

25 April 2024

Dear Sir/Madam

ALL COUNCILLORS ARE HEREBY SUMMONED TO
THE ANNUAL PARISH COUNCIL MEETING OF ADDINGTON PARISH COUNCIL
To take place on Wednesday 1 May 2024 at 7pm in the Village Hall, Park Road
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

16/24] ELECTION OF CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

17/24] APOLOGIES FOR ABSENCE

18/24] ELECTION OF VICE-CHAIRMAN AND TO RECEIVE A SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

19/24] APOLOGIES FOR ABSENCE

20/24] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATIONS

21/24] INTENTION TO RECORD THE MEETING

22/24] 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 |

23/24] APPOINT A FINANCIAL OFFICER & INTERNAL AUDITOR

24/24] ANNUAL REVIEW OF POLICIES: To review and approve the following:

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

25/24] APPROVAL OF MINUTES

To consider the minutes of the Parish Council Meeting held on the 3 April 2024 and if in order to authorise the Chair to sign as a true and accurate record. (*LGA 1972 sch.12 para. 41(1)*)

26/24] 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)*).

27/24] **REPORTS:** a) County Councillor b) Borough Councillor's c) Crime Report

28/24] **CLERKS REPORT/PAST MATTERS (Information purposes only)**

29/24] PLANNING

a) Applications:

1] 24/00575/PA: Dolphin, 24 Clearway, Addington

Proposed formation of front gable to create an additional bedroom. Removal of window and installation of concertina doors to the lounge (rear elevation) and a front new entrance canopy.

2] 24/00491/PA: Humphries and Parks, London Road, Addington

Proposed erection of a steel framed car showroom building.

b) Approvals:

1] 24/00099/PA: Addington Recreation Ground, Addington

Prior Notification under Class J Schedule 2, Part 14: Installation of 28 solar panels on the south facing roof of the sports pavilion.

c) Refusals:

1] 24/00096/PA: The Spinney, London Road, Wrotham Heath

Section 73 application to vary planning condition 1 of planning permission TM/21/00209/FL.

d) Application Withdrawn:

1] 24/00181/PA: 7 The Links, Addington

Lawful Development Certificate Proposed: Single storey extension.

e) Other Planning Issues

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

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

3] 23/00200/USEM: Aldon Lane: alleged unauthorised storage of caravan

4] Food Van on the A20

5] COM/24/03603602: Complaint to T&MBC regarding the failure to take enforcement action to ensure that Condition 4 of planning permission reference 10/00938/FL was complied with which led to the approval of a proposal for a Lawful Development Certificate, 23/01270/LDE, to remove the condition.

30/24] RESOLUTIONS

1. **To receive the Annual Governance and Accountability Return for the year ending 31 March 2024**

a) **To receive the Internal Auditor's Report and notes its contents**

b) **To receive the Annual Internal Audit Report for 2023/2024**

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**

2. **Community Engagement Policy**

To consider alternative methods of communicating with residents.

3. **Financial:**

a) VAT Claim

b) Insurance renewal

c) Appointment of Data Processing Officer

d) Proposal to make a donation to St Margaret Parish Church

e) To approve the Financial Statement for May 2024 and make arrangements for authorisation.

31/24] PARISH MATTERS:

1. **Highways:**
 - a) Outstanding Faults
 - b) New Faults to be reported
2. **Renewal of Leases:** To receive an update on the renewal of both the recreation ground and village hall leases.
3. **D-Day Celebrations 6 June 2024**
4. **Open Spaces:**
 - Playground Sign

32/24] REPRESENTATION AT MEETINGS:

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

33/24] CORRESPONDENCE/CONSULTATIONS

- a) For Information
 - 1] Area 2 Planning Committee:
 - 2] Joint Transportation Board: 17 June 2024
 - 3] Parish Partnership Panel: 30 May 2024
 - 4] Standards Committee: 5 June 2024
 - 5] KALC: 11 July 2024
- b) New requiring attention
 - 1] Consultation on revised validation and guidance requirements for planning applications determined by KCC

34/24] ITEMS FOR THE NEXT MEETING

35/24] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be held on Wednesday 5 June 2024 at 7pm in the village hall.

36/24] 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.