

**MINUTES OF TROTTISCLIFFE ANNUAL PARISH COUNCIL MEETING  
HELD ON TUESDAY 16 MAY 2023 at 7.45pm in the Village Hall**

**PRESENT:**

David Gaunt – Chairman (DG), Louise Leyden (LL), Ian Mills (IM), Alan Palmer (ALP), Alison Prountzos, (AP), Oliver Shaw (OS), Richard Vallance (RV)

**IN ATTENDANCE:**

Mrs. Louise Goldsmith (Clerk), 2 members of the public  
Borough Councillors Robin Betts and Martin Coffin arrived 9.17pm

**15/23 ELECTION OF CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF ACCEPTANCE OF OFFICE**

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

**Resolved:** DG was elected as Chairman following a unanimous vote. DG read out and signed a declaration of acceptance of office.

**16/23 APOLOGIES FOR ABSENCE**

An apology for absence was received from County Councillor Sarah Hohler and the reason for absence was accepted.

**17/23 ELECTION OF VICE CHAIRMAN**

It was proposed by DG and seconded by AP that IM be elected as Vice Chairman. There were no other nominations.

**Resolved:** IM was elected as Vice Chairman following a unanimous vote. IM read out and signed a declaration of acceptance of office.

**18/23 CO-OPTION**

The Clerk advised that Mr. Oliver Shaw and Mr. Richard Vallance, previous Councillors, had applied for the two vacancies on the Parish Council in between meetings. It was resolved to co-opt Mr. Oliver Shaw and Mr. Richard Vallance on to the Parish Council. The Chairman welcomed them both to the meeting.

**19/23] RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS**

The Clerk as Proper Officer of the Council reported the receipt, prior to the meeting, of signed copies of the Declaration of Acceptance of Office and Undertaking to observe the Code of Conduct forms from Cllrs. Gaunt, Leyden, Mills, Palmer and Prountzos and, at the meeting, from Cllrs. Shaw and Vallance in accordance with the LGA 1972 section 83 (3).

**20/23 DECLARATIONS OF INTEREST:**

None.

**21/23] COURTS WORKING GROUP**

a) Terms of Reference

It was agreed to defer a review of the terms of the reference until after the next Courts Working Group meeting.

b) To agree a Chair

**Resolved:** RV to be Chair of the Courts Working Group

c) To review appointment of Members to this Working Group

**Resolved:** LL and OS to be Members to the Courts Working Group

## **22/23] SELECTION OF REPRESENTATIVES TO OTHER BODIES**

Resolved: That the following be elected.

- a) KALC: DG and IM
- b) Parish Partnership Panel: AP and DG
- c) Village Hall Committee: IM
- d) Trosley Liaison Group: LL
- e) Joint Standards Committee: AP

## **23/23] POLICIES**

**Resolved:** No changes required and to adopt the following policies.

- *Grants Policy and Application Form*
- *Complaints Policy*
- *Community Engagement Policy*
- *Flag Flying Policy*
- *Equality & Diversity Policy*
- *Data Protection and Document Retention Policy*
- *Health and Safety Policy*

## **24/23 APPROVAL OF MINUTES**

It was **resolved** that DG sign the minutes of the Parish Council Meeting held on the 4 April 2023 as a true and accurate record of the meeting.

## **25/23 OPEN SESSION:**

No comments.

## **26/23 REPORTS**

- a) County Councillor: No report.
- b) Borough Councillor: Borough Councillors Robin Betts and Martin Coffin reported that the Borough Annual Council Meeting will be taking place tomorrow evening when a new Leader and Mayor will be elected. It was agreed that the Clerk should enlist the help of both Borough Councillors regarding possible breaches of planning at Darrens Farm Meadow.
- c) Crime Report: PCSO James Robinson has advised that following the recent Neighbourhood Policing review it has been decided to reduce the number of PCSOs from 336 to 102. The remaining 102 PCSOs will be joining new teams which are child centred Neighbourhood task force and rural task force. The role of the PCSO will be replaced with beat Officers who are yet to be recruited. PCSO James Robinson has been retained as a PCSO and will be joining a rural task force team and will cease to the PCSO for Trottiscliffe. LL gave some feedback from the Kent Police event on Violence Against Women and Girls (VAWG) which took place on Wednesday 26 April 2023

## **27/23] CLERKS REPORT/PAST MATTERS (Information purposes only)**

1] The Clerk has checked the defibrillator and has reported this on The Circuit.

## **28/23] KALC COMMUNITY AWARD PRESENTATION**

DG presented the 2023 Kent Association of Local Councils Community Award to John and June Fahy as an acknowledgement of their services to the village.

*June and John Fahy left the meeting.*

## **29/23 PLANNING**

- a) **Applications:** None to consider.
- b) **Approvals:**
  - 1] 23/0032/LB – Long Gore Cottage, Green Lane, Trottiscliffe  
Listed Building Application: Replacement of windows and a replacement rear door.
  - 2] 23/00574/TNCA – Longford, Church Lane, Trottiscliffe, ME19 5EB  
T1 Beech stands within the rear garden near the west boundary between ‘Longford’ and the rear garden of 3 Taylors Place. It has significant westward lean, it currently stands 18m tall with a lateral spread of 12m, Proposed is the crown reduction to 13m x 9m respectively and the removal of the deadwood as found.
- c) **Refusals:** None to consider.
- d) **Withdrawn applications:** None to consider.
- e) **Planning Appeals:** None to consider.
- f) **Other Planning Issues:**
  - 1] Darrens Meadow Farm, Green Lane – alleged unauthorised work to form a new building. An update from Enforcement is awaited – see item 26/23 (b).

## **30/23 RESOLUTIONS**

### **1. Proposal to adopt the General Power of Competence**

**a) To agree that the Parish Council meets the criteria:** The Clerk advised that this is a Power of First Resort and gives the Council the Power to do anything that an individual can do; it is not subject to the same financial constraints as S137 expenditure. To adopt the Power the Parish Council must meet the following three criteria:

- The number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.
- The Clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.
- A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time.

The Clerk advised that the Parish Council meets the eligibility criteria.

**RESOLVED: The Parish Council meet the eligibility criteria,**

### **b) To agree to adopt the General Power of Competence**

**RESOLVED: That having satisfied itself that it meets the eligibility criteria, Trottiscliffe Parish Council adopts the Parish Councils (General Power of Competence) (Prescribed Conditions) 2012. The resolution to use this power lasts until the annual meeting after the next election.**

### **2. To receive the Annual Governance and Accountability Return for the year ending 31 March 2023**

**a) To receive the Internal Auditor’s Report and note its contents:** It was noted that the Internal Auditor inspected the accounts on the 14 April 2023 and found the financial records to be accurate and up to date and no further action is required.

**b) To receive the Annual Internal Audit Report for 2022/23: Received and noted.**

**c) To approve the Annual Governance Statement 2022/23 (Section 1) and accompanying report prepared by the Clerk:**

**RESOLVED: That the Annual Governance Statement 2022-23 be approved and the Clerk/RFO and Chair.**

**d) To approve the Accounting Statements 2022-23 (Section 2):**

**RESOLVED: To approve the Accounting Statements 2022-23 and for the Chair to sign.**

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

Said dates are the 5 June 2023 to the 14 July 2023.

**3. Financial**

- a) To approve a variation order for the installation of the MUGA  
**RESOLVED: To approve a variation order for additional cost of £1650.00 (excluding VAT) to remove 3 items of equipment, to remove grass mats and store and to supply and install one set of netball sockets.**
- b) Renewal of Parish Council Insurance  
**RESOLVED: To renew the Parish Council insurance with Gallagher for an annual premium of £745.81 commencing on the 1 June 2023.**
- c) ICO - Data Protection Renewal  
**RESOLVED: To pay the Data Protection Renewal fee of £45.00**
- d) To approve payment for a training course for Cllr. Palmer  
**RESOLVED To approve a fee of £50.00 (excluding VAT) for ALP to attend a KALC introductory course on being a Councillor.**
- e) To approve the Financial Statement and make arrangements for authorization  
**RESOLVED: IM and DG to authorise the payments below online.**  
The accounts summary and bank reconciliation were also noted.

**Balances as at the 4 April 2023**

National Savings Account	£10,009.75
Unity Trust Account:	£19,718.19

**Receipts:**

**£13,000.00 - first half of Precept from T&MBC**

**£5.00 - allotment rent**

**Electronic Payments**

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Louise Goldsmith	Salary April	£ 487.64
HMRC	Tax March	£ 121.80
Louise Goldsmith	Expenses March	£ 145.89
Gel Creative	Website maintenance	£ 100.00
Gel Creative	Website Domain	£ 200.00
Four Seasons Gardens	Grounds Maintenance	£ 427.84
Gallagher	Annual Insurance Premium	£ 745.81
Day Tree Fellers	Tree pruning costs	£ 660.00
Google	Email Accounts DD	£ 73.60
Total		£2,962.58

**31/23] PARISH MATTERS:**

**1. Highways**

**a) Outstanding Faults:**

1] Enquiry 659234 - Vigo Hill. The Clerk has reported silt and blocked drains. Portal states gully has been scheduled to be cleaned.

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

- 3] Enquiry 709330 – Pilgrims Way. Mud on the road. Works now completed.
- 4] Enquiry 701217 – Vigo Hill. Overhanging Trees. KCC advised that a request has been passed to the landowner.
- 5] MR187 – broken decking at Whittakers Cottage. KCC has advised that the footpath at this location was put back a few years ago onto the correct alignment as recorded on the Public Rights of Way definitive map. KCC tried at the time to cooperate with the landowner to make the correctly re-established path have minimal impact on their property, however KCC ultimately had to take enforcement action to get the appropriate measures in place. KCC had no choice but to install steps and a boardwalk at the correct width of path at that specific location. Although KCC agree that the decking is not in a good condition they have advised that this is the responsibility of the owner to decide if they wish to rectify or repair. KCC has also advised that pedestrians are expected to stay within the alignment of a Public Right of Way and that straying off the path then becomes a private matter between that person and the landowner.

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

- Pinesfield Lane - large number of potholes.  
Church Lane - road surface broken up outside the school  
Footpath by the cricket pitch – potholes.  
Fingerpost on the village green needs remedial works

**c) Highways Improvement Plan:**

The Community Engagement Officer has come back with a couple of potential solutions regarding the kerb issue in Taylors Lane. The first option is to raise the dropped kerb at the corner of Green Lane and relay the whole kerblines to full height to deter overrunning. The only issue with this is that KCC would need to reposition the dropped kerb further into the Green Lane junction which is privately owned. A longer-term proposal would be for KCC to install what they did along The Street in Cobham where, subject to detailed design and RSA to determine sight lines, KCC could extend the footway into the carriageway, making the footway wide enough to install bollards and visibly reduce the width of the road down to single file. This option is likely to be cost prohibitive for both the Parish and KCC, but the Community Engagement Officer has suggested that KCC would be happy to put it forward for possible Local Transport Plan funding later this year, which, if successful, would mean delivery in 2024.

**Resolved:** The Clerk to request that KCC apply for Local Transport Plan funding to extend the footway on Taylors Lane into the carriageway making the footway wide enough to install bollards and visibly reduce the width of the road down to single file

**2. MUGA**

DG reported that the installation works will commence on the 22 May 2023. The Clerk will attend and arrange access for the contractors. The Clerk will also advise the school, the tennis club and the village hall about the works. The Clerk has advised the FCC Community Foundation of the timescales and will now prepare the required publicity/press releases. The Clerk will also request the first invoice.

**3. Recreation and Playground:**

- a) Update on remedial works: The Clerk reported that the remedial works are now complete. The next RoSPA inspection is due in July 2023. The Clerk will purchase a new and larger padlock for the gate to the playground and will reinstate one of the 'No dogs' allowed signs.
- b) Tree works required: At the site visit with Caloo it was noted that two trees need pruning back as they will be too close to the fence around the MUGA. The Clerk obtained three quotes and in between meetings a quote from Day Tree Fellers for £550.00 (excluding VAT) was approved. It was noted that these works have been completed.

4. **Allotments:**  
It was noted that the Clerk has relet the available half plot and will aim to monitor the water consumption over the spring and summer. It was agreed to review the annual fee at the July meeting. The Clerk will prepare a report for the July meeting comparing allotment rents in the area.
5. **Community Farm**  
AP reported that following the resignation of David Urmston as the Farm Manager the future management of the farm has not been resolved. In the meantime David Urmston continues to manage the farm. AP has asked for all the documents for the farm and accounts to be made available to the Trustees. It was suggested and agreed that a Trustees meeting is arranged to discuss the way forward.
6. **Trottscliffe School:** There was no update.
7. **Kings Charles III Coronation 6 May 2023:**  
IM advised that the 'Big Lunch' event held on Sunday 7 May 2023 was very well attended and was a great success. Sadly, a cricket match with Addington organised for the afternoon of the Coronation was cancelled.
8. **Community Bus Service:**  
The Parish Alliance has secured a £10,000.00 Community Transport Grant from KCC which will help fund the estimated cost of £14,000 for running the 58 and 70 shopper buses for one year from the 1 April 2023. The £4000.00 shortfall will be met by the Parish Alliance and Trottscliffe Parish Council may need to contribute up to £500.00. Borough Councillor Mike Taylor has advised that KALC are very interested in this scheme which could act as a template for rural areas being a realtime demonstration of how parishes can work together to provide a benefit for their communities. Nu-venture has suggested meeting in June 2023 to review the operation of the shopper service and to consider whether any changes could be made to attract further users to travel.
9. **Waste Collection Service:**  
The Clerk was asked to report to T&MBC Members' concerns about the duty of care of the waste collection operatives. A number of bins have been recently been unnecessarily damaged in the village by the operatives.
10. **Village Website:** Members approved a proposed new front page for the Parish Council website. The website administrator has quoted a fee of £150.00 to transfer some of the information from the old village website.
11. **Climate Change Initiatives:** The Clerk has not received an update on the application to KCC for the installation of electric vehicle charging points for the village hall car park.

### 32/23 REPRESENTATION AT MEETINGS

- a) **Courts Working Group:** There has been no meeting. The next meeting will be held on Wednesday 7 June 2023 at 10am in the club house. It was noted that Steve Dakin has been elected as the new Chairman of the tennis club.
- b) **Village Hall:** IM reported that the committee is in the process of organising a summer family fun day to be held on the recreation ground on Saturday 15 July 2023. IM has passed on details about sources of grant funding for solar panels to the committee. The committee is in the process of obtaining quotes to replace the stage floor and have a long term aim of replacing all the village hall windows.
- 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:** LL advised that there has been no updates since the last report.

**33/23] CORRESPONDENCE/CONSULTATIONS**

a) For Information

- 1] Area 2 Planning Committee – 31 May 2023
- 2] Joint Transportation Board – 5 June 2023
- 3] Parish Partnership Panel – 18 May 2023
- 4] Standards Committee – 3 July 2023
- 5] KALC – 13 July 2023

b) New Requiring Attention: Nothing additional to consider.

**34/23] ITEMS FOR THE NEXT MEETING**

Proposal to sponsor the Tatler.

Proposal to purchase a Tommy silhouette figure for the village green.

Moto Application and request for funding

**35/23] ANY CONFIDENTIAL MATTERS**

None to consider.

**36/23] DATE OF THE NEXT MEETING:**

The next Parish Council Meeting will be held in the village hall at 7.45pm on Tuesday 6 June 2023.

There being no other business the meeting closed at 9.50pm

Chairman .....

Date.....