrate the Coronation. The intention is to hold the event outside but will revert to the hall if the weather is not suitable. People will

be advised to bring picnics and the choir will provide music. A plaque to mark the Coronation has been designed and will be installed on the beacon. Rose bushes are to be planted around the flagpole on the village green. Borough Councillor Ann Kemp will be asked to officially open and dedicate this area on Sunday 7 May and this will be followed by a Church Service and then the 'Big Lunch'. The Clerk has applied for and obtained a road closure for Taylors Lane for a street party but the Committee is concerned about the weather implications and favour an event on the recreation ground and in the hall. It was agreed that the Clerk should cancel the planned road closure. Biodegradable seeds are to be given out to mark the Coronation. On Monday 8 May 2023 a community litter pick is to be organised.

7. **Annual Parish Meeting:**

The Clerk will issue invitations to County Councillor Sarah Hohler, the Borough Councillors, the school, the tennis club and the community farm to attend the Annual Parish Meeting to give an overview of their activities over the last financial year.

8. **Community Bus Service:**

Borough Councillor Mike Taylor has been advised that KCC is minded to approve the application for a Community Transport Grant of £10,000 and if so the grant will be received by the 1 April 2023. Borough Green Parish Council will look to open a 'Bus Subsidy' bank account and it is suggested that smaller participating parishes like Trottiscliffe contribute £50.00 to the funding.

9. **Village Website:**

It was noted that the Clerk is in discussions with the website administrator to consider merging the content on the old village website with the Parish Council website. It was agreed that this was preferable and to not revamp the current village website.

10. **Climate Change Action Plan:**

The Clerk will be attending the KALC Climate Change Conference due to be held on the 17 March 2022.

139/22 REPRESENTATION AT MEETINGS

- a) Courts Working Group: There has been no meeting
- b) Village Hall: IM advised Members that there is no longer a booking secretary for the village hall and that bookings are now being controlled online by all Committee members. The Committee is obtaining quotes to replace the flooring on the stage. Following the receipt of a quote of £4000.00 to replace the lighting on the stage it has been decided to defer this project to a later date. The Committee has recently held a successful Cheese and Wine event and will be holding an Easter egg hunt on Friday 7 April 2023. A summer fete will be held on Saturday 15 July 2023 and on Saturday 28 October 2023 a Halloween party will be held in the afternoon for the children followed by an evening event for the adults. The caterer has been booked for the Christmas Dinner due to be held on Saturday 2 December 2023. The panto, in the form of Robin Hood, is set to return from the 8-10 December 2023 and a quiz night is expected to be held in September.
- c) Parish Partnership Panel: As nobody could attend the meeting held on the 9 February 2023 the Clerk will circulate a copy of the draft minutes.
- d) Standards Committee: There has been no meeting.
- e) KALC Area Committee: There has been no meeting.
- f) Trosley Liaison Group: LL has placed information on the noticeboards and in The Tatler about events been held at Trosley Park over Easter. The sale of logs has been

so successful there has been an issue with supply. People wanting logs are now been encouraged to call and not just turn up. Unfortunately, the benches in Six o'clock field have been vandalised. Trosley Park will be replacing these.

140/22] CORRESPONDENCE/CONSULTATIONS

a) For Information

- 1] Area 2 Planning Committee – 5 April 2023
- 2] Joint Transportation Board – 6 March 2023
- 3] Parish Partnership Panel – 18 May 2023
- 4] Standards Committee – TBC
- 5] KALC – 30 March 2023

b) New Requiring Attention

- 1] Home to School and Post 16 Transport for Mainstream and SEND pupils – public consultation – noted.

141/22] ITEMS FOR THE NEXT MEETING

Contract for the Locum Clerk.

142/22] ANY CONFIDENTIAL MATTERS

None to consider.

143/22] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be held in the village hall after the Annual Parish Meeting due to be held at 7.45pm on Tuesday 4 April 2023.

There being no other business the meeting closed at 9.25pm.

Chairman

Date.....