

ADDINGTON PARISH COUNCIL
Minutes of the Annual Parish Council Meeting held in Addington Village Hall, Park Road
held on Wednesday 1 May 2024 at 19:00hrs

**Present: Cllr. Mrs. P. Garrett – Chairman, Cllrs: Mrs. A. Adams, Mr. M. Cole, Mr. P. Robinson
Mr. D. Tighe**

In Attendance: Louise Goldsmith (Clerk)

Borough Councillors Robin Betts and Martin Coffin (arrived 19:16hrs)

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

Cllr. Garrett was proposed by Cllr. Adams and seconded by Cllr. Robinson. 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.

17/24] 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. Adams. There were no other nominations and it was noted that Cllr. Short had previously given acceptance of the office.

Resolved: Cllr. Short was elected as Vice Chairman following a unanimous vote.

18/24] APOLOGIES FOR ABSENCE

An apology for absence was received from County Councillor Sarah Hohler and Councillors Mrs. L. Chalk and Mrs. C. Short and the reasons for absence was accepted.

19/24] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION:

None received.

20/24] INTENTIONS TO RECORD THE MEETING

It was noted that there have been no requests to record the meeting.

21/24] 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

22/24] 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 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.

**23/24] ANNUAL REVIEW OF POLICIES:
Resolved to adopt the following policies with no changes apart from a typo in the Equality & Diversity Policy.**

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

24/24] MINUTES OF THE LAST MEETING:

It was proposed and **resolved** that the Chairman signs the minutes of the Parish Council meeting held on the 3 April 2024 as a true and accurate record of the meeting.

25/24] OPEN SESSION: No members of the public present.

26/24] REPORTS:

- a) County Councillor: There was no report.
- b) Borough Councillor: Borough Councillor Martin Coffin advised that the proposal for changes to the parking charges were accepted by Cabinet at a meeting held on the 9 April 2024. In West Malling there will be one hour on-street free parking and it was also agreed to increase the free parking period from 30 minutes to one hour at Martin Square Larkfield. T&MBC will now be offering 30 minutes free parking every day of the week at six town centre car parks. The car parks are Upper Castle Field, Castle Grounds, Kinnings Row, Lamberts Yard, River Lawn Road and Bradford Street. Cabinet also approved the appointment of Damian Roberts as the new Chief Executive Officer. Borough Councillor Martin Coffin advised Members that Damian Roberts is a dynamic character and that his knowledge and experience of climate change is impressive and should be of great assistance to the goal of becoming carbon zero. Borough Councillor Robin Betts advised that climate issues have been given a boost in the budget with an allocation of £500k towards decarbonisation of the leisure centres. T&MBC has also been awarded two significant grants, £400,000 from Sports England and £1.1m from the Public Sector Decarbonisation Scheme which will accelerate the goal of carbon neutral leisure centres. 150 solar panels have been installed on Tonbridge pool with a capacity of 64kWh. With annual energy generation of around 65 MWh, this will massively reduce CO2 and also provide much needed energy security for the centre. There will also be further rounds of the Green Business grants and West Kent Rural grant which support valuable local companies and also community schemes, to date £40,000 for Green grants and £125,000 for the Rural grants has been allocated. Phase 2 of the T&MBC electric vehicle charging network has begun with an installation of an additional 60 chargers alongside the 35 chargers already installed. T&MBC has also created a community grant scheme with an allocation of £87,000, details about the scheme will be issued soon. T&MBC have recently also offered grants from a £60,000 pot towards greener businesses. T&MBC have setup a community enforcement team who will be keeping a lid on antisocial behaviour throughout the borough. It is a six-month trial at present in order that its effectiveness can be assessed. Cllr. Robinson suggested that the Medway heat source could be a useful source of energy for Tonbridge pool. The issue with the trail bikes on the quarry was also discussed. The Clerk asked the Borough Councillors to find out when a decision will be made on the Parish Council’s planning application for the ancient oak tree on the village green.
19:39hrs Borough Councillor Martin Coffin and Robin Betts left the meeting.
- c) Kent Police: There was no reported crime in Addington in April 2024 however the trail bikes were back on the quarry last weekend which was reported to Kent Police.

Initials:

27/4] CLERKS REPORT/PAST MATTERS (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] Opening Ceremony for the outdoor gym was held on Sunday 14 April. The equipment seems to be well used by local residents.
- 3] The scheme along the A20 to change the existing warning signs to show the bend/curve in road with a side road blip, accompanied with new SLOW road markings, and to replace the existing 50mph gateway signs west of Aldon Lane and install a new 50mph roundel is now complete.

28/24] 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.

Resolved: No objection.

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

Proposed erection of a steel framed car showroom building.

Resolved: No objection provided the proposal complies with the greenbelt conditions.

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 – alleged unauthorised hardstanding and caravan: There was no update.

2] 22/00222/TPOT - Land to the side of the Jet Garage, London Road: Enforcement has advised that they will be serving a tree replanting Notice, but we are waiting some information from the Forestry Commission to determine what they would be looking for as trees were Ancient woodland as well being covered by a TPO. The Clerk has also reminded T&MBC that hardcore left on site also needs to be removed.

3] 23/00200/USEM Aldon Lane: There was no update.

4] Food van on the A20: The layby remains legally closed. The Clerk was asked to find out when the layby will be re-opened.

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.

Members considered the response from Eleanor Hoyle, Director of Planning, Housing and Environmental Health to Stage 2 of the Council's complaints procedure.

Resolved: To progress to Stage 3 of the Council's complaints procedure.

29/24] 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 note its contents:

It was noted that the Internal Auditor inspected the accounts on the 15 April 2024 and found the financial records to be accurate and up to date.

b) To receive the Annual Internal Audit Report for 2023/24: Received and noted.

c) To approve the Annual Governance Statement 2023/24 (Section 1) and accompanying report prepared by the Clerk:

Resolved: That the Annual Governance Statement 2023-2024 be approved and for the Clerk/RFO and Chair to sign.

d) To approve the Accounting Statements 2023-2024 (Section 2):

Resolved: To approve the Accounting Statements 2023-2024 and for the Chair to sign.

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

Said dates are the 3 June 2024 to the 12 July 2024.

2. Community Engagement Policy

Members discussed alternative methods of communicating with residents. It was agreed that the two current noticeboards both need replacing and to relocate the one inside the bus stop in Trottscliffe Road back to the original position. It was also agreed to place a noticeboard at East Street which could be seen by users of the bridge and footpath. The website administrator has created a sign up form for the website so that people can register for electronic communication from the Parish Council. A QR code has been created pointing to the same URL for the online sign up form. The QR code can be advertised on all Parish Council communication. It was agreed to continue with the quarterly newsletters and look to deliver one more hard copy.

3. Financial:

a) VAT Claim

It was noted that the Clerk submitted a claim for VAT for the period 1 April 2023 to the 31 March 2024 for the sum of £6,675.03 which has been received.

b) Insurance renewal

Members considered quotes obtained by the Clerk for the insurance. It was agreed to obtain a quote for adding Cyber Insurance.

Resolved: To accept a quote from Clear Councils for £566.48 and to enter into a three year long term agreement.

c) Appointment of Data Processing Officer

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

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

Members considered a grant application for £1,000 from St Margaret Parish Church. Members discussed the fact that the Parish Council is operating on a deficit budget and that no allocation has been provided in the budget for a donation to the church.

Resolved: To make a donation of £500.00 to St Margaret Parish Church.

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

RESOLVED: To approve the Financial Statement for April 2024 and for Cllrs. Garrett and Short to authorise the payments online.

Balances as at 1 May 2024:

Unity Trust Current Account:	£19,514.81
Unity Trust Savings Account:	£21,474.06

Initials:

Receipts:

T&MBC First Half of Precept: £12,500.00

VAT Refund: £6,675.03

Payments in May:

<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
Mrs L S Goldsmith	(Salary)	£743.20
HMRC	(Tax)	£185.80
Mrs L S Goldsmith	(Expenses, printing email account)	£200.19
Gel Creative	(Monthly website maintenance)	£150.00
Capel Groundcare	(Grounds Maintenance Monthly)	£236.80
Lionel Robbins	(Independent Internal Audit)	£105.00
KALC	(Annual Subscription)	£463.67
Communicorp	(Clerk & Councils Direct Subscription)	£15.50
SLCC	(Clerks Subscription, one fourth)	£103.00
Total		£2,203.16

30/24] PARISH MATTERS:

1] Highways:

a) Highways & PROW enquiries Outstanding:

1] Enquiry 751039: East Street North Trackway: Shrubs/vegetation causing obstruction: Further works required.

2] Enquiry 797743 St Vincents Lane: Mud and debris on the road causing drainage issues. KCC has assessed and no action required.

3] Enquiry 797739 St Vincents Lane: Number of bollards damaged/fallen over. Works now completed.

4] Enquiry 800347: The Clerk has reported that the footpath near to the junction with Church Lane on the A20 is thick with mud. No further action required.

5] Enquiry 800349: The Clerk has reported that the rutting on East Street is getting worse. KCC has risk assessed and advised currently no action is required.

6] Enquiry 802296: The Clerk has reported the damaged signs at the junction of the A20 and Trottiscliffe Road. The enquiry has been passed to TMBC as this is a tourist sign. The Clerk was asked to re-report the other damaged sign which is not a tourist sign.

b) New requiring attention:

Tree fallen across verge on A20

Bollard flattened on Seven Mile Lane

Tree south side of A20 outside Rosemount needs attention.

Tree across footpath MR177.

2] Renewal of Leases:

a) Recreation Ground: A decision is awaited from the Land Registry regarding the recently submitted application which needed to be issued before the lease for the recreation ground can be renewed.

b) Village Hall: The Clerk has contacted Brachers LLP who prepared the original lease. Brachers is hopeful that the original lease may be in their strongroom.

3] D-Day Celebrations 6 June 2024

Cllr. Garrett reported that preparations are underway for an event to be held in the village hall. The event is to be advertised by posters on the noticeboards and website.

Initials:

4] Open Spaces

Cllr. Robinson reported that remedial works to clear some of the vegetation and minor repairs to equipment in both the playground and nature trail have been carried out. As suggested in the recent inspection report for the playground the Clerk has obtained quotes for a new sign. Members considered the suggested design and quotes.

Resolved: To accept a quote of £120.00 (excluding VAT) from Knockout Print for a new sign for the playground.

31/24] REPRESENTATION AT MEETINGS:

- a) **Village Hall Committee:** There has been no meeting.
- b) **Recreation Ground Committee:** There has been no meeting. Cllr. Robinson reported that 22 solar panels have been installed on the roof of the pavilion. Cllr. Robinson is attending a Local Nature Recovery Strategy Workshop tomorrow.
- c) **Parish Partnership Panel:** There has been no meeting.
- d) **Standards Committee:** There has been no meeting.
- e) **KALC Area Committee:** Cllr. Garrett reported back from the virtual meeting held on the 18 April 2024. The minutes of the meeting will be circulated.

32/24] CORRESPONDENCE/CONSULTATIONS

- a) For information:
 - 1] Area 2 Planning Committee: 29 May 2024
 - 2] Joint Transportation Board: 17 June 2024
 - 3] Parish Partnership Panel: 30 May 2024
 - 4] Standards Committee: 5 June 2024
 - 5] KALC Area Meeting: 11 July 2024
- b) **New requiring attention:**
 - 1] Consultation on revised validation and guidance requirements for planning applications determined by KCC. Cllr. Robinson to respond on behalf of the Parish Council.

33/24] ITEMS FOR THE NEXT MEETING:

Proposed quarry at land west of Roughetts Road.

34/24] DATE OF THE NEXT MEETING:

The next Parish Council Meeting will be held on Wednesday 5 June 2024 at 19:00hrs in the village hall.

35/24] ANY CONFIDENTIAL MATTERS:

There were none to consider.

With no further business to transact the meeting was closed at 20:59hrs

Signed _____ Chairman Date _____

Initials: