

11 May 2023

Dear Sir/Madam

ALL COUNCILLORS ARE HEREBY SUMMONED TO
THE ANNUAL PARISH COUNCIL MEETING OF ADDINGTON PARISH COUNCIL
To take place on Wednesday 17 May 2023 at 7pm in the Village Hall
where it is proposed to transact the business as shown in the agenda below
The meeting will be open to the press and public (Admission to Meetings Act 1960)

Louise Goldsmith

Louise S. Goldsmith, Clerk to Addington Parish Council

AGENDA

Administration: Fire Exits, Fire Meeting Points, Mobile Phones, Intention to record or film

15/23] ELECTION OF CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

16/23] APOLOGIES FOR ABSENCE

17/23] ELECTION OF VICE-CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

18/23] CO-OPTION

19/23] RECEIPT OF DECLARATION OF ACCEPTANCE OF OFFICE FORMS

20/23] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

21/23] ELECTION OF REPRESENTATIVES TO OTHER BODIES

- | | |
|---|--------------------------------|
| a) Village Hall | b) Recreation Ground Committee |
| c) Tonbridge & Malling Parish Partnership | d) KALC Area Committee |
| e) Joint Standards Committee | f) Consultation documents |

22/23] APPOINT A FINANCIAL OFFICER & INTERNAL AUDITOR

23/23] ANNUAL REVIEW OF POLICIES: To review and approve the following:

- *Grants Policy and Application Form*
- *Complaints Policy*
- *Community Engagement Policy*
- *Equality & Diversity Policy*
- *Retention & Disposal Policy*
- *Publication Scheme*
- *Media Relations Policy*
- *Health & Safety Policy*

24/23] APPROVAL OF MINUTES

To consider the minutes of the Parish Council Meeting held on the 1 March 2023 and 6 April 2023 and if in order to authorise the Chair to sign as a true and accurate record. (LGA 1972 sch.12 para. 41(1))

25/23] OPEN SESSION

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate raising any concerns or making comments on matters affecting Addington. No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration. (*Councils cannot lawfully decide any business not specified in the agenda* LGA 1972 sch.12 para 10 (2)(b)).

26/23] **REPORTS:** a) County Councillor b) Borough Councillor's c) Crime Report

27/23] CLERKS REPORT/PAST MATTERS (Information purposes only)

28/23] PLANNING

a) Applications:

1] 23/00684/FL – New Barn, Addington Green, Addington, ME19 5BE

Proposed porch, single storey rear extension with additional first floor and roof extension to main part of the dwelling. Fenestration changes, Proposed swimming pool and plant room building. (Revision to TM/22/01624/FL and TM/22/02499/PDVDAS)

2] 23/00635/FL – Mayhill Barn, London Road, Addington, ME19 5AN

Conversion of existing garage into 1 bedroom annexe and associated external alterations.

3] 23/00635/FL – Land known as Meadow Crest Farm, London Road, Addington

Section 73 Application to vary condition 2 (Plans list) of planning permission TM/22/00769/FL.

4] 23/00603/FL – Westbank, London Road, Addington, ME19 5PL

Section 73 Application to vary condition 2 (Plans list) of planning application TM/22/02511/FL (Rear two storey extension and development of existing roof space into habitable living space).

5] 23/00852/FL – Westbank, London Road, Addington, ME19 5PL

Raising of roof and addition of a first floor.

6] 23/00858/FL – The Sun House, East Street, Addington, ME19 5DH

Erection of a detached outbuilding (resubmission from previous application TM/22/02425/FL)

b) Proposal Requires Permission

1] 23/00374/PDVDAS – Westbank, London Road, Addington, ME19 5PL

Prior notification: The enlargement of a dwellinghouse by the construction of additional storeys with a maximum overall height of 7.5m: Schedule 2, Part 1, Class AA of the Town and Country Planning (General Permitted Development) Order 2015 (as amended)

c) Approvals:

1] 23/00330/LDP – 6 The Chestnuts, Addington, ME19 5BH

Lawful Development Certificate Proposed: Extension of off-road parking and dropped kerb.

d) Refusals: None to consider.

e) Application Withdrawn: None to consider.

f) Appeal in progress

1] 22/00010/REF – Offham Service Station, London Road Addington

Temporary change of use of land to hand car wash and stationing of portacabin to act as staff welfare unit (3 years) – appeal against refusal decision

g) Other Planning Issues

1] 20/00030/USEH – Mayhill House, London Road, Addington

2] 22/00222/TPOT – ancient woodland, land east of B2016

3] Westbank, London Road – concerns about building works

4] 23/00030/COM Big Motoring World – alleged breach of planning condition

5] 23/00034/USEM – Bonheure, London Road – alleged breach of planning condition

6] 23/00063/COM – Humphries and Parks, London Road, alleged unauthorised breach of lighting condition.

- 7] Aldon Lane – alleged unauthorised caravan
- 8] Moto application

29/23] RESOLUTIONS

1. **Proposal to adopt the General Power of Competence**
 - a) To agree that the Parish Council meets the criteria – see attached paper
 - b) To agree to adopt the Power
2. **To receive the Annual Governance and Accountability Return for the year ending 31 March 2023**
 - a) **To receive the Internal Auditor’s Report and notes its contents**
 - b) **To receive the Annual Internal Audit Report for 2022/23**
 - c) **To approve the Annual Governance Statement (Section 1)**
 - d) **To approve the Accounting Statements (Section 2)**
 - e) **To set the commencement dates for the exercise of Public Rights**
3. **Financial:**
 - a) Renewal of the Parish Council insurance policy
 - b) Clerks Pension
 - c) Data Processing Officer: To agree to renew the contract with Satswana for one year
 - d) To receive the monthly review of the accounts and budget
 - e) To approve the Financial Statement and make arrangements for authorisation

30/23] PARISH MATTERS:

1. **Highways:**
 - a) Outstanding Faults
 - b) New Faults to be reported
2. **Highways Improvement Plan:** To receive an update on an initiative to get a speed reduction on London Road through Addington
3. **Community Bus Service:** To receive an update.
4. **Village Hall & Recreation Ground Leases:** To discuss the renewal
5. **Climate Change Initiatives:** To receive an update.
6. **Kings Charles III Coronation 6 May 2023** - To receive feedback.
7. **Open Spaces**
 - a) To receive an update on the resurfacing of the trackway around Addington Green
 - b) Ancient Oak Tree Addington Green: To receive an update following site meeting

31/23] REPRESENTATION AT MEETINGS:

- a) Village Hall
- b) Recreation Ground
- c) Parish Partnership Panel
- d) Standards Committee
- e) KALC Area Committee

32/23] CORRESPONDENCE/CONSULTATIONS

- a) For Information
 - 1] Area 2 Planning Committee – 31 May 2023
 - 2] Joint Transportation Board – 5 June 2023
 - 3] Parish Partnership Panel – 18 May 2023
 - 4] Standards Committee – 3 July 2023
 - 5] KALC – 13 July 2023

33/23] ITEMS FOR THE NEXT MEETING

34/23] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be held on Wednesday 7 June 2023 at 7pm in the Pavilion.

35/23] ANY CONFIDENTIAL MATTERS

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk ahead of the meeting.