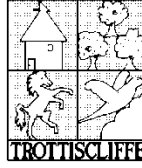


TROTTSCLIFFE PARISH COUNCIL

Miss C Gavin

38 McArthur Drive, Kings Hill, ME19 4GW

Tel: 07506 414549 Email: clerk@trottscliffeparishcouncil.org



30 April 2025

Dear Sir/Madam

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

To take place on **Tuesday 6 May** 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)

Charlie Gavin

Charlie Gavin

Clerk to Trottscliffe Parish Council

AGENDA

ADMINISTRATION: Fire Exits, Fire Meeting Points, Mobile Phones.

**16/25] ELECTION OF CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF
ACCEPTANCE OF OFFICE**

17/25] APOLOGIES FOR ABSENCE

**18/25] ELECTION OF VICE CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF
ACCEPTANCE OF OFFICE**

19/25] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

20/25] INTENTION TO RECORD THE MEETING

21/25] SELECTION OF REPRESENTATIVES TO OTHER BODIES

- a) KALC
- b) Parish Partnership Panel
- c) Village Hall Committee
- d) Trosley Liaison Group
- e) Joins Standards Committee
- f) Community Farm

22/25] POLICIES: To review 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

23/25] APPROVAL OF MINUTES

To consider the minutes of the Parish Council Meeting held on the 3 April 2025
and if in order to authorise the Chair to sign as a true and accurate record¹.

24/25] 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*²).

25/25] REPORTS:

a) County Councillor b) Borough Councillor's c) Crime Report

26/25] CLERKS REPORT/PAST MATTERS (Information purposes only)

27/25] PLANNING

- a) Applications:
 - 25/00428/PA - Rose Farm Cottage, Addington Lane, Trottiscliffe
Listed Building Application: 10mx4m below ground swimming pool in garden.
 - 25/00427/PA - Rose Farm Cottage, Addington Lane, Trottiscliffe
10mx4m below ground swimming pool in garden.
 - 25/00735/PA - Willowdale, Ford Lane, Trottiscliffe
Proposed erection of Dormer extension in rear roof slope
- b) Approvals: none to consider
- c) Refusals:
 - 24/01543/PA – Elpatos, Pilgrims Way, Trottiscliffe
Proposed roof alterations to allow new rear dormer
- d) Withdrawn applications:
 - 25/00358/PA - Willowdale, Ford Lane, Trottiscliffe
Lawful Development Certificate Proposed: Erection of Dormer extension in rear roof slope
 - 25/00444/PA – St Ives, Pilgrims Way, Trottiscliffe
Loft conversion with rear dormer
- e) Other Planning Issues: none to consider

28/25] RESOLUTIONS

- 1. To receive the Annual Governance and Accountability Return for the year ending 31 March 2025**
 - a) To receive the Internal Auditor's Report and notes its contents
 - b) To receive the Annual Internal Audit Report for 2024/2025
 - c) To approve the Annual Governance Statement (Section 1)
 - d) To approve the Accounting Statements (Section 2)
 - e) To set the commencement dates for the exercise of Public Rights
- 2. Tennis Club**
- 3. Financial**
 - a) To receive an update on .gov.uk domain
 - b) To receive the accounts
 - c) To receive a bank reconciliation as at the 30 April 2025
 - d) To receive and authorise the payment list
- 4. Parish Infrastructure Statement:**
To review the Parish Infrastructure Statement for submission to T&MBC.

29/25] PARISH MATTERS:

- 1. Highways:**
 - a) Outstanding Faults
 - b) New Faults to be reported
 - c) Highways Improvement Plan: To receive an update
 - d) Drainage issues: To receive an update
 - e) Recent flooding: To receive an update
 - f) Vigo Hill road closures: To receive an update
 - g) Taylors Lane road surface: To receive an update
 - h) Extending the 20mph zone in Trottiscliffe: To receive an update
- 2. Recreation and Playground:**
 - a) Updating the play area
 - b) Updating the play area surface
 - c) Gateway improvements to the recreation ground
- 3. Allotments:** To receive an update
- 4. Community Farm:** To receive an update
- 5. Trottiscliffe School:** To receive an update
- 6. Climate Change Initiatives:** To receive an update on the EVCP initiative
- 7. Ferns exploration works:** To receive an update
- 8. Donation to the Anti-Social Behaviour Team:** To discuss

30/25] REPRESENTATION AT MEETINGS:

a) Village Hall Committee

- b) Parish Partnership Panel
- c) Standards Committee
- d) KALC Area Committee
- e) Trosley Liaison Group

31/25] CORRESPONDENCE/CONSULTATIONS

- a) For Information
 - 1] Joint Transportation Board: 16 June 2025
 - 2] Parish Partnership Panel: 29 May 2025
 - 3] Joint Standards Committee: 2 June 2025
 - 4] KALC: 17 July 2025
 - 5] Trosley Liaison Group: 8 October 2025

32/25] ITEMS FOR THE NEXT MEETING

33/25] ANY CONFIDENTIAL MATTERS

34/25] DATE OF THE NEXT MEETING: 5 June 2025

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.