

**ADDINGTON PARISH COUNCIL**  
**Minutes of the Annual Parish Council Meeting held in the Pavilion, Park Road**  
**held on Wednesday 17 May 2023 at 19:00hrs**

**Present:** Cllr. Mrs. P. Garrett – Chairman, Cllrs. Mrs. A. Adams, Mr. P. Robinson, Mrs. C. Short  
**In Attendance:** Louise Goldsmith (Clerk)

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

Cllr. Garrett was proposed by Cllr. Short and seconded by Cllr. Adams. Cllr. Garrett accepted the nomination and there were no other nominations.

**Resolved:** Cllr. Garrett was elected as Chairman following a unanimous vote. Cllr. Garrett read out and signed a declaration of acceptance of office.

**16/23] APOLOGIES FOR ABSENCE**

An apology for absence was received from County Councillor Sarah Hohler, Borough Councillors Robin Betts and Martin Coffin and Cllr. Mrs. L. Chalk and the reasons for absence were accepted.

**17/23] ELECTION OF VICE CHAIRMAN AND TO RECEIVE A SIGNED DELCARATION OF ACCEPTANCE OF OFFICE**

Cllr. Short was proposed by Cllr Garrett. and seconded by Cllr. Robinson. Cllr. Short accepted the nomination and there were no other

**Resolved:** Cllr. Short was elected as Vice Chairman following a unanimous vote. Cllr. Short read out and signed a declaration of acceptance of office.

**18/23] CO-OPTION**

Members discussed ways in which to attract new Members to the Parish Council. Members agreed both direct approaches and a promotional campaign are needed and will bring suggestions to the next meeting.

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

The Clerk as Proper Officer of the Council reported the receipt, prior to the meeting, of signed copies of the Declaration of Acceptance of Office and Undertaking to observe the Code of Conduct forms from Cllrs. Adams, Chalk, Garrett, Robinson and Short in accordance with the LGA 1972 section 83 (3).

**20/23] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION:**

Cllr. Garrett declared a pecuniary interest in agenda items 28/23 (a) (4) and (5).

**21/23] ELECTION OF REPRESENTATIVES TO OTHER BODIES**

**Resolved: That the following be elected.**

- a) Village Hall: Cllr. Chalk
- b) Recreation Ground Committee: Cllr. Robinson
- c) Tonbridge & Malling Parish Partnership: Cllr. Adams
- d) KALC Area Committee: Cllr. Short, Cllr. Garrett
- e) Joint Standards Committee: Cllr. Short
- f) Consultation documents: Cllr. Robinson supported by Cllr. Short

**22/23] APPOINT A FINANCIAL OFFICER & INTERNAL AUDITOR**

The Clerk advised that the internal audit function must be sufficiently independent from the management of financial controls and procedures of the Parish Council. The person carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the Parish Council. The internal

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auditor must not have any involvement in the financial decision making, management or control of the Parish Council, or with the Council’s financial controls and procedures. The Clerk advised that Mr Lionel Robbins is willing to continue to act as the Internal Auditor for the Parish Council

**Resolved: To appoint the Clerk as the Responsible Finance Officer and Mr. Lionel Robbins as the internal auditor.**

**23/23] ANNUAL REVIEW OF POLICIES:**

**Resolved to adopt the following policies subject to discussed changes and for the Clerk to prepare a Health and Safety Policy.**

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

**24/23] MINUTES OF THE LAST MEETING:**

It was proposed and **resolved** that the Chairman signs the minutes of the Parish Council meeting held on the 6 April 2023 as a true and accurate record of the meeting.

**25/23] OPEN SESSION:** No members of the public present.

**26/23] REPORTS:**

- a) County Councillor: There was no report.
- b) Borough Councillor: There was no report.
- c) Kent Police: PCSO James Robinson has advised that following the recent Neighbourhood Policing review it has been decided to reduce the number of PCSOs from 336 to 102. The remaining 102 PCSOs will be joining new teams which are child centred Neighbourhood task force and rural task force. The role of the PCSO will be replaced with beat Officers who are yet to be recruited. PCSO James Robinson has been retained as a PCSO and will be joining a rural task force team and will cease to the PCSO for Addington. Members asked the Clerk to pass on their best wishes to PCSO James Robinson in his new role.

**27/23] 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 have been checked this month and an update provided on WebNos.
- 2] Appeal Westbank TM/22/00628/FL: An appeal has been made to the Planning Inspectorate against the failure of TMBC to give notice of its decision with the appropriate period for a proposal for a two storey side extension, alterations to roof including dormer windows and alterations to porch roof.
- 3] St Margaret’s Parochial Church: The Clerk advised Members that a request has been received for financial support and will place a proposal on the next agenda.
- 4] A member of the public has advised the Clerk that she nearly had an accident as a result of five transportation lorries parked on the A20 outside BMW on the 11 April. The member of the public, on the advice of the Clerk, has informed Planning Enforcement of the incident.

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## 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)

**Resolved: No objection. We would like to see some conditions set to mitigate climate change.**

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

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

**Resolved: No objection. We would like a condition set that the proposed annexe remains as ancillary accommodation to the main house.**

#### 3] 23/00623/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.

**Resolved: No objection.**

#### 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).

**Resolved: We object to an application to vary a condition for planning proposal TM/22/02511/FL. We would like to remind officers that works have commenced on the property and that the ‘existing’ plans do not represent the condition of the site. We have reported our concerns to planning enforcement about the lack of regard for neighbouring properties and for the habitat on the site. A number of applications have been submitted for this site and we urge officers to take a holistic view. We feel the proposal represents an overdevelopment of the site. The mass and bulk will destroy the views from adjacent public footpath FP MT172. We are deeply concerned about the effect of the building works on the neighbouring properties and the damage and distress this has caused.**

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

Raising of roof and addition of a first floor.

**Resolved: We object to the above proposal. We question the validity of the plans as various works are taking place at the site which are now shown on this application. We feel the proposal represents an overdevelopment of the site and will be harmful to the residential amenity of the neighbouring properties. We are concerned about bulk of the proposal and the effect on the street scene. The proposal is out of keeping with the neighbouring properties.**

#### 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).

**Resolved: No objection**

### 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] TM/21/02135/FL/ APP/H2265/W/22/3291685– 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. A decision is still awaited.

g) Other Planning Issues:

1] 20/00030/USEH – Mayhill House, London Road, Addington – alleged unauthorised hardstanding and caravans: Enforcement has advised that there are undertaking further inspections of the site to see if there has been a breach of planning control.

2] 22/002222/TPOT - Land to the side of the Jet Garage, London Road: Enforcement has advised that their investigations into the removal of the trees is continuing. Members noted that due to long term sickness the Enforcement department is currently understaffed but agreed that the Clerk should report to the Borough Councillors and the Chief Executive at T&MBC Member's concerns that it is taking an unreasonable amount of time to execute and or make a decision on enforcement cases.

3] Westbank, London Road: Planning Enforcement have visited the site to investigate these alleged breaches.

4] 23/00030/COM Big Motoring World: Enforcement have written to the owner requesting that the HGV turning area is reinstated but have not received a response.

5] 23/00034/USEM – Bonheure, London Road: Enforcement has advised that following a site visit the illegal storage of cars on this site has ceased.

6] 23/00063/COM – Humphries and Parks, London Road: Enforcement is investigating an alleged unauthorised breach of the lighting condition.

7] Aldon Lane: The Clerk has advised Enforcement that the remaining caravan is still being stored on the site and to request its removal.

8] Moto application: The Clerk reported that Wrotham Parish Council have suggested that the Parish Alliance funds the cost of updating the reports prepared by a number of experts to challenge the last Moto application for a lorry park estimated to be approximately £6450.00. The group has asked if Addington would like to join forces and contribute to the financial costs of preparing the reports. Members were in agreement that the Parish Council, as a member of the Parish Alliance, would like to financially support this proposal and asked the Clerk to find out if £500.00 would be an acceptable contribution,

## **29/23] RESOLUTIONS**

### **1. Proposal to adopt the General Power of Competence**

a) **To agree that the Parish Council meets the criteria:** The Clerk advised that this is a Power of First Resort and gives the Council the Power to do anything that an individual can do; it is not subject to the same financial constraints as S137 expenditure. To adopt the Power the Parish Council must meet the following three criteria:

- The number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of its total number of councillors.
- The Clerk must hold at least one of the sector-specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.
- A local council must decide, at a full meeting of the council, that it meets the criteria for eligibility at that particular point in time.

The Clerk advised that the Parish Council meets the eligibility criteria.

**Resolved: The Parish Council meet the eligibility criteria,**

### **b) To agree to adopt the General Power of Competence**

**Resolved: That having satisfied itself that it meets the eligibility criteria, Addington Parish Council adopts the Parish Councils (General Power of Competence) (Prescribed Conditions) 2012. The resolution to use this power lasts until the annual meeting after the next election.**

## **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 note its contents:** It was noted that the Internal Auditor inspected the accounts on the 14 April 2023 and found the financial records to be accurate and up

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to date. The internal auditor has advised that the Clerk’s pay exceeded the threshold for pension auto enrolment during the year and that the Parish Council needs to take action.

**b) To receive the Annual Internal Audit Report for 2022/23:** Received and noted.

**c) To approve the Annual Governance Statement 2022/23 (Section 1) and accompanying report prepared by the Clerk:**

**Resolved: That the Annual Governance Statement 2022-23 be approved and for the Clerk/RFO and Chair to sign.**

**d) To approve the Accounting Statements 2022-23 (Section 2):**

**Resolved: To approve the Accounting Statements 2022-23 and for the Chair to sign.**

**e) To set the commencement dates for the exercise of Public Rights:**

Said dates are the 5 June 2023 to the 14 July 2023.

**3. Financial:**

a) Renewal of the Parish Council insurance policy

**Resolved: The Parish Council is in a Long Term Agreement with that the premium for the year commencing 1 June 2023 will be £560.64.**

b) Clerks Pension:

It was noted that the Clerk has been made aware that the Parish Council has a duty to offer a pension scheme. It was noted that the Clerk does not wish to take up the offer of a personal pension scheme.

c) Data Processing Officer:

**Resolved: To renew the contract with Satswana for one year**

d) To receive the monthly review of the accounts and budget: The accounts for the current financial year were received and noted along with a comparison of expenditure against the budget.

e) To approve the Financial Statement and make arrangements for authorisation

**RESOLVED: To approve the Financial Statement and for Cllrs. Short and Garrett to authorise the payments online.**

**Balances as at 17 May 2023:**

Unity Trust Account: £31,658.74  
National Savings Account: £25,573.33

**Receipts: Addington Green Management Company: £15,000.00**

**Payments:**

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary – paid between meetings)	£684.00
HMRC	(Tax – paid between meetings)	£171.00
Mrs L S Goldsmith	(Expenses)	£202.66
LED House	(Balancing payment outdoor screen paid between meetings)	£1,950.00
Arnold Tarmac	(Resurfacing works Addington Green)	£18,000.00
Gel Creative	(Monthly website maintenance)	£150.00
Lionel Robbins	(Independent Internal Audit Fee)	£120.00
Satswana	(DPO Renewal)	£180.00
Zurich Insurance	(Annual Insurance Premium)	£540.64
Four Seasons Gardens	(Grounds Maintenance)	£ 94.28
Mrs L S Goldsmith	(Reimbursement Coronation catering)	£ 55.04
Addington Village Hall	(Reimbursement electrics)	£ 240.00
KALC	(Annual Subscription)	£ 440.08
Viking	(Stationery)	£ 62.06
SLCC	(1/3 Membership)	£134.97
<b>Total</b>		<b>£23024.73</b>

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**30/23] PARISH MATTERS:**

**1] Highways:**

**a) Highways & PROW enquiries Outstanding:**

- 1] MR172 - the Clerk has reported that the post is leaning at the entrance to the footpath on the north side of London Road.
- 2] Enquiry 666515: Junction A20 with Trottiscliffe Road, blocked drains, road continually flooding. Drainage cleansing has taken place but the Clerk was asked to report that the area continues to flood.
- 3] Enquiry 699656: St Vincents Lane – damaged road surface at entrance to Westfields. Works have been programmed
- 4] Enquiry 710154: Potholes entrance to Seekers Trust. Works have been completed.
- 7] Enquiry 720896 East Street – the Clerk has reported that the surface is breaking up.

**b) New requiring attention:**

- 1] Enquiry SNP000049: Ford Lane street name sign. Reported as damaged to T&MBC
- 2] Enquiry 720896: Bus stop layby junction of Trottiscliffe Road/A20. Reported to KCC the poor quality of the road surface in the layby.
- 3] Enquiry 712450: Road sign in Sandy Lane knocked over by car: Reported to KCC and works are being programmed. The Clerk to ask KCC to remove the damaged sign.

**2] Highways Improvement Plan:**

The Community Engagement Officer has advised that the Planning & Advice team at KCC feel the current speed limit on the A20 through Addington is appropriate, and that KCC has concerns about reducing the speed limit at this location. The evidence and data available does not evidence a need for a speed reduction along what is a major strategic route. Members expressed their disappointment with this outcome and agreed to discuss this further with County Councillor Sarah Hohler. The Community Engagement Officer has advised that a review and re-design of the signage at the junction of Trottiscliffe Road and the A20 has been done and is just being checked before an order is placed with the contractor.

**3] Community Bus Service:**

The Parish Alliance has secured a £10,000.00 Community Transport Grant from KCC which will help fund the estimated cost of £14,000 for running the 58 and 70 shopper buses for one year from the 1 April 2023. The £4000.00 shortfall will be met by the Parish Alliance and Addington Parish Council may need to contribute up to £500.00. Borough Councillor Mike Taylor has advised that KALC are very interested in this scheme which could act as a template for rural areas being a realtime demonstration of how parishes can work together to provide a benefit for their communities. Members agreed to lobby T&MBC to set up a BSIP Scheme Monitoring Group. Nu-venture has suggested meeting in June 2023 to review the operation of the shopper service and to consider whether any changes could made to attract further users to travel.

**4] Village Hall and Recreation Ground Leases:**

At the request of the Village Hall Committee, it was agreed to start the process of renewing the lease for the village hall. The Clerk was asked to obtain some alternative quotes for legal help as Members remain disappointed with the service received from Wellers Law. Members considered a draft statement of truth letter supplied by Asma Shamim at Wellers Hedleys for the land registry application which needs to be submitted before the lease for the recreation ground can be renewed. The Clerk was asked to arrange for some amendments to this draft statement of truth letter.

**5] Climate Change Action Plan**

The next step will be to consult residents on their views about Climate Change and what the village can do to address Climate Change which will inform an Environmental/Climate Change policy. It was agreed that the Clerk will draft a survey to be considered at the next meeting.

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6] **Kings Coronation 6 May 2023:**

A risk assessment for the event was approved in between the meetings. Cllr. Garrett reported that despite the weather the outdoor screening of the Coronation was very well attended. It was agreed that this had been a successful community event and favourable comments and feedback have been received. Unfortunately, the planned cricket match with Trottscliffe was cancelled. Members asked the Clerk to thank Brian Taylor for all his and the Village Hall Committee's help in assisting with the organisation of the event.

7] **Open Spaces:**

a) **To receive an update on the resurfacing of the trackway around Addington Green:**

Members noted that the resurfacing works to the trackway around Addington Green have now been completed and that funds have been received from Addington Green Management Company.

b) **Ancient Oak Tree Addington Green:**

The Clerk and Cllr. Garrett met a representative from Bartletts, Tree Experts on the 20 April 2023. It was agreed that the physical condition of the old oak tree on Addington Green has deteriorated. It was agreed in between meetings for Bartletts to carry out further exploratory works at a cost of £650.00 (excluding VAT). On the 2 May 2023 Bartletts carried out a visual tree assessment and an advance assessment including the use of resistance micro-drilling to analyse areas of the wood to help identify the potential loss of structural integrity. A written report of the results is expected this week.

31/23] **REPRESENTATION AT MEETINGS:**

- a) **Village Hall Committee:** The solar panels were installed on the 13 April 2023 along with the batteries and the Committee is really pleased with the performance and amount of energy being generated.
- b) **Recreation Ground Committee** – Cllr. Robinson advised Members that an application for grant funding for solar panels for the roof of the pavilion has been submitted. The Committee's finances remain in a critical position with the current energy price eating up all the revenue. The Committee is currently investigating and monitoring what goes through the meter.
- 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.

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: 15 June 2023
  - 4] Standards Committee: 3 July 2023
  - 5] KALC Area Meeting: 13 July 2022

b) **New requiring attention:** Nothing to consider.

33/23] **ITEMS FOR THE NEXT MEETING:**

KALC Award. Venue for meetings.

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:** There were none to consider.

With no further business to transact the meeting was closed at 20:47hrs

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

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