

ADDINGTON PARISH COUNCIL
Minutes of the Parish Council Meeting held in Addington Village Hall, Park Road
held on Wednesday 6 September 2023 at 19:00hrs

Present: Cllr. Mrs. P. Garrett – Chairman, Cllrs: Mrs. L. Chalk, Mr. M. Cole, Mr. P. Robinson, Mrs. C. Short

In Attendance: Louise Goldsmith (Clerk), Borough Councillor Martyn Coffin (arrived: 19:48hrs)

50/23] APOLOGIES FOR ABSENCE:

An apology for absence was received from Cllr. Adams and the reason for absence was accepted.

51/23] CO-OPTION:

The Clerk and Cllr. Garrett interviewed Mr. Matthew Cole in August following his application to become as Parish Councillor. Members **resolved** to co-opt Mr. Matthew Cole on to the Parish Council. The Chairman welcomed Mr. Matthew Cole to the meeting. Mr. Cole read out and signed a Written Undertaking document which was also signed by the Clerk. Mr. Cole completed copy of the Notification of Disclosable Pecuniary Interests which the Clerk will forward to the Monitoring Officer at T&MBC. A copy of the Model Code of Conduct and Standing Orders have been given to Mr. Cole.

52/23] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION:

None.

53/23] MINUTES OF THE LAST MEETING:

It was proposed and **resolved** that the Chairman signs the minutes of Parish Council meeting held on the 12 July 2023 as a true and accurate record of the meeting.

54/23] OPEN SESSION:

No members of the public present.

55/23] REPORTS:

a) County Councillor: There was no report.

b) Borough Councillor: *(the following report was given when Borough Councillor Martin Coffin arrived)*
An enhanced pay structure and benefits have been put in place to try and recruit and retain more Planning Officers to address the 30% shortfall in staffing. Cllr. Short asked for a copy of the performance related indicators for the planning department. T&MBC has recently issued grants for a number of rural carbon reduction schemes. Martin Coffin expressed his concern that T&MBC has approved planning proposal 23/01270/LDE for Big Motoring World and that the original condition that a turning circle was required on site has been overturned. Members asked Martin Coffin to challenge this decision and ask if T&MBC were going to now accept full responsibility for any incidents on the A20 due to vehicles being offloaded directly on to the road.

c) Kent Police: The Clerk has circulated a copy of the current Kent Police report and advised that there were no reported crimes in Addington in August 2023.

56/23] 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 and cleaned this month and an update provided on WebNos.

2] Annual Canvass: T&MBC has started the process for the Annual Canvass which is the annual check to ensure that all they have all the eligible residents registered in the correct properties.

3] Local Plan Update: T&MBC received an excellent response to the consultation with over 4,000 responses received. Each of these responses has been analysed in full and have been published for members of TMBCs Housing and Planning Scrutiny Select Committee.

Initials:

57/23] PLANNING

a) Applications:

1] 23/01571/TNCA – Addington Green, Addington

Removal of English Oak (*Quercus Robur*) located on the village green in line with the recommendation of option 3 in accompanying report. (To note as this is an application from the Parish Council).

Noted: T&MBC has now made a Tree Preservation Order. Prior formal consent is now required for the proposed works. The Clerk to check why the Parish Council was not consulted about the TPO and express concern that T&MBC has created a delay which may impede safety.

2] 23/01469/FL – The Caravan, East Street, Addington, ME19 5DH

Removal of existing caravan and outbuildings and erection of single 4 bedroom detached dwelling with associated hard and soft landscaping.

Members were pleased to note that this application has already been determined and refused by T&MBC.

b) Planning Applications received after distribution of the agenda

1] KCC/SCO/TM/0140/2023 Land West of Roughetts Road

Request for a Scoping Opinion to determine the information to be provided in an Environmental Statement to accompany a planning application for the proposed extraction of aggregate sand.

RESOLVED that Addington Parish Council objects to the identification of the site at Ryarsh on the following points: uncertainty of need, traffic issues, dust, noise, air quality, cumulative impact on wider area, landscape impact, impact on public footpaths.

c) Approvals:

1] 23/01275/FL – Squirrels Keep, Trottscliffe Road, Addington, ME19 5AZ

Demolition of existing pitched roof and construction of first floor accommodation with pitched roof.

2] 23/01270/LDE – Big Motoring World, London Road, Addington, ME19 5PL

Lawful Development Certificate Existing: Continued use of HGV turning facilities re condition 4 of planning permission TM/10/00938/FL.

d) Refusals:

1] 23/01146/FL – Land west of Wrotham Heath House, London Road

Section 73 application to remove condition 1 objection.

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.

2] 22/00628/FL – Westbank, London Road, Addington.

Two storey side extension, alterations to roof including dormer window and alterations to porch roof – failure of T&MBC to give a decision within the appropriate time period. A decision is awaited.

g) Other Planning Issues:

1] 20/00030/USEH – Mayhill House, London Road, Addington – alleged unauthorised hardstanding and caravan: Enforcement has advised that the site has not been inspected since last year and the site can only be inspected by the owner providing access. Contact has been made with the owner to arrange a site meeting and if a breach of planning control is identified following the site inspection then the council will consider formal action in line with policies contained within the TMBC Planning Enforcement Plan.

2] 22/00222/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 and have advised that a Replanting Notice has been served on the owner. The Clerk was asked to remind Enforcement that hardcore and other materials left on the site also need to be removed.

3] 23/00063/COM – Humphries and Parks, London Road: Enforcement have written to the owners requesting that light shielding is reinstated on the external lighting columns.

4] 23/00200/USEM Aldon Lane: The Clerk has advised Enforcement that the remaining caravan is still being stored on the site and has requested its removal.

58/23| RESOLUTIONS

1. To consider the tenders for an outdoor gym and external table tennis table and accept a quote.

The Clerk carried out site visits with various contractors during August. Six tenders were received and opened by the Clerk/RFO at 1pm on Friday 1 September 2023 witnessed by Cllrs. Garrett and Robinson. Members considered a full analysis of the tenders prepared by the Clerk.

RESOLVED: To invite contractor 4 to a further site visit to discuss and refine the specification. The Clerk to submit then submit the final quote to T&MBC for approval for S106 funding.

19:48hrs Borough Councillor Martin Coffin arrived at the meeting. The Chair suggested and it was agreed to take agenda item 55/23 (b) next.

19:55hrs Borough Councillor Martin Coffin left the meeting.

2. Financial:

a) To note the completion of the limited assurance review year ending 31 March 2023

Members were pleased to note that the External Auditor has completed the review of Sections 1 and 2 of the Annual Governance & Accountability Return (AGAR) and have concluded that the information is in accordance with Proper Practices and that no other matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

b) Notice of Conclusion of Audit

The Clerk has arranged for the Notice of Conclusion of the Audit to be displayed on the website and noticeboard along with the relevant sections of the AGAR.

c) VAT refund

It was noted that the Clerk had submitted a claim of £5,060.75 to the HMRC for VAT paid in 2022/2023 which has been refunded.

d) To approve the Financial Statement for September 2023 and make arrangements for authorisation

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

Balances as at 6 September 2023:

| | |
|-----------------------------|------------------|
| Unity Trust Account: | £7,531.37 |
| National Savings Account: | £25,573.33 |
| Receipts: VAT refund | £5,060.75 |

Payments September:

| <u>Supplier</u> | <u>Description</u> | <u>Amount</u> |
|--------------------------|--|------------------|
| Mrs L S Goldsmith | (Salary) | £684.00 |
| HMRC | (Tax) | £171.00 |
| Mrs L S Goldsmith | (Expenses & email account reimbursement) | £221.11 |
| Gel Creative | (Monthly website maintenance x 2 months) | £300.00 |
| Four Seasons Gardens | (Grounds Maintenance) | £525.67 |
| Play Safety | (RoSPA inspection) | £132.00 |
| Small Works Building Co. | (Defibrillator cleaning) | £245.75 |
| T&MBC | (Uncontested election costs) | £339.34 |
| Mrs L S Goldsmith | (1/3 Jotform Subscription reimbursement) | £108.63 |
| Wellers Hedleys | (Legal fees to register land) | £1150.00 |
| Total | | £3,877.50 |

Initials:

59/23] PARISH MATTERS:

1] **Highways:**

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

1] Enquiry: Junction A20 with Trottiscliffe Road, blocked drains, road continually flooding. KCC has advised that the site is currently being investigated by the Drainage Team Engineer with works scheduled in the next few weeks to lift the catchment pit manhole cover and assess the chamber. Recent cleansing and jetting of the system reported all gullies and lines were clear no reported issues. Therefore, it is assumed that the catchment pit requires a full cleanse to restore the holding capacity and restore the workably of the drainage this system.

2] Enquiry 732858: East Street – the Clerk has reported that the surface is breaking up. KCC has inspected and advised that no works are required.

3] Enquiry SNP000049: Ford Lane street sign has now been replaced.

4] Enquiry 720896: Bus stop layby junction of Trottiscliffe Road/A20. Reported to KCC the poor quality of the road surface in the layby and works are now programmed.

5] Enquiry 737267: Bus Layby – overhanging vegetation blocking the access to the postbox. KCC has passed the enquiry to PROW. The Clerk was asked to advise KCC that this land belongs to them and not PROW.

6] East Street – the newly planted trees have not been watered. The Clerk has reported this situation to National Highways who have advised that they are in the procurement process for a landscaping supplier to evaluate the current condition and to put in the appropriate maintenance measures. Members expressed their disappointment that National Highways have not previously put in place measures to water this second batch of replacement trees. The Clerk was asked to advise MP Tom Tugendhat of this seemingly waste of public money.

b) **New requiring attention:**

1] Enquiry 743901: Flooding A20 at Merrythought. A recent torrential storm caused local flooding resulting in sand and stones being left on the carriageway which will block the drains.

2] Footpath bridge to the Angel Inn: A damaged gate and at least one railway sleeper bridge on the footpath have been reported.

3] ‘Golfer Crossing’ road sign on Trottiscliffe Road: The Highways Steward is checking whether permission has been sought and is required by the golf club for this new sign.

4] Advertising Van on motorway bridge: Noted that the van has finally been removed following the Clerk reporting that the tax had expired.

5] Enquiry 744129: Jungle Café. A water leak has been reported.

2] **Highways Improvement Plan:** County Councillor Sarah Hohler is still lobbying for a speed reduction on the A20 and for the reinstatement of the vehicle activated sign. Andy Watson, Highway Manager at KCC for T&MBC has advised that Emma Tilbury, the Community Engagement Officer is planning a site visit with County Councillors Sarah Hohler and Harry Rayner to discuss the speed limit on the A20 through Borough Green and Addington. The Clerk was asked to find out if representatives from the Parish Council could attend this meeting.

3] **Renewal of Leases:**

a) Recreation Ground: Amendments to the wording to state that the maintenance of the land has been carried out by the Recreation Ground Committee on behalf of the Council as per the wording of the existing Lease and Trust Deed have been made. Wellers Hedleys has now submitted the land registry application which needs to be submitted before the lease for the recreation ground can be renewed.

b) Village Hall: The Clerk has instructed Whitehead Monckton to prepare a new lease and has completed the Client Care Agreement. The solicitor has advised that a draft lease will be issued soon.

5] **Climate Change Action Plan**

The Clerk has posted a copy of the survey on the website and Facebook and provided the online link in the next newsletter. The response has been disappointing. It was agreed that the Clerk should continue to work on the draft plan with a view to publicising this for comment next month.

6] **Open Spaces**

An episode of moles damaging the village green has been resolved. Cllr. Garrett reported that the current edition of KALC Parish News contains details of a free webinar being held virtually on the 14 September 2023 by the Forestry Commission. The webinar will explore tree species selection, resilience and tree health, as well as looking at what support is available. The Clerk was asked to arrange the annual walkabout with the Tree Warden to inspect the trees in the village.

60/23] REPRESENTATION AT MEETINGS:

- a) **Village Hall Committee:** There has been no meeting.
- b) **Recreation Ground Committee:** Cllr. Robinson advised that the Cricket Club is holding a Family Fun Day this Saturday. The Cricket Club have progressed their grant application to the sports governing body for contributory funding towards the Solar Project under the Green Agenda opportunity and have reached the assessment stage. Kent Community Cricket and The England & Wales Cricket Board have viewed the application and are asking for more information on partnership funding options. Cllr. Robinson explained that it would assist the project if the Parish Council could send a letter of support stating that the Parish Council would look favourably upon financially supporting this project from its Community Budget. It was **resolved** that the Clerk should draft a letter stating that the Parish Council would be willing to financially support this community project. Cllr. Robinson has been successful in applying for 500 saplings for the recreation ground from The Conservation Volunteers.
- c) **Parish Partnership Panel:** Nobody was able to attend the meeting held on the 31 August 2023. The minutes of this meeting will be circulated.
- d) **Standards Committee:** Cllr. Short attended the meeting held on the 12 July 2023 and reported that a presentation was given on the Code of Conduct.
- e) **KALC Area Committee:** Cllrs. Short and Garrett attended the virtual meeting being held on the 13 July 2023. The minutes of this meeting have been circulated. It was noted that lots of training courses are on offer in the KALC newsletter. The Clerk will find out the dates of the next training course, 'the dynamic councillor, which would be a useful introductory course for Cllr. Cole.

61/23] CORRESPONDENCE/CONSULTATIONS

- a) For information:
 - 1] Area 2 Planning Committee: 20 September 2023
 - 2] Joint Transportation Board: 18 September 2023
 - 3] Parish Partnership Panel: 2 November 2023
 - 4] Standards Committee: 22 January 2024
 - 5] KALC Area Meeting: 28 September 2023
- b) **New requiring attention:**
KCC Budget Consultation 2024-2025; Kent Community Warden Service Review;
National Highways and Transport Survey; Annual Survey on performance of Kent Police.

62/23] ITEMS FOR THE NEXT MEETING:

80 Year Celebration of D-Day and Operation Overload.
Bollard and parking on the village green.

63/23] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be held on Wednesday 4 October 2023 at 7pm in the village hall.

64/23] ANY CONFIDENTIAL MATTERS: There were none to consider.

With no further business to transact the meeting was closed at 20:40hrs

Signed _____ Chairman Date _____

Initials: