

**MINUTES OF TROTTISCLIFFE PARISH COUNCIL MEETING
HELD ON THURSDAY 4 SEPTEMBER 2025 at 7.30pm IN THE VILLAGE HALL**

PRESENT:

Cllrs David Gaunt (DG), Richard Vallance (RV), Louise Leyden (LL), Alan Palmer (AP), Dodger Sian (DS), Clerk

67/25 APOLOGIES FOR ABSENCE

Ian Mills (IM), Alison Prountzos (ALP), Martin Coffin (MC), Robin Betts (RB), Oliver Shaw (OS) the reasons for absence were accepted.

68/25 DECLARATIONS OF INTEREST

None received.

69/25 INTENTION TO RECORD THE MEETING

There have been no requests to record the meeting.

70/25 APPROVAL OF MINUTES

It was **resolved** that DG sign the minutes of the Parish Council Meeting held on the 3 July 2025 as a true and accurate record of the meeting.

71/25] OPEN SESSION:

No members of the public present

72/25 REPORTS

- a) **County Councillor:** DS met with Matt Boughton from TMBC and expressed he wants to collaboratively work with KCC and TMBC for local parish wards. DS attended the Parish Partnership Panel meeting. DS explained TMBC are concerned about the debt when the new unitary areas are decided and if it will be split as TMBC has no debt. DS also raised concerns about how unitary areas will operate Kent Highways, Social Care, Police, School boundaries (including school travel) to which DS had no confirmed answers from TMBC. It was noted that Kent Highways own all the highways, however Highways England own all motorway.

DS explained he will be sharing his Members Gran and TPC to request where this grant needs to go. DG suggests 20mph zone sign. Taylors Lane / Green Lane junction on South Zone, DS asked Clerk for this to be raised on the portal.

LL raised concerns over traffic diversion through Village following an accident with a tractor.

- b) **Borough Councillors:** The local plan regulation 18 will be discussed at the housing and planning committee on the 21st of October. This will give an indication of the recommended sites for members to debate, but with the

challenge given us now by government to plan for in excess of 1,300 homes a year over the next local Plan period it will be an almost impossible task!

Refurbishment at Gibson East, Kings Hill (TMBC HQ) has now started and all staff and facilities have temporarily been relocated to Gibson West until the refurbishment works are complete in some 8 months time, important to note the TMBC public reception desk has also been moved to the West.

Potentially last round of west Kent rural grant applications will be considered tomorrow although there maybe one more if the funds have not all been utilised.

Angel centre consultation has started and can be accessed on the TMBC website, TMBC asking people to have their say.

Wet change facilities at refurbishment at Larkfield leisure centre was approved at cabinet on Tuesday, new cubicles, lockers, floor etc. This will be a major improvement, long overdue. As well as all the climate change work that is currently near completion, that being air source heat pumps, PV panels and air handling equipment.

- c) **Kent Police:** Between 18:32 on Thursday 10th of July and 18:30 on Friday 11th of July in Church Lane. Somebody stole a recently delivered parcel from a doorstep.

73/25] CLERKS REPORT/PAST MATTERS (Information purposes only)

Still awaiting delivery of the defibrillator pads. Latest correspondence on 21 August is that unfortunately, there is a nationwide issue that has caused a delay with the manufacturer, and as such the anticipated lead time has been extended to September for further updates. Supplier has apologised for the inconvenience.

Email from resident regarding the potholes on Green Lane, this has been noted.

74/25] PLANNING

- a) Applications:
25/01226/PA - Land Adjoining Hazeldene, Pilgrims Way, Trottiscliffe
Permission in Principle for provision of 1no. infill dwelling as set out in Schedule 1 of the Town and Country Planning (Permission in Principle) Order 2017 (as amended) - **RESOLVED** objection
25/01330/PA - Conifer House, School Lane, Trottiscliffe
Demolition of existing single storey side extension and replacement with 2 storey side extension - **RESOLVED** no objection
- b) Approvals:
25/00735/PA - Willowdale, Ford Lane, Trottiscliffe
Proposed erection of Dormer extension in rear roof slope
25/00896/PA - St Ives, Pilgrims Way, Trottiscliffe
Lawful Development Certificate Proposed: Single storey rear extension
25/01083/PA - Little Penn, Pilgrims Way, Trottiscliffe

Lawful Development Certificate Proposed: Construction of a single-storey rear extension

25/01224/PA - 9 Green Lane, Trottiscliffe

T1: Weeping Willow: Re-pollard back to previous pollard points due to the extensive regrowth and proximity to the house. This is a proposed reduction of the tree's crown by approximately 20% (up to 2 meters in proximity to the property). T1 of Tree Preservation Order

25/00980/PA - The White House, Ford Lane

Lawful Development Certificate Proposed: to determine that the development will have lawfully commenced prior to the expiration of planning permission TM/22/00323/FL

- c) Refusals: None to consider.
- d) Withdrawn applications: none to consider
- e) Other Planning Issues:

25/00436/PA - Rouses Farm, Trottiscliffe

Encroachment onto Trottiscliffe Parish Council owned land. It was agreed for Clerk to send a letter to the owners.

75/25] RESOLUTIONS

1. Financial

- a) **To note the completion of the limited assurance review for the year ending 31 March 2025**

Members were pleased to note that the External Auditor has completed the review of Sections 1 and 2 of the Annual Governance & Accountability Return (AGAR) and have concluded that the information is in accordance with Proper Practices and that no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have been met.

- b) **Notice of Conclusion of Audit**

The Clerk will arrange for the Notice of Conclusion of the Audit to be displayed on the website and noticeboard along with the relevant sections of the AGAR by 30 September 2025.

- c) **Allotment rent: To agree rent for the period of 1 January to 31 December 2027**

It was **RESOLVED** that the fees will remain at £20 for 2027

- d) **To receive an update on .gov.uk domain**

The .gov.uk domain has been secured and the website provider will need the DNS settings to link it to the domain. The Parish Council website provider was on leave so Clerk will follow this up on their return.

- e) **To receive the accounts**

The accounts up until 31 August 2025 were received.

- f) **To receive a bank reconciliation as at the 31 August 2025**

The bank reconciliation as for the accounts up until 31 August 2025 was received and signed by DG and LL in accordance with the Financial Regulations.

g) **To receive and authorise the payment list**

The Payment list was received. It was **RESOLVED** for payments to be authorised

Balances as of 31 August 2025

National Savings Account: £10,188.35
Unity Trust Account: £12,357.05

Electronic Payments

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Charlie Gavin	Salary x 2	£980.70
HMRC	Tax and NI x 2	£303.98
Charlie Gavin	Expenses	£111.33
Playsafety Limited	ROSPA Safety Report	£158.40
Capel Groundcare	Bi-monthly play inspection	£72.00
KALC	Clerk finance training	£42.00
Gel Creative	Monthly website maintenance x 2	£200.00
Google	Email Accounts DD	£203.86
Castle Water	Allotment water	£260.41
Two Donkeys	Monthly grounds maintenance x 2	£966.00
TOTAL PAYMENTS		£3298.68

2. Trottiscliffe Parish Council Grant Application

The requested amount was £500 however after a short discussion it was agreed to grant £300 to KSS. Clerk to contact KSS air ambulance.

76/25] PARISH MATTERS:

1. Highways

- a) **Outstanding Fault:** All faults have been logged.
- b) **New Faults to be reported:** Potholes on Vigo Hill and unstable side on Vigo Hill.
- c) **Highways Improvement Plan (HIP):** No update
- d) **Drainage issues:** Drains need to be cleared, Clerk to request whole village clearing
- e) **Recent flooding:** It was **RESOLVED** that the works were carried out in August. An email of thanks to be sent to the contractors.
- f) **Vigo Hill road closures:** Following the Freedom of Information request the road has been closed 24 times over the last five years – the reasons for closure were; 1 due to burned out vehicle, 6 South East Water, 7 Southern Water, 1 open reach, 5 KCC repairs, 1 KCC tree felling and 3 UK power networks. LL queried how many times it has been closed the previous 5 years so Clerk will contact KCC to find out how many times it has been closed from January 2015 to January 2020 so that the PC can compare.
- g) **Extending the 20mph zone in Trottiscliffe:** No update.

2. Recreation Ground and Playground: There has been no update however it is looking likely the Parish Council will soon be in a financial position to

apply for the grant. LL advised that The George are happy to assist with raising funds and will look at a potential quiz night.

3. **Allotments:** A letter will be going out to all allotment owners stating an inspection will be taking place this
4. **Community Farm:** No update but
5. **Trottiscliffe School:** The school was once again oversubscribed, and places were allocated on the Kent County Council priority system. The next Governors meeting will be taking place on 30th September.
9.30pm: In accordance with standing orders it was agreed to continue with the meeting
6. **Ferns exploration works:** Whilst there is no further update it was agreed to keep this on the Agenda.

77/25 REPRESENTATION AT MEETINGS

- a) **Village Hall:** Bonfire night event to be planned, bingo and singing events to take place. Scarecrow workshop on 7 September.
- b) **Parish Partnership Panel:** DG attended the Panel and it is looking likely that KCC will adopt option 3a and 4b.
- c) **Standards Committee:** No update.
- d) **KALC Area Committee:** No update.
- e) **Trosley Liaison Group:** Bread was put in bottom of 6 o clock field.

78/25] CORRESPONDENCE/CONSULTATIONS

- a) For Information
 - 1] Joint Transportation Board: 8 September 2025
 - 2] Parish Partnership Panel: 20 November 2025
 - 3] Joint Standards Committee: 19 January 2026
 - 4] KALC: 12 September 2025
 - 5] Trosley Liaison Group: 8 October 2025

79/25] ITEMS FOR THE NEXT MEETING

Green Lane ownership

80/25] ANY CONFIDENTIAL MATTERS

Nothing to consider.

81/25] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be 2 October 2025

There being no other business the meeting closed at 9.39pm

Chairman

Date.....