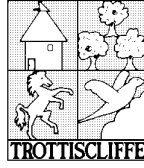


# TROTTSCLIFFE PARISH COUNCIL

Mrs. L. Goldsmith (Clerk)

5 Artisan Road, Headcorn, Kent, TN27 9AZ

Tel: 07900 693572 Email: [clerk@trottscliffeparishcouncil.org](mailto:clerk@trottscliffeparishcouncil.org)



27 September 2024

Dear Sir/Madam

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

To take place on **Thursday 3 October 2024** in Trottscliffe Village Hall at 7.30pm  
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.

**80/24] APOLOGIES FOR ABSENCE**

**81/24] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS**

**82/24] INTENTION TO RECORD THE MEETING**

**83/24] APPROVAL OF MINUTES**

To consider the minutes of the Parish Council Meeting held on the 5 September 2024 and if in order to authorise the Chair to sign as a true and accurate record<sup>1</sup>.

**84/24] 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 Trottscliffe. 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*<sup>2</sup>).

**85/24] REPORTS:** a) County Councillor      b) Borough Councillor's      c) Crime Report

**86/24] CLERKS REPORT/PAST MATTERS (Information purposes only)**

**87/24] PLANNING**

a) Applications:

1] 24/01538/PA: Garth Down, Church Lane, Trottscliffe

Lawful Development Certificate Proposed: Erection of garden wall between Garth Down main dwelling and Prunelle Garage to replace a fir tree hedge. Erection of dwarf highway alongside Church Lane.

2] 24/01460/PA: Land North of Allotments, Green Lane, Trottscliffe

Erection weather proof timber barn for the purposes of educational use for the community farm charity at Green Lane, Trottscliffe.

b) Approvals: None to consider.

c) Refusals: None to consider.

d) Withdrawn applications:

1] 23/03328: The Little Cottage, Pilgrims Way, Trottiscliffe

Two storey and part single storey rear extension. Hip to gable loft conversion with barn hips and new dormers to front and rear elevations.

e) Other Planning Issues:

- 1] 22/00314/FL: Hillside, Pilgrims Way, alleged breach of planning regarding a stable
- 2] Land West of Roughetts Road: proposed extraction of aggregate (sand)

**88/24] RESOLUTIONS**

**1. Staffing:**

- a) To receive feedback from the interview panel
- b) To sign the contract for the new Clerk
- c) To agree the leaving date for the outgoing Clerk

**2. Community Farm**

To approve and sign the revised licence.

**3. Tree Survey**

To consider and approve a quote for remedial works to the trees

**4. Tennis Club**

To consider and approve the leases.

**5. Financial**

- a) To change the administrator on the Unity Trust Account
- b) To consider a request for financial support from the community farm
- c) To receive an update on .gov.uk domain
- d) To receive the accounts
- e) To receive a bank reconciliation as at the 31 August 2024
- f) To receive and authorise the payment list

**89/24] PARISH MATTERS:**

**1. Highways:**

- a) Outstanding Faults
- b) New Faults to be reported.
- c) Highways Improvement Plan: To receive an update.
- d) Parish Seminar: To receive feedback from the seminar

**2. Recreation and Playground:**

To receive the inspection report and agree any required remedial works.

**3. Allotments:** To receive any update.

**4. Community Farm:** To receive an update.

**5. Trottiscliffe School:** To receive any update.

**6. Climate Change Initiatives:** To receive an update on the EVCP initiative.

**90/24] REPRESENTATION AT MEETINGS:**

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

**91/24] CORRESPONDENCE/CONSULTATIONS**

a) For Information

- 1] Area 2 Planning Committee: 30 October 2024
- 2] Joint Transportation Board: 2 December 2024
- 3] Parish Partnership Panel: 21 November 2024
- 4] Joint Standards Committee: 20 January 2025
- 5] KALC: 12 December 2024

b) New Requiring Attention

The Police and Crime Commissioner Consultation on the New Priorities for Kent

**77/24] ITEMS FOR THE NEXT MEETING**

**78/24] ANY CONFIDENTIAL MATTERS**

**79/24] DATE OF THE NEXT MEETING: 7.30pm on Thursday 7 November 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.*