

ADDINGTON PARISH COUNCIL

Minutes of the Parish Council Meeting held at Addington Village Hall Wednesday 4th June 2025 at 7.00pm

Present: Cllr Lorna Chalk (Chair) Cllr Peter Robinson Cllr Matt Coles
Cllr Ann Adams Cllr Dominic Tighe

Steve Hill – Clerk
Cllr Robin Betts (TMBC) Joined meeting at 07.20
Cllr Dodger Sian (KCC)
Public – 0

25/39 Election of Vice Chairman (Deferred until next Parish Meeting)

Cllr Lorna Chalk took the Chair for the Parish Meeting as the incumbent Vice Chair.
Cllr Lorna Chalk informed the meeting that she wished to resign as a Parish Councillor, and it was agreed she would stay in post until 6 June. Cllrs thanked her for her service and accepted her resignation.

25/40 Apologies for Absence

Cllr Patricia Garrett due to holiday – accepted.

25/41 Declarations of Interest/Request for Dispensation

None declared.

25/42 Annual Review of Policies

Cllrs agreed to review which policy document should be on the WEB site which just need to be held on files with the Clerk.

- Social Media and Electronic Communications Policy – Agreed to be reviewed.
- Media Relations Policy – Agreed to be added.

25/43 Minutes of 7th May 2025 Council Meeting.

The minutes were proposed and **resolved** that the Chairman signs the minutes as a true and accurate record of both meetings.

25/44 Open Public Session

No public attendees.

25/45 Report from Borough Councillors & County Councillors

Cllr Dodger Sian (KCC) – Introduced himself and said it was early days and that the Parish should flag up all issues to him along with the assigned KCC councillors for him to investigate.

Cllr Robin Betts (TMBC) – Provided an update on TMBC and other points of interest informing members that West Rural Grants and Green Business Grants applications will be coming available soon.

Initials

25/46 Crime Report

Nothing to report for Addington in May 2025.

25/47 Clerks Report (for information only)

To acknowledge closed actions from previous meeting and updates from previous meeting.

- 1) **Ancient Oak Tree** – Many attempts have been made to contact Bartletts to no avail. Therefore, the best course of action is to use the next contractor who provided a quote. Once a date is agreed the Clerk will need to inform other interested parties such as Village green residents.
- 2) **No further meeting/discussion with FERNS** - until planning discussions completed.
- 3) **New Defibrillators Training at Village Hall** – Posters have been displayed and email sent to residents, 17 people to date. Names of Cricket Club people to be provided.
- 4) **VE Day** – Pictures will be added to next Newsletter.
- 5) **Planning Enforcement** – Robin Betts was sent a list of outstanding planning issues to follow up which included recent complaints at London Road development– he was also sent a copy of the letter sent to Tom Tugendhat regarding Woodland issues.
- 6) **Emails are working** – All Cllrs are now working with files copied where necessary, the MS 365 Email accounts will be closed except for the Clerk account as still receiving some emails.
- 7) **Village Green Residents** – Informed that their BBQ request was approved.
- 8) **Village Green East Street** – The Laurels look like they are dying again, sent picture and email to KCC Highway – informed they will look into the problem no update.
- 9) **AGAR 2024-25** The Internal assessment took place on the 13th May with Lionel Robbins and was successfully completed.
- 10) **External Audit** – All forms and questionnaires completed along with all the documentation requested by Mazars for approval have been sent.
- 11) **Upgrade of Mobile Mast** – Informed Clerke Telecon there are no anticipated objections.
- 12) **Defibrillators** – Monthly check all OK and reported on WEBNOS and The Circuit.
- 13) **WEB Site has been partially Built** – adding content and building site which will take some time and will be done gradually.
- 14) **Donation Form created** – New donation request form created and to be used going forwards – Circulated to Cllrs for comment.
- 15) **Letter sent to Tom Tugendhat** – Letter sent to request support for Addington's various Woodland issues, no response received yet. Copy also sent to Robin Betts.
- 16) **PROW** – Reported broken Fence on Footpath MR172
- 17) **Other Stuff** – Publication regarding WM Golf Club sent to Cllrs, also received email from resident on the subject.

25/48 Planning

a. Applications:

25/000552/PA Submission by Householder

Applicant: Householder

Proposal: Two storey rear extension and new front porch with associated internal alterations

Application Target Date: 28 May 2025 (Extension Requested)

Case Officer: Larissa Brooks

<https://planning.agileapplications.co.uk/tmbc/application-details/159862>

The Cllrs had no objections to this planning request.

- b. **Approvals:** None to consider.
- c. **Refusals:** None to consider.
- d. **Applications withdrawn:** None to consider.

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- e. **Appeals:** None to consider.
- f. **Enforcement Cases Received:** None to consider.
- g. **Enforcement Cases Closed:**

Case Number: 25/00076/EN

Open Date: 17/03/2025

Close Date: 08/05/2025

Case Officer: Richard Edmonds

Location: 23, Clearway, Addington, West Malling, ME19 5BP

Reason for complaint: alleged unauthorised structures in garden

Closure Reason: A breach of planning control has been identified but having regard to all the circumstances of the case and the requirements of the adopted Planning Enforcement Plan it is not considered expedient to take formal action to remedy the breach at this time.

h. **Other Planning Issues:**

All applications below have been followed up by Clerk. **Waiting for update from Richard Edmonds also sent to Robin Betts and Tom Tugendhat to investigate.**

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.

TMBC most recent Reply: The ancient woodland site is still under investigation with the view to issuing a Tree Replacement Order as outlined in the past and this is still very much our objective.

23/00200/USEM Aldon Lane: Enforcement have contacted the owner and a response is awaited.

TMBC Reply: *Site has been inspected and no evidence of residential occupation has been found. Contact has been made with the owner's agent and a further site meeting is being arranged.*

Aldon Lane Caravan. Further contact is being made with the owners agent to seek the removal of the caravan as they had promised a few weeks ago.

Westbank. Richard Edmonds reply - I am sorry due to other cases I have not had a chance to visit but hope to do so in the next few days.- No update.

25/49 Resolutions

- 1) **To receive the Annual Governance and Accountability Return for the year ending 31n March 2025**
 - a) **To receive the Internal Auditors Report and note its contents.**
It was noted that the Internal Auditor inspected the accounts on the 13 May and found the financial records to be accurate and up to date.
 - b) **To receive the Annual Internal Audit Report for 2024/2025:** Received and noted.
 - c) **To set the commencement dates for the exercise of Public Rights:**
Said dates are the 11 June to the 22 July.
- 2) To consider the request for a donation from the Church for the upkeep of the Churchyard.
Resolved: It was unanimously agreed to donate £500. Proposed by Cllr Ann Adams and seconded by Cllr Peter Robinson.
- 3) To honour the agreement for a donation towards the framing tubing and fittings for the protective netting, the netting was supplied free of charge by the Cricket Club, for the Village Hall Solar Panels, as documented in September 2024 Parish Meeting Item 6F.
Resolved: Cllrs acknowledge and agreed to this payment.

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- 4) To consider the request for a donation towards the cost of flushing and CCTV investigations of REC & VH drainage systems from community fund.
Resolved: Cllrs agreed to pay one third towards the cost and claim VAT where appropriate.
 Proposed Cllr Dominic Tighe and seconded Cllr Matt Coles.

25/50 Financial Resolutions

- a. Financial statement and bank reconciliation was received and approved by councillors. Bank reconciliation statement signed by Cllr Lorna Chalk (Chair) and Cllr Dominic Tighe.

Balances as of 31st May 2025:

Unity Trust Current Account: £ 965.29

Unity Trust Savings Account: £ 37,000.00

UTB Total Balance: £ 37,965.29

- b. To authorise payments made out of and at meeting.

Payments made out of meeting:

UTB Ref:	Details	Amount	VAT*	Total	Auth
27/05/25	Office Allowances May	76.66		76.66	SO
27/05/25	S Hill – May Salary	--		--	SO
31/05/25	UTB Service Charge	6.00		6.00	DD

* VAT to be reclaimed.

Payments for authorising at meeting:

UTB Ref:	Details	Amount	VAT*	Total	Auth
06/06/25	S Hill – Expenses May 2025	93.50	7.36	100.86	PR & LC
06/06/25	Gel WEB Maintenance May 22013	150.00		150.00	PR & LC
06/06/25	Capel Groundcare – May 2025 SI252641	329.25	65.85	395.10	PR & LC
06/06/25	Cartridge-Save Toner - Cyan	58.99	11.80	70.79	PR & LC
06/06/25	Internal Audit – Lionel Robbins	140.00		140.00	PR & LC
06/06/25	Payment of VH Protective Netting	500.00		500.00	PR & LC
06/06/25	Donation to Church	500.00		500.00	PR & LC
TOTAL		1771.74	85.01	1856.75	

* VAT to be reclaimed

Cllrs Chalk and Cllr Robinson agreed to sign UTB payment authorisations.

- c. Other financial matters – To change WEB Hosting to Monthly Invoice as it has increased to £178.00 PA due in September. A suggesting made by GEL is for us to pay monthly as we will be moving to our New WEB Site. Also, worth keeping old domain Name, only £12.00 PA.
Resolved: To move to monthly billing for the hosting and to purchase domain name for a further 1 year.

25/51 Parish Matters

- a. **Highways:** HIP call took place on the 9th April. The Clerk has been informed that the requested ATC's in Trottscliff Road will be installed on Saturday 14th of June for 7 days.

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- b. **Recreation Ground & Village Hall Car Park:** TMBC have said Planning permission needs to be addresses. Cllrs agreed it would be worthwhile asking Ferns if they were able to help with the construction of the carpark by providing hardcore to level up the area.
- c. **Village Green:** No response from Bartletts so Cllrs must agree alternative contractor.
Resolved: Cllrs agreed to use Day Tree Fellers to reduce crown to approx. 10.0 m final height, with a proportional lateral reduction and to maintain a balanced overall canopy.
- d. **Play Area** – Inspection report actions – Cllr Robinson and Cllr Coles are addressing the various issues. – **Not all completed to date.**
- e. **Defib/First Aid Training** – Dates of 5 July agreed, 17 Places have been reserved to date; Clerk will re-advertise closer to date. The sessions are Free but Red Cross ask for a voluntary contribution from participants or Parish. It was suggested that Tea and Biscuits be offered at the event, Clerk to follow up.
Resolved: Cllrs agree to donate £100 toward the Red Cross
- f. **Jet Washing and CCTV** – Rec & VH drainage reticulation – Ther is a requirement to have the drains cleared due to blockages. Agreed under Resolutions.
- g. **Woodland** – Ancient Woodland replanting – no further information has been received from TMBC. Clerk has sent letter to Tom Tugendhat after his success in getting a result for the Woodland in Hectorage Road in Tonbridge – **No response yet.**

25/52 **Reports from Committees and Representatives on other bodies:**

- a. **Village Hall** – A summary of the VH minutes was made available. It was suggested that Cllr Lorna Chalk continues this role and attends Parish Meetings when appropriate.
- b. **Recreation Grounds** – Cllr Robinson reported that grounds are ready for the cricket season and protective netting for solar panels have been fitted.
- c. **Standards Committee** – 2nd June – apologies were sent from Cllr Garrett as unable to attend.
- d. **KALC Area Committee** – Minutes of recent meeting were circulated to Cllrs.
- e. **Parish Partnership Panel** – Update received from Cllr Adams.

25/53 **Correspondence/Consultation**

- WMGC – News Item was discussed, and it was agreed a relationship should be fostered.
- Response from resident regarding WMGC
- Tonbridge consideration to become a Town Council

25/54 **Items for Next Meeting**

- Outdoor GYM Instructure
- VH Rep required
- BMW unloading issues to be escalated to KCC and Police

25/55 **Closed Session – Discuss confidential matters**

There were none to consider.

25/56 **Close of Meeting**

With no further business the meeting was closed at 09.10pm

25/57 **Date of Next Meeting – Wednesday 2nd July 2025**

Patricia Garrett

2nd July 2025

Signed..... Chairman

Date.....

Initials