

**ADDINGTON PARISH COUNCIL**  
**Minutes of the Parish Council Meeting held in Addington Village Hall, Park Road**  
**held on Wednesday 4 September 2024 at 19:00hrs**

**Present: Cllr. Mrs. P. Garrett – Chairman, Cllrs: Mrs. A. Adams, Mr. M. Cole, Mr. P. Robinson and Mr. D. Tighe**  
**In Attendance: Louise Goldsmith (Clerk)**

**66/24] APOLOGIES FOR ABSENCE**

An apology for absence was received from County Councillor Sarah Hohler and Cllrs. Chalk and Short and the reasons for absence were accepted.

**65/24] DECLARATIONS OF INTEREST/REQUESTS FOR DISPENSATION:**

Cllr. Robinson declared an interest in agenda item 74/24 6 (f).

**66/24] INTENTIONS TO RECORD THE MEETING**

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

**67/24] MINUTES OF THE LAST MEETING:**

It was proposed and **resolved** that the Chairman signs the minutes of the Parish Council meeting held on the 10 July 2024 as a true and accurate record of the meeting.

**68/24] OPEN SESSION:**

No members of the public present.

**68/24] REPORTS:**

- a) County Councillor: There was no report.
- b) Borough Councillor: There was no report.
- c) Kent Police:

On Saturday 17 August 2024 somebody stole fuel from a petrol station in London Road. On Saturday 24 August and Sunday 25 August 2024 somebody stole wheel caps and wing mirror mechanisms from a vehicle parked in a car park in London Road. On Wednesday 21 August 2024 somebody stole a recently delivered parcel from a doorstep in London Road.

**69/24] 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] The Clerk has received a couple of requests for the wildflower meadow strip on the village green to be trimmed back.

**70/24] PLANNING:**

- a) Applications:
  - 1] 24/01319/PA: Silverwood, East Street, Addington  
Proposed building of patio, pergola and natural swimming pool in garden.  
**Resolved: No objection. We would just like to point out that this dwelling is not in Ryarsh.**
  - 2] 24/01230/PA: Dolphin, 24 Clearway, Addington  
Retrospective application for garden wall to front and sides with sliding entrance gate.  
**Resolved: Object. We think the wall is out of keeping with the street scene and should be reduced in height. (3 in favour, 2 abstained.**

3] 24/01343/PA: Churchfield, Addington

Notice is here given that it is proposed to reduce the height of a row of trees (T1) by approx 50%, so to a height of 4.5 m. T1 consists of a row of 10 unkemp, straggly and ill maintained/ivy covered trees of mixed species with an average height of 9 m. They stand within the Conservation Area of land owned by The Seekers Trust, to the west of St Margarets church and have little amenity value, being almost totally out of view.

**Resolved: Support.**

4] 24/01288/PA: Land known as Meadow Crest Farm, London Road, Addington  
Details of condition 8 (Contamination report) pursuant to planning permission TM/22/00769/FL (Part demolition and conversion of part of the existing agricultural building into 4 residential properties and the construction of a detached 2 bedroom dwelling, with associated parking facilities and bin storage).

**Resolved: We note the comments from the Environmental Health Protection Officer that there is insufficient information to discharge the condition.**

b) Approvals:

1] 24/00851/PA: Westbank, London Road, Addington

Replacement dwelling with new external works and landscaped gardens.

2] 24/00876/PA: Greenways, 5 London Road, Addington

Proposal for first floor extension, internal alterations and associated works.

c) Refusals:

1] 24/00816/PA: The Highlands, London Road, Addington

Proposed demolition of existing oak framed double garage and log store to be replaced by singlestorey timber two bed overflow accommodation.

d) Application Withdrawn:

1] 24/00879/PA: Lomar Cottage, East Street, Addington

Outline application: All matters reserved for 1 x single dwelling.

2] 24/00785/PA: Merlins Brook, Park Road, Addington

Prior Notification: Change of use of agricultural building to residential Dwelling (Part 3 Class Q): Conversion of existing agricultural building to a detached 3x Bed Dwelling

e) Appeals:

1] Ref: 3343956: Greenways, London Road, Addington: Appeal against decision of T&MBC to refuse planning application 23/03100 (single storey rear extension and attached side garage).

2] Westbank, London Road, Addington: Appeal against decision of T&MBC to refuse planning application 23/03374 (replacement dwelling with new external works and landscaped garden).

Other Planning Issues:

1] 20/00030/USEH – Mayhill House, London Road, Addington – alleged unauthorised hardstanding and caravan: The Planning Enforcement Manager has advised that a site inspection is due in the next couple of weeks.

2] 22/00222/TPOT – ancient woodland, land east of B2016: The Case Officer has been trying to get some information from the Forestry Commission about what should be planted but is still awaiting a response. Enforcement is now considering serving a replanting Notice.

3] 23/00200/USEM Aldon Lane: Enforcement inspected the site last week and noted that there was one caravan on site but that this is not currently occupied. Enforcement has been in contact with the owner and are awaiting a response. The Clerk was asked to report that a vehicle has been parked at the entrance on numerous occasions which suggests that the caravan is occupied.

4] 23/02012/TPOC: Tree Preservation Order application: Edward Jones, Tree and Landscape Officer at T&MBC has advised the Clerk that the application remain undetermined as he has had to spend significant amounts of time over the last few weeks dealing with urgent and unexpected enforcement issues. The application will be determined as soon as possible. The Clerk was asked to respond, copying in the Chief Executive Officer, and advise that the

Parish Council is disappointed that the application has not been determined and remains concerned that seasonal changes in the weather could have a detrimental effect on the tree.

5] Land West of Roughetts Road, Ryarsh: A planning application for the proposed extraction of aggregate sand is awaited.

6] KALC Planning Seminar: Members noted a copy of the presentation slides circulated by the Clerk following an online presentation held on the 21 August 2024 on the possible implications for planning with the new Government. It was noted that the housing target for T&MBC is to be increased. Some concern was expressed about a suggestion that some Greenbelt areas will become 'Greybelt' and could be built on.

7] Land Search Park Road: Members ratified a decision between meetings to authorise the Clerk to carry out a land search on title number K233893. The Clerk was asked to find out if the landowner would be willing to donate to the Parish Council/community a 5m strip across the stretch of the road opposite the village hall car park to be used as an overflow car park.

## 74/24] RESOLUTIONS:

### 1. **Proposal for a new defibrillator:**

Members noted that due to the volume of applications for a Community Development Grant T&MBC has awarded half of the sum of £1,420.00 requested for a defibrillator and cabinet. The Clerk has updated the Village Hall Committee who have advised that they and the Bridge Club will be happy to fund any shortfall if the defibrillator can be located at the front of the village hall.

**Resolved: The Clerk to place an order for the defibrillator and the cabinet and to accept the offer from the Village Hall Committee.**

### 2. **Staffing**

a) To receive feedback from the interview panel and approve the appointment of a new Clerk and RFO

In between meetings the role was advertised on the KALC website, the Parish Council website and noticeboards. Cllrs. Garrett. Adams and the Clerk carried out interviews last week as agreed. It was agreed in between meetings to offer the appointment to Stephen Hill. A contract has been sent to Mr. Hill and it was noted that a favourable reference has been received.

**Resolved: To ratify a decision to appoint Mr. Stephen Hill as the new Parish Clerk and Responsible Finance Officer on grade SCP 26 for 50 hours per month and for Cllr. Garrett to sign the contract on behalf of the Parish Council.**

b) To agree a handover procedure and the leaving date of the outgoing Clerk.

It was noted that Mr. Hill has agreed to a start date of the 1 October 2024. The outgoing Clerk will attend the next meeting to support the incoming Clerk. The outgoing Clerk will finish on the 12 October 2024. The outgoing Clerk will arrange a date and time to conduct a walkabout with the incoming Clerk and to hand over the files and laptop.

### 3. **Policies**

**Resolved: To adopt a Social Media and Communications Policy.**

### 4. **Anima Training**

Cllr. Chalk reported that Ryarsh Parish Council recently held an event aimed at helping residents access the new booking system, Anima, at WM Group practice. The presenters, both volunteers for the local West Malling Group Practice Patient Participation Group, (WMGP PPG), have kindly offered to run a similar event for Addington residents. The Clerk was asked to contact the parishioners on the distribution list to see if they would be interested in attending a training session and if so what time day would be of interest.

### 5. **Proposal to change the date of the October Meeting**

**Resolved: To change the date of the October meeting to the 9 October 2024.**

6. **Financial:**

- a) **To note the completion of the limited assurance review year ending 31 March 2024**  
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) **To discuss the new requirements for email management and website domain**  
The Clerk advised that recent communication from the external auditor states that to assist with compliance with the General Data Protection Regulations (GDPR), it is advised that Clerks provide official '.gov.uk' email accounts to their councillors, which must only be used for official council business. If the Council has not created a generic email address by 31 March 2025, then this could result in either a qualification or other matter on the 2024/2025 AGAR. It was agreed that the Clerk should investigate the implications of switching to a '.gov.uk' email account.
- d) **Mazars External Auditors:**  
Cllr. Garrett expressed some concern about the performance of Mazars following reports in the press. The Clerk was asked to forward the articles to KALC for comment.
- e) **Proposal to purchase a printer and projector**  
The Clerk advised Members that the contract for the Clerk includes an annual allowance to provide a printer and that ink and paper will be reimbursed. However, a projector will need to be provided by the Parish Council.  
**Resolved: To investigate the cost of purchasing a projector.**  
*Cllr. Robinson declared an interest in the following item and left the meeting.*
- f) **Proposal to install protection for the solar panels on the village hall roof**  
Members considered correspondence from the Village Hall Committee regarding a couple of incidents with solar panels on the roof of the village hall being damaged by cricket balls. As this is likely to happen again the Village Hall Committee has discussed constructing a high level net with the Recreation Ground Committee. The net will run around the affected section of the village hall and would not be visible to users of the hall or affect the use of the terrace. Materials are expected to cost approximately £700.00 and representatives from the Village Hall Committee will carry out the works. The Village Hall Committee has asked if the Parish Council can financially assist with the project.  
**Resolved: To contribute £500.00 towards a joint project to install a high level net to protect the solar panels on the village hall roof.**  
*Cllr. Robinson returned to the meeting.*
- g) To approve the **Financial Statement** for September 2024 and make arrangements for authorisation.  
**RESOLVED: To approve the Financial Statement for September. Cllr. Garrett checked the invoices and it was resolved for Cllrs. Garrett and Chalk to authorise the payments online. The authorised schedule was initialled immediately below the last item by the Chair in accordance with the financial regulations. The bank reconciliation was signed by Cllr. Garrett.**

**Balances as at 4 September 2024:**

Unity Trust Current Account:	£12,082.72
Unity Trust Savings Account:	£21,621.53
Total:	£33,704.25

**Receipts: T&MBC Capital Grant: £710.00**

Initials: .....

## Payments in September:

<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,email reimburse)	£206.50
Gel Creative	(Monthly website maintenance x 2 months)	£300.00
Capel Groundcare	(Grounds Maintenance Monthly)	£473.60
Mrs L S Goldsmith	(Reimburse Land Search and Hard Drive)	£ 62.20
Addington Recreation Cttee	(Reimburse RoSPA fee)	£141.60
Mazars	(Limited Assurance Review)	£378.00
<b>Total</b>		<b>£2,490.90</b>

## 75/24] PARISH MATTERS:

### 1] Highways:

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

1] Enquiry 751039: East Street North Trackway: Shrubs/vegetation causing obstruction: Further works required. The Clerk to follow up with KCC.

2] Enquiry 826512: Trottiscliffe Road, damaged sign: Reported.

3] Enquiry 826509: Trottiscliffe Road, damaged sign: Reported.

4] Enquiry 826507: St Vincents Lane, potholes: Reported and works due to be carried out.

#### b) New requiring attention:

East Street North green: The Clerk to ask the groundsman contractor to either cut the area or cut a path through the green.

Trottiscliffe Road sign is damaged.

50mph sign on London Road, near to Stubbledown is faded

The new traffic sign on the A20 near to Aldon Lane is facing the wrong way

#### c) Transporters offloading on to the A20

Members considered a response from PC McElligott regarding the ongoing issue of vehicles being loaded off transporters directly on to the A20. PC McElligott has advised that he does not consider this activity to be a danger and that there has not been any collisions recorded as a result of the transporters being parked on the A20. PC McElligott has visited the site and has reported that there is at least 416m of clear view of the transporter coming from the direction of West Malling and approximately 250m coming from the Seven Mile Lane direction. PC McElligott has advised that this should be plenty of time and space for motorists to adapt to the hazard and that the road is therefore wide enough for two-way traffic with the transporter parked there. The Clerk was asked to respond to PC Mc Elligott and advise that the Parish Council remain concerned about this hazard and that when the transporters are parked up on the A20 that this also causes an obstruction in a westerly direction which does not allow for motorists to turn into St Vincents safely.

*21:00hrs In line with the Standing Orders it was agreed to continue with the meetings.*

#### d) Parish Seminar

The Clerk advised that KCC Highways hold a seminar each year for the parishes and that one will be taking place in person on Wednesday 2 October (9am – 1pm) and virtually on Wednesday 20 November. Cllr. Garrett agreed to attend the session on the 20 November 2024.

#### 3] Open Spaces

Annual Tree Survey: Cllrs. Garrett, Robinson and the Clerk undertook the annual walkabout with the Tree Warden to inspect the trees on Parish Council owned land on the 21 August 2024. The Clerk to follow up on the action points.

**76/24] REPRESENTATION AT MEETINGS:**

- a) **Village Hall Committee:** There has been no meeting.
- b) **Recreation Ground Committee:** Cllr. Robinson reported that the Montessori Nursery started yesterday in the pavilion and will be using the facility Tuesdays through to Fridays in term time.
- c) **Parish Partnership Panel:** There has been no meeting.
- d) **Standards Committee:** There has been no meeting.
- e) **KALC Area Committee:** Cllr. Garrett attended the virtual meeting held on the 11 July 2024. The minutes of the meeting will be circulated.

**77/24] CORRESPONDENCE/CONSULTATIONS**

- a) For information:
  - 1] Area 2 Planning Committee: 18 September 2024
  - 2] Joint Transportation Board: 16 September 2024
  - 3] Parish Partnership Panel: 21 November 2024
  - 4] Standards Committee: 20 January 2025
  - 5] KALC Area Meeting: 26 September 2024
- b) New requiring attention:
  - 1] National Planning Policy Framework Consultation: Cllrs, Robinson and Tighe to review the documents and respond to the consultation.

**78/24] ITEMS FOR THE NEXT MEETING:**

CCTV request update.

**79/24] DATE OF THE NEXT MEETING:**

The next Parish Council Meeting will be held on Wednesday 9 October 2024 at 19:00hrs in the village hall.

**80/24] ANY CONFIDENTIAL MATTERS:**

There were none to consider.

With no further business to transact the meeting was closed at 21:07hrs.

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

Initials: .....