

**MINUTES OF TROTTISCLIFFE PARISH COUNCIL MEETING
HELD ON TUESDAY 5 SEPTEMBER 2023 at 7.45pm in the Village Hall**

PRESENT:

David Gaunt - Chairman (DG), Louise Leyden (LL), Alan Palmer (ALP), Alison Prountzos, (AP), Richard Vallance.

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk),
County Councillor Sarah Hohler (arrived 8.36pm), 4 members of the public.

65/23 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors Oliver Shaw and Ian Mills and the reasons for absence were accepted.

66/23 DECLARATIONS OF INTEREST:

None received. No intention to record the meeting received.

67/23 APPROVAL OF MINUTES

It was **resolved** that DG sign the minutes of the Parish Council Meeting held on the 11 July 2023 as a true and accurate record of the meeting.

68/23 OPEN SESSION:

A member of the public expressed their concern about the moving of the boundary at Darrens Meadow.

A member of the public expressed their concern and disappointment about comments made at the last meeting and on the T&MBC planning portal regarding planning proposal 23/1056/FL and the historic planning applications for this site.

69/23 REPORTS

- a) County Councillor: There was no report.
- b) Borough Councillor: There was no report.
- c) Crime Report: PC Lisa Whitehead has advised the Clerk that there were no reported crimes in Trottiscliffe in August 2023.

70/23] CLERKS REPORT/PAST MATTERS (Information purposes only)

- 1] The Clerk has checked the defibrillator and has reported this on The Circuit.
- 2] Annual Canvass: T&MBC has started the process for the Annual Canvass which is the annual check to ensure that they have all the eligible residents registered in the correct properties.

71/23 PLANNING

- a) **Applications:** None to consider.
- b) **Approvals:** None to consider.
- c) **Refusals:**
 - 1] 23/01056/FL - Longford. Church Lane, Trottiscliffe. ME19 5EB
Proposed annex to serve as amenity to host dwellinghouse.
- d) **Withdrawn applications:** None to consider.
- e) **Planning Appeals:**
 - 1] TM/22/01502/FL - The Nursery, Taylors Lane, Trottiscliffe.

f) **Other Planning Issues:**

- 1] Darrens Meadow Farm, Green Lane: Enforcement has advised that the last enforcement case at Darrens Meadow Farm was 21/00281/WORKH (alleged unauthorised work to form new building) which was closed following a site inspection at which measurements recorded confirmed that the building currently under construction towards the southern boundary of the site is in accordance with the plans and details approved under planning permission TM/20/02653/FL (replacement dayroom). The owner of the site was reminded of their obligation to comply with condition 4 of planning permission TM/20/02653/FL which states that: 'Prior to the first use of the dayroom hereby approved the existing office/restroom shall be demolished'. This condition was imposed in the interest of openness of the Metropolitan Green Belt and character of the Area of Outstanding Natural Beauty. Enforcement tried to inspect the site again in June 2023 but could not gain access.
- 2] 23/00146/WORKM- Hillside, Pilgrims Way: Enforcement have inspected the site and established that a stable building has been erected along with the creation of a sand school in lieu of refused planning application TM/22/00314/FL (Erection of stable building for personal use and outdoor sand school/horse exercise arena). T&MBC has advised that formal enforcement action will now be taken.
- 3] 23/00190/WORKH - Works to land on Pilgrims Way: Enforcement have inspected the site and done some digging and recent records show that a pre-application enquiry was lodged for this site regarding a new dwelling. Officer advice provided at the time was that this development would be inappropriate in the Green Belt and would not be supported. Enforcement has advised that as there are no Tree Preservation Orders in place and the site is not located within a Conservation Area that there is nothing they can do about the trees which have been felled but have agreed to continue to keep this site under observation.
- 4] Local Plan Update: T&MBC received an excellent response to the consultation with over 4,000 responses received. Each of these responses has been analysed in full and have been published for members of TMBCs Housing and Planning Scrutiny Select Committee.

72/23 RESOLUTIONS

1. **MUGA**
 - a) To approve the invoices for additional works
The Clerk advised that the contractor has not yet sent the final invoice. The works to improve the football goals are due to take place on the 25 September 2023.
 - b) To set a date for the Official Opening Ceremony and discuss the format
Resolved: To hold the Official Opening Ceremony on Friday 29 September 2023 at 2.30pm. MP Tom Tugendhat to attend along with Matt Boughton, leader of T&MBC. The Clerk to invite the grant funder, the contractor, local organisations, the school and residents.
2. **Parish Infrastructure Statement**
 - a) To consider the results of a survey regarding outdoor gym equipment.
Members considered the results of a recent consultation exercise on installing outdoor gym equipment on the recreation ground. It was noted that 64% of respondents were in favour of the project.
 - b) To agree to put forward an application for S106 funding for an outdoor gym
Resolved: The Clerk to share the results of the survey with T&MBC and apply for S106 funding for an outdoor gym at the recreation ground.

3. **Asset of Community Value**
 - a) Proposal to renominate the Tennis Courts, Village Green, Village Hall, Village Pond, The George and The Plough as Assets of Community Value
 - b) Resolved: To renominate the Tennis Courts, Village Green, Village Hall, Village Pond, **The George but not the The Plough as Assets of Community Value**
4. **Policies**
To approve a Health and Safety Policy
Resolved: To adopt the Health and Safety Policy prepared by the Clerk.
5. **Financial:**
 - a) VAT Claim: It was noted that a VAT refund of £12,232,72 has been received from the HMRC.
 - b) Emergency repairs to the allotment boundary fencing
Resolved: To ratify a decision between meeting to make emergency repairs to the allotment boundary fencing. Enforcement visited the neighbouring site, Darrens Meadow, and advised that no development has taken place at the entrance of the site and that the gate to the site was closed and locked.
 - c) To note the completion of the limited assurance review for the year ending 31 March 2023
Members were pleased to note that the External Auditor has completed the review of Sections 1 and 2 of the Annual Governance & Accountability Return (AGAR) and have concluded that the information is in accordance with Proper Practices and that no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.
 - d) Notice of Conclusion of Audit
The Clerk has arranged for the Notice of Conclusion of the Audit to be displayed on the website and noticeboard along with the relevant sections of the AGAR.
 - e) To approve the Financial Statement and make arrangements for authorisation
RESOLVED: OS and DG to authorise the payments below online. The accounts summary and bank reconciliation were also noted.

Balances as at the 5 September 2023

National Savings Account	£10,009.75
Unity Trust Account:	£4,419.46

Receipts: HMRC VAT Refund: £12,232.72

£38,068.00 of FCC Community Grant paid directly to Caloo

Electronic Payments

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Louise Goldsmith	Salary (August)	£ 487.44
HMRC	Tax	£ 122.00
Louise Goldsmith	Expenses	£ 192.34
Gel Creative	Website maintenance	£ 200.00
Four Seasons Gardens	Grounds Maintenance	£ 855.68
MI Payroll	Quarterly Charge	£ 45.00
T&MBC	Uncontested Election	£ 213.63
KALC	Annual Subscription	£ 306.42

Playsafety Ltd	RoSPA Inspection	£ 106.80
<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Louise Goldsmith	Reimburse Tommy figure	£ 201.00
Louise Goldsmith	1/3 Jotform	£ 108.63
Four Seasons Gardens	Fencing repairs	£ 817.25
Lionel Robbins	Internal Audit	£ 120.00
Total		£3,776.19
Caloo	40% invoice MUGA (Ratification of payment)	£7,613.60
Gallagher Insurance	Premium	£ 401.60
Google	Email Accounts DD	£ 73.60

73/23 PARISH MATTERS:

1. Highways

a) Outstanding Faults:

1] Potholes and gullies: It was noted that Andy Watson, Highways Manager at KCC for Tonbridge and Malling, at the request of the Parish Council had agreed and subsequently arranged for large patching repairs to Vigo Hill, Taylors Lane, Church Lane and School Lane. These works took place in August 2023. As part of this undertaking the highway maintenance team were asked to clear the detritus build up around the Taylor Lane speed cushions to reveal the edges again. Andy Watson has also asked the drainage team at KCC to arrange for the gullies to be cleared. Vigo Hill is still awaiting programming and it estimated that the works will take place in September 2023.

2] Enquiry 726705: Addington Lane: The Clerk has reported that the fingerpost on the village green needs remedial works. Works are to be programmed.

b) New Faults to be reported:

1] Pilgrims Way: The Clerk to re-report the condition of the road and the number of potholes.

c) Highways Improvement Plan:

The Community Engagement Officer has advised the Clerk that all the promised signs should now be installed including the children warning sign and single file sign on Taylors Lane, as well as the 20 zone signs (removing Trotts-cliffe) at the two village gateways. The Clerk will check that all this signage has been installed. It was noted that a request for 20mph roundels on Taylors Lane has been passed to the Highway Asset Management Team who will now be funding and delivering these works under their wider lining program. The Asset Management Team have been provided with a design showing 20mph roundels to be installed at each of the five entrances to the village and this is now with the asset management team to schedule the works.

2. Recreation and Playground:

It was noted that the Clerk has received the reports from the recent RoSPA inspection and will obtain quotes for the suggested remedial works.

3. Allotments:

No update.

4. Community Farm

AP reported that the Trustees organised a public meeting to discuss the future of the farm. The meeting which took place on the 29 August 2023 was very well

attended. The overall view was that the farm should remain open and that people seemed willing to help with funding if required. The headteacher, who is one of the Trustees, has confirmed that the school would like to continue to be involved as did a representative from Grange School. A handout which was put together by all the Trustees was issued and considered at the meeting. It is proposed that the Trustees will apply for the farm to become a Charity Incorporated Organisation. A treasurer has been appointed and new banking arrangements are being organised. It was noted that David Urmston resigned on the 30 August 2023 as Farm Manager with immediate effect. AP advised that the Trustees have since decided to change the management structure of the farm and will be looking to allocate specific areas to individual volunteers to look after. It is also proposed to cease all private arrangements with landowners to reduce the number of animals. A problem with vermin on the site is being dealt with. The Trustees are due to meet on the 9 September 2023 to discuss the setting up of the farm as a CIO.

5. **Trottscliffe School:**

There was no update.

6. **Climate Change Initiatives:**

A contract from KCC for the installation of electric vehicle charging points for the village hall car park is still awaited.

9.11pm 2 members of the public left the meeting

74/23 REPRESENTATION AT MEETINGS

- a) **Courts Working Group:** DG, RV and the Clerk met informally with representatives from the Tennis Club Committee and were pleased to learn that new arrangements have been put in place for the coaching of Juniors. The Tennis Club is keen to integrate the coaching of the Juniors at the Club with the school. This and a proposal to sub-lease the courts will be discussed at the next Courts Working Group meeting due to be held on the 20 September 2023.
- b) **Village Hall:** There has been no meeting.
- c) **Parish Partnership Panel:** The minutes of the meeting held on the 31 August 2023 will be circulated.
- d) **Standards Committee:** DG attended the meeting held on the 12 July 2023 and a presentation on the Code of Conduct has been circulated.
- e) **KALC Area Committee:** The minutes of the meeting held on the 13 July 2023 have been circulated.
- f) **Trosley Liaison Group:** LL reported that the goats are continuing to do a great conservation job. The rangers are looking into the options surrounding replacing a bench at Quarry Field, although possibly above the fence line rather than on the SSSI. They have scheduled 0.3ha of coppicing and will be continuing the ride widening work this winter which will increase biodiversity through the park. The timber will be seasoned and processed and then used to heat the cafe and visitor centre, as well as heat the water in the biomass boiler. Any excess will be sold as firewood to help supplement the cost of the works. The annual tree health and safety inspections have been carried out and a number of trees have been identified with Ash dieback disease so unfortunately need to be felled. LL concluded that Trosley Park has had a successful summer.

75/23] CORRESPONDENCE/CONSULTATIONS

a) For Information

- 1] Area 2 Planning Committee: 20 September 2023
- 2] Joint Transportation Board: 18 September 2023
- 3] Parish Partnership Panel: 2 November 2023
- 4] Standards Committee: 22 January 2024
- 5] KALC: 28 September 2023

b) New Requiring Attention:

- KCC Budget Consultation 2024-2025
- Kent Community Warden Service Review
- National Highways and Transport Survey 2023-2024
- Annual Survey on the performance of Kent Police

76/23] ITEMS FOR THE NEXT MEETING

Covenant for weight restriction on Green Lane.

77/23] ANY CONFIDENTIAL MATTERS

None to consider.

78/23] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be held in the village hall at 7.45pm on Tuesday 3 October 2023.

There being no other business the meeting closed at 9.25pm

Chairman

Date.....