

## **ADDINGTON PARISH COUNCIL**

### **Minutes of a virtual Annual Parish Council Meeting held on the 5 May 2021 at 20:00hrs**

**Present:** Cllr. Mrs P. Garrett – Chairman, Cllrs. Mrs. A. Adams, Mrs. L. Chalk,  
Mr. S. Macdonald-Gay, Mrs. C. Short

**17/21 APOLOGIES FOR ABSENCE:** County Councillor Sarah Hohler, Borough Councillor Ann Kemp and Councillor Peter Robinson.

*Cllr. Short took over as Chairman of the meeting*

#### **18/21] ELECTION OF CHAIRMAN:**

It was proposed by Cllr. Short and seconded by Cllr. Adams that Cllr. P. Garrett be elected as chairman for the following year. Agreed.

*Cllr. Garrett continued as Chairman*

#### **19/21] ELECTION OF VICE-CHAIRMAN:**

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

#### **20/21] ELECTION OF REPRESENTATIVES:**

- a) Village Hall – Cllr. Mrs. L. Short
- b) Recreation Ground Committee – Cllr. Mr. P. Robinson
- c) Tonbridge & Malling Parish Partnership – Cllr. Mrs. A. Adams
- d) KALC – Cllr. Mrs. C. Short and Cllr. L. Chalk
- e) JPCTCG – no representative
- f) Standards Committee – Cllr. Mrs. C. Short
- g) Publicity for the Parish Council - Clerk
- h) Platt School Governor – Mr. B. Fissenden
- i) Big Conversation Working Group – Cllr. Mrs 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.

#### **21/21] APPOINT A FINANCIAL OFFICER & INTERNAL AUDITOR:**

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

#### **22/21] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION**

There were none.

#### **23/21] MINUTES OF THE LAST MEETING:**

It was proposed and agreed that the Chairman, sign the minutes of the Parish Council meeting held on the 7 April 2021.

#### **24/21] REPORTS**

- a) County Councillor - County Councillor Sarah Hohler was unable to attend the meeting
- b) Borough Councillor –Neither of the Borough Councillors could attend the meeting. The Clerk was asked to find out if Borough Councillor Piers Montague has received an update on whether planning permission

is required for CCTV on public property and when Addington will be considered by T&MBC for CCTV to be installed on known fly-tipping hotspots. In between meetings there has been an issue with bins being missed in St. Vincents Lane which Borough Councillor Piers Montague stepped in to help with. Members asked the Clerk to pass on their thanks but also to say that the problem is ongoing.

c) Kent Police – On the 2 April 2021 a strimmer and patio furniture were stolen from a property in The Paddocks. On the 7 April 2021 a vehicle parked in London Road was broken into. There has been two incidents involving sheds being broken into in Ryarsh during April.

### **25/21] MATTERS ARISING:**

1] 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.

2] T&MBC Local Plan Development – The Local Hearing is still suspended.

3] East Street Footbridge, planting, light and noise issues – Members noted that the residents are in discussions with Highways England over the size and type of the trees planted. There is also concern that the trees are dying from a lack of irrigation. Highways England has advised the Clerk that they have a maintained plan specified by the suppliers to ensure that the trees grow as required although the Parish Council has seen no evidence of this. The Clerk has also asked what remedial planting works are going to take place where the equipment and portakabins have damaged the green and is still waiting for a response. A neighbouring property has asked the Clerk if the Parish Council chose or were aware of the type of trees being planted. The Clerk will advise this resident that the Parish Council's key role was mainly legislative regarding the registration of the land and ensuring that the correct procedures were taken regarding the reinstatement of the bridge and the reinstatement of the green and common land. The Clerk has also written to the Highways England SMART motorway team to remind them that the tree screening in front of the acoustic fence which was removed as part of the SMART motorwork works needs to be replaced. A response is awaited.

4] Review of Handyperson Role – The Clerk advised Members that advice from the Internal Auditor recommended by KALC is that the Parish Council should take responsibility for the tax for anyone employed to do the role. Members discussed the implications of this and concluded that although there are a number of jobs that could be undertaken by the role it is questionable whether there would be enough work for a regular handyperson given that litter picking cannot be undertaken on the village roads. Cllr. Macdonald-Gay suggested that it might be preferable to approach both applicants for the role on a job by job basis to avoid the Tax and National Insurance issue. The Clerk will discuss this proposition with both applicants.

5] Village Community Strategy – Members were in agreement that the Parish Council needs to continue to communicate with residents to develop a sense of community. The regular production of a newsletter should keep residents informed and encourage two-way communication. Members discussed social media and agreed that the Clerk should attempt to increase the number of followers on the facebook page by regularly posting news articles. Cllr. Garrett mentioned that a Heritage Map which was funded by Levy money and which shows footpaths and heritage points was distributed to residents some years ago. The pandemic has highlighted what is possible regarding community participation and Members were in agreement that it would be good to harvest this and focus on social cohesion.

6] Queen's Platinum Jubilee – On the 6 February 2022, the Queen will have reigned as monarch for 70 years. However, events will be held between the 2 and 5 June 2022. A four-day weekend will be created. The late May Spring Bank Holiday next year will be moved to Thursday 2 June and an additional Bank Holiday on Friday, 3 June will be created. Members discussed ways in which this event could be celebrated and agreed that a joint event with the Village Hall Committee in the village hall similar to that held for the Diamond Jubilee could be a way forward. Members discussed making this a village event and hope that the Church and other village organisations will want to be involved. The Clerk was asked to book the village hall for Saturday 4 June 2021 for an afternoon and evening event which could include a cricket match with afternoon tea and then an evening of entertainment with participants bringing their own picnics.

7] Newsletter – The Clerk has prepared a second edition of the Newsletter which was approved by Members subject to the addition of wording reminding residents to be considerate when disposing of dog waste. Members agreed that the Clerk should email this to the residents that signed up for electronic copies and that a copy should be placed on the noticeboard and used as news items on the website and facebook page.

8] Vacancy on the Parish Council – Cllr. Garrett encouraged Members to discuss the vacancy with local residents and to point out the importance of having a proactive Parish Council with local people.

## 26/21] FINANCE

a) A statement as at 5 May 2021 was circulated:

### **Balances as at 5 May 2021:**

Business Reserve Account	£ 21,203.55
Current Account	£ 12,191.33
National Savings Account:	£ 25,364.38

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

### **Payments:**

<u>Supplier</u>	<u>Description</u>	<u>Cheque Number</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary - March)	2153	£ 580.00
HMRC	(Tax – March)	2154	£ 145.00
Mrs L S Goldsmith	(Expenses – March)	2155	£ 163.61
KALC	(Annual Subscription)	2156	£ 419.35
Derek Waller	(Clearance works)	2157	£ 760.00
<b>Total</b>			<b>£2,067.96</b>

**Transfer from the Business Reserve Account to the Current Reserve Account: £9,500.00**

b) Other matters:

1] AGAR 2021 – Members noted that the internal auditor will be visiting the Clerk on the 2 June 2021. The Clerk will then bring the completed AGAR to the meeting due to be held that evening for approval and signature.

2] Insurance Renewal - The Clerk presented three quotes for the insurance policy provided by Came & Company earlier in the week. Members were disappointed to see that there has been a substantial increase in the cost. A long term agreement is also not possible. The Clerk has since approached two other providers for a quote. Zurich insurance has provided a quote of £520.11 for one year and can also offer a 3 year long term agreement at £489.09. Members **resolved** to accept the offer of a 3 year long term agreement at a cost of £489.09 per annum.

c) Cheques for Signature – Approved

27/21 MEMBERS OF THE PUBLIC: None present

## 28/21] PLANNING

a) Applications: None to consider

b) Applications received after distribution of the agenda: None received

c) Approvals: None to consider

d) Refusal: None to consider

e) Withdrawn applications None to consider

f) Planning Appeals: No new appeals

g) Other Matters

1] 16/00337/USEH - Jet Garage – The Clerk has reported to Enforcement that the car washing operations are operating outside the approved curtilage again. Enforcement is monitoring the site.

2] 20/00030/USEH – Mayhill House, London Road, Addington – alleged unauthorised hardstanding and caravans – An enforcement notice was served on 8 April 2021 which will become effective on 10 May 2021 regarding the static unit. Enforcement has since received an email from the owners planning agents to advise that the static unit has been moved from the land south east of Mayhill House. Enforcement is due to meet with the owner this week to gather evidence. Enforcement is still proposing to enforce against the residential use of the chalet building however when considering enforcement action due regard must be made to The Public Sector Equality Duty is set out at Section 149 of the Equality Act 2010 and European Convention on Human Rights as applied by the Human Rights Act 1998.

3] 20/00032/USEH The Vineyard Restaurant, London Road, Addington – alleged unauthorised car washing activities – Enforcement has advised that there are no car washing activities being undertaken. If the requirements of the Notice are not met then the council will initiate prosecution proceedings against the owners. Members noted that the car wash signs and cones are still on the site. The Clerk will ask Enforcement to arrange for these items to be removed.

4] 'Old Orchard' to the east of Aldon Lane – Enforcement is watching the site but there has been no more activity.

5] The Birches, Sandy Lane - Members had asked if Borough Councillor Ann Kemp could find out if the Replanting Order issued by Enforcement for The Birches, Sandy Lane would specify the type and size of trees to be re-planted. The Clerk has asked Enforcement for an update and is waiting for a response.

6] 21/00149/TPOH – Ivanyhay, Sandy Lane, Addington - alleged unauthorised removal of trees - Enforcement spoke with the soon-to-be owner of the property last week. The owner confirmed that his contractor requested if preparatory works could be carried out ahead of his moving into the property to fell a large conifer from the front garden along with removal of branches from a tree that was overhanging the existing garage. Records show that there are no trees covered by a TPO on the site, so no offence has occurred. Enforcement has requested a copy of the tree surgeon's report for their records and a date for a confirmation site inspection will be arranged. Cllr. Garrett informed Members that a condition of the original planning permission for the site was that no development should take place until a scheme of landscaping and boundary treatment was submitted to T&MBC. The Clerk was asked to find out if this condition has been satisfied as there is no evidence of this on the portal.

7] 21/00153/ADVH – The Vineyard, London Road, Addington – regarding alleged unauthorised sign/adverts – an enforcement case has been opened and is being investigated.

## **29/21] HIGHWAYS:**

### a) Highways & PROW enquiries Outstanding: (as at 5 May 2021)

1] Enquiry 484292 – verges in St Vincents Lane are being eroded. *The Highways Steward has advised the Clerk that now the winter season is over he will start to raise orders for the works agreed on the walkabout last year.*

2] Enquiry 506566 - Breaking up of the road and trench appearing in vicinity of the Angel Inn and Park Road – *The Highway Steward has now obtained the traffic management quotes and is hoping to set a date for the works in the next few days*

3] Enquiry 524272 Londerek, East Street – hedges as you enter East Street are very overgrown and full of brambles. *The Highways Steward has reminded the soft landscapes team that these works are overdue*

4] Enquiry 565787 - St. Vincents Lane near to The Hedgehogs the black and white edge markers have been damaged – *works now completed*

5] Enquiry 565788 - South side of A20, opposite the beginning of the low ranch fencing, west of the entrance to Endeavour Park – a Chestnut tree appears to have dangling dead branches – *the Highways Steward has inspected and no works are required*

6] PROW 210454803 – the gate needs to be reinstated at the footpath to East Street from Addington Green – *the Clerk has reported*

7] Enquiry 568142- A20 island opposite The Vineyard – damaged bollard and damage to the island – *works programmed*

8] Enquiry 568152 - Salt Bin TM174 at the corner of Sandy Lane/St Vincents is empty and needs filling - *enquiry attended, more works needed*

9] Enquiry 568145 - Pothole on the south carriageway of A20, west of Endeavour Park – *works now programmed*

10] Enquiry 568146 - Near to The Sycamores, London Road – dangerous metal post sticking up out of the ground on the verge – *KCC has inspected and works programmed*

11] Enquiry 568154 - Advertising sign needs to be removed as fixed to a reflector on the A20 near to Clearways and there is a redundant post covered by the sign which also needs removing – *works completed*

12] Enquiry 568150 - Addington Lane – huge pothole near to the Pearson's Pit entrance – *works programmed*

13] Enquiry 568153 - St Vincents Lane – the Clerk to report that the ongoing problem with the stream of water down the bank is back – *enquiry under investigation. The Clerk was asked to find out if the Environment Agency could shed some light on this ongoing problem.*

b) New requiring attention

1] Slip road off the M20 at Wrotham full of potholes – the Clerk to report to Highways England

c) Other matters:

1] School bus issues with children crossing the A20 – The Clerk has instructed Les Henry to write a report to provide a case for the original bus service to be reinstated. The Clerk and Cllr. Macdonald-Gay has provided information to assist Mr Henry and a draft report is expected by the 7 May 2021.

2] Highways Improvement Plan – The Clerk will obtain a quote from Mr Henry to provide a report to address the speed limit on the A20 and the requirement for a replacement flashing speed sign at the junction of the A20 and Trottiscliffe road once the report above is completed as some of the same data could be used in both reports.

**30/21] REPORTS OF MEETINGS:**

- a) Village Hall Committee – The Committee is holding the AGM on the 25 May 2021 and will be inviting the new members to this meeting. The Committee is in the process of installing broadband in the village hall to support the playgroup and is working with the Recreation Ground Committee on installing new CCTV.
- b) Recreation Ground Committee – There was no report. Cllr. Garrett drew the attention of Members to an email from Cllr. Macdonald-Gay circulated on the 12 April 2021 giving some useful advice on the recording of images using CCTV and the legalities and obligations involved.
- 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.

**31/21] OPEN SPACES:**

1] East Street North Village Green, remedial and planting works –

The Clerk had ordered a Glasdon Elwood bench for the other side of the village green so that walkers can sit and admire the view. Members expressed their gratitude for all the work Cllr. Robinson has done to ensure that this village green is now accessible. A section has now been planted with wild flower seed and the hedges have been programmed to be cut and shaped in the Autumn.

2] Tree Warden – Mr Leach is happy to do a walk around the village late summer to assess the trees before the Winter. The Clerk will arrange a couple of dates in September 2021 as it is expected to take more than one day. Cllrs. Garrett and Robinson may attend along with the Clerk.

**32/21] CORRESPONDENCE:**

- a) For information:
  - 1] Area 2 Planning Committee – 26 May 2021
  - 2] Joint Transportation Board – 7 June 2021
  - 3] Parish Partnership Panel – 10 June 2021
  - 4] Standards Committee – 9 June 2021
  - 5] KALC Area Meeting – 20 or 27 May 2021
- b) On circulation (electronically): -
  - 1] Parish News – April 2021
- c) New requiring attention: Nothing to consider

**33/21 ANY OTHER BUSINESS:** Nothing to consider.

**34/21] ITEMS FOR THE NEXT MEETING:** Nothing additional.

**35/21] DATE OF THE NEXT MEETING:**

The next Parish Council meeting will be held on Wednesday 2 June 2021 at 8pm in the Sports Pavilion, Park Road, Addington.

**36/21] ANY CONFIDENTIAL MATTERS:**

There were none.

The meeting was closed at 21:27hrs

Signed \_\_\_\_\_ Chairman Date \_\_\_\_\_