

**MINUTES OF TROTTISCLIFFE PARISH COUNCIL MEETING  
HELD ON TUESDAY 2 APRIL at 7.45PM IN THE VILLAGE HALL**

**PRESENT:**

Ian Mills - Chairman for this meeting (IM), Louise Leyden (LL), Alan Palmer (ALP), Alison Prountzos (AP) and Oliver Shaw (OS)

**IN ATTENDANCE:**

Mrs. Louise Goldsmith (Clerk), 4 members of the public

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

**01/24] APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors David Gaunt (DG) and Richard Vallance (RV) and the reasons for absence were accepted.

**02/24] DECLARATIONS OF INTEREST:** None received.

**03/24] APPROVAL OF MINUTES**

It was **resolved** that IM sign the minutes of the Parish Council Meeting held on the 5 March 2024 as a true and accurate record of the meeting.

**04/24] OPEN SESSION:**

The bridleway where Pilgrims Way joins Vigo Hill needs to be cleared as it is impassable or alternatively diverted to further up the road.

Concern was expressed about the intensity of the security lights at the quarry.

Concern was expressed about the number of lorries parking underneath the motorway bridge on Ford Lane.

It was suggested that the streetlight on Addington Lane needs to be painted.

**05/24] 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 March 2024.

**06/24] CLERKS REPORT/PAST MATTERS (Information purposes only)**

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

2] The Clerk reported that KCC has advised that remedial works to the verges of roads throughout the village damaged by lorries which occurred when Ford Lane was closed for several weeks will be carried out when the conditions are drier.

3] The internal auditor will carry out the annual inspection of the accounts on the 12 April.

4] Borough Councillor Mike Taylor has been successful in obtaining a Community Transport Fund form KCC for £10,000.00 for the Parish Alliance bus service which should ensure that the 58 shopper service will continue for another year.

**07/24] PLANNING**

a) **Applications:** None to consider.

b) **Approvals:** None to consider.

c) **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] 23/00190/WORKH: Works to land on Pilgrims Way:

Enforcement has advised that there has been no breach of planning and have closed the case. LL advised that works continue to take place on the site and that the site needs to be monitored.

## 08/24] RESOLUTIONS

### 1. **Parish Infrastructure Statement**

To review the projects on the statement for submission to T&MBC.

**Resolved:** To submit the revised Parish Infrastructure to T&MBC.

*AP did not participate in the discussion on the next agenda item.*

### 2. **Trottscliffe Community Farm**

Members reviewed a quote from the solicitor that drew up the original licence. Members agreed to send any comments/revisions on the current licence to the Clerk. It was agreed that the Clerk should ask the Trustees of the Community Farm for comments/revisions on the current licence and then share these comments with the solicitor.

**Resolved: To accept a quote of £650-£825 (excluding VAT) from Surrey Hills Solicitors.**

### 3. **Trottscliffe Tennis Club**

It was noted that quotes have been previously obtained and it was agreed to continue with a quote previously accepted from Surrey Hills Solicitors for a new lease and sublease.

**Resolved: The Clerk to approach the landowner and confirm that they would be willing for a new lease to be drawn up for the land which is occupied by the tennis courts enabling the Parish Council to sub-lease the land to the tennis club committee.**

### 4. **Financial:**

a) 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**

#### **Electronic Payments**

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Louise Goldsmith	Salary	£ 528.32
HMRC	Tax	£ 132.00
Louise Goldsmith	Expenses	£ 137.72
Capel Groundcare	Playground repairs	£ 373.74
MI Payroll	Quarterly subscription	£ 45.00
Gel Creative	Website maintenance	£ 100.00
Capel Groundcare	Grounds Maintenance	£ 690.40
Carrick Landscapes	Supply and install fencing	£ 720.00
Google	Email Accounts DD	£ 73.60
<b>Total</b>		<b>£2,800.78</b>

## Balances as at the 2 April 2024

National Savings Account £10,087.20

Unity Trust Account: £6,537.04

**Receipts:** None

## 09/24] PARISH MATTERS:

### 1. **Highways**

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

Enquiry 782879: Numerous potholes. Enquiry under investigation.

Enquiry 782874: Drain cover problem Taylors Lane. Enquiry under investigation.

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

Enquiry 782877: Dip/depression on Taylors Lane. Enquiry under investigation.

Enquiry 782871: School sign on ground on corner of Church Lane. Works completed.

#### **b) New Faults to be reported:**

Church Lane two large potholes need to be reported.

The streetlight on Addington Lane needs to be painted.

*8.20pm two members of the public left the meeting*

#### **c) Highways Improvement Plan (HIP):**

A virtual review of the HIP has been arranged for Thursday 4 April 2024. Emma Tilbury from KCC has advised that the scheme to install new 20mph roundels at the gateways has been delayed due to the inclement weather and will now be carried over to the new financial year. It was suggested and agreed to discuss the ongoing issue with blocked drains and water running down Vigo Hill and Taylors Lane.

### 2. **Recreation and Playground:**

Capel Groundcare has carried out the remedial works agreed at the last meeting.

An attempt to mend the gate has failed so this still needs to be replaced.

### 3. **Allotments:**

The annual inspection will take place on the 5 April 2024. It was noted that the Clerk has received a complaint from one of the allotment holders about the condition of the trackway. The allotment holder is disappointed that works taking place at the farm and deliveries have caused the trackway to be very muddy and impassable in places. It was agreed to review the condition of the trackway at the inspection of the allotments taking place this week and to then suggest that the allotment holders and the Trustees discuss which materials to use to restore the trackway.

### 4. **Outdoor Gym:**

Members were pleased to note that the outdoor gym equipment is now installed on the recreation ground and that the inspection has been carried out. It was noted that favourable comments have been received from local residents and that the equipment is being used. The Clerk is in the process of adding the equipment to the insurance policy. The invoice has been received from the contractor and the Clerk will now submit a claim to T&MBC for the funds, (excluding VAT), to be sent to the Parish Council. Members were delighted to hear that the village hall committee has kindly offered to fund some free training on the outdoor gym which will consist of a course of ten sessions to commence in May 2024. It is hoped that the offer of free training will encourage more people to use the equipment and supports healthy lifestyles.

### 5. **Community Farm:**

AP advised that the farm has now passed the KCC inspection. The Trustees are consulting with the Shelby Newsted charity who are looking to fund a cabin for volunteers and educational purposes.

6. **Trottscliffe School:**

There was no update.

7. **Emergency Plan:**

It was agreed that the Clerk should place an advert in the next edition of The Tatler asking residents to advise what equipment they might have, such as generators, that could be useful in the event of an emergency.

8. **Climate Change Initiatives:**

EVCP for the village hall car park: KCC has advised that that they are still waiting on funding approval from the Office for Zero Emission Vehicles.

**10/24 REPRESENTATION AT MEETINGS**

- a) **Courts Working Group:** There has been no meeting.
- b) **Village Hall:** The village hall committee is going to hold an event to celebrate D-Day on Thursday 6 June 2024. There will be entertainment from the era and attendees will be encouraged to wear outfits from 1940s. The bells will be rung at 6.30pm followed by the lighting of the beacon at 9.15pm. Preparations are underway for a Summer Family Fun Day and Christmas party.
- c) **Parish Partnership Panel:** There has been no meeting.
- d) **Standards Committee:** There has been no meeting.
- e) **KALC Area Committee:** There has been no meeting.
- f) **Trosley Liaison Group:** LL reported that her contact at the park, Amanda Hodges, has had her working hours reduced which is disappointing. A good working relationship has now been established between the Parish Council and the park and hopefully this will continue. The park has had a good year of events for all ages. LL advised that the app What Three Words has been very successful in reporting issues to do with the park.

**11/24] CORRESPONDENCE/CONSULTATIONS**

- a) For Information
  - 1] Area 2 Planning Committee: 3 April 2024 CANCELLED
  - 2] Joint Transportation Board: 17 June 2024
  - 3] Parish Partnership Panel: 30 May 2024
  - 4] Standards Committee: 5 June 2024
  - 5] KALC: 18 April 2024
- b) New Requiring Attention: Nothing to consider.

**12/24] ITEMS FOR THE NEXT MEETING**

Nothing additional.

**13/24] ANY CONFIDENTIAL MATTERS**

None to consider.

**14/24] DATE OF THE NEXT MEETING:**

Annual Parish Council Meeting due to be held at 7pm in the village hall on Tuesday 7 May 2024.

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

Chairman .....

Date.....