

## ADDINGTON PARISH COUNCIL

### Minutes of the Parish Council Meeting held on the 3 September 2014 at 20:00hrs in the Pavilion, Park Road.

**Present:** Mr. S. MacDonald-Gay- Chairman Cllrs. Mrs. M. Castle,  
Mrs. A. Holmes, Mrs. P. Garrett and Mr. P. Robinson  
Borough Councillor Matthew Balfour, PCSO Laura Bullen and 2 members of the public

#### **69/14] APOLOGIES FOR ABSENCE:**

County Councillor Sarah Holher, Borough Councillor Ann Kemp and Cllrs. Mrs. M-F Bailey and Mrs. J. Grey.

#### **70/14] DECLARATION OF INTERESTS:**

Cllr. Garrett disclosed a pecuniary interest in item 77/14 (c) (1).

#### **71/14] MINUTES OF THE LAST PARISH COUNCIL MEETING:**

It was proposed that the Chairman sign the minutes of the meeting held on the 2 July 2014 as a correct record. Agreed.

#### **72/14] MINUTES OF THE EXTRAORDINARY MEETING HELD ON THE 6 AUGUST 2014**

It was proposed that the Chairman sign the minutes of the Extraordinary meeting held on the 6 August 2014 as a correct record. Agreed.

#### **73/14] REPORTS:**

a) County Councillor – there was no report.

c) PCSO Laura Bullen

PCSO Laura Bullen reported that there had been a theft of a wallet from a boot fair held in Addington on the 24 August 2014 and there had been a theft of fuel from the Jet Garage. PCSO Laura Bullen suggested that parishioners are extra vigilant at the moment as there has been an increase in garage break-ins in the surrounding villages. Members expressed their disappointment that Kent Police have decided not to continue with the fortnightly Mobile Police Station visits to Addington. PCSO Laura Bullen offered to hold some surgeries on an ad-hoc basis and agreed to consider holding them at the same time and venue as the Saturday freighter service which would hopefully improve footfall. The Clerk will let PCSO Laura Bullen know the future dates and times of the Saturday freighter service.

*20:13hrs PCSO Laura Bullen left the meeting.*

b) Borough Councillor

Borough Councillor Matthew Balfour advised Members that both the A'levels and GCSE results had been good in the borough. It was noted that T&MBC Sports Development Officer, Beverly Emmerson, has been given an award for her outstanding service and contribution to the development of cricket in the borough. At the request of Cllr. Garrett, Borough Councillor Matthew Balfour agreed to assist with finding out which electoral roll the residents at Honeywood Place would be assigned to (see 77/14 (c) (6).

*20:23hrs Borough Councillor Matthew Balfour left the meeting.*

#### **74/14] MATTERS ARISING:**

1] A proposal to purchase a defibrillator for the village – It was noted that BT have finally removed their equipment from each box. The Clerk had obtained two quotes for an electrician to install the defibrillator. It was **resolved** to accept the quote from Brindle Installations to install both Defibrillators in separate telephone boxes in accordance with the cPad box installation instructions. All of the electrical works will be carried out in accordance with BS 7671 17<sup>th</sup> Edition Wiring Regulations and on completion of the works two certificates will be issued, one for each unit. The quote of £620.00, (excluding VAT), also

includes cleaning the telephone boxes inside and out. Members also resolved to accept a monthly maintenance contract at a cost of £180.00 per annum. The Clerk will now submit an application for a Member Grant for purchase of the second defibrillator.

2) Proposals for deregistration of the trackway round the village green

The Deed of Easements were all signed at the Extraordinary Meeting on the 6 August 2014. The RGA had advised the Clerk that they were happy with the draft maintenance agreement. Hedleys had suggested a slight amendment to clause 3.1 to allow the parties the opportunity to vary the management fee by agreement at some point in the future. Members agreed that the Clerk should check that RGA are happy with the amended wording and if the amendment is acceptable make arrangements for them to sign the final Management Agreement,

3) Seven Mile Lane.

KCC had responded to the Parish Council's letter about Members concern that vehicles coming out of Seven Mile Lane and joining the roundabout could struggle to see vehicles coming along on the inside lane on their right. KCC have advised that once UK Power Network have connected the streetlights the scheme will be subject to a Stage 3 Safety Audit and at that time any recommendations will be considered by the audit team. It was **resolved** that the Clerk should write again to KCC to find out when the lighting will be installed as the current situation with limited lighting provided by a generator is not acceptable.

4) The Third Wrotham (Addington) Quarry Local Community Stakeholder Meeting

There was no update.

5) Kent Men of Trees in the village competition

Members noted that the judge visited the village on the 12 August 2014. A full report and the results of the competition will be issued in the late Autumn.

6) Website

KCC have still not set a date for any training. However, Members expressed their gratitude to the Clerk for having got a basic form of the website up and running. It was **resolved** that only approved minutes will be placed on the website. Councillor's addresses and Disclosable Pecuniary Interests forms only will be added. Members agreed to forward a small article on themselves, hobbies, why they became a Councillor etc. to the Clerk to include on the website.

7) Standing Orders – It was **resolved** to amend standing order 3(j) in line with guidance from NALC although some Members were disappointed with this amendment. Some Members felt that allowing members of the public to record meetings means Members have no protection against surreptitious activities.

**75/14] FINANCE**

a) A statement as at 3 September 2014 was circulated:

Business Reserve Account	£ 24,693.20
Current Account	£ 162.86
Unpresented cheque	£ 5.40
	£ 157.46
Consuls Account	£ 100.00
National Savings Account:	£ 24,349.62

b) Other matters:

i) New bank mandate – Members **resolved** and signed the documentation to remove Mr. Allan Newby from the bank mandate and to add Cllr. Mrs. J. Grey. The Clerk was asked to make arrangements for Mrs. Grey to sign the mandate.

ii) Online banking - Members noted that although the bank has now sent the correct application for online banking it cannot be completed until a new mandate has been submitted.

iii) Citizens Advice Bureau request for a donation – The Chairman proposed and it was agreed that the Parish Council donates £100.00. A cheque was drawn and subsequently signed.

iv) Review of Finances – Members noted a review of the finances that had been prepared by the Clerk and were satisfied that the expenditure for the year to date is within the forecasted budget.

v) Invoice for the diversion of the footpath MR168 (part) and MR171 (part) – Members asked if the Clerk could obtain a breakdown of the invoice sent by KCC. In particular Members would like to see a breakdown of the £1,210.00 administration costs. Once this has been received and approved the Clerk will invoice Mr. J. Dudley, as agreed, for 50% of the total of the costs which currently are £1,598.83.

vi) Annual Return 2013/14 – Members noted the external auditor's report which states that 'on the basis of our review, in our opinion, the information contained in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'. It was also noted that details of the conclusion of the audit have been placed on the notice boards along with a copy of the relevant sections of the Annual Return.

c) Cheques for signature:

Mrs L S Goldsmith	(Salary- July)	1669	£ 542.25
HMRC	(Clerk's Tax)	1670	£ 5.20
Mrs L S Goldsmith	(Expenses)	1671	£ 106.99
PKF Littlejohn LLP	(External Audit)	1672	£ 240.00
Viking	(Stationery)	1674	£ 45.59
Citizens Advice Bureau	(Donation)	1675	£ 100.00
<b>Total</b>			<b>£ 1,040.03</b>

Transfer from Current Account to Reserve Account: £2,500.00

**76/14] MEMBERS OF THE PUBLIC:**

A member of public offered asked if Members could pass on his gratitude to Borough Councillor Matthew Balfour for speaking so passionately at the Area 2 Planning Committee meeting against the planning application for Blackmans. Both members of public also expressed concern about the lack of clarity and the needs for road markings on the new Seven Mile Lane roundabout.

**77/14] PLANNING:**

**a) Applications:**

Applications: There were none to consider.

**b) Decisions:**

1] TM/14/01994/RD – Squirrels Keep, Trottiscliffe Road, Addington, ME19 5AZ

Details of materials and landscaping pursuant to conditions 2 and 4 of planning permission

TM/14/00672/FL. *Approved*

2] TM/14/01348/FL – The Seekers Trust, The Close, Addington

Change of use of ground floor of The Close from estate office to house of multiple occupation (C4) and conversion of existing dwelling of the Lilacs to estate offices (Retrospective). *Approved*

3] TM/14/01900/RD – West Malling Golf Club, London Road, Addington, ME19 5AR

Details submitted pursuant to conditions 4 (temporary screening) and 7 (timetable of phasing) of planning permission TM/13/02114/FL (Re-grading of land form to first hole and second tee of Spitfire Course).

*Approved*

4] TM/14/01857/FL – Dolphin, 24 Clearway, Addington, ME19 5BP

Rear hip to gable roof enlargement, side facing rooflight and detached single garage. *Approved*

**c) Other Matters:**

*21:21hrs Cllr. Garrett disclosed a pecuniary interest and left the meeting.*

1) Big Motoring World, London Road, Addington

The Clerk reported that Planning Enforcement are still preparing the Enforcement Notice for the lighting but hope to have this served in the very near future. It is clear that the landscaping has not been planted so Planning Enforcement will now begin action. Enforcement have inspected the site and the HGV turning does seem to still be in place.

*21:23hrs Cllr. Garrett returned to the meeting.*

- 2] The Caravan, East Street, Addington – The Clerk was asked to find out if the caravan is still there.
- 3] 13/00038/WORKM - Windsor car breakers, London Road, Addington – regarding alleged unauthorised engineering works. A full response has still not been received from enforcement however enforcement will not be taking any action until the planning proposals recently submitted have been determined.
- 4] Motor caravans at East Street North – T&MBC has advised the Clerk that they are now looking to serve a Breach of Condition of Notice on this land this week for the removal of the building which should have been demolished as part of the application for the redeployment of the old scrap yard.
- 5] 14/00134/WORKM – Shaw Hill House, Aldon Lane, Addington, ME19 5PJ – Planning Enforcement have advised that an application, reference TM/14/02777/FL has been received for the erection of a single storey outbuilding (retrospective) and construction of vehicular crossing for domestic use. The application is currently invalid. The Clerk was asked to follow up on the letter to enforcement about what restrictions will be placed on the use of a caravan on this site.
- 6] SNN/1400018/Notice - Street Naming and Numbering notification relating to Honeywood Place – The Clerk has not received a response about which electoral roll the residents of Honeywood Place, which has been given a postal address in Offham and not Addington, would be listed on. The Clerk was asked to follow up on this and to copy Borough Councillor Matthew Balfour in on any correspondence.
- 7] Kent Machinery & Humphries – regarding lighting issues. Investigations are underway and enforcement will provide more details in due course.
- 8] TM/13/03745/OA – Part of Sandy Wood, Ford Lane, Addington – outline application for the erection of one dwelling with all matters reserved except for access. Members noted that an appeal has been made to the Planning Inspectorate
- 9] TM/13/03555/FL – Woodgate Farm, Woodgate Road, Addington – demolition of 2 storage buildings and replacement with 1 B8 storage building split into 2 units with parking and drainage. Members noted that an appeal has been made to the Planning Inspectorate.
- 10] TM/13/01535/OAEA – Kings Hill Phase 3, West Malling, ME19 4QG – due to the number of people that wanted to speak, the Extraordinary meeting for Area 2 Planning Committee planned for the 25 September 2014 has been postponed. More details will follow.

#### **78/14] HIGHWAYS:**

##### **a) Outstanding:- (as at 3 September 2014)**

- 1] Overflowing bin at the bus stop on A20 at the top of The Links – it was noted that the bins seem to have been regularly emptied over the summer.
- 2] Trottscliffe Road sign at junction of A20 needs repairing – the Clerk to re-report
- 3] Potholes in Park Road near to the junction with Trottscliffe Road have re-appeared – works have been completed.
- 4] Evidence of some subsidence on the edge of the road going down Park Road to the sports Pavilion- KCC will be repairing the road which will involve a road closure on the 13 October for 2 days.
- 5] The verge from the second lay-by after the junction of the A20 with Trottscliffe Road to Hernewell Farm has not been cut – the matter has been resolved.

##### **New requiring attention**

- 1] Overgrown vegetation at the junction of the A20 and St. Vincents Lane – Cllr. Robinson offered to ask West Malling Golf Club to cut this area,
- 2] Flytipping at Plowenders lay-by needs to be reported
- 3] A sign on the A20 near Hernewell Farm needs attention.
- 4] A tree is partially blocking the footpath that goes from Westfield Farm through the woods to the motorway bridge - the Clerk will report this to PROW.

##### **b) Other matters:**

- 1] Posts on the A20 – There was no update on the enforcement action being taken by KCC with the Mitsubishi garage to have the posts removed.
- 2] Verges and new village sign outside Stubblesdown – KCC have had the cost of repairing the verges that have been driven over outside Stubblesdown recharged to the owner of the vehicle's insurance company. The insurance company will no doubt claim the money from the owner. This is the only way enforcement at KCC can get members of the public to stop doing this sort of

activity. KCC will be raising another order to get the sign and posts replaced. It is not known who has removed them.

**79/14** **REPORTS OF MEETINGS:**

- a) Village Hall – Cllr. Robinson reported that the committee has submitted the planning application for the patio area.
- b) Recreation Ground – there was no update.
- c) Parish Partnership Panel – Members noted a meeting is due to take place on the 4 September.
- d) Standards Committee meeting – there has been no meeting.

**80/14]** **OPEN SPACES:**

- a) Noticeboard  
Members noted that TWIGS will be repairing the noticeboard shortly.

**81/14]** **CORRESPONDENCE:**

a) For information:-

- 1] Area 2 Planning Committee – 17 September 2014
- 2] Joint Transportation Board – 22 September 2014
- 3] Parish Partnership Panel – 4 September 2014

b) On circulation: -

- 1] KALC update on the East Facing Slips on the M25
- 2] Countryside Voice
- 3] T&MBC Corporate Performance Plan for 2012/15 - link
- 4] KALC – Parish News
- 5] NHS West Kent Clinical Commissioning Group – Patient Newsletter Summer 2014
- 6] Lower Thames crossing announcement
- 7] New Local Policing Model
- 8] T&MBC Community Safety Partnership Newsletter – August/September 2014
- 9] JPCTCG – Minutes of meeting held in 24 July 2014
- 10] Traffic calming/road safety engineering – presentation to JPCTCG
- 11] Road Safety Engineering Measures
- 12] Toolkit Community Approaches to reducing traffic speed
- 13] Kent Messenger Article – Notice of Statutory quality partnership scheme

c) New requiring attention:-

- 1] Your Vote Matters – Members noted the details of the new voter registration system.
- 2] New Local Policing Model – Members noted the new Kent Policing model.
- 3] KALC Minutes of meeting and item on the Parish Care-taker Scheme – Members noted that T&MBC are looking to do a pilot of the scheme in the borough.
- 4] DCLG technical consultation on planning – Cllr. Robinson kindly offered to respond to the consultation.
- 5] Government response - Draft transparency code for parish councils with a turnover not exceeding £25,000 – Members were pleased to note that the Government's response to the consultation on the draft transparency code was similar to the one they submitted.

**82/14]** **ANY OTHER BUSINESS:**

- 1] Cllr. Robinson expressed his concern that the planning permission for Blackmans and the density of the housing has set a precedent.
- 2] Members noted a report from Cllr. Bailey on the number of boot fairs held this year. Members were pleased to note that the number of permitted boot fairs at each of the sites has not been exceeded.

**83/14] ITEMS FOR THE NEXT MEETING:**

Nothing additional.

**84/14] DATE OF THE NEXT MEETING:**

The next Parish Council Meeting will be held on the 1 October 2014 at 20:00hrs in the pavilion.

**85/14] ANY CONFIDENTIAL ITEMS**

There were none.

The meeting was closed at 21:56hrs

Signed .....Chairman Date .....