

**MINUTES OF TROTTISCLIFFE PARISH COUNCIL MEETING  
HELD ON TUESDAY 7 November 2023 at 7.45pm IN THE VILLAGE HALL**

**PRESENT:**

David Gaunt - Chairman (DG), Alan Palmer (ALP), Alison Prountzos, (AP), Oliver Shaw (OS)  
Richard Vallance (RV)

**IN ATTENDANCE:**

Mrs. Louise Goldsmith (Clerk),  
Borough Councillors Robin Betts and Martin Coffin (arrived 8.42pm), 3 members of the public

*Administration: No intention to record the meeting received.*

**93/23 APOLOGIES FOR ABSENCE**

An apology for absence was received from County Councillor Sarah Holer and Councillors Louise Leyden (LL) and Ian Mills (IM) and the reasons for absence were accepted.

**94/23 DECLARATIONS OF INTEREST:**

None received.

**95/23 APPROVAL OF MINUTES**

It was **resolved** that DG sign the minutes of the Parish Council Meeting held on the 3 October 2023 as a true and accurate record of the meeting.

**96/23 OPEN SESSION:**

A member of the public asked if the potholes at the entrance to Green Lane which are on KCC owned land, could be re-reported.,

Comments were raised about the increasing presence of Ferns lorries on village roads.

A member of the public thanked the Parish Council for arranging for a Tommy Silhouette to be installed on the village green.

**97/23 REPORTS**

a) County Councillor: County Councillor Sarah Hohler sent the following report.

Kent County Council is still facing financial pressures but the budget gap is reducing. Funding demands are partly caused by the increase in the number of migrants requiring assistance, in particular from unaccompanied children. This is forcing budgets for social services, highways, bus services, libraries and community wardens.

Household waste sites to be reduced still further.

KCC is still seeking more foster carers, as reported previously. Kent Fostering events are been held in November at which you can find out if you can foster.

KCC supports the NHS Healthy Start Scheme, assisting low-income parents in purchasing healthy essentials. You may be eligible if you are pregnant or have a child under four. To learn more go to the [www.kent.gov.uk/healthystart](http://www.kent.gov.uk/healthystart) .

The gritting teams are preparing for winter.

All pre-school children, aged two and three can get a painless nasal spray vaccination booked.

Pothole Blitz: Amey continue to deliver the current pothole blitz programme with five subcontractors as well as two Pothole Pros working across Kent. £3.9m of works have been completed and a further £1.5m of works programmed to be completed by the end of November. Patching has been completed across all areas, a total of 87,755m<sup>2</sup>.

c) Kent Police: The Clerk has circulated a copy of the current Kent Police report and advised that there were no reported crimes in Trottiscliffe in October 2023. PC Dylan McElligott is now covering Wrotham, Borough Green, Ightham, Stansted, Ryarsh, Birling, Platt, Offham, Trottiscliffe and Addington.

### **98/23] CLERKS REPORT/PAST MATTERS (Information purposes only)**

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

### **99/23 PLANNING**

a) **Applications:**

1] TM/23/01932: Chidlands, Pilgrims Way, Trottiscliffe  
Erection of small single storey flat roofed rear extension.

**Resolved: To ratify a decision between meetings of 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.

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.

4] 23/00223/COM: The Nursery, Taylors Lane

It was noted that Enforcement has opened a case regarding an alleged breach of condition 1 (occupation).

5] Agile

T&MBC has advised that the new planning system, Agile, will provide the Council with the latest technology to ensure services are delivered reliably and efficiently. It also offers significant annual savings to TMBC. T&MBC has apologised for the period of time when planning applications were unavailable on the portal. T&MBC has explained that the transfer of data from the old to the new system was a complex process and problems during the transition were to be expected. T&MBC has advised that applications could not be validated during this period so there was no issue with Parish Councils not been able to respond within the 21 day deadline. T&MBC has confirmed that all stakeholders are now able to access documents for all applications.

### **100/23 RESOLUTIONS**

1. **Meeting Dates 2024**

a) To approve the meeting dates and times for meetings in 2024.

**Resolved: To approve the meeting dates for 2024 and for all future meetings to start at 7pm**

2. **Annual Review of Risk Assessment**

**Resolved: To adopt the Risk Assessment policy.**

### 3. Financial

8.09pm AP declared a pecuniary interest and left the room

- a) Community Farm: Proposal to make a donation of £743.60 towards the cost of the annual insurance.

**Resolved: To make a donation of £743.60 towards the insurance for the community farm for the current financial year only.**

8.11pm AP returned to the meeting.

- b) Budget 2024-2025: It was agreed that the Clerk should prepare a draft budget and circulate this for comments to be adopted at the next meeting. The precept for 2024-2025 to also be set at the next meeting.

- c) 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 3 October 2023

National Savings Account                    £10,009.75  
Unity Trust Account:                            £16,414.35

**Receipts:** None

#### Electronic Payments

| <u>Supplier</u>      | <u>Description</u>       | <u>Amount</u>    |
|----------------------|--------------------------|------------------|
| Louise Goldsmith     | Salary (August)          | £ 487.44         |
| HMRC                 | Tax                      | £ 122.00         |
| Louise Goldsmith     | Expenses                 | £ 203.47         |
| Gel Creative         | Website maintenance      | £ 100.00         |
| Mazars               | Limited Assurance Review | £ 252.00         |
| Louise Goldsmith     | Reimburse maps           | £ 93.70          |
| Castle Water         | Allotment/Farm Water     | £ 156.56         |
| Four Seasons Gardens | Grounds Maintenance      | £ 145.95         |
| Day Tree Fellers     | Tree Surgeon Works       | £ 912.00         |
| Community Farm       | Donation                 | £ 743.60         |
| Google               | Email Accounts DD        | £ 73.60          |
| <b>Total</b>         |                          | <b>£3,290.32</b> |

#### 101/23] PARISH MATTERS:

##### 1. Highways

##### **a) Outstanding Faults:**

##### 1] Pilgrims Way:

Enquiry 748870: Potholes reported. Noted that a number of potholes have now been filled.

Enquiry: 748871: Works have taken place to remove the debris on road built up by badgers active in the area.

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] Speed humps: Debris needs to be cleared from the side of all humps to allow water to pass and drain away.

2] Bush/vegetation at entrance to Vigo Hill needs to be removed.

**c) Highways Improvement Plan:**

The Asset Management Team 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 27 November 2023.

**3. Grounds Maintenance Contract 2024**

The Clerk reported that Four Seasons have advised they are ceasing all operations and will not be able to honour the three year long term agreement. The Clerk is in the process of meeting with alternative suppliers and hopes to present three quotes at the next meeting.

**4. Proposal for an outdoor gym:**

As agreed at the last meeting the Clerk has placed the tender documents on Contracts Finder and a formal tendering process has begun. It was noted that Cllrs. Gaunt, Palmer and the Clerk met with some contractors this afternoon to carry out site visits. The deadline for tenders is 12pm on Friday 1 December 2023. It was agreed that two Councillors will be present when the Clerk opens the tenders.

**5. Allotments:**

Concern was expressed about the condition of some of the allotment plots. Two plots are the rear and nearest to the community farm are particularly unkempt and are infested with rats. This rat infestation is also affecting the community farm. It was agreed that the Clerk should contact the allotment holder and request them to clean up the plots and find out if they intend to renew the agreement in January. It was agreed that in any event the allotment holder needs to eradicate this problem.

*8.42pm Borough Councillors Robin Betts and Martin Coffin joined the meeting*

**6. Community Farm:**

AP gave the following report:

- The application to become a Charitable Incorporated Organisation has been submitted.
- The Village Hall Committee has agreed to sponsor the pigs. This involves paying for a revamp of the enclosure and a monthly feed payment.
- Officers from KCC Environmental Health visited and a number of improvements have been suggested. The infestation of rats is the most pressing concern. All of the procedures need to be reviewed and paperwork updated.
- The goats have a new enclosure and goat house which was expensive but has substantially improved their quality of life.
- The Trustees are frantically fund raising for all the various projects which are estimated to require a budget of £8000.00.
- Funds have been raised from the Halloween party held on the 28 October 2023 and £770.00 was made from running the bar at the village fireworks held on the 4 November 2023. The George has kindly offered to donate all the funds they raise from the grotto this year.
- Children from both the village school and Grange School continue to visit and enjoy the farm.
- The Alpaca Society have been very helpful in offering advice.
- A new food barn is required to store the feed safely and securely and to prevent any further rat infestation. A concrete base will be required. The Clerk will check if permission is required.

7. **Assets of Community Value:**

The Clerk has renominated the Tennis Courts, Village Green, Village Hall, Village Pond and The George as Assets of Community Value. T&MBC has confirmed receipt of all the documents and plans and have advised it can take 8-12 weeks for the applications to be processed.

8. **Christmas Tree for the village green:**

The Clerk has contacted David Goodworth to see if he would be willing to source and install the Christmas Tree for the village green this year. The Clerk will apply for a licence to run the cable for the lights across Taylors Lane from the village green to The George. AP agreed to check that The George are happy to provide the electricity again this year.

9. **Trottscliffe School:**

ALP advised that the school is looking forward to working with the new Trustees.

10. **Climate Change Initiatives:**

KCC has advised that have submitted an OZEV application for funding for all the acceptable sites. KCC has advised that this may take some time, however once this is approved the rest of the process should move along quite quickly.

11. **Tree Council's "Branching Out" initiative:**

The Tree Warden has provided details of two paths that would benefit from additional hedge planting to fill in gaps. The Clerk has contacted the landowners concerned. One landowner so far has expressed an interest in the scheme.

12. **80 Year Celebration of D-Day and Operation Overlord:**

It was agreed that the Clerk should apply for the Parish Council to light a beacon to mark the 80 year celebration of D-Day and operation overlord on the 6 June 2023. The holding of a village event will be discussed with the village hall committee.

## 97/23 REPORTS

### b) Borough Councillor:

Borough Councillor Martin Coffin suggested that the Trustees of the Community Farm contact Gallaghers who have a community fund and may be able to offer some financial support. After five weeks of significant disruption the planning portal is now up and running and Officers are trying to catch up with validating applications. TMBC has published a report on the future of the Angel Centre. The building is now reaching the end of its life and requires a total refurbishment estimated to cost £10m. T&MBC is considering both a rebuild and refurbishment. It was reported that parking charges will be going up in line with inflation. Borough Councillor Robin Betts congratulated the Parish Council for holding an excellent opening ceremony for the MUGA. Borough Councillor Robin Betts discussed some of the grant funding opportunities available for upgrading homes to make them more efficient. T&MBC continue to support leisure services in trying to decarbonise.  
*9.01pm Borough Councillors Robin Betts and Martin Coffin and 1 member of the public left the meeting.*

## 102/23 REPRESENTATION AT MEETINGS

- a) **Courts Working Group:** It was noted that the next meeting will now be held on Tuesday 28 November at 2pm in the club house. The Tennis Court Committee has suggested that would like to now discuss a maintenance agreement with the Parish Council as opposed to a sub-lease.

*9.03pm 2 members of the public left the meeting*

- b) **Village Hall:** AP reported that the firework evening was attended by 700 people. The annual Christmas party is due to be held on the 2 December 2023 and the funds raised will be going to support the school the farm and church.
- c) **Parish Partnership Panel:** There has been no meeting.
- d) **Standards Committee:** There has been no meeting.
- e) **KALC Area Committee:** The KALC AGM will be held on the 18 November 2023.
- f) **Trosley Liaison Group:** LL advised the Clerk that posters advertising the Christmas events due to be held at Trosley County Park have been put up in the village. The wardens have advised that the goats are in in good condition having recently been wormed and that they are doing a great job reducing scrub across the SSSI chalk grassland. Ravens, buzzards and a kestrel and redwings have all recently been spotted at the park.

**103/23] CORRESPONDENCE/CONSULTATIONS**

- a) For Information
  - 1] Area 2 Planning Committee: 1 November 2023
  - 2] Joint Transportation Board: 4 December 2023
  - 3] Parish Partnership Panel: 9 November 2023
  - 4] Standards Committee: 22 January 2024
  - 5] KALC: AGM 18 November 2023

b) New Requiring Attention:  
Nothing to consider.

**104/23] ITEMS FOR THE NEXT MEETING**

Nothing additional.

**105/23] ANY CONFIDENTIAL MATTERS**

None to consider.

**106/23] DATE OF THE NEXT MEETING:**

The next Parish Council Meeting will be held in the village hall at 7pm on Tuesday 5 December 2023.

There being no other business the meeting closed at 9.13pm

Chairman .....

Date.....