

**MINUTES OF TROTTISCLIFFE ANNUAL PARISH COUNCIL MEETING
HELD ON TUESDAY 7 MAY 2024 at 7PM IN THE VILLAGE HALL**

PRESENT:

David Gaunt - Chairman (DG), Ian Mills (IM), Alan Palmer (ALP) (arrived 7.11pm) and Richard Vallance (RV)

IN ATTENDANCE:

Mrs. Louise Goldsmith (Clerk), 2 members of the public (arrived 7.41pm).

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

IM proposed that DG be elected Chairman, this was seconded by RV. 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.

16/24 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllrs. Leyden and Shaw and the reasons for absence were accepted.

17/24 ELECTION OF VICE CHAIRMAN

It was proposed by DG and seconded by RV 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.

18/24 DECLARATIONS OF INTEREST:

None received.

19/24 INTENTION TO RECORD THE MEETING

The Clerk advised that there have been no requests to record the meeting.

20/24] COURTS WORKING GROUP

- a) Terms of Reference
No changes to the terms of the reference for the 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 to be a Member to the Courts Working Group

21/24] SELECTION OF REPRESENTATIVES TO OTHER BODIES

Resolved: That the following be elected.

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

22/24] 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*

23/24 APPROVAL OF MINUTES

It was **resolved** that DG sign the minutes of the Parish Council Meeting held on the 2 April 2024 as a true and accurate record of the meeting.

24/24] OPEN SESSION:

A member of the public suggested that a temporary planter is placed on the village green. A member of public discussed the issue of the school term time booking at the tennis courts. A member of the public commented that temporary road work signs are often put in positions that block sight lines.

25/24 REPORTS

- a) **County Councillor:** There was no report.
- b) **Borough Councillors:** There was no report.
- c) **Kent Police:** There was no reported crime in Trottiscliffe in April 2024. The Clerk reported that Kent Police have been notified about quad bikes riding illegally on land belonging to the quarry last weekend.

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

1] The Clerk reported that the power to the defibrillator has failed. The Clerk will arrange for an electrician to attend and has reported that the defibrillator as out of action on The Circuit.

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.
Resolved: No objection.
 - b) 2] 24/00543/PA 24/00545/PA LB: Trosley Court, Church Lane, Trottiscliffe
 - c) Replacement pool store.
Resolved: No objection
 - d) **Approvals:** None to consider.
 - e) **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. Enforcement has advised the Clerk that they are unable to provide any updates at the moment due to issues with staffing.
 - 2] 23/00146/WORKM: Hillside, Pilgrims Way:
Enforcement has advised that they are unable to provide an update on when formal enforcement action will 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] 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/0140/2024. Members agreed to support Ryarsh Parish Council and object to any planning application. The Clerk suggested that residents visit the following website for more information and to lodge any opinions 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 note its contents:

It was noted that the Internal Auditor inspected the accounts on the 15 April 2024 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 2023/2024:

Received and noted.

c) To approve the Annual Governance Statement 2023/24 (Section 1) and accompanying report prepared by the Clerk:

RESOLVED: That the Annual Governance Statement 2023/2024 be approved and the Clerk/RFO and Chair to sign.

d) To approve the Accounting Statements 2023/2024 (Section 2):

RESOLVED: To approve the Accounting Statements 2023/2024 and for the Chair to sign.

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

Said dates are the 3 June 2024 to the 12 July 2024.

2. Financial:

a) Renewal of Parish Council Insurance

RESOLVED: To renew the Parish Council insurance with Gallagher for an annual premium of £878.35 commencing on the 1 June 2024.

b) ICO - Data Protection Renewal

RESOLVED: To pay the Data Protection Renewal fee of £35.00

c) To approve the Financial Statement and make arrangements for authorisation

RESOLVED: IM and DG to authorise the payments below online.

The payments list, accounts summary and bank reconciliation were checked.

Balances as at the 7 May 2024

National Savings Account	£10,087.20
Unity Trust Account:	£50,209.60

Receipts:

T&MBC First Half of Precept: £15,000.00

T&MBC: S106 contribution to outdoor gym project: £30,000.00

Member Grant towards noticeboard: £1,500.00

Electronic Payments

Louise Goldsmith	Salary	£ 528.32
HMRC	Tax	£ 132.00
Louise Goldsmith	Expenses	£ 125.87
Gel Creative	Website maintenance	£ 100.00
Capel Groundcare	Grounds Maintenance	£ 690.40
KALC	Annual Subscription	£ 334.07
Gallager Insurance	Annual Subscription	£ 878.35
HAGS	Outdoor Gym Project	£36,000.00
Viking	Stationery/ink	£ 68.30
SLCC	Share of Membership	£ 103.00
The Small Works Co.	Noticeboard repairs	£ 403.99
Lionel Robbins	Independent Internal Audit	£ 140.00
Google	Email Accounts DD	£ 96.00
Total		£39,600.30

29/24] PARISH MATTERS:

1. **Highways**

a) Outstanding Faults:

Enquiry 782874: Drain cover problem Taylors Lane. Works completed.

Enquiry 782875: Flooding on corner of Green Lane. Enquiry under investigation.

Enquiry 782877: Dip/depression on Taylors Lane. Works being programmed.

Enquiry 806155: The streetlight on Addington Lane needs to be painted.

PROW 240467863: Bridlepath on Pilgrims Way is unsafe.

b) New Faults to be reported

Water leak in Church Lane.

Water leak in School Lane

c) Highways Improvement Plan (HIP):

DG and the Clerk attended a virtual meeting with the Community Engagement Officer Thursday 4 April 2024 to review the HIP. A number of improvements were discussed which included an alternative to the bollards on the village green; drainage issues on Vigo Hill; 20mph roundels on Taylors Lane and a request for a speed reduction on Pilgrims Way. The Community Engagement Officer agreed to discuss these issues with the Design and Access Team at KCC and to report back.

2. **Recreation and Playground:**

It was agreed to not replace the gate to the playground at the moment. It was agreed for the Clerk to start investigating what grants may be available to being replacing some of the playground equipment.

3. **Allotments:**

DG, LL, IM and the Clerk carried out the annual inspection of the allotments on the 5 April 2024. The Clerk has since contacted one of the allotment holders about the condition of a plot and will continue to follow up on this. Given that this is now the growing season and that Notices cannot be officially served it was agreed to monitor a couple of the plots. AP reported that there are some rat nests on the allotments. AP advised that he community farm has received some complaints about rats from residents in Green Lane but the farm is clear of rats and they appear to be nesting on the allotments. It was suggested and agreed that the Clerk contacts all the allotment holders advising them to check their plots and to set traps where necessary.

4. **Community Farm:**

AP advised that Trottiscliffe Community Farm has gained charitable status and has been entered onto the Register of Charities. AP thanked Jo Donaldson for all her help with the paperwork required to obtain this status. Members agreed to give permission to the Community Farm to apply for planning permission for an educational barn at the farm. AP explained that Shelby Trust have offered to fund this project. AP advised that KCC is now trying to help with the issue of unlicensed animals. The number of alpacas at the farm is to be reduced to assist with keeping costs down and also because they are not deemed to be traditional farm animals.

5. **Trottiscliffe School:**

AP reported that the annual review of all the processes has been carried out. The school roll is full for the next school year and there are ten pupils on the waiting list. The financial position of the school is also good. The pupils have recently visited the community farm. It was agreed to allow the school to use the recreation ground for a summer fete due to be held on Saturday 13 July 2024 subject to a risk assessment and a copy of the public liability insurance being provided.

6. **Climate Change Initiatives:**

KCC has advised the Clerk that they have switched charge point operator from Connected Kerb to Believ and can now install even faster chargers, 2x50kWh chargers. This would mean users can charge their cars within minutes not hours. This technology is also more future proof and will almost certainly be relevant in 15 years which is the term of the new agreement. KCC is just finalising a legal agreement with the new CPO and then hopes to issue the Parish Council with a contract.

30/24 REPRESENTATION AT MEETINGS

a) **Courts Working Group:** There has been no meeting.

Members noted the minutes of the meeting held on the 30 April 2024. The Clerk has received a number of emails from members of the club regarding the agreed school use of the courts on a Thursday morning this term for curriculum based tennis lessons. The Clerk explained that this use had been discussed at the Courts Working Group meeting held on the 16 January 2024 and that the headteacher had subsequently submitted the required dates to the Tennis Club. It was also noted that this use is historic. Members expressed their disappointment with the tone of some of the emails sent to the Clerk. The Clerk has responded advising that the school use of the courts is non-negotiable. Members also noted that currently the Tennis Club Committee is not quorate. The Annual General Meeting is due to be held on the 20 May 2024.

8.44pm two members of the public left the meeting.

b) **Village Hall:** The Village Hall Committee is going to hold an event to celebrate D-Day on Thursday 6 June 2024. The Clerk was asked to purchase a commemorative flag from the Royal British Legion. Preparations are also underway for a Summer Family Fun Day due to be held on Sunday 21 July 2024. A new caterer has been booked for the Christmas party which will be taking place on Saturday 7 December 2024. IM advised Members that the Montessori nursery have given notice and will be moving all of their equipment out by the end of July 2024.

c) **Parish Partnership Panel:** There has been no meeting.

d) **Standards Committee:** There has been no meeting.

e) **KALC Area Committee:** The minutes of the meeting held on the 18 April 2024 will be circulated.

f) **Trosley Liaison Group:** There was no update.

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] Standards Committee: 5 June 2024
- 5] KALC: 11 July 2024

b) New Requiring Attention: Nothing to consider.

32/24] ITEMS FOR THE NEXT MEETING

Funding possibilities for replacing the playground equipment.

Part 2 Exclusion of Public and Press – In accordance with Section 1(2) of the Public Bodies (Admission to meetings Act 1960), the public and press be excluded from the meeting by the reason of its confidential nature. However it was noted no members of the public or press present at this point.

33/24] ANY CONFIDENTIAL MATTERS

The Clerk reported that a complaint has been dismissed by the Monitoring Officer at T&MBC.

34/24] DATE OF THE NEXT MEETING:

The next Parish Council Meeting is due to be held at 7pm in the village hall on Tuesday 4 June 2024.

There being no other business the meeting closed at 8.57pm.

Chairman

Date.....