

ADDINGTON PARISH COUNCIL
Minutes of a Parish Council Meeting held in Addington Village Hall
on the 5 January 2022 at 19:00hrs

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

In Attendance: Louise Goldsmith (Clerk), County Councillor Sarah Hohler (arrived 19:12hrs)

133/21 APOLOGIES FOR ABSENCE:

An apology for absence was received from Borough Councillor Ann Kemp and Cllr. Short and their reasons were accepted.

134/21] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION:

There were none.

135/21] MINUTES OF THE LAST MEETING:

The signing of the minutes of the Parish Council meeting held on the 1 December 2021 was deferred to the next meeting as there were not enough Members present who had attended the meeting in order to able to confirm their accuracy.

136/21] REPORTS

b) Borough Councillor – There was no report.

c) Kent Police –There has been no crime in Addington in December 2021. A business property in Ford Lane was broken into on the 28 December 2021.

137/21] 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. Members ratified a decision between meetings to repair a broken pane of glass in the BT box at the Jet Garage. It is not known how the glass was broken and CCTV in the area does not cover the BT box.

2] T&MBC Local Plan Development – The call for sites event opened on the 13 December 2021 which is an important early stage of the review and refresh of the Local Plan. Its purpose is to identify a range of suitable, available and deliverable sites that can help meet the development needs of the borough up to 2039. The call for sites event is being conducted online. The outcomes will feed into the wider review and refresh of the Local Plan.

4] Queen’s Platinum Jubilee – Cllr. Chalk advised that the working group is due to meet next week. Cllr. Robinson advised the cricket match planned for the 4 June 2022 could be moved to a different venue so that the recreation ground could be used for a family event. It was suggested that a family cricket match with soft balls could be a good event to hold.

5] T&MBC Waste Collections – Garden waste collections and the bulky waste service are not expected to restart for some time as Urbaser is struggling to find and retain HGV drivers.

6] Proposal to consider the renewal of the Recreation Ground Lease – The Clerk has dis-instructed Brachers and requested contact information to make a formal complaint about the service received. Roger Taylor at Wellers Law has responded and advised that the existing lease has a further 46 years to run, which is normally satisfactory if the Trustees wish to obtain Grants or similar but agrees that the lease could do with updating and that it needs to be registered at the Land Registry. Cllr Robinson agreed to help the Clerk answer some of the technical questions raised by Wellers Law. Members **resolved** to accept a quote of approximately £1,100.00 (excluding VAT) to prepare the new lease.

6] KALC Community Awards 2022 - Members **resolved** unanimously to adopt the Scheme again and to nominate Brian Taylor for his services to the village. The Clerk will discuss with Brian Taylor.

7] Encampment in village hall car park and to discuss proposals to protect the car – An encampment arrived at the village hall car park on the afternoon of the last meeting and it was agreed at the meeting to report this activity to Kent Police. A PCSO visited the site the following day and advised that T&MBC would be notified.

Despite the efforts of both Cllr. Robinson and the Clerk it took nearly 3 weeks for T&MBC to take any action and only after a complaint was lodged with the CEO Julie Beilby. On the 21 December 2021 a TMBC enforcement officer visited the site to speak to the occupants of the caravan and to serve a Direction for them to leave the site. The officer established that the caravan was brought onto the site by a friend of the occupant. Unfortunately, T&MBC was not able to serve a Direction under the Criminal Justice and Public Order Act 1994 because the occupants told the officer that they had permission from a 'Parish Council Committee' to stay on site in return for carrying out some maintenance works. T&MBC can only utilise its powers under s.77 to issue a Direction where the occupation is taking place without the permission of the legal occupier of the land. Members ratified a decision between meetings for Cllrs. Garrett and Robinson to provide witness statements to be used in Court that the Parish Council has not given permission for the encampment. The witness statements were hand delivered and emailed to T&MBC on the 21 December 2021 and a Direction was then served on the encampment. Members ratified a decision between meetings to accept and pay T&MBC's standard administration fee of £600 and noted that the Parish Council will also be liable for the Court issue fee of £226 and any costs associated with the removal of the encampment. T&MBC were offered a Court Hearing today but unfortunately could not get authorisation from the Court in time to issue summons. The Clerk was asked to find out what could be done to protect community land and prevent further encampments in general and ascertain what else could be done to speed up the process of removing them. Cllr. Robinson advised that a local company has offered to provide some free boulders to narrow the entrance to the village hall car park. The quarry has kindly offered some soil to fill in the gaps in the hedging. It was agreed that installing a height restricting barrier should prevent further encampments and Members noted that this will cost in the region of £4,500.00. The Clerk will obtain at least two formal quotes and estimates of when the works can take place. Members thanked Cllr. Robinson for all his hard work in pursuing this matter with T&MBC and for his daily checks of the car park.

136/21] REPORTS

County Councillor – County Councillor Sarah Hohler advised that the Draft Budget for KCC had been agreed at a meeting that afternoon and will now be published. Preparations for the budget and KCC's Strategic Policies have been impeded by the fact central Government is behind on the formation of key policies and strategies. County Councillor Sarah Hohler advised that the Enforcement Officer at KCC continues to investigate possible breaches of planning at Addington Quarry and is liaising with local residents. Country parks in the County are now in the main self-funding and Clarrie Wallis has been appointed as a Director at the Turner Contemporary in Margate.

19:32hrs County Councillor Sarah Hohler left the meeting

138/21] FINANCE

a) A statement as at 5 January 2022 was circulated:

Balances as at 5 January 2022:

Unity Trust Account:	£28,875.01
National Savings Account:	£25,546.99

Receipts: None

Payments:

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary – November)	£ 596.00
HMRC	(Tax – November)	£149.00
Mrs L S Goldsmith	(Expenses – September)	£ 194.81
Viking	(Ink order)	£ 36.99
Bartlett s	(Tree Assessment Survey)	£780.00
Unity Bank	(Quarterly Service Charge)	£ 18.00
Total		£1,774.80

Resolved: To make the above payments electronically and to be authorised online by Cllrs. Short and Garrett.

b) Other matters:

1] Grass cutting contract 2022 – The Clerk has approached two alternative contractors. Aspire has advised they do not want to quote and Landscape Services have advised the Clerk that they will be

sending a quote this week. Members remain happy with the current quote from Four Seasons but agreed to wait and review the quote expected from Landscape Services.

2] Website Maintenance Contract 2022 – Members noted that the website administrator has advised that an additional hour is needed each month to maintain the website and facebook meaning the monthly payment will now be £100 per month. The website administrator has also quoted £200-250 to train the Clerk to take over the maintenance but has advised that the Clerk would need technical training in accessibility requirements and that other Clerks do struggle with making documents accessible. It was **resolved** to accept the quote of £100 per month for the website maintenance for 1 year and to then review.

3] To agree a venue for Parish Council Meetings – The Hall Manager has advised the Clerk that the charge for hiring the hall for each meeting will be £30.00. Cllr. Robinson advised that the Parish Council could hold meetings free of charge in the sports pavilion. Members considered the many benefits of using the village hall to hold public meetings, particularly regarding the need to adhere to Covid-19 guidelines. It was **resolved** to hold future meetings at the sports pavilion to save any charges and to give the village hall an opportunity to have a regular hirer for Wednesday evenings.

4] Clerks Salary and Home Allowance for 2022/23 – Members **resolved** to agree an increment rise to scale 25 on the pay scales for Clerks endorsed by NALC and to increase the home allowance from £300.00 to £400.00 which is the first increase in over 10 years. The Clerk was asked to investigate setting up a direct debit for the payment of salaries and tax.

5] Budget 2022/23 Cllrs. Garrett, Short and the Clerk had prepared a budget document for circulation. A total estimated expenditure of £34,662.00 for 2022/23 which includes £7,000.00 for community projects was agreed. Expenditure has also been forecasted for year 2023/24 and 2024/25.

6] Precept request - It was **resolved** that the precept upon T&MBC for the financial year 2022/23 should not be changed and remain at £23,000.00. Any shortfall will be met from reserves.

7] Annual Review of the Standing Orders - Members discussed a suggestion to make any references to 'Chairman' gender neutral but agreed to wait for NALC to take the lead on this. Members were reminded that sections in bold are mandatory wording which cannot be changed. Subject to the correction of one typo it was **resolved** to adopt the Standing Orders.

139/21 MEMBERS OF THE PUBLIC: None present.

140/21] PLANNING

a) Applications:

1] 21/03170/FL – 1 Stone Cottages, Addington Green, ME19 5BB

Insertion of 2 No. Rooflights. *Resolved: To make no comments and leave for the Conservation Officer to decide.*

2] 21/03150/LDP – New House, East Street, Addington, ME19 5DG

Lawful Development Certificate Proposed: Single storey rear extension and removal of existing glazed conservatory. *Resolved: No objection.*

3] 21/03101/FL – Shaw Cottage, Aldon Lane, Addington ME19 5PJ

Engineering works to revise parking area to front of cottage. *Resolved: We cannot see any evidence of a sustainable drainage system in the supporting papers. We are therefore concerned that the proposed engineering works are not linked to a sustainable drainage system which is essential given the extent and gradient of the proposed parking area.*

b) Approvals

1] 21/02940/PDVLR – 6 Hazelview, East Street, Addington, ME19 5DF

Prior Notification for residential extension (Part 1 Class A): Single storey rear extension to a depth of 3.2m, maximum roof height of 3.2m and eave height of 2.8m.

2] 21/02754/LDP – Little Oaks, Sandy Lane, Addington, ME19 5BX

LDC Proposed: Single storey side extension to be constructed no higher than 3 metres, within 2 metres of the neighbouring boundary, with materials to match the existing building where possible.

3] 21/02402/FL – Unit B Endeavour Park, London Road, Addington, ME19 5SH

Addition of one floor and low pitched roof to create a three storey building. Alterations to the car parking to increase the number of spaces from 15 to 17 spaces. Provision of a cycle store and path to this store,

provision of four additional electric vehicle charging points to enable 6 charging points in total to be provided. Alterations to the fenestration by lowering the current cill heights and installation of a large glazed window to the front entrance area. Bin storage will remain in the existing location.

c) Refusals

1] 21/02839/FL – Land known as Meadow Crest Farm, London Road, Addington

Demolition of all existing buildings and the construction of five detached and semi detached residential dwellings, together with associated parking, bin and cycle storage facilities and general pedestrian and vehicular access.

2] 21/02135/FL – Offham Service Station, London Road, Addington. ME19 5AL

Temporary change of use of land to hand car wash and stationing of portacabin to act as staff welfare unit (3 years).

d) Withdrawn applications None to consider.

e) Planning Appeals

1] TM/20/01876/OA – West Malling Golf Club, outline application erection of 3 dwellings. Noted that an appeal has been made

f) Other Planning Issues

1] 20/00030/USEH – Mayhill House, London Road, Addington – alleged unauthorised hardstanding and caravans – Enforcement has advised the Clerk that they have no update. Members remain concerned that the site is not being monitored. It was agreed that the Clerk should ask the Borough Councillor Piers Montague to find out what enforcement is been taken.

2] S106 Agreements/Planning Obligations –The Clerk was asked to request a date to meet with Officers to discuss S106 agreements and planning obligations as it has been several months since such a meeting was offered and to copy in the Borough Councillors on all correspondence.

3] Concerns about the effects of silica sand – KCC has advised that the various planning permissions at Wrotham Quarry (Addington Sandpit) do not require ongoing air quality monitoring. Instead, they require good practice (mitigation) measures to be undertaken by the operator in accordance with those set out in the document(s) submitted with the planning application. In addition to the required good practice (mitigation) measures, the operator is also meant to undertake visual inspections (monitoring) of dust conditions on a daily basis in accordance with prevailing weather conditions and maintain a complaints log. In the event of receiving a complaint about dust, the operator records the name and location of the complainant, the nature of the dust related complaint, the site activity and prevailing weather conditions at the time of the complaint. The site manager then investigates the complaint and takes any remedial action which is deemed appropriate. The operator is also committed to reviewing the effectiveness of the good practice (mitigation) measures annually and updating them where necessary. KCC has advised that any concerns or complaints about dust impacts should be directed to the operator so that these can be logged and investigated. KCC has also advised that TMBC Environmental Health has a regulatory role in respect of air quality at Wrotham Quarry. TMBC issued an Environmental Permit (PP3/19/002/05) which controls operations associated with the drying of sand at the quarry. It was agreed that the Clerk should report Member's concerns about the effects of silica sand to both Environmental Health at T&MBC and the operator and discuss with the enforcement officer at KCC.

4] Design Codes - The Clerk has contacted the Planning Department at T&MBC and Ria Hotchin, Senior Planning Officer, has been in touch to explain that T&MBC are looking to develop Design Codes in 2022 and would very much like to work with the parishes on this and suggested that the Parish Council waits for further information on this before looking to develop Design Codes. Members agreed that it would be helpful to work with T&MBC and the Clerk was asked to find out if T&MBC has been following a pilot scheme on Design Codes.

5] Fish & Chip Shop at the Vineyard – The Clerk was asked to report that the signage has still not been taken down.

141/21] HIGHWAYS:

a) Highways & PROW enquiries Outstanding:

1] Enquiry 484292 – verges in St Vincents Lane are being eroded – the Highways Steward has advised that 7 areas of depressions and 3 larger areas have been marked up for patching resurfacing. The Clerk was asked to remind the Highways Steward that works are still required to reinstate the verges.

- 2] Fault 220148228 - Footpath from East Street to Mill House Lane – the Clerk has reported a number of diseased trees adjacent to this footpath.
- 3] Fault 210910210 - Footpath from Mill Lane to East Street – the Clerk has reported that the fence bordering the dwelling Kingfishers is falling across the footpath.
- 4] Enquiries 597903,597906,597907 – request for remedial works to a number of trees in the village – KCC is in the process of assessing.
- 5] Enquiry 606806 - Several bollard lights on the A20 located on the islands near to Seven Mile Lane are not working - The Clerk has requested that the bollards are replaced urgently as it was agreed that the reflective stickers do not provide enough protection.
- 6] Enquiry 613605 - Fingerpost at Woodgate Road needs refurbishment
- 7] Enquiry 613606 - Aldon Lane – surface cracked and needs resurfacing
- 8] Enquiry 613607 - Addington Lane – needs resurfacing

b) New requiring attention None to consider.

c) Other matters:

- 1] Highways Improvement Plan –A follow-up virtual meeting has been arranged with Claire Venner, Schemes Project Manager at KCC, for the 14 January 2022 at 10am.
- 2] Motorbikes have been accessing the quarry land again. PROW and the quarry are considering reinstating the kissing gate.

142/21| REPORTS OF MEETINGS:

- a) Village Hall Committee – There has been no meeting.
- b) Recreation Ground Committee – There has been no meeting.
- c) Parish Partnership Panel – There has been no meeting
- d) Standards Committee – There has been no meeting and the meeting due to be held on the 11 January 2022 has been cancelled.
- e) KALC Area Committee – The minutes of the meeting held on the 9 December 2021 have not been issued yet.

143/21| OPEN SPACES:

1] Proposal for maintenances works to the old Oak Tree on the village green – Members considered the report from Bartlett Consulting following a structural integrity survey on the old oak tree which took place on the 11 November. The consultants have advised that in their opinion the tree is currently structurally stable but the present fungal pathogen is of a persistent nature and that large portions of the cambium is dysfunctional that there will be further degradation of the tree stem over time. They recommend that retention of the oak tree is reasonable and justified given the importance of the tree in the landscape and its historical contextual relationship with the village. Further crown management will be required in two years time and it may be necessary to restrict pedestrian access. Bartletts recommend a re-inspection and re-evaluation in 3 years times. Members were delighted with these results and **resolved** to accept a quote for £660.00 (excluding VAT) for soil care and fertilisation. The Clerk was asked to send the report to the insurers and the Addington Green Management Association.

144/21| CORRESPONDENCE:

- a) For information:
 - 1] Area 2 Planning Committee – 19 January 2022
 - 2] Joint Transportation Board – 7 March 2022
 - 3] Parish Partnership Panel – 27 January 2022
 - 4] Standards Committee – 2 March 2022
 - 5] KALC Area Meeting – TBC
- b) New requiring attention: Nothing additional to consider.

145/21 ANY OTHER BUSINESS:

1] Cllr. Garrett gave her apologies for next meeting.

146/21] ITEMS FOR THE NEXT MEETING:

1] Reducing our carbon footprint

2] Annual Parish Meeting

147/21] DATE OF THE NEXT MEETING:

The next Parish Council meeting will be held on Wednesday 2 February 2022 at 7pm in the Sports Pavilion Park Road, Addington.

148/21] ANY CONFIDENTIAL MATTERS:

There were none.

The meeting was closed at 20:20 hrs

Signed _____ Chairman Date _____