

ADDINGTON PARISH COUNCIL

Minutes of a virtual Annual Parish Council Meeting held on the 6 May 2020 at 20:00hrs

Present: Cllr. Mrs P. Garrett – Chairman, Cllrs. Mrs. A. Adams, Mrs. L. Chalk, Mr. S. MacDonald-Gay, Mr. P. Robinson, Mrs. C. Short
County Councillor Sarah Hohler, Borough Councillor Ann Kemp

01/20] APOLOGIES FOR ABSENCE:

Borough Councillor Piers Montague.

Cllr. Short took over as Chairman of the meeting

02/20] ELECTION OF CHAIRMAN:

It was proposed by Cllr. C. Short and seconded by Cllr. S. MacDonald-Gay that Cllr. P. Garrett be elected as chairman for the following year. Agreed.

Cllr. Garrett continued as Chairman

03/20] ELECTION OF VICE-CHAIRMAN:

It was proposed by Cllr. P. Garrett and seconded by Cllr. L. Chalk that Cllr. C. Short be elected as vice-chairman. Agreed.

04/20] ELECTION OF REPRESENTATIVES:

- a) Village Hall – Cllr. Mr. P. Robinson
- b) Recreation Ground Committee – Cllr. Mr. P. Robinson
- c) Tonbridge & Malling Parish Partnership – Cllr. Mrs. A. Adams
- d) KALC – Cllr. Mrs. P. Garrett and Cllr. L. Chalk
- e) JPCTCG – no representative
- f) Standards Committee – Cllr. C. Short
- g) Publicity for The Pilgrim – the Clerk
- h) Platt School Governor – Mr. B. Fissenden
- i) Big Conversation Working Group – Cllr. A. Adams
- j) Consultation Documents: 1) Open Spaces; 2) Local Development Framework; 3) Kent Structure Plan; 4) Rural Housing; 5) Leisure; 6) Kent Minerals. – Cllr P. Robinson with the support of Cllr. S. MacDonald-Gay.

The Chairman proposed that the above be elected. Agreed.

05/20] APPOINT A FINANCIAL OFFICER & INTERNAL AUDITOR:

It was proposed by Cllr. P. Garrett and seconded by Cllr. C. Short that the Clerk be appointed as the Responsible Finance Officer and Mr Lionel Robbins as the Internal Auditor.

06/20 CO-OPTION – Deferred.

07/20] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION - There were none.

08/20] MINUTES OF THE LAST MEETING:

It was proposed that the Clerk, on behalf of the Chairman, signed the minutes of the Parish Council meeting held on the 4 March 2020. Agreed.

09/20] REPORTS

a) County Councillor – County Councillor Sarah Hohler reported on the help available from KCC in response to the pandemic which is aimed at vulnerable sectors of the community as part of the initiative called ‘Kent Together’. The website has had over 30,000 hits and over 4,500 requests for help. County Councillor Sarah Hohler reported that the Cabinet Members are meeting regularly virtually. KCC has

sourced its own PPE for their care workers. The lockdown has meant that repairs to highways have been able to take place as there is less traffic on the road. Workers on the highways have been operating social distancing. Libraries are closed but have increased their online membership and some of the activity clubs for children and the elderly are taking place virtually. There have been over 1,400 births which have not been able to be officially registered. 17 members of KCC staff have stepped in to help with the registration of births and deaths. The Kent Community Foundation is offering a total of £200,000 in grants to charities in need. County Councillor Sarah Hohler warned Members of an increase in scamming as reported by Trading Standards. KCC has been forced to close the parking areas to the country parks as people were continuing to breach the lockdown rules and drive to parks. KCC are re-opening their Household Waste Collection Sites on Friday 15 May 2020. Residents will need to book a slot and a booking system will be available from Wednesday 13 May 2020.

b) Borough Councillor – Borough Councillor Ann Kemp has sent the Clerk the Annual Report which has been circulated. Borough Councillor Ann Kemp reported that there have been no meetings at T&MBC. The Annual Meeting was cancelled which means that Members will continue with the same roles and that Jill Anderson will continue as the Mayor. The Area 2 Planning Committee is expected to take place virtually on the 27 May 2020. T&MBC is in the process of paying out grants to small businesses in the borough. Cllr. Peter Robinson commended T&MBC for their excellent work in responding to grant requests so quickly and providing a lifeline for organisations such as the Addington Recreation Ground Committee and Village Hall Committee. T&MBC has also put in a number of measures and online support for shielded residents. T&MBC has restarted bulky collections this week and will be re-starting Garden Waste collections on the 11 May 2020. Cllr. Short asked Borough Councillor Ann Kemp to find out if a decision has been taken about postponing the annual garden waste collection charge as many residents did not receive a bin for many weeks.

20:02hrs County Councillor Sarah Hohler and Borough Councillor Ann Kemp left the meeting

c) Kent Police – Kent Police has reported no local crime in the last 2 months and that generally people are sticking to the Lockdown rules. PCSO Wendy Stanley has decided to retire earlier than planned due to the Coronavirus pandemic which means that the new PCSO, Amy Sears, for Addington will need to now oversee PCSO Wendy Stanley's wards.

10/20] MATTERS ARISING:

1] Coronavirus Act 2020 and implications for Parish Councils

As of the 4 April 2020 the Parish Council now has the Statutory Powers to hold remote Parish Council Meetings. In summary The Coronavirus Act 2020 states that Members will be able to attend remotely and that there must be provision for public and press access. The Regulations apply to meetings required to be held before 7 May 2021. Regulation 5 covers remote attendance, extending the definition of "place" to include more than one location and including electronic, digital or virtual locations. The Parish Council needs to ensure that Members attending remotely can be heard and where possible seen by other Members. The press and public must also be able to hear and preferably see Members. Regulation 13 modifies the Public Bodies (Admission to Meetings) Act 1960 allowing for remote attendance by the press and public. Regulation 13 (a) requires any electronic notice of a meeting to be published on the principal authority's website and does not negate the normal requirement under Local Government Act 1972 Schedule 12 Part II Paragraph 10 (2) (a) to publish a notice in a conspicuous place. The Parish Council awaits further guidance from NALC on revising the Model Standing Orders for Parish Councils

2] Annual Parish Meeting 2020 – The Annual Parish Meeting which was due to take place on the 1 April 2020 had to be cancelled due to Covid-19. The Annual Parish Meeting needs to be held by the 1 June each year which is looking unlikely. KALC has advised that publishing reports on the website should suffice. It was therefore **resolved** that the Clerk places the reports on the website.

3] Monthly check of the defibrillator and any other update - The Clerk advised Members that both of the defibrillators in the village had been checked this month and an update provided on WebNos. The Clerk advised Members that the BT boxes have not been cleaned for a while which is disappointing at Brindle Electricians were instructed to do this. It was suggested and agreed that the Clerk approaches local electrician Brian Taylor to see if he would be willing and able to take on the maintenance.

4] Speedwatch – A lack of volunteers means the scheme is unable to continue at the moment.

5] T&MBC Local Plan Development – The Clerk is waiting to hear whether the first Stage of the Hearing for the Local Plan will be taking place between the 19 and 21 May 2020. Stage 2 is planned for the 24-25 June 2020 at the Orchards Events Venue, New Road, East Malling, ME19 6BJ.

6] Reinstatement of the footbridge over the M20 – The Clerk advised that a meeting with Highways England has been re-arranged for the 13 May 2020 to discuss the planning and reinstatement of the village green and also to remind them of a commitment to clear the North East Street access. Highways England has advised the Clerk that they are hoping to start works in July 2020 and be finished by December of this year. Their supply chain has been impacted by COVID-19 which could affect these milestones. Highways England has reassured the Clerk that they are proactively managing the situation and at this stage are not expecting any changes to the programme. Members were disappointed to hear about these delays to the reinstatement of the bridge which will also probably result in more overnight road closures on the M20.

7] Smart Motorway Junction 3-5 – The resurfacing of all the lanes of the M20 is to be discussed at the meeting with Highways England due to take place on the 13 May 2020. Members discussed the detrimental effect recent roadworks had on queuing and traffic conditions on the A20. It was also agreed that pressure will need to be placed on KCC to rectify all the damage done to the road surface of the A20 as a result of the night time closures on the M20.

8] Village event & Community Spirit – Members discussed the response from the village to the Coronavirus pandemic and the effect of the Lockdown. Members have witnessed lots of help and support to the elderly and vulnerable in the village. The BART churches and the Parish Councils in Birling, Addington, Ryarsh and Trottscliffe have come together to offer community support for anyone who needs it. A team of volunteers have been offering help with collecting food shopping, getting urgent supplies and prescriptions, posting mail and running errands or just offering a friendly phone call. It was also noted that many residents have been helping in all sorts of ways including sewing PPE for the NHS. The Clerk has placed lots of information on the website on all the help and services available during these extraordinary times. There has been no further update on whether the AngelSpace community event will still be taking place in July 2020.

11/20] FINANCE

a) A statement as at 6 May 2020 was circulated:

Business Reserve Account	£ 9,547.49
Current Account	£ 11,776.32
Less cheques 2074 and 277	<u>£ 208.25</u>
	£11, 568.07
National Savings Account:	£ 25,364.38

Receipts: T&MBC Precept First Instalment - £11,500.00

b) Cheques for signature:

MARCH 2020

<u>Supplier</u>	<u>Description</u>	<u>Cheque</u>	<u>Amount</u> <u>Number</u>
Mrs L S Goldsmith	(Salary-March)	2073	£ 561.20
HMRC	(Tax – March)	2074	£ 140.30
Mrs L S Goldsmith	(Expenses – March)	2075	£ 162.68
Four Seasons	(Wild flower planting)	2076	£1,636.13
Viking	(Stationery)	2077	£ 67.95
Four Seasons	(Grounds Maintenance)	2078	£ 91.73
Total			£ 2,659.99

Transfer from Business Reserve Account to Current Account: £2,600.00

APRIL 2020

<u>Supplier</u>	<u>Description</u>	<u>Cheque</u>	<u>Amount</u> <u>Number</u>
Mrs L S Goldsmith	(Salary-April)	2079	£ 561.10
HMRC	(Tax – April)	2080	£ 140.40
Mrs L S Goldsmith	(Expenses – April)	2081	£ 146.21
Gel Creative	(Website maintenance)	2082	£ 275.00
Came & Company	(Insurance Renewal)	2083	£ 546.01
Community Heartbeat	(Annual rental emergency Cellular phone)	2084	£ 144.00
KALC	(Annual Subscription)	2085	£ 415.39
Communicorp	(Clerk Magazine)	2086	£ 12.00
Total			£ 2,240.11

Transfer from Current Account to Business Reserve Account: £9,200.00

The Chairman proposed that a decision to sign the cheques for March 2020 between meetings was ratified and that the cheques listed above for April 2020 be signed. Agreed.

c) Other matters:

- i) Insurance Renewal - It was proposed and agreed that the Parish Council pay the annual premium of £546.01 in accordance with the Long Term Agreement with Inspire through Came & Company. This is the second year of a three year agreement.
- ii) Sinking Fund for the Village Hall – Member discussed the financial viability of the village hall. It was noted that the Village Hall Committee has just received one of the Coronavirus grants from T&MBC for £10,000 which means financially they are quite sound at the moment. It was agreed that the Parish Council continues to consider requests for financial assistance for projects for the village hall when needed and utilise the Community Budget for this.
- iii) AGAR 2020 - The Government has issued new legislation in respect of authorities subject to the limited assurance regime and have removed the requirement for a common period for the exercise of public rights. The Annual Governance and Accountability Return (AGAR), together with any certificate or opinion issued by the local auditor, must be published from 30 September 2020 to 30 November 2020. The Clerk postponed the date for the Internal Auditor to come and review the accounts to the 2 June 2020. Hopefully this inspection will take place so that the AGAR can be approved at the June meeting. There is a still requirement for a ‘wet’ signature on the AGAR so the Clerk will arrange this with the Chairman if the June meeting is a virtual one.

12/20 MEMBERS OF THE PUBLIC:

The Clerk has received communication from a local resident regarding the condition of the A20 and footpaths and in particular a large pothole near to the entrance for Endeavour Park.

13/20] PLANNING**a) Applications:**

1] TM/20/00361/FL – 8 The Links, Addington, ME19 5RX

Removal of existing glazed conservatory and replacement with masonry structure and tiled roof, with associated alterations to garden retaining wall. *To ratify a decision between meetings*

2] TM/20/00491/FL – Vineyard Restaurant, London Road, Wrotham Heath, TN15 7RU

Change of use of part existing car park to ancillary car wash, installation of surface water drainage and replacement of existing garage with portacabin. *To ratify a decision between meetings*

3] TM/20/00522/PDVLR – 3 Hazelview, East Street, Addington, ME19 5DF

Prior Notification for residential extension: single storey rear extension. *To ratify a decision between meetings*

4] TM/20/00614/PDVLR - 6 The Chestnuts Addington, ME19 5BH

Prior Notification for Residential Extension (Part 1 Class A): single storey flat roof rear extension with the inclusion of two rooflights. *Noted*

5] KCC/TM/0073/2020, KCC/TM/0076/2020, TM/98/1886/RVAR, TM/00/522/RVAR Wrotham Quarry, Addington, ME19 5DL – various applications. *Resolved: No objections subject to KCC/T&MBC/Environment Agency overseeing the works and ensuring that all aspects including traffic management on Addington Lane, possible danger to wildlife and habitat and possible pollution of the air and water are all managed. In addition T&MBC needs to ensure and monitor that all remedial works and reinstatement plans are carried out.*

6] TM/20/00714/FL - Overlea Cottage Addington Green ME19 5BE

Orangery and porch extension. *Resolved: No objections subject to a condition that the archaeology of the site is investigated before works commence.*

b) Decisions:1] TM/20/00361/FL – 8 The Links, Addington, ME19 5RX

Removal of existing glazed conservatory and replacement with masonry structure and tiled roof, with associated alterations to garden retaining wall. *Approved*

2] TM/20/00210/PDVAR - Land Known as Meadow Crest Farm London Road

Prior Notification: Change of use of agricultural building to residential (Part 3 Class Q): subdivide existing agricultural barn into 5 dwelling. *Approved*

3] TM/20/00022/FL – 27 A Clearway, Addington, ME19 5BP

Garage conversion to form a bedroom with en-suite bathroom including installation of three roof windows. *Approved*

4] TM/20/00522/PDVLR – 3 Hazelview, East Street, Addington, ME19 5DF

Prior Notification for residential extension: single storey rear extension. *Approved*

5] TM/20/00491/FL – Vineyard Restaurant, London Road, Wrotham Heath, TN15 7RU

Change of use of part existing car park to ancillary car wash, installation of surface water drainage and replacement of existing garage with portacabin. *Application withdrawn*

6] TM/20/00120/FL – The Lattices, Sandy Lane, Addington, ME19 5BX

Extended dormer to rear elevation. *Approved*

c) Other Matters

1] 16/00337/USEH - Jet Garage portakabin/portaloos for car wash – The Clerk and Members have been monitoring the site and the Clerk has reported several breaches. Promotional flags are still been placed out on the forecourt which is not permitted and equipment has been placed in the adjacent wood. The Clerk also contacted Kent Police to advise them that hand car washing activities have been taking place during the Lockdown period on most weekdays and every weekend. Kent Police has visited the site but the car washing continues.

2] 20/00030/USEH - Mayhill House, London Road, Addington - regarding alleged unauthorised hardstanding and caravans. Enforcement has advised that a letter has been sent to the owners advising that planning permission will be required for the proposed stables and hardstanding to the front of the site and the council have invited a planning application. To date no application has been submitted.

A separate case file has been opened to address the static caravan at Mayhill Barn under 20/00069/USEM. Enforcement is seeking advice from their legal team to decide the most appropriate course of action.

3] 20/00032/USEH The Vineyard Restaurant, London Road, Addington – unauthorised change of use to car wash at these premises. Enforcement has advised that the planning application for a change of use has been withdrawn. Officers have requested that more information is included on how the operation can run in the same car park as the restaurant and the effect on the A20. The Clerk has also reported to Enforcement Members concerns about water from this operation eroding the bank down to Sandy Lane.

The Clerk was asked to find out if enforcement would be now taking action given that the planning application has been withdrawn.

4] 20/00081/USEM – land near Regents Court/Park View, London Road, Addington – regarding alleged unauthorised change of use to motorcycle track. Enforcement has opened up a file. Cllr. Garrett reported that this activity is actually taking place on land on the other side of the rail track which is actually in Offham. The Clerk was asked to find out what action Offham Parish Council are taking.

5] Truck blocking East Street – the Clerk was asked to report that a truck parked in East Street is regularly blocking the road and preventing access for emergency vehicles and the waste collection lorries.

14/20] HIGHWAYS:

a) Highways & PROW enquiries Outstanding:- (as at 6 May 2020)

1] Enquiry 425724 – the standing light at the junction of the A20 and Trottscliffe Road. A job order has been raised for a replacement “Centre Island Post”.

2] Enquiry 484292 – verges in St Vincents Lane are being eroded. Enquiry under investigation

3] Repairs to the noticeboard on Addington Green will be done when the warm weather returns.

4] Enquiry 484295 - St Vincents Lane – drainage and flooding near to entrance of car park for the village hall/sports pavilion. Works have taken place

5] Addington Lane – flooding on road requires major works. The Clerk is waiting to hear the results from the drainage survey recently done and what action KCC will be taking.

6] PROW 7145550 – footpath to the church gate, the wooden railing is also now down as well as the sign

7] Enquiry 495574 the flashing ‘slow down’ light approaching the junction with Trottscliffe Road needs attention as the lights are not all the same intensity Enquiry under investigation.

8] Seven Mile Lane/A20 roundabout – sign still facing the wrong way though be it in another direction. Members suggested that the sign could be removed as it relates to the construction of the new roundabout which was completed some time ago.

b) New requiring attention

1) Breaking up of the road and trench appearing in vicinity of the Angel Inn and Parks Road

2) A20 – broken drain cover end of the slip road on the A20 close to the junction with Ford Lane

3) A20 – 2 large potholes west of the entrance to Endeavour Park

c) Other matters:

1] Big Conversation Update – No update.

2] School bus issues with children crossing the A20 – County Councillor Sarah Hohler is still trying to set up a meeting with the bus companies.

15/20] REPORTS OF MEETINGS:

a) Village Hall Committee – There has been no meeting

b) Recreation Ground Committee – Cllr. Robinson reported that he has asked the electricity and water suppliers how they can justify taking the standing charge during the Lockdown period and whether this money will be refunded.

c) Parish Partnership Panel – There has been no meeting.

d) Standards Committee – There has been no meeting

e) KALC Area Committee – There has been no meeting.

16/20] OPEN SPACES:

1] 3 year review of the old Oak Tree on Addington Green – Members **resolved** to accept a quote of £600 from Bartlett Consulting to carry out a Resistance Micro Drill on the old oak tree on Addington Green to establish the internal structural integrity of the tree. The Clerk was asked to advise the residents around the green when the survey is going to take place.

2] Request to alter verge on Addington Green – Members considered a request from a resident to alter the verge of Addington Green in front of their home. Members asked the Clerk to advise the resident that as this is a conservation area this is not something that the Parish Council can agree.

17/20] CORRESPONDENCE:

- a) For information:-
 - 1] Area 2 Planning Committee – 27 May 2020
 - 2] Joint Transportation Board – 8 June 2020
 - 3] Parish Partnership Panel – 11 June 2020
 - 4] Standards Committee – 10 June 2020
 - 5] KALC Area Meeting – TBC

- b) On circulation (electronically): -
 - 1] Parish News – April 2020

- c) New requiring attention: Nothing to report

18/20 ANY OTHER BUSINESS:

- 1] Cllr. Chalk has enlisted Borough Councillor Piers Montague help in trying to get the recycling waste collected from the end of East Street which is repeatedly being missed.
- 2] Emergency Plan – the Clerk to find out what guidance KCC will be issuing to update local Emergency Plans on responding to pandemics.
- 3] Members congratulated the Clerk on being appointed as Clerk to High Halden Parish Council

19/20] ITEMS FOR THE NEXT MEETING:

Nothing additional.

20/20] DATE OF THE NEXT MEETING:

The next Parish Council meeting will be held on Wednesday 3 June 2020.

21/20 ANY CONFIDENTIAL MATTERS: There was none.

The meeting was closed at 21.08hrs.

SignedChairman Date