

**ADDINGTON PARISH COUNCIL**  
**Minutes of a Parish Council Meeting held in the Pavilion, Park Road**  
**held on Wednesday 1 June 2022 at 19:00hrs**

**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), Borough Councillor Ann Kemp

**37/22] APOLOGIES FOR ABSENCE:**

None received.

**38/22] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION:**

None received.

**39/22] MINUTES OF THE LAST MEETING:**

It was proposed and **resolved** that the Chairman, sign the minutes of the Parish Council meeting held on the 4 May 2022 as a true and accurate record of the meeting.

**40/22 OPEN SESSION**

Mr. Nick Scott attended the meeting on behalf of the Addington Village Hall Committee and explained that T&MBC has teamed up with Solar Together and by purchasing panels in bulk is able to offer community venues discounted solar panel systems. The electricity bill is the biggest annual cost for the village hall. Given the current turmoil in the energy market the installation of solar panels not only offers some independence from external suppliers but ensures some security over supply. The committee would also have a degree of certainty about their costs and the proposal would make a significant contribution to reducing the carbon footprint for the village. A 20 panel system with battery backup capable of generating 8700 kWh per annum will cost £16,000 or a 40 panel system generating 17,200 KWH per annum will cost £21,000. The committee has paid a non-refundable deposit of £150.00 to secure their interest as the scheme has been oversubscribed. Mr. Scott explained that the committee would be grateful for any financial assistance that the Parish Council can offer by way of a grant.

**41/22] REPORTS**

a) County Councillor – There was no report.

b) Borough Councillor – Cllr. Sue Bell is the new Mayor and the Leader is introducing a new Committee structure. The new Chief Planning Officer has taken over the development of a revised Local Plan and has appointed more planning officers. Hopefully the backlog of planning proposals to be decided will now be cleared. T&MBC is consulting to ascertain resident's views on the future use of Tonbridge Castle and the grounds, the consultation closes on the 31 July 2022. The government has given local authorities extra funding to support those suffering financial hardship as a result of the rising cost of living. This is called the discretionary rebate scheme. It's available to all council tax bands, depending upon individual circumstances. The Finance Department at T&MBC is working through residents in each tax band and is encouraging residents to get in touch if they are suffering hardship. Borough Councillor Ann Kemp agreed to speak to the Chief Planning Officer about a recent incident where details of a local person commenting on a planning proposal had not been redacted before being placed on the portal.

*19:09hrs Borough Councillor Ann Kemp left the meeting*

c) Kent Police – On Tuesday 10 May 2022 a Smart car parked in Taylors Lane was damaged by someone trying to steal the catalytic converter.

**42/22] CLERKS REPORT/PAST MATTER (Information purposes only)**

1] Monthly check of the defibrillator - 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 – No update.

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3] 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.

#### **43/22] PLANNING**

##### **a) Applications:**

1] TM/22/00746/FL – Field South of London Road and East of Aldon Lane, Addington

Section 73 Application to vary condition 3 (Change of ownership) pursuant to planning permission TM/19/00048/FL (construction of a stable block for 4 horses and ancillary storage shed, 40x20m sand school, horse wash area, muck heap, hardstanding for access and parking and change of use of land for the keeping of horses)

**RESOLVED:** *No objections but refer you to our previous comments.*

##### **b) Approvals:**

1] The Willows, East Street, Addington, ME19 5DH

Demolition of existing garage and construction of double storey side extension.

2] 21/03170/FL – 1 Stone Cottages, Addington Green, ME19 5BB

Insertion of 2 No. Rooflights

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 – It was noted that the Appeal has been dismissed by the Planning Inspectorate.

##### **f) Other Planning Issues:**

1] 20/00030/USEH – Mayhill House, London Road, Addington – alleged unauthorised hardstanding and caravans – T&MBC is considering what further action to take regarding a parcel of land which is used to store 5/6 trailers in connection with the owners business and a chalet building which is being used as a self-contained residential unit. The owner has been advised that such use would constitute a material change in use and will require the benefit of planning permission.

2] Fish & Chip Shop at the Vineyard – Enforcement has contacted the registered owners requesting that all ‘Fishyard’ signage is removed. The Clerk was asked to remind Enforcement that the time allowed for the removal of the signage has now lapsed and ask what action are they going to take.

#### **44/22 RESOLUTIONS**

1] **Parish Infrastructure Statement:** It was noted that the Clerk had posted a survey on Facebook, the website and emailed to residents on the newsletter distribution list. Respondents had answered questions about their current use of the recreation ground and what additional facilities they would like. 49 responses were received and there is support for an outside adult gym, pitch and putt and an outside tennis table. It was agreed to add these to the Parish Infrastructure Statement and for the Clerk to investigate other funding initiatives and obtain quotes for an outside adult gym and tennis table. The survey has also indicated that there is a demand for allotments in the village. It was agreed that the Clerk should approach the landowner of the field opposite the recreation ground car park to find out if they would be willing to lease or sell this land for allotments.

**RESOLVED:** To approve the draft statement for submission to T&MBC having assessed the results of the consultation.

2] **Website Accessibility:** Cllr. Short has raised the issue with KALC about the fact that many of the mandatory documents such as the AGAR require a ‘wet’ signature and have to be uploaded to the website as PDFs. KALC is taking this up with the relevant bodies and has also arranged some training. KALC has expressed concern that the burden of converting documents for the website will fall to the Clerk.

**RESOLVED:** The Clerk to attend a KALC training course on Website Accessibility at a cost of £42.00

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3] **Code of Conduct:** T&MBC has recently reviewed its adopted Code of Conduct, following publication of the Local Government Association's Model Code of Conduct. Rather than adopt the LGA Model Code, the Borough Council has adopted (on 27 April 2022) a revised version of the Kent Model Code and is encouraging Parish Councils to review and adopt their Code of Conduct. It is mandatory for a Parish Council to adopt a Code of Conduct (Localism Act 2011 Section 27 (2)).

**RESOLVED: To adopt the revised Code of Conduct.**

4] **Policies:** As suggested at the last meeting the Clerk has revised a draft policy on Data and Document Retention.

**RESOLVED: To adopt the policy on Data and Document Retention.**

5] **Data Processing Officer:** **RESOLVED: To renew the contract with Satswana for one year £180.00**

6] **The Annual Governance and Accountability Return for the year ending 31 March 2022**

a) **Internal Auditor's Report 2021/22:** The report from the internal auditor was received and Members noted a recommendation that the Parish Council resolves in the future to 'adopt' the annual budget rather than just approve it.

**RESOLVED: To note the proposed recommendation of the internal auditor.**

b) **Annual Internal Audit Report for 2021/22:** Noted.

c) **Annual Governance Statement (Section 1):** The Annual Governance Statement for 2021/22 was received along with a report prepared by the Clerk explaining how the Council has satisfied each statement.

**RESOLVED: To approve for Annual Governance Statement for 2021/22 and for the Clerk/RFO and Chair to sign**

d) **Accounting Statements (Section 2):** The Accounting Statement for 2021/21 was received.

**RESOLVED: To approve the Accounting Statement for 2021/22 and for the Chair to sign.**

e) **Dates for the exercise of Public Rights:** **NOTED:** Said dates are the 13 June 2022 to the 22 July 2022 inclusive.

7] **Financial:**

A statement as at 1 June 2022 was circulated:

**Balances as at 1 June 2022:**

Unity Trust Account: £23,610.06

National Savings Account: £25,549.55

**Receipts:** None

**Payments:**

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary – May)	£625.60
HMRC	(Tax – May)	£156.40
Mrs L S Goldsmith	(Expenses –including email account)	£189.63
Gel Creative	(Monthly website maintenance)	£100.00
KALC	(Training courses)	£ 42.00
Mrs L S Goldsmith	(50% Norton Renewal	£ 42.50
SLCC	(1/3 membership fees)	£ 95.00
Lionel Robbins	(Internal Audit)	£120.00
Four Seasons Gardens Ltd	(Grounds Maintenance)	£826.55
Satswana	(DPO service for one year)	£180.00
Sutcliffe	(Replacement part playground)	£ 33.36
<b>Total</b>		<b>£2,411.04</b>

**RESOLVED: To make the above payments electronically and to be authorised online by Cllrs.**

**Short and Garrett.**

The Clerk to investigate setting up a direct debit for the payroll.

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#### **45/22] PARISH MATTERS:**

##### **1] Highways:**

- a) Highways & PROW enquiries Outstanding:
  - 1] Enquiry 606806 - Several bollard lights on the A20 located on the islands near to Seven Mile Lane are not working – further works awaited.
  - 2] Enquiry 624014 – flooding on carriageway near to Hernwell Farm – KCC has attended and works now programmed
  - 3] Enquiry 638835 - Addington Lane – grooving on the road reported
  - 4] Enquiry 638837 - Layby outside Woodlands, Sandy Lane, the breaking up of the road service has been reported.
  - 5] Enquiry 638834 - Junction Trottiscliffe Road/A20, multiple potholes reported
  - 6] Enquiry 638832 - St Vincents Lane, verges encroaching on to the road has been reported.
- b) New requiring attention:
  - 1] A20 road surface – the Clerk to contact KCC and remind them of their promise to assess the road surface on the A20 when the Smart Motorway works were completed. The A20 has suffered significant damage from the increased use by cars and in particular lorries during the works. It was agreed that the Clerk should copy County Councillor Sarah Hohler in on the correspondence.
  - 2] A20 – path blocked by overgrown vegetation outside Bonheure.
  - 3] A20 – drain blocked outside Merrythought.

2] **Renewal Recreation Ground Lease:** The Clerk and Cllr. Robinson met virtually with Mariam Baraki from Wellers Law Group on the 10 May 2022 to discuss the lease and a further draft is awaited. Wellers Law is also checking the Land Registry documents to ensure that the pockets of land in question have all been registered.

3] **Queen's Platinum Jubilee Celebrations:** The Clerk has circulated the risk assessments for the beacon lighting on the 2 June 2022 and the fete on the 4 June 2022 produced by the working party. The working party has taken out insurance for both events. The Parish Council insurer will also cover both events but not the bouncy castle. Cllr. Chalk advised that the barn dance to be held on the evening of Saturday 4 June 2022 is now sold out and confirmed that the working group were successful in obtaining a grant of £1,900.00. The Parish Council has budgeted to assist financially with any shortfall if required. Members expressed their gratitude to the working party for all their hard work in organising events to celebrate the Platinum Jubilee.

4] **Open Spaces:** The Clerk will arrange for an advertising board that has been erected on the village green to be removed.

#### **46/22] REPRESENTATION AT MEETINGS:**

- a) Village Hall Committee – Cllr. Chalk advised that the Annual General Meeting was held at the end of May 2022.
- b) Recreation Ground Committee – The Clerk has obtained a replacement part for one of the apparatus in the playground which Cllr. Robinson kindly agreed to install. The RoSPA inspection is due next month. There has been further sightings of motorised bikes in the area which have been reported to the PCSO. The committee has had to increase the hire fee charges to offset the loss of the Bridge Club hire fees. Cllr. Robinson warned that the committee could have a £2000.00 net shortfall this year and may require some financial assistance.
- c) Parish Partnership Panel – Cllr. Adams reported on the meeting held on the 26 May 2022. It was noted that a presentation from Inspector Lizzie Jones on the policing of the borough and on intelligence policing in general was disappointing in terms of content and delivery. It was suggested that Police Officers are only assigned to three key areas and that PCSOs are expected to police the rest of the borough. The Police and Crime Commissioner will be invited to the next meeting to address concerns raised and the Clerk was asked to write to express the Parish Council's disappointment with the presentation. Concern was also expressed at the meeting

about the lack of progress with development of a revised Local Plan though reassurances were given that the parishes are likely to be consulted on it in the Autumn. T&MBC now need to achieve a target of 839 new houses per year rather than the original 639. Members expressed their concern about this target and agreed that a strategy is needed to protect green spaces in the village.

- d) Standards Committee – There has been no meeting. Cllr. Short is unable to attend the meeting due to be held on the 8 June 2022.
- e) KALC Area Committee – There has been no meeting. It appears T&MBC is no longer considering abolishing all the Area Planning Committees in favour of one Borough Wide Committee.

**47/22] CORRESPONDENCE/CONSULTATIONS**

- a) For information:
  - 1] Area 2 Planning Committee – 29 June 2022
  - 2] Joint Transportation Board – 6 June 2022
  - 3] Parish Partnership Panel – 1 September 2022
  - 4] Standards Committee – 8 June 2022
  - 5] KALC Area Meeting – 21 July 2022
- b) New requiring attention:
  - 1] Kent Homeless Connect – Public Consultation

**48/22] ITEMS FOR THE NEXT MEETING:**

- 1] To consider the protection of green spaces within Addington from development.
- 2] Next edition of the Newsletter.
- 3] Proposal to financially support the village hall committee with the solar panel project.

**49/22] DATE OF THE NEXT MEETING:**

The next Parish Council Meeting will be held on the 6 July 2022 at 7pm in the Sports Pavilion Park Road, Addington.

**50/22] ANY CONFIDENTIAL MATTERS:**

There were none to consider.

With no further business to transact the meeting was closed at 20:42hrs

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

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