

**MINUTES OF TROTTISCLIFFE PARISH COUNCIL MEETING
HELD ON TUESDAY 5 DECEMBER 2023 at 7.45pm IN THE VILLAGE HALL**

PRESENT:

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

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk), 2 members of the public

Administration: No intention to record the meeting received.

107/23 APOLOGIES FOR ABSENCE

An apology for absence was received from County Councilor Sarah Holer and Borough Councillors Martin Coffin and Robin Betts and Councillor Alison Prounzos (AP) and the reasons for absence were accepted.

108/23 DECLARATIONS OF INTEREST:

None received.

109/23 APPROVAL OF MINUTES

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

110/23 OPEN SESSION:

There were no comments.

111/23 REPORTS

a) County Councillor:

There was no report.

b) Borough Councillors:

There was no report. It was agreed that the Clerk should request that the Borough Councillors submit a written update if unable to attend a meeting in person.

c) Kent Police:

Between 21:00hrs on Tuesday 21 November and 05:00 on Wednesday 22 November 2023 somebody attempted to steal horses from a dwelling in Pilgrims Way. Local knowledge informs us that there have been other incidents of attempts to steal horses from stables in the area.

112/23] CLERKS REPORT/PAST MATTERS (Information purposes only)

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

2] The Clerk advised that T&MBC has issued information on the Christmas arrangements for the waste collection service.

113/23 PLANNING

a) Applications:

1] 23/03139/HH: Orchard House, Addington Lane, Trottiscliffe

Demolition of existing rear extension and Annexe, and replace with a Single storey rear extension, entrance canopy and Orangery to the side.

Resolved: No objection.

b) Approvals: None to consider.

c) Refusals: None to consider.

- d) Withdrawals: None to consider.
- e) **Planning Appeals:**
 - 1] TM/22/01502/FL – The Nursery, Taylors Lane, Trottiscliffe:
Variation of condition 4. It was noted that the appeal has been allowed.
- f) **Other Planning Issues:**
 - 1] 23/00219/WORKH: Darrens Meadow Farm, Green Lane:
It was noted that Enforcement has opened a further case regarding alleged works not being in accordance with TM/20/02653/FL.
 - 2] 23/00146/WORKM: Hillside, Pilgrims Way:
T&MBC has advised that formal enforcement action will now be taken regarding an unauthorised stable building which has been erected along with the creation of a sand school in lieu of refused planning application TM/22/00314/FL.
 - 3] 23/00190/WORKH: Works to land on Pilgrims Way:
There was no update. LL reported that there is a tree leaning dangerously towards power lines in Pilgrims Way. The Clerk will report this.

114/23 RESOLUTIONS

1. **Tenders for an outdoor gym**
 - a) To review and discuss the tenders submitted:
It was noted that Cllrs. Gaunt, Palmer and the Clerk met to open and formally record the details of the tenders at 1pm on Friday 1 December 2023 following the deadline for submissions of 12pm. Seven tenders were received before the deadline and one was received after. The Clerk has completed and circulated a table summarising the main details in each tender. Members reviewed each tender and expressed their preferences based on design and quality.
 - b) To accept one contractor and invite to a site meeting to refine tender:
RESOLVED: To accept the tender from HAGS and for the Clerk to arrange a site meeting with the contractor to discuss and refine the tender.
2. **KALC Community Award 2024:**
RESOLVED: To adopt the scheme for 2024 and to nominate Anne Gough for the award for her services to the community. LL to advise Anne Gough of the award.
3. **Financial:**
 - a) NALC Pay Award 2023-2024 and Clerks Salary:
RESOLVED: To award a backdated pay rise of a total of £240.00 subject to PAYE. The Clerk salary is level SCP 28.
 - b) Grounds Maintenance Contract 2024-2027:
Members considered three quotes for the grounds maintenance contract obtained by the Clerk.
RESOLVED: To accept a quote for a three year long term agreement with Capel Groundcare to commence on the 1 January 2024.
 - c) To adopt the Budget 2024-2025 and recommendations
Assumptions: £30,000 of section 106 funding to be received from T&MBC to pay for the outdoor gym project.
RESOLVED: To adopt the budget for 2024-2025 with a total estimated expenditure of £31,340.00 (excluding VAT). A further estimated £30,000.00 to be spent on the outdoor gym project which is to be funded by S106 contributions.

- d) To agree the Precept request for 2024-2025:
RESOLVED: That the precept upon T&MBC for the financial year 2024-2025 should be increased to £30,000.00. Any shortfall will be met from reserves. The Council Tax base calculation was noted.
- e) Beam: Request for a donation:
 It was agreed that the Clerk contacts the organisation and suggests that other groups in the village might be able to assist with fund raising initiatives.
- f) To approve the Financial Statement and make arrangements for authorisation:
RESOLVED: IM and DG to authorise the payments below online.
The accounts summary and bank reconciliation were also noted.

Balances as at the 5 December 2023

National Savings Account £10,009.75

Unity Trust Account: £13,124.03

Receipts: None

Electronic Payments

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Louise Goldsmith	Salary (November and Backdated Pay Award)	£ 720.42
HMRC	Tax (November and December)	£ 331.65
Louise Goldsmith	Expenses	£ 162.91
Gel Creative	Website maintenance	£ 100.00
Viking	Stationery	£ 74.10
KALC	Training Courses	£ 120.00
Google	Email Accounts DD	£ 73.60
Louise Goldsmith	Salary December (post-dated)	£ 528.32
Louise Goldsmith	Expenses (December post-dated)	£ 106.07
Total		£2,217.07

115/23] PARISH MATTERS:

1. Highways

a) Outstanding Faults:

- 1] Pilgrims Way: Enquiry 748870: Potholes reported. The Clerk was asked to re-report the numerous potholes in Pilgrims Way as no works have taken place.
- 2] Enquiry 726705: Addington Lane: Works to refurbish the finger post have now been completed.
- 3] Enquiry 760294: Church Lane: The Clerk has reported the continuous flooding of the road. KCC had advised that works are programmed to dig out, jet and cleanse two gullies in the flooded area and jet both gullies back to the outfall.
- 4] Taylors Lane/Vigo Hill: Various works have now taken place to help improve the drainage.

b) New Faults to be reported:

- 1] Diversions: The Clerk was asked to complain to KCC about the number of roadworks that have recently taken place in the village which has led to a proliferation of confusing diversion signs. In between meetings the Clerk had to remind KCC that Pilgrims Way and Wrotham Water Lane are not suitable to be used as diversion routes.

c) Highways Improvement Plan:

Emma Tilbury, Community Engagement Officer at KCC, has advised that a proposal to extend the footway in Taylors Lane by the pond into the carriageway, making the footway wide enough to install bollards and visibly reduce the width of the road down to single file, has not been successful in attracting Local Transport Plan funding. However, Emma Tilbury has advised that the project may be considered for funding from the local schemes budget. Emma Tilbury has advised that the Design and Delivery Team at KCC have been instructed to produce a detailed design and costing. The Asset Management Team at KCC have advised that works will soon be programmed for the 20mph roundels to be installed at each of the five entrances to the village.

2. Recreation and Playground:

It was noted that the Caloo hope to commence the remedial works to the playground the w/c 11 December 2023.

3. Allotments:

The Clerk advised that the rental agreements for the period 1 January – 31 December 2024 will be sent out shortly. The holder of the unkempt plots at the rear of the allotments has advised that he would like to continue renting the plots and is in the process of tidying up the area. Members agreed that an inspection of all the plots should be undertaken in the Spring to ensure that the conditions of the tenancy agreement are being adhered to.

4. Community Farm:

It was noted that AP had sent the Clerk the following report:

- The Trustees have recently paid a 50% deposit of £1850.00 for a new donkey shelter. The shelter will be a temporary and moveable structure.
- The 'Friends of Shelby Newsted' charity have visited the farm. Although they are primarily a charity for sick children, they are interested in helping the farm fund a volunteers log cabin so the SEN children from Grange Park can shelter in the bad weather and also use the facility as an off-site class room.
- The Trustees are applying for West Kent Rural Grant but need to wait for the CIO status to be issued before submitting an application. Funds are being sought for a volunteers log cabin/feed store which is estimated to cost £8,000.00.
- Captain Black: The RSPCA has given a cat to the Trustees to assist with controlling the rat infestation. Fortunately, this seems to be having an effect and there has been a significant fall in the number of rats which has also been assisted by eradicating the source of food.
- The Trustees have also ordered a £300 galvanised feed storage bin which is in accordance with the advice given by KCC environmental health.

The Clerk was asked to find out if the Trustees will need planning permission for the proposed log cabin and feed store.

5. Assets of Community Value:

The Clerk advised that T&MBC has now assessed the nomination for both The George and Village Hall as Assets of Community Value and have confirmed that the proposals have been agreed. Hopefully a decision on the nominations for the village pond, tennis courts and the village green will be made soon.

6. Trottiscliffe School:

ALP advised that following the departure of the Deputy Head the arrangement of two senior teachers assisting the Headteacher is working well. The Governing Body is happy to share copies of minutes of the meetings with the Parish Council. ALP advised that the Governing Body would like the Parish Council to be mindful of the

fact the school children could be tempted to use the proposed outdoor gym equipment.

7. **Climate Change Initiatives:**

KCC has advised that have submitted an OZEV application for funding for all the acceptable sites for electric vehicle charging points and hope to receive a decision soon.

116/23 REPRESENTATION AT MEETINGS

- a) **Courts Working Group:** It was noted that the meeting which was due to be held on Tuesday 28 November was postponed and will now be held on Tuesday 16 January at 2pm in the club house.
- b) **Village Hall:** IM reported that the firework evening was attended by 700 people. This event was jointly organised by representatives from the village hall, the school and the farm and it has been agreed that the arrangements worked well and to try and make this an annual village event. The annual Christmas party was held on the 2 December 2023 and the funds raised from the quiz will be going to support the school the farm and church.
- c) **Parish Partnership Panel:** The minutes of the meeting held on the 9 November 2023 will be circulated.
- d) **Standards Committee:** There has been no meeting.
- e) **KALC Area Committee:** DG hopes to attend the virtual meeting due to be held on the 14 December 2023.
- f) **Trosley Liaison Group:** LL advised that posters advertising the Christmas events due to be held at Trosley County Park have been put up in the village.

117/23] CORRESPONDENCE/CONSULTATIONS

- a) For Information
 - 1] Area 2 Planning Committee: 17 January 2024
 - 2] Joint Transportation Board: 4 March 2024
 - 3] Parish Partnership Panel: 8 February 2024
 - 4] Standards Committee: 22 January 2024
 - 5] KALC: 14 December 2023
- b) New Requiring Attention:
 - 1] Changes to the parking restrictions in the Borough of Tonbridge and Malling Consultation. The Clerk to respond and express the disappointment of the Parish Council with the proposed changes and highlight the harm they will cause to local shops and businesses in West Malling.

118/23] ITEMS FOR THE NEXT MEETING

Nothing additional.

119/23] ANY CONFIDENTIAL MATTERS

None to consider,

120/23] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be held in the village hall at 7pm on Tuesday 6 February 2024.

There being no other business the meeting closed at 8.53pm.

Chairman

Date.....