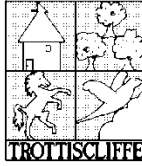


TROTTSCLIFFE PARISH COUNCIL

Miss C Gavin

Tel: 07506 414549 Email: clerk@trottscliffeparish.gov.uk



1 May 2026

Dear Sir/Madam

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

To take place on **Thursday 7 May** in Trottscliffe Village Hall directly after the Annual Parish Meeting which starts at 7pm 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.

16/26] ELECTION OF CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

17/26] APOLOGIES FOR ABSENCE

18/26] ELECTION OF VICE CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

19/26] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

20/26] INTENTION TO RECORD THE MEETING

21/26] SELECTION OF REPRESENTATIVES TO OTHER BODIES

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

22/26] 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

23/26] APPROVAL OF MINUTES

To consider the minutes of the Parish Council Meeting held on the 2 April 2026 and if in order to authorise the Chair to sign as a true and accurate record¹.

24/26] 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).

25/26] REPORTS:

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

07/26] CLERKS REPORT/PAST MATTERS (Information purposes only)

08/26] PLANNING

- a) Applications:
26/00321/TNCA - 2 Cedar Cottages Taylors Lane Trottiscliffe
1 x "Fern Species" tree (marked as "tree" on applicants plan standing 1.1M from the house) - Remove/Fell
- b) Approvals: none to consider
- c) Refusals:
TM/25/01226/PIP - 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)
- d) Withdrawn applications: none to consider
- e) Other Planning Issues:
Appeal of TM/25/01226/PIP - 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)

09/26] RESOLUTIONS

1. **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 2026
 - d) To receive and authorise the payment list
2. **Statement of Internal Control 2026**
To review and adopt the statement of internal control for 2026
3. **Community Resilience Plan**
To review the community resilience plan
4. **Parish Infrastructure Statement**
To review the Parish Infrastructure Statement for submission to TMBC
5. **Insurance for 2026-2027**
To review the insurance policy renewal for 1 June 2026 to 31 May 2027
6. **IT Policy**
To review and adopt an IT policy

10/26] 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) Extending the 20mph zone in Trottiscliffe: To receive an update
2. **Recreation and Playground:** To receive an update
3. **Allotments:** To receive an update
4. **Community Farm:** To receive an update
5. **Trottiscliffe School:** To receive an update
6. **Trottiscliffe Tennis Club:** To receive an update
7. **Ferns quarry expansion:** To receive an update
8. **Rouses Farm:** To receive an update
9. **Coldrum Barrow Long Yellow Lines:** To receive an update

11/26] REPRESENTATION AT MEETINGS:

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

12/26] CORRESPONDENCE/CONSULTATIONS

a) For Information

- 1] Joint Transportation Board: 15 June 2026
- 2] Parish Partnership Panel: 28 May 2026
- 3] Joint Standards Committee: 1 June 2026
- 4] KALC: 9 July 2026
- 5] Trosley Liaison Group: TBC

13/26] ITEMS FOR THE NEXT MEETING

14/26] ANY CONFIDENTIAL MATTERS

15/26] DATE OF THE NEXT MEETING: 4 June 2026

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.