

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE ACORN ROOM AT DITTON COMMUNITY CENTRE ON **MONDAY 1<sup>ST</sup> NOVEMBER 2021**

PRESENT: CLLRS. J LOVER (CHAIRMAN), N NEWMAN (VICE-CHAIR), MRS J DEARDEN, MRS K DENNISON, MRS G GODDEN, A LAIDOUCI, A MULCUCK, M PORTER & MRS A THROSSELL.  
 TMBC BOROUGH CLLR R CANNON,  
 MRS N GREENAWAY [Clerk of the Council]

205. **OPENING OF MEETING**

The Chairman opened the meeting at 7.00pm.

206. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Mrs Thwaites and Rook. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.480. Apologies were also received from Borough Councillor Cooper and KCC Councillor Kennedy. Cllr Mulcuck informed members that Cllr Mrs Thwaites was still very ill in hospital. The Clerk will send a card and flowers when appropriate.

207. **DECLARATION OF INTERESTS**

Cllrs Mulcuck and Mrs Throssell declared a personal interest in item 212(b) and they are members of DAMARA and Cllr Porter declared a personal interest in item 216(a), planning as one of the applicants is a neighbour .

208. **CASUAL VACANCIES**

It was **NOTED** no enquiries had been received.

209. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 4<sup>th</sup> OCTOBER 2021**

The minutes of the above meeting were **CONFIRMED** and **SIGNED** as a true record.

210. **MATTERS ARISING**

There were no matters arising.

211. **MINUTES OF MEETINGS HELD DURING OCTOBER 2021** [FOR CONFIRMATION & SIGNING]

(a) Community Centre Committee, Monday 11<sup>th</sup> October 2021

The minutes of the above meeting were presented by Cllr Mrs Dearden and signed as a true record

(b) Planning Highways & Transportation Committee, Monday 18<sup>th</sup> October 2021

The minutes of the above meeting were presented by Cllr Mrs Dennison and signed as a true record.

(c) Open Spaces & Amenities Committee, Monday 18<sup>th</sup> October 2021

The minutes of the above meeting were presented by Cllr Mrs Dennison and signed as a true record.

212. **CORRESPONDENCE**

(a) For Noting – emailed where possible and circulated to those that requested.

Twinning Assoc: Minutes of Meeting held on 12<sup>th</sup> October 2021  
It was noted that Barbara Matthews that had been part of the original Twinning Committee when it was first formed and had given many years to the committee and was invaluable as a translator, had sadly passed away. It was noted that the Wake was to take place in the Don Carman Hall. Members agreed no charge should be made for the hall as a thank you in Barbara's memory and that a donation of £30.00 should be made to the Heart of Kent Hospice instead of sending flowers, in line with the family's wishes.

NALC: Chief Executive's Bulletins [emailed]

KALC T&M Area: Minutes of meeting held 25.08.2021 [emailed]

Local Councils: Update November 2021

(b) For Decision

DAMARA: Request for financial assistance  
A letter from DAMARA asking for financial assistance was **READ**. Members acknowledged that many clubs had experienced difficulties in recent months.

**RESOLVED** to look at this along with other requests for financial assistance in the New Year.

213. **FINANCE**

(a) Payments to be Ratified

**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-

**October Payroll Summary**

|         |       |            |
|---------|-------|------------|
| Monthly | Gross | £20,310.15 |
|         | Net   | £14,994.73 |

**October Accounts (approved and paid 28.10.21)**

|                  |                             |  |       |         |
|------------------|-----------------------------|--|-------|---------|
| Community Centre |                             |  |       |         |
| Envirocure       | Legionella Testing – July   |  | 48.33 |         |
|                  | Legionella Testing – August |  | 48.33 |         |
|                  | Legionella Testing – Sept   |  | 48.33 |         |
|                  | VAT                         |  | 29.01 | £174.00 |

|                     |                                 |     |          |            |
|---------------------|---------------------------------|-----|----------|------------|
| Capital Cleaning    | Cleaning Supplies               |     | 4.75     |            |
|                     |                                 |     | 48.28    |            |
|                     |                                 |     | 80.27    |            |
|                     |                                 | VAT | 26.66    | £159.96    |
| Bar                 |                                 |     |          |            |
| Lansdell            | Bar Stock                       |     | 164.28   |            |
|                     |                                 |     | 250.84   |            |
|                     |                                 |     | 293.06   |            |
|                     |                                 |     | 146.90   |            |
|                     |                                 | VAT | 165.75   | £1,020.83  |
| BSS Stocktaking     | Stocktake                       |     | 120.00   | £120.00    |
| F&A                 |                                 |     |          |            |
| Ark Trading         | Uniform                         | VAT | 38.40    |            |
|                     |                                 |     | 7.68     | £46.08     |
| Aquaid              | Water Cooler                    |     | 35.96    |            |
|                     |                                 | VAT | 7.19     | £43.15     |
| Commercial Services | Vehicle Lease – final payment   |     | 302.78   |            |
|                     |                                 | VAT | 60.56    | £363.34    |
| BCA Remarketing     | Van purchase                    |     | 13325.00 |            |
|                     |                                 | VAT | 2665.00  | £15,990.00 |
| DCK                 | VAT Partial Exemption           |     | 410.00   |            |
|                     |                                 | VAT | 82.00    | £492.00    |
| OSA                 |                                 |     |          |            |
| Castle Water        | Bowls Club                      |     | 908.11   |            |
|                     |                                 | VAT | 181.63   | £1,089.74  |
| Martin Holman       | Hanging Baskets                 |     | 176.00   |            |
|                     |                                 | VAT | 35.20    | £211.20    |
| Day Tree Fellers    | Tree work                       |     | 1260.00  |            |
|                     |                                 | VAT | 252.00   | £1,512.00  |
| KCS                 | Line Marker & cleaning sundries |     | 212.25   |            |
|                     |                                 |     | 43.20    |            |
|                     |                                 |     | 51.09    | £306.54    |

#### October Deposit Refunds

|          |                      |        |
|----------|----------------------|--------|
| 28.09.21 | Oaken Hall 17.09.21  | £50.00 |
| 06.10.21 | Carman Room 03.10.21 | £50.00 |

#### October Imprest Payments

|          |                   |        |
|----------|-------------------|--------|
| 13.10.21 | R Lowes – welding | £85.00 |
|----------|-------------------|--------|

#### (b) Direct Debits Paid During October 2021

**RESOLVED** the following direct debits be **ACCEPTED** and **APPROVED**:-

#### October Direct Debits

|          |        |                      |         |
|----------|--------|----------------------|---------|
| 24.09.21 | BOC    | Bar Gas              | £105.42 |
| 27.09.21 | WEX    | Fuelcard             | £37.36  |
| 28.09.21 | BT     | BT Sports            | £292.62 |
| 28.09.21 | NEST   | Pension Contribution | £509.06 |
| 28.09.21 | Veolia | Refuse Collection    | £452.33 |
| 29.09.21 | O2     | Mobile phone         | £16.75  |

|          |                     |                        |           |
|----------|---------------------|------------------------|-----------|
| 30.09.21 | NCS                 | Equipment Rental       | £26.57    |
| 30.09.21 | NCS                 | Equipment Rental       | £26.57    |
| 30.09.21 | NCS                 | Telephone line & calls | £42.60    |
| 30.09.21 | NCS                 | Photocopy charges      | £210.98   |
| 01.10.21 | TMBC                | Business Rates         | £442.00   |
| 06.10.21 | Siemens             | Photocopy Lease        | £922.05   |
| 07.10.21 | Sky                 | Sky Sports             | £340.24   |
| 08.10.21 | Commercial Services | Energy                 | £207.08   |
| 11.10.21 | WEX                 | Fuelcard               | £90.28    |
| 11.10.21 | Rentokil Initial    | Washroom Services      | £239.57   |
| 14.10.21 | FDMS                | Card payment charges   | £124.41   |
| 15.10.21 | Bankline            | Monthly charge         | £53.76    |
| 15.10.21 | The Safety Effect   | H&S                    | £114.00   |
| 15.10.21 | DHFE                | Till rental            | £369.60   |
| 15.10.21 | Paymentsense        | Card payment charges   | £54.00    |
| 18.10.21 | Sage                | Monthly subscription   | £153.00   |
| 20.10.21 | BT                  | Telephone Line         | £186.79   |
| 20.10.21 | Heineken            | Bar Stock              | £2,849.60 |
| 22.10.21 | Siemens             | Photocopier            | £1,102.80 |
| 25.10.21 | WEX                 | Fuelcard               | £1.80     |
| 25.10.21 | NEST                | Pension Subscription   | £355.34   |
| 25.10.21 | BOC                 | Bar Gas                | £49.38    |
| 27.10.21 | Commercial Services | Electricity            | £42.09    |
| 28.10.21 | BT                  | BT Sports              | £368.12   |
| 28.10.21 | Veolia              | Refuse Collection      | £361.06   |

(c) BACs Payments made During October 2021**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**October BACS Payments (not previously listed)**

|          |               |                        |            |
|----------|---------------|------------------------|------------|
| 24.09.21 | KCC Pension   | Pension settlement     | £15,634.43 |
| 29.09.21 | Ditton Minors | Defibrillator donation | £425.00    |
| 06.10.21 | Kent & Sussex | Bar Stock              | £1,345.19  |
| 11.10.21 | Kent & Sussex | Bar Stock              | £792.97    |
| 15.10.21 | KCC Pension   | Monthly contribution   | £1,851.41  |
| 15.10.21 | HMRC          | Monthly contribution   | £3,645.76  |
| 15.10.21 | RBLI          | 'Tommy' silhouettes    | £350.00    |
| 21.10.21 | Amazon        | Stationary             | £10.99     |
| 25.10.21 | Kent & Sussex | Bar Stock              | £1,393.48  |
| 28.10.21 | EDF           | NRRG Energy            | £61.40     |

(d) Debit Card Payments – October 2021**RESOLVED** the following debit card payments be **ACCEPTED** and **APPROVED**:-**October Debit Card**

|          |              |                     |         |
|----------|--------------|---------------------|---------|
| 30.09.21 | Tesco Mobile | Mobile Top up       | £10.00  |
| 30.09.21 | Wickes       | OSA consumables     | £137.50 |
| 04.10.21 | Wickes       | OSA consumables     | £8.00   |
| 05.10.21 | Wickes       | OSA consumables     | £20.00  |
| 07.10.21 | Amazon       | Noticeboards        | £176.29 |
| 08.10.21 | RBLI         | Remembrance Wreaths | £78.00  |

|          |                 |                        |           |
|----------|-----------------|------------------------|-----------|
| 11.10.21 | Fenland Leisure | Play equipment repairs | £41.80    |
| 12.10.21 | ZOOM            | Monthly subscription   | £11.99    |
| 19.10.21 | Wickes          | OSA consumables        | £8.00     |
| 20.10.21 | Amazon          | Bar Equipment          | £83.35    |
| 21.10.21 | Amazon          | Stationary             | £10.99    |
| 22.10.21 | Siemens         | Photocopy Lease        | £1,102.80 |
| 25.10.21 | WEX             | Fuelcard               | £1.80     |
| 25.10.21 | BOC             | Bar Gas                | £49.38    |
| 25.10.21 | NEST            | Pension contribution   | £355.34   |
| 26.10.21 | Amazon          | Bar Clock              | £12.99    |
| 26.10.21 | Host My Office  | IT Support             | £350.40   |

## 214. **REPORTS FROM BOROUGH & COUNTY COUNCILLORS**

Borough Cllr Rob Cannon **REPORTED** on the following items:

### **LOCAL DEMOCRACY**

The Local Government Boundary Commission published its recommendations on 5th October and they have proposed a new three member ward to be named Aylesford South & Ditton. The new ward is larger than was proposed by the Borough but we are now in the consultation period which runs until 13th December 2021. Overall the number of councillors on TMBC will decrease from 54 to 44 and the number of wards will fall from 24 to 19.

### **WASTE SERVICES**

In the latest operational update TMBC's Head of Street Scene & Leisure has advised recycling, refuse and food waste collections are now running to schedule. The one-off catch-up garden waste collection has commenced although crews are alternating between TMBC and TWBC to ensure fairness. On average they are collecting roughly twice the volume of garden waste than might usually be expected. They are following the order of the week main bins are emptied but so far only Monday residents have had their catch-up collection. It is expected the catch-up of Monday residents will be completed by tomorrow. From Wednesday they will move onto TWBC Tuesday residents and then back to TMBC residents.

It is therefore likely Ditton's Wednesday collection residents will have to wait a little while longer for their catch-up. In the meantime it is recommended brown bins are not put out until they have received their email detailed their one-off collection schedule.

### **SPECIAL EXPENSES - TOILETS & CHRISTMAS LIGHTS**

Members may recall a consultation they received from TMBC as to how toilets in Tonbridge and Christmas Lighting in the wider Borough should be paid for. Ditton Parish Council in response said it is right that the facilities are paid for by the residents that benefit from having them. At the last Finance, Innovation & Property Advisory Board I supported the proposal that the toilets in Tonbridge be included in special expenses and this has subsequently be confirmed by Full Council which means Tonbridge residents rather than the borough as a whole will be paying for them. However Christmas lights will continue to be paid for by all council tax payers in the Borough topped up by local grants. This is helpful to our immediate neighbours in East Malling & Larkfield and in Aylesford. There will be a very small reduction in council tax bills of about £1.50 per annum reflecting this change.

### **ARMED FORCES CHAMPION**

TMBC signed an Armed Forces Covenant in 2013, in partnership with RBLI Aylesford and 220 Medical Squadron based in Ditton. The principles of this Covenant aim to ensure that the Armed Forces Community should not suffer disadvantage compared to other citizens as a result of their service and broadly aims to integrate Service life with civilian life. It encourages all parties within a community to offer support to the local Armed Forces, making it easier for

Service personnel, families, and veterans to access help and support services available from the MOD, from statutory providers and from the voluntary sector.

It was recommended TMBC appoint two Armed Forces Champions in order to raise the profile and needs of the Armed Forces community. Aylesford Councillor Steve Hammond, a Falklands War veteran and Burham Councillor Dave Davis who served in the Engineers were appointed to these roles at the last meeting of Full Council.

215. **REPORT FROM NEIGHBOURHOOD POLICE/KCC WARDEN**

KCC Warden Sue Absolon sent her apologies for not being able to attend the meeting. She had not been able to submit a full report but asked it be noted that she is still getting reports of problems with "E Scooters" and that plans to reopen the Youth Centre were going ahead.

216. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**

(a) Plans for Comment

TM/1/02638/RD - Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent ME20 7PW  
Details of condition 11 (contamination) and 31 (demolition and construction management) pursuant to planning permission TM/20/01820/OAEA (Outline Application: Hybrid planning application for the following development: Outline planning permission (all matters reserved) for the erection of flexible B1c/B2/B8 use class buildings and associated access, servicing, parking, landscaping, drainage, remediation and earthworks; and, Full planning permission for erection of two warehouse buildings for flexible B1c/B2/B8 use class, realignment of Bellingham Way link road, creation of a north/south spine road, works to the embankment of Ditton Stream, demolition of existing gatehouse and associated servicing, parking, landscaping, drainage, infrastructure and earthworks)

**RESOLVED** Cllr Mrs Godden will familiarise herself with the full application and speak with the East Malling & Larkfield Chairman, before drafting a response to be circulated to members for approval before submission to TMBC.

TM/21/02524/TPOC - 1 Cedar Close Ditton Aylesford Kent ME20 6EN  
Oak - remove deadwood only

**RESOLVED** NO OBJECTION.

TM/21/02525/LDP - 43 Ragstone Court Ditton Aylesford Kent ME20 6AJ  
Lawful Development Certificate Proposed: demolition of existing conservatory and construction of single storey rear extension

**RESOLVED** NO OBJECTION.

TM/21/02529/FL - 56 Cobdown Close Ditton Aylesford Kent ME20 6SZ  
Two storey side and single storey rear extension. Conversion of loft space to habitable room incorporating a rear dormer and two rooflights in the front roofslope

**RESOLVED** NO OBJECTION.

KCC/TM/0289/2020 – Hermitage Quarry, Hermitage Lane, Aylesford ME20 7PX  
Section 73 application to vary conditions 9 & 10 of Annex A2 of planning permission TM/10/2029 (as amended by planning permission TM/17/131) to amend the number and timing of HGV movements associated with ongoing operations

Cllr Mrs Godden advised that there were a few issues regarding the vehicle movements in this plan that needed addressing but it required more time to provide a full response.

**RESOLVED** Cllr Mrs Godden will read fully the contents of the application before drafting a response to be circulated to members for approval before submission to KCC Planning.

(b) Plans dealt with by Area 3 Committee

Noted none received to date.

(c) KCC – Amendment 41 Speed Limit Order – Various Roads, Larkfield

**READ** and **NOTED** the new 20mph speed limit was now to be enforced and it included Bell Lane, Fernleigh Rise and part of Oak Drive which were Ditton but part of the same estate as some Larkfield roads. It was suggested that the Council look to see if it would be possible to get a 20mph speed limit on all the residential roads in Ditton in the future.

217. **CONFIRMATION OF COMMITTEE MEETING DATES IN NOVEMBER**

It was **NOTED** that the previous suggestion of “swapping” the Community Centre Committee meeting with the Open Spaces Committee meeting would not now work.

**RESOLVED** not to hold a Community Centre Committee Meeting in November as there was insufficient business and to return the Planning and OSA Meetings to take place on 15<sup>th</sup> November.

The Clerk advised that the committee estimates would usually be presented at the November Committee Meetings. Unfortunately, because of staff shortages and additional pressures on the admin staff, it had not been possible to prepare the estimates yet. She asked if the Council would agree to the same procedure that was used last year – that the Committee Administrators draft the estimated budgets with the Committee chairs and these are presented to the F&A Committee in December at the Full Estimates meeting for agreement.

**RESOLVED** to accede to the request that estimates are prepared to be agreed at the December F&A Meeting.

218. **REMEMBRANCE DAY**

It was **NOTED** all arrangements were in hand. The Clerk advised that there was no one available to do the floral arrangements. Members agreed the Clerk could purchase floral arrangements for the service. Cllr Mulcuck advised he would be putting the poppies up at the War Memorial. Cllrs Mrs Dearden, Mrs Dennison and Mrs Godden confirmed they would be available to help as road marshals on the day.

219. **CHRISTMAS GET TOGETHER**

**RESOLVED** to hold this on Friday 3<sup>rd</sup> December at 7.30pm. The Clerk will purchase “nibbles” and Cllr Mrs Godden offered to do a “playlist” for music.

220. **WINTER GAZETTE**

Members felt it would be too soon to do another gazette as the Autumn edition was late being delivered. It was agreed to discuss a date for the next edition in January and the Clerk will advertise any events happening in December on the Council’s social media pages.

221. **MATTERS ARISING FROM “CORRESPONDENCE FOR NOTING”**

It was **NOTED** that at the KALC T&M Area Meeting held the previous Thursday, a new Chair and Vice-chair had been elected but the Secretary remained the same. It was also noted that it had been suggested that the Parish Partnership Panel should consist of Parish Councillors and not include Borough Councillors.

The Chairman advised he had been contacted by Ditton Minors FC regarding the official “unveiling” of the defibrillator at the Community Centre and he also advised that Tracey Crouch would be happy to attend if she was free on the day.

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Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50 the Chairman to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.  
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222. **CLOSURE**

The meeting closed at 7.51pm.

Chairman  
6<sup>th</sup> December 2021