

**MINUTES OF TROTTSCLIFFE PARISH COUNCIL MEETING
HELD ON THURSDAY 5 JUNE 2025 at 7.30pm IN THE VILLAGE HALL**

PRESENT:

Cllrs David Gaunt (DG), Richard Vallance (RV), Ian Mills (IM), Louise Leydon (LL), Alison Prountzos (ALP), Alan Palmer (AP), Dodger Sian (DS), Clerk

**35/25 ELECTION OF CHAIRMAN AND TO RECEIVE A SIGNED
DECLARATION OF ACCEPTANCE OF OFFICE**

IM proposed that DG be elected Chairman, this was seconded by LL. There were no other nominations. **Resolved:** DG was elected as Chairman following a unanimous vote. DG signed a declaration of acceptance of office.

36/25 APOLOGIES FOR ABSENCE

Oliver Shaw (OS) the reasons for absence were accepted.

**37/25 ELECTION OF VICE CHAIRMAN AND TO RECEIVE A SIGNED
DECLARATION OF ACCEPTANCE OF OFFICE**

It was proposed by DG and seconded by LL that IM be elected as Vice Chairman. There were no other nominations. **Resolved:** IM was elected as Vice Chairman following a unanimous vote. IM signed a declaration of acceptance of office.

38/25 DECLARATIONS OF INTEREST

None received

39/25 INTENTION TO RECORD THE MEETING

There have been no requests to record the meeting.

40/25 APPROVAL OF MINUTES

It was **resolved** that IM sign the minutes of the Parish Council Meeting held on the 6 May 2025 as a true and accurate record of the meeting. The minutes of the 3 April 2025 were also signed by IM as a true and accurate record of the meeting as these could not be signed the previous meeting due to Clerk absence.

41/25] OPEN SESSION:

No members of the public attended

42/25 REPORTS

- a) **County Councillor:** DS introduced himself to the Parish Cllrs. DS advised that County Councillors receive a pot of £3,600 which can be allocated to the parishes that they serve, DS advised he plans to split this across the 7 parishes he serves.

The most recent 81 Reform Cllrs who were elected in the Kent County Council (KCC) May elections will be salary sacrificing a sum of money to put back into the community which is approximately £120,000 this will be divided

between 81 Cllrs and DS will be splitting this between the 7 parishes he serves.

DS keen to work with local parishes and understand the struggles that local communities face. IM explained that being at the bottom of downs that Trottiscliffe struggles with debris and drains which cause flooding. DG explained that KCC had recently advised the Parish Council drain clearing will be happening more often. DG also mentioned that another problem that Trottiscliffe faces is the potholes and the quality of workmanship. LL advised that Trottiscliffe is often used as a cut through causing traffic in the Village.

AP arrived 8.01pm

DS explained a list will be sent to the Clerk of KCC contacts so that the Parish Council will have a contact list to contact.

LL also raised concerns about the traffic and light pollution about the Wrotham Moto Lorry Park close to an Area of Outstanding Natural Beauty.

DS left at 8.12pm

- b) **Borough Councillors:** There was no report.
- c) **Kent Police:** Two crimes have been reported in Trottiscliffe. On Tuesday 20th of May around 21:00 in Gravesend Road. Somebody damaged a window of a Volvo parked in the road. Between 18:00 on Tuesday 27th of May and 10:30 on Thursday 29th of May in Church Lane. Somebody stole six steel fence posts from a play area.

The Parish Council have been made aware of some anti-social behaviour at Vigo Bridge where residents of Trottiscliffe have had objects thrown at their cars. This has been reported to the police and the Clerk has passed this information over to the Clerk at Vigo.

43/25] CLERKS REPORT/PAST MATTERS (Information purposes only)

The Clerk reported that the defibrillator has been checked and is fully operational. The Circuit has been updated.

44/25] PLANNING

- a) Applications: None to consider.
- b) Approvals: None to consider.
- c) Refusals: None to consider.
- d) Withdrawn applications:
25/00441/PA – St Ives, Pilgrims Way, Trottiscliffe:
Lawful Development Certificate proposed: Single-storey side extensions, single-storey rear extension
- e) Other Planning Issues: None to consider

45/25] 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**

It was noted that the Internal Auditor inspected the accounts on the 21 May 2025 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 2024/2025

Received and noted.

c) To approve the Annual Governance Statement (Section 1)

It was **RESOLVED:** That the Annual Governance Statement 2024/2025 be approved and the Clerk/RFO and Chair to sign.

d) To approve the Accounting Statements (Section 2)

It was **RESOLVED:** To approve the Accounting Statements 2024/2025 and for the Chair to sign.

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

Monday 9 June 2025 until Friday 18 July 2025

2. Tennis Club

RESOLVED: The lease for the Tennis Club was signed on Tuesday 27 May 2025 by the Trustees in presence of the Clerk.

3. Financial

a) To receive an update on .gov.uk domain

Clerk contacted provider and received a response on 23 May 2025 advising that they waiting on a response from Nominet regarding the domain.

b) To receive the accounts

The accounts up until 31 May 2025 were received.

c) To receive a bank reconciliation as at the 31 May 2025

The bank reconciliation as for the accounts up until 31 May 2025 was received and signed by IM and DG in accordance with the Financial Regulations. The previous months reconciliation as at the 30 April 2025 which was circulated prior to the May meeting but could not be signed due to Clerk absence was also signed.

d) To receive and authorise the payment list

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

Balances as of 31 May 2025

National Savings Account:	£10,188.35
Unity Trust Account:	£17,333.10

Electronic Receipts

Allotment Rent:	£30.00
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Electronic Payments

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Charlie Gavin	Salary	£490.35
HMRC	Tax and NI	£151.99
Charlie Gavin	Expenses	£99.24
Capel Groundcare	Playground Inspection	£72.00

Gel Creative	Website Maintenance	£100.00
Gel Creative	Yearly webhosting and domain name	£200.00
Google	Email Accounts DD	£96.00
TMBC	Anti Social Behaviour Enforcement Team Contribution	£250.00
Lionel Robbins	Independent Internal Audit	£140.00
Gallager	Insurance Renewal	£921.40
Two Donkeys	Grounds Maintenance	£483.00
TOTAL PAYMENTS		£3003.98

4. Parish Infrastructure Statement

The statement was reviewed and it was **RESOLVED** two projects were added to the statement which will now be sent.

5. Statement of Internal Control

This was reviewed and **RESOLVED** to adopt the statement.

46/25] PARISH MATTERS:

1. Highways

- a) **Outstanding Fault:** Spring leak outside of the Village Hall was recently chased but no follow up as of yet.
- b) **New Faults to be reported:** No new faults to be reported.
- c) **Highways Improvement Plan (HIP):**

The current HIP has 4 priorities. The current list shows as;

1. Taylors Lane - vehicles mounting the pavement
2. Taylors Lane - speeding traffic
3. Pilgrims Way - speeding traffic
4. Vigo Hill - road environment with tight corner on hill

Speeding in the village is a concern for residents and the Parish Council.

A printed map of the village was given to the Cllrs and the Cllrs highlighted the roads to be considered for the extension of the 20mph zone. The roads highlighted were; Vigo Hill (towards Taylors Lane before the bend); Pilgrims Way; Pinesfield Lane; Church Lane and a small section of Wrotham Water Lane.

After discussion the HIP priorities will now be updated to

1. Extending the 20mph zone (previous 2,3,4 will be included in this)
2. Taylors Lane - vehicles mounting the pavement
3. Green Lane - the ownership of Green Lane

- d) **Drainage issues:** No update
- e) **Recent flooding:** No update
- f) **Vigo Hill road closures:** No update
- g) **Taylors Lane road surface:** No update
- h) **Extending the 20mph zone in Trottiscliffe:** Covered under HIP.

2. Recreation Ground and Playground:

- a) **Updating play area:** The Clerk advised that when submitting the grant application, a 10.75% contribution figure was shown which was just over £9,000. As the Parish Council does not have access to the funds it will pause this project and look at ways to raise this money before progressing with the grant application.

- b) **Updating play surface area:** It was agreed that the updating of the play surface area will be applied for with the funding and that the goal of the Parish Council is to do the updating of the play area in one go.
- c) **Gateway improvements to recreation ground:** It was **RESOLVED** to add the gateway improvements to the Parish Infrastructure Statement.
- 3. **Allotments:** The waiting list has been reviewed and updated.
- 4. **Community Farm:** The George hosted a quiz night which raised £1,400 for the farm. A bingo night to raise funds is also in the pipeline. The farm have a new goat and Grange Park will be building an obstacle course for the goats.
- 5. **Trottscliffe School:** Two risk assessments were received from the school in relation to sports day and the summer fair. Clerk to scan and send these to the Parish Cllrs to review.
- 6. **Climate Change Initiatives:** KCC advised via email that the private Charge Point Operator (CPO) we have been working with to date have now informed us they are unable to move forward with the project in Kent. This is due to the following reasons:
 - a. A high number of residential properties in the area have driveways, so they would expect these residents to do most of their EV charging at home, and not require a public charger
 - b. The locations do not have high traffic counts, or many amenities nearby, meaning that they are unlikely to be suitable for en-route charging demand
 - c. In addition to these points, with the upcoming LEVI project within Kent, they believe that most residential charging will be delivered through this project on-street

Unfortunately, this means KCC won't be able to move forward with the installation at this time. However, KCC has been allocated ring-fenced funding from the Office of Zero Emissions Vehicles for the delivery of on-street public chargers across Kent. They are currently in the process of procuring a private CPO to work with them to deliver the Local Electric Vehicle Infrastructure (LEVI) network of up to 10,000 on-street EV chargers aimed at those without access to off-street parking. As part of the process, they are inviting residents, Parish Councils, and businesses to suggest suitable on-street locations for EV chargers. They advised they can certainly explore areas within the Parish as part of this project, and if the Parish Council would like to nominate specific streets to please visit letstalk.kent.gov.uk/on-street-ev

- 7. **Ferns exploration works:** Clerk contacted the Quarry Manager who put her in contact with Steve from Quarry Lamb who undertook the works. Steve advised there were a number of minor archaeological remains discovered during the trenching work but nothing of particular importance. They are yet to receive the final report on the work and expect this later in the summer. Steve will forward the report onto the Clerk to share with the Parish Council. It was noted that a Ferns driver has been rude to one of the Parish Cllrs.

47/25 REPRESENTATION AT MEETINGS

a) **Village Hall:** IM advised he attended the Village hall committee meeting on 5 June and it was noted the Parish Council are yet to receive a risk assessment. The Village Hall will soon be painted. The Village Hall have also applied for 50% new heating grant, this will provide the Hall with air con in the summer and heating in the winter. It was noted that the Hall will to have electrical supply upgraded. Another bingo night will be taking place in the future.

9.30pm: *In accordance with standing orders it was agreed to continue with the meeting,*

b) **Parish Partnership Panel:** DG attended meeting where the devolution was discussed.

c) **Standards Committee:** No update.

d) **KALC Area Committee:** No update.

e) **Trosley Liaison Group:** Goats keep escaping and LL notified the group about Vigo Hill bridge anti-social behaviour.

48/25] CORRESPONDENCE/CONSULTATIONS

a) For Information

1] Joint Transportation Board: 16 June 2025

2] Parish Partnership Panel: 28 August 2025

3] Joint Standards Committee: 19 January 2026

4] KALC: 17 July 2025

5] Trosley Liaison Group: 8 October 2025

49/25] ITEMS FOR THE NEXT MEETING

Nothing to consider

50/25] ANY CONFIDENTIAL MATTERS

Nothing to consider.

51/25] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be 3 July 2025.

There being no other business the meeting closed at 9.44pm

Chairman

Date.....