

ADDINGTON PARISH COUNCIL
Minutes of a Annual Parish Council Meeting held in the Pavilion, Park Road
held on Wednesday 4 May 2022 at 19:42hrs

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

In Attendance: Louise Goldsmith (Clerk), County Councillor Sarah Hohler

The KALC Community Award 2022 was presented to Mr. Brian Taylor by Cllr. Garrett

17/22] APOLOGIES FOR ABSENCE:

An apology for absence was received from Borough Councillor Ann Kemp and the reason for absence was accepted.

18/22] ELECTION OF CHAIRMAN:

It was proposed by Cllr. Short and seconded by Cllr. Adams that Cllr. P. Garrett be elected as chairman. Unanimous vote taken. Cllr. Garrett accepted the nomination and completed a Declaration of Acceptance of Office in the presence of the Proper Officer.

19/22] ELECTION OF VICE-CHAIRMAN:

It was proposed by Cllr. Adams and seconded by Cllr. Chalk that Cllr. C. Short be elected as vice-chairman. Cllr. Short accepted the nomination and completed a Declaration of Acceptance of Office form in the presence of the Proper Officer.

20/22] ELECTION OF REPRESENTATIVES:

- a) Village Hall – Cllr. Mrs. L. Chalk
- 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) 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. Resolved: Agreed

21/22] 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. Garrett and seconded by Cllr. Adams that Mr Lionel Robbins be appointed as the Internal Auditor.

22/22] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION:

Cllr. Garrett declared a pecuniary interest in item 28 (a) (2).

23/22] MINUTES OF THE LAST MEETING:

It was proposed and agreed that the Chairman, sign the minutes of the Parish Council meeting held on the 6 April 2022 as a true and accurate record of the meeting.

24/22] REPORTS

- a) County Councillor – County Councillor Sarah Hohler advised Members that licensing hours are to be extended to 1pm during the Platinum Jubilee bank holiday period. Operation Brock will continue to remain in place as a precaution to manage freight traffic while cross channel ferry capacity remains

reduced. KCC is looking to recruit and train more ambassadors to support people with adverse childhood experiences. To commemorate the Platinum Jubilee all County Councillors have agreed to do one hour of community service. KCC is encouraging people and farmers to grow more fruit and vegetables and to not plant trees on agricultural land. The new waste disposal site at Allington opens on the 9 May 2022 which will hopefully reduce the pressure on the nearby sites. County Councillor Sarah Hohler suggested that Members visit the new Amelia Scott Centre in Tunbridge Wells which has just opened as a centre of heritage, art and culture. KCC has received a number of objections from residents in Addington and Trottscliffe regarding the removal of the 58 bus service. Cllr. Short had recently attended a presentation at KCC on their 3 year plan and suggested that it would be helpful if KCC regularly reported back to parishes on how it is doing against its objectives. Members passed on their concerns about the constant change of staff in the Highways Department and the detrimental effect it has on a general understanding of the issues in Addington.

19:47hrs County Councillor Sarah Hohler left the meeting

b) Borough Councillor – There was no report. The Clerk has received a copy of T&MBC Enforcement Plan and has circulated this to Members.

c) Kent Police – On the 9 April three men viewing a Nissan Juke Acenta that was for sale in East Street poured oil over the engine to get a reduced price. No other crime was reported in the neighbouring villages.

25/22] 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. The Clerk advised that KCC has added a request to install some hatch lining on the tarmac to prevent cars parking near to the BT box to the Highways Improvement Plan. KCC has carried out a land search and confirmed that they do own the land.

2] T&MBC Local Plan Development – No update.

3] Queen's Platinum Jubilee – The working group have distributed flyers throughout the village giving details of the events to be held on Thursday 2 June and Saturday 4 June 2022. The working group are hopeful that they will receive lottery funding which should cover all the expenditure. Risk assessments are in the process of being completed and insurance has been taken out. Arrangements are in place for the lighting of the beacon on the Thursday 2 June 2022. A DVD on the Queen's life will be playing in the village hall and free refreshments will be served prior to the lighting of the beacon. The Golf Club may be able to assist with baking the Jubilee pies and is preparing a quote. The working group has arranged a number of activities for the afternoon of Saturday 4 June 2022 on the recreation ground. A children's entertainer, bouncy castle and rounders match have been arranged and refreshments will be provided by the Church, the cricket club and the Angel Inn. Seventeen tickets have been requested for the barn dance to be held in the village hall in the evening. Cllr. Garrett congratulated the working group on all their hard work in organising everything and commented that it was so good to see all the organisations in the village coming together to put on these events.

4] Website Accessibility – A virtual meeting was held with the website administrator yesterday to discuss the issues with making documents accessible on the website. The Clerk has to publish a number of mandatory documents, the format of which, do not comply with the new regulations. The website administrator acknowledged that even with training it would be hard for the Clerk to ensure that the documents conform and that the training would be expensive. The website administrator explained that it would take a qualified person 3-4 hours to convert one document. It was suggested and agreed that Cllr. Short should raise this subject with KALC for them to take up with NALC. It was agreed that a holistic approach is needed for all Parish Councils to ensure that mandatory documents do comply with the legislation whilst trying to achieve economies of scale. In the interim it was agreed to continue to pay the website administrator to convert essential documents, limit the amount of inaccessible documents and to continue to state on the website that some documents do not conform but that the Parish Council is working on ensuring all documents are accessible. It was agreed that the Clerk could attend a virtual KALC course on the 19 May 2022 on using websites as an effective communication tool which should include a discussion on website accessibility.

5] Proposal to consider the renewal of the Recreation Ground Lease – Comments on the draft lease have been sent to Roger Taylor at Wellers Law Group and a further draft is awaited. The Clerk advised that Roger Taylor seems to be indefinitely out of the office. The Clerk has requested a virtual meeting to discuss the amendments needed.

6] Review of the Emergency Plan for Addington – The Clerk has placed a request on the website and Facebook for residents to volunteer their services and equipment in the event of an emergency and is continuing to reach out to residents to update the Plan to ensure all the information is up to date.

7] Parish Infrastructure Statement – Members considered a draft Parish Infrastructure Statement prepared by the Clerk. The Statement needs to be submitted to T&MBC by the 16 June 2022. The Senior Development Obligations Officer at T&MBC has advised the Clerk that the Parish Council has been allocated £1,822,00 for ‘Children and Young Peoples Play Areas’ from S106 contributions due on the planning proposal 18/02777/FL, (Land Between Regents Court and Park View, London Road). Cllr. Garrett advised that construction works on the site seem to have stopped and it could be some time before the Parish Council receives these funds. The officer has also suggested that the Parish Council may benefit from S106 contributions due from developments at Kings Hill which will need to be used on providing ‘Outdoor Sports and Parks and Gardens’. Members discussed possible projects including providing an adult gym on the recreation ground, The Clerk suggested, and it was agreed to carry out some consultation with residents to ascertain what improvements and/or facilities they would like at the recreation ground. The Clerk will investigate Survey Monkey as a consultation tool and look to use social media. In the meantime, the Clerk will amend the Parish Infrastructure Statement for approval at the next meeting.

26/22] FINANCE

A statement as at 4 May 2022 was circulated:

Balances as at 4 May 2022:

Unity Trust Account: £25,958.42
National Savings Account: £25,549.55

Receipts: £11,500.00 – first instalment of precept from T&MBC

a) **Payments:**

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary – April)	£625.60
HMRC	(Tax – April)	£156.40
Mrs L S Goldsmith	(Expenses –including email account)	£189.63
Gel Creative	(Monthly website maintenance)	£100.00
KALC	(Training courses)	£ 50.40
Mrs L S Goldsmith	(Stationery)	£119.99
Four Seasons Gardens Ltd	(Grounds Maintenance)	£185.80
Zurich	(Insurance Renewal)	£495.64
KALC	(Annual Subscription)	£424.90
Total		£2,348.36

b) Other matters:

Policies: Document Retention Policy – Members considered a draft Document Retention Policy prepared and circulated by the Clerk. The wording of the policy has been based on a legal advice note from NALC. Members discussed how they currently store documents and agreed that changes need to be made to ensure compliance with the requirements of GDPR. Cllr. Short suggested that the policy needs to be more specific on how documents are stored. Cllr. Short offered to discuss some possible amendments with the Clerk to be shared at the next meeting.

c) Payments for authorisation:

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

27/22] MEMBERS OF THE PUBLIC: None present.

28/22] PLANNING

a) Applications:

1] TM/22/00769/FL – Land known as Meadow Crest Farm, London Road, Addington

Part demolition and conversion of the existing agricultural building into 4 residential properties and the construction of a detached 2 bedroom dwelling with associated parking facilities and storage.

Resolved: Object: We feel this is an overdevelopment of the site and are concerned about access and the additional vehicle movements on to the A20. We also object to the amount of proposed hard landscaping on the site. There is already a serious issue with surface water drainage in this area which results in this section of the A20 being regularly flooded. Any additional hard landscaping will exacerbate this problem.

20:29hrs Cllr. Garrett declared a pecuniary interest and left the room

2] TM/22/00628/FL – Westbank, London Road, Addington, ME19 5PL

Two storey side extension, alterations to roof including dormer windows and alterations to porch roof.

Resolved: Object. We believe the proposal represents an overdevelopment of the site and local knowledge informs us that the property may be turned into an HMO. Each bedroom will have its own access and bathroom which would support this scenario. We are concerned that there is insufficient parking on the site. We are also concerned about the increase in the number of vehicles movements on to this busy stretch of the A20. Although we accept that overlooking is not a reason for a proposal to be refused we are concerned about the proximity of the proposed extension to the neighbouring property. Should T&MBC be mindful to approve this proposal we would like a condition set that the proposed two new dormer windows are obscure glass with top fanlight openings only.

20:36hrs Cllr. Garrett returned to the meeting

3] TM/22/00576/FL – Brookfield House, St Vincents Lane, Addington, ME19 5BW

Proposed single storey/first floor side extensions and replacement garages to front.

Resolved: No objection

b) Approval: None to consider.

c) Refusals: None to consider.

d) Withdrawn applications: None to consider.

e) Planning Appeals:

1] TM/20/01876/OA – West Malling Golf Club, outline application erection of 3 dwellings – the Clerk to check if a decision has been made.

f) Other Planning Issues:

1] 20/00030/USEH – Mayhill House, London Road, Addington – alleged unauthorised hardstanding and caravans – Enforcement has recently visited the site and established that the parcel of land where the static caravan, which was removed following the service of the enforcement notice last year, was kept is now being used to store 5/6 trailers in connection with the owners business. The owner has been advised that such use would constitute a material change in use and will require the benefit of planning permission. There is no evidence of any new outbuildings being erected within the site and the stable building is in accordance with the plans and details approved under TM/20/01234/FL. The chalet building which was the subject of a planning contravention notice served last year is still being used as a self-contained residential unit. T&MBC is considering what further action to take in this respect though the planning agent did indicate that a lawful development certificate existing application may be submitted.

2] Fish & Chip Shop at the Vineyard – Enforcement has visited the site and noted that the owner has removed the main signage on the front elevation but that the ‘Fishyard’ signage remains on the sides of the building. A letter was sent last week to the site and registered owners requesting that all ‘Fishyard’ signage is removed within 28 days of the letter.

29/22] HIGHWAYS:

a) Highways & PROW enquiries Outstanding:

1] Fault 220148228 - Footpath from East Street to Mill House Lane – the Clerk has reported a number of diseased trees adjacent to this footpath.

2] Fault 210910210 - Footpath from Mill Lane to East Street – the fence bordering the dwelling Kingfishers which was falling across the footpath has now been repaired.

- 3] Enquiries 597903–KCC has advised that a programmed inspection has been carried out on the trees along Trottiscliffe Road. A leaning tree which the tree warden asked to be inspected has been found to be stable and no works are required
- 4] Enquiry 606806 - Several bollard lights on the A20 located on the islands near to Seven Mile Lane are not working – further works awaited.
- 5] Enquiry 624014 – flooding on carriageway near to Hernwell Farm – KCC has attended and more work required.
- 6] Enquiry 628436 - East Street – KCC has advised that the debris left on the corner of East Street was the remains of a failed limb from a cedar tree on privately owned property that was removed on an emergency call out. The owner has been told to remove the debris.
- 7] East Street – street sign damaged – T&MBC has advised the Clerk that a replacement street sign has been ordered.

b) New requiring attention:

- 1] Addington Lane – grooving on the road
- 2] Junction Trottiscliffe Road/A20 – number of potholes
- 3] Layby outside Woodlands, Sandy Lane – surface area has broken up

c) Other matters:

1] Highways Improvement Plan and School Bus Service – Cllrs. Garrett, Short and the Clerk conducted a walkabout with Bradley Short, an engineer at KCC, on Friday 30 April 2022. It was noted that unfortunately Claire Venner, Schemes Project Manager, was unable to attend. KCC explained that there is limited funding and officer time available for new schemes. There is also going to be a re-organisation of the department and Mr. Short and Mrs. Venner could be moved to a different area. Members agreed that the constant change of staff is not helpful in trying to ensure that KCC understands all the issues in Addington. Following the ‘walkabout’ KCC is considering a scheme to improve the signage at the junction of Trottiscliffe Road as it was agreed that the current signage is confusing for road users. KCC agreed to consider whether the installation of a flashing speed sign near to this junction is appropriate and lawful. The effect, if any, of changes to the signage will be monitored for a year. Any further improvements to the junction are likely to require substantial funds and an application would need to be made for Local Transport Plan Funding. KCC explained that the pedestrian surveys on the A20 near to Seven Mile Lane have not yet taken place but should take place this month. The results will be analysed but KCC stated at the walkabout that funds will not be available to provide a crossing for users of the school bus service. KCC also agreed to consider what measures could be installed to stop cars blocking the BT box at the Jet Garage which houses the defibrillator.

30/22] REPORTS OF MEETINGS:

- a) Village Hall Committee – Members were pleased to hear that the village hall is being well used. The new Manager has settled into the role. The committee is installing a baby changing unit and now has access to online banking. A proposal to extend the car park is on hold as quotes came in at around £11,000.00 which the committee cannot fund at the moment. The Annual General Meeting is due to be held at the end of May 2022.
- b) Recreation Ground Committee – Cllr. Robinson advised that the cricket season has not started. Cllr. Garrett reported that a plastic piece has broken off one of the apparatus in the playground. The Clerk will contact the supplier for a replacement part.
- 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. As discussed under item 22/25 (4), Cllr. Short will raise the issue with making all mandatory documents accessible on websites with KALC. The Clerk has been advised that T&MBC may be looking to abandon the three Area Planning Committees in favour of one single Borough-wide Committee. Members agreed that the principle of one Committee would be acceptable if the planning officers were allocated to specific areas. It was agreed that further information on the proposal is needed.

31/22] OPEN SPACES:

- 1] Proposal to hold a residents BBQ on the green: Members **resolved** to ratify a decision between meetings for the residents on the green to hold a BBQ on the 2 May 2022. A risk assessment and proof of public liability insurance was provided. Feedback suggests that the event was well attended.
- 2] Flower Meadow on Addington Green– A suggestion by the grounds maintenance contractor to rotavate and re-seed the wildflower strip on the edge of the green for an estimated cost of £494.40 was agreed. It is anticipated that these works will take place on the 10 May 2022.

32/22] CORRESPONDENCE:

- a) For information:
 - 1] Area 2 Planning Committee – 25 May 2022
 - 2] Joint Transportation Board – 6 June 2022
 - 3] Parish Partnership Panel – 26 May 2022
 - 4] Standards Committee – 8 June 2022
 - 5] KALC Area Meeting – TBC
- b) New requiring attention: Nothing to consider

33/22] ANY OTHER BUSINESS:

Nothing additional.

34/22] ITEMS FOR THE NEXT MEETING:

Nothing additional.

35/22] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be held on the 1 June 2022 at 7pm in the Sports Pavilion Park Road, Addington.

36/22] ANY CONFIDENTIAL MATTERS:

There were none.

The meeting was closed at 20:58hrs

Signed _____ Chairman Date _____