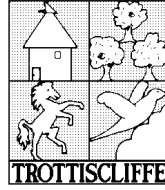


TROTTSCLIFFE PARISH COUNCIL

Mrs. L. Goldsmith (Clerk)

5 Artisan Road, Headcorn, Kent, TN27 9AZ

Tel: 07900 693572 Email: clerk@trottscliffeparishcouncil.org



1 May 2024

Dear Sir/Madam

ALL COUNCILLORS ARE HEREBY SUMMONED TO
THE ANNUAL PARISH COUNCIL MEETING OF
TROTTSCLIFFE PARISH COUNCIL

To take place on **Tuesday 7 May 2024** in Trottscliffe Village Hall at 7pm
where it is proposed to transact the business as shown in the agenda below
The meeting will be open to the press and public (Admission to Meetings Act 1960)

Louise Goldsmith

Louise S. Goldsmith

Clerk to Trottscliffe Parish Council

AGENDA

Administration: Fire Exits, Fire Meeting Points, Mobile Phones,

**15/24] ELECTION OF CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF
ACCEPTANCE OF OFFICE**

16/24] APOLOGIES FOR ABSENCE

**17/24] ELECTION OF VICE CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION
OF ACCEPTANCE OF OFFICE**

18/24] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

19/24] INTENTION TO RECORD THE MEETING

20/24] COURTS WORKING GROUP

- a) *Terms of Reference*
- b) *To agree a Chair*
- c) *To review appointment of Members to this Working Group*

21/24] SELECTION OF REPRESENTATIVES TO OTHER BODIES

- a) *KALC*
- b) *Parish Partnership Panel*
- c) *Village Hall Committee*
- d) *Trosley Liaison Group*
- e) *Joint Standards Committee*
- f) *Community Farm*

22/24] POLICIES: To review and approve 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 & Safety Policy*

23/24] APPROVAL OF MINUTES

To consider the minutes of the Parish Council Meeting held on the 2 April 2024 and if in order to authorise the Chair to sign as a true and accurate record¹.

24/24] OPEN SESSION

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate raising any concerns or making comments on matters affecting Trottiscliffe. No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration. (*Councils cannot lawfully decide any business not specified in the agenda*²).

25/24] **REPORTS:** a) County Councillor b) Borough Councillor's c) Crime Report

26/24] **CLERKS REPORT/PAST MATTERS (Information purposes only)**

27/24] PLANNING

- a) Applications:
 - 1] 24/00512/PA: The George Inn, Taylors Lane, Trottiscliffe
Listed Building Application: Temporary use of a marquee and single storey buildings to provide a covered bar and dining area.
 - 2] 24/00543/PA 24/00545/PA LB: Trosley Court, Church Lane, Trottiscliffe
Replacement pool store.
- b) Approvals: None to consider.
- c) Refusals:
- d) Withdrawn applications: None to consider.
- e) Other Planning Issues:
 - 1] 23/00219/WORKH: Darrens Meadow, Green Lane: regarding alleged works not in accordance with TM/20/02653/FL.
 - 2] 22/00314/FL: Hillside, Pilgrims Way, alleged breach of planning regarding a stable
 - 3] Land West of Roughetts Road: Request for an Environmental Impact Assessment Scoping Opinion to determine the information to be provided in an Environmental Statement to accompany a planning application for the proposed extraction of aggregate (sand) – KCC/SCO/TM/0140/2023 – www.landwestofroughettsroad.co.uk

28/24] RESOLUTIONS

1. **To receive the Annual Governance and Accountability Return for the year ending 31 March 2024**
 - a) **To receive the Internal Auditor's Report and notes its contents**
 - b) **To receive the Annual Internal Audit Report for 2023/2024**
 - c) **To approve the Annual Governance Statement (Section 1)**
 - d) **To approve the Accounting Statements (Section 2)**
To set the commencement dates for the exercise of Public Rights
2. **Financial:**
 - a) Renewal of Parish Council Insurance
 - b) ICO – Data Protection Renewal
 - c) To approve the Financial Statement and make arrangements for authorisation

29/24] PARISH MATTERS:

1. **Highways:**
 - a) Outstanding Faults
 - b) New Faults to be reported.
 - b) Highways Improvement Plan: To receive an update on the meeting held with KCC on the 4 April 2024.
2. **Recreation and Playground:** To receive the Playground Inspection Report.
3. **Allotments:** To receive any update and to discuss the condition of the trackway.
4. **Community Farm:** To receive an update on progress with the new licence and status as a registered charity.
5. **Trottiscliffe School:** To receive any update.
6. **Climate Change Initiatives:** To receive an update on the EVCP initiative.

30/24] REPRESENTATION AT MEETINGS:

- a) Courts Working Group
- b) Village Hall Committee
- d) Standards Committee
- f) Trosley Liaison Group
- c) Parish Partnership Panel
- e) KALC Area Committee

31/24] CORRESPONDENCE/CONSULTATIONS

- a) For Information
 - 1] Area 2 Planning Committee: 29 May 2024
 - 2] Joint Transportation Board: 17 June 2024
 - 3] Parish Partnership Panel: 30 May 2024
 - 4] Joint Standards Committee: 5 June 2024
 - 5] KALC: 11 July 2024
- b) New Requiring Attention
 - 1] Consultation on revised validation and guidance requirements for planning applications determined by KCC.

32/24] ITEMS FOR THE NEXT MEETING

33/24] ANY CONFIDENTIAL MATTERS

34/24] DATE OF THE NEXT MEETING:

Parish Council Meeting: 7pm on Tuesday 4 June 2024

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk ahead of the meeting.