

## DITTON PARISH COUNCIL

**MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER ON MONDAY 8<sup>TH</sup> JANUARY 2024**

PRESENT: CLLRS. N NEWMAN [CHAIRMAN], M J PORTER [VICE-CHAIR], MRS J DEARDEN, A LAIDOUCI, MRS A THROSSELL, D ADLINGTON, MRS L COX, J COX, A WATERS & MRS K NASH  
MRS S CRAIG [BUSINESS ADMINISTRATOR] & MS B BENN [ADMIN. ASST]

312. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm and wished everyone a Happy New Year.

313. **APOLOGIES**

Apologies were received from Cllr Mulcuck. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 532.

Apologies were also received from Borough Cllrs Cannon and Williams.

314. **DECLARATION OF INTERESTS**

Dispensations under the Localism Act 2011

It was **NOTED** that to enable members to take part in discussions regarding the setting of the precept members are required to request a dispensation from the Clerk every 4 years. It was **FURTHER NOTED** that members that had joined the council more recently, were required to sign a dispensation request if they had not previously done so. Cllrs Waters, Cox and Mrs Cox duly signed their dispensation requests and these would be passed to the Clerk for approval.

Cllr Newman declared a personal interest in item 319(b) as he is treasurer for the Youth Centre Charity.

315. **CASUAL VACANCIES**

It was **NOTED** one application had been received from Mrs Kim Nash who was present this evening. Mrs Nash was invited to say a few words in support of her application.

**RESOLVED** to co-opt Mrs Kim Nash on to the Council.

Cllr Mrs Nash signed the Declaration of Acceptance of Office and undertaking to observe the code of conduct and joined the meeting. Cllr Mrs Nash also signed a dispensation request to enable her to take part in the discussion regarding the precept.

316. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 4<sup>th</sup> DECEMBER 2024**

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

317. **MATTERS ARISING**

There were no matters arising.

318. **MINUTES OF OTHER MEETINGS HELD DURING 2024**

Finance and Administration Committee, 18<sup>th</sup> December 2023

**Recommendations:**

ESTIMATES FOR FINANCIAL YEAR 2024/2025 [Page 125, Item 310]

The Chairman explained that the F&A Committee had agreed that an increase would be necessary for the forthcoming year because of the substantial increases to running costs and salaries and that several proposals were considered. It was **NOTED** that in order to avoid a large increase to the precept, the preferred option included using an amount of £9,500.00 from the Council's Reserves.

**RESOLVED** to **APPROVE** and **ADOPT** the 2024/2025 estimates as set out in the minutes of the Finance and Administration Committee meeting held on 18<sup>th</sup> December 2024.

319. **CORRESPONDENCE**(a) For Noting

The following items were **CIRCULATED, READ** and **NOTED**:

Ditton Twinning Assoc: Minutes of meeting held on 5<sup>th</sup> December 2023

KALC: The Parish News, November 2023

SLCC: The Clerk January 2024

Clerks & Council's Direct: December 2023

RBL: Thank you

Rang du Fliers Twinning Cttee: Merry Christmas and Happy New Year

Ditton Heritage Centre: New Year Wishes and Financial Support  
*[to be considered at February Meeting]*

(b) For Decision

Ditton Youth Club: Funding Assistance

A request for financial assistance to keep the youth club running was **READ**. It was **NOTED** a good number of Ditton children attend this great facility for young people.

It was suggested that the Chair of the Youth Centre Charity be contacted as there may be funding available to assist with the next 12 months running costs. Also that the council may be able to provide a small amount towards running costs if necessary.

320. **FINANCE**(a) Payments to be Ratified

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

### December Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£28,925.15</i>
	<i>Net</i>	<i>£22,881.12</i>

### Accounts (approved and paid 20.12.23 )

Community Centre				
KCS	Cleaning Supplies		99.44	
		VAT	19.89	£119.33
Maidstone Cleaners	Window Cleaning		260.00	£260.00
DKI Fire Protection	Fire Risk Assessment		400.00	
		VAT	80.00	£480.00
Crystal Curtains	Oaken Hall Curtains		5260.00	
		VAT	1052.00	£6312.00
Bar				
Ark Trading	Uniform		223.08	
		VAT	44.62	£267.70
All Chilled	Fridge Repairs		178.12	
		VAT	35.62	£213.74
Lansdell	Bar Stock		246.36	
			263.75	
			178.41	
			217.91	
			47.12	
			138.58	
			75.13	
			192.11	
			(4.95)	
			242.70	£1,597.12
Kent & Sussex	Bar Stock		(580.43)	
			467.87	
			630.59	
			500.05	
			203.62	£1,221.70
BSS Stocktaking	Stocktake		150.00	£150.00
F&A				
Matt Stephens	Remembrance Day		300.00	£300.00
OSA				
Travis Perkins	Consumables		4.21	
			5.62	
			78.13	
		VAT	17.59	£105.55
Sovereign	Play equipment deposit		3498.72	
		VAT	699.74	£4,198.46
Lister Wilder	Equipment		51.77	
		VAT	10.36	£62.13

### December Deposit Refunds

06.12.23	Carman Room 25.11.23	£61.68
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15.12.23	Oaken Hall 10.12.23	£64.25
15.12.23	Oaken Hall 09.12.23	£119.38

(b) Direct Debits - Paid During December 2024**RESOLVED** the following direct debits be **ACCEPTED** and **APPROVED**:-**December Direct Debits**

30.11.23	Natwest	Bank Charges	£160.40
30.11.23	Carlsberg	Equipment Rental	£187.20
01.12.23	Paymentsense	Card Charges	£53.76
01.12.23	TMBC	Business Rates	£349.00
04.12.23	BT	Broadband	£142.31
05.12.23	Carlsberg	Bar Stock	£1,633.69
07.12.23	SKY	Sky Sports	£405.48
08.12.23	Rentokil	Washroom services	£179.85
11.12.23	WEX	Fuelcard	£29.00
12.12.23	Carlsberg	Bar Stock	£2,082.56
14.12.23	FDMS	Card Charges	£273.69
15.12.23	Bankline	Bank Charges	£44.83
15.12.23	Safety Effect	H&S	£114.00
15.12.23	DHFE	Till rental	£369.60
15.12.23	Paymentsense	Card Charges	£54.00
18.12.23	Sage	Monthly subscription	£216.00
18.12.23	ICO	Annual subscription	£55.00
19.12.23	Carlsberg	Bar Stock	£1,880.40
21.12.23	Hugo Fox	Website	£23.99
21.12.23	BT	Telephone	£139.61
22.12.23	NEST	Pension contributions	£813.82
22.12.23	BOC	Bar Gas	£127.84
27.12.23	Everflow	Water consumption	£1,936.25
27.12.23	Commercial Services	Energy consumption	£7,931.91
27.12.23	WEX	Fuelcard	£99.49
27.12.23	Host My Office	IT Support	£404.16
27.12.23	Carlsberg	Bar Stock	£2,620.33
28.12.23	BT	BT Sports (Amazon Prime football)	£816.24
28.12.23	Focus	Telephone	£115.50
28.12.23	Veolia	Refuse Collections	£474.10
29.12.23	Natwest	Bank charges	£118.52

(c) BACS - Paid During December 2024**RESOLVED** the following BACs payments be **ACCEPTED** and **APPROVED**:-**December BACS Payments (not previously listed)**

06.12.23	Trevor May	MUGA refurbishment	£9,676.50
08.12.23	M Lancely	Kilnbarn entertainment	£220.00
08.12.23	N Greenaway	Reimbursement	£21.50
08.12.23	Tree Monkeys	Tree work	£960.00
08.12.23	B Benn	Reimbursement	£19.24
11.12.23	Cleansing Services	Waste oil removal	£420.00

14.12.23	Host My Office	WIFI upgrade	£9,004.70
15.12.23	KCC Pension	Pension contributions	£2,007.07
15.12.23	HMRC	PAYE/NI contributions	£8,595.36
22.12.23	C W Milner	Pavement repairs	£2,486.40
22.12.23	Kent & Sussex	Bar stock	£455.00
22.12.23	S Grantham	Reimbursement	£8.07
22.12.23	A Payne	Strip light replacement	£318.00
22.12.23	M Beauridge	Bar Services	£185.64

(d) Debit Card Payments - Paid During December 2024**RESOLVED** the following debit card payments be **ACCEPTED** and **APPROVED**:-

05.12.23	Timpsons	Key Cutting	£18.00
05.12.23	Amazon	Bin keys	£14.75
06.12.23	Amazon	OSA machine oil	£86.47
08.12.23	Amazon	Stationary	£26.40
11.12.23	Tesco	Refreshment	£115.98
11.12.23	SAS Stumps	Tree Stump removal	£300.00
11.12.23	Amazon	Monthly subscription	£8.99
15.12.23	Jayar	Machinery parts	£12.64
18.12.23	Tesco	Refreshments	£99.68
18.12.23	Amazon	OSA consumables	£14.99
18.12.23	Amazon	CC consumables	£20.97
19.12.23	SLCC	Annual subscription	£288.00
19.12.23	Fee2PayOnline	Postage	£2.50
20.12.23	Amazon	OSA consumables	£21.99
20.12.23	Jackson Fencing	Gate Handle	£23.72
21.12.23	Timpson	Key cutting	£9.00
21.12.23	B&Q	Plants	£18.00

(e) Internal Audit Report – Visit 1 [2023/24]

The report of the First Visit for 2023/24 which had previously been **CIRCULATED** was **READ**. It was **NOTED** that during the visit testing was focused on financial regulations, standing orders, expenditure controls, BACs payments, Risk Management and Budget Management/Monitoring, petty cash, notice of public rights and publication requirements. It was noted that the council was unable to publish the Conclusion of Audit Notice by 30<sup>th</sup> September as the external audit had not been completed on time.

321. REPORTS FROM BOROUGH & COUNTY COUNCILLORS

It was **NOTED** no report was available as it had been hoped a Borough Council member would be able to attend. The Chairman advised of some concerns that he was hoping to raise.

322. REPORT FROM NEIGHBOURHOOD POLICE/COMMUNITY WARDEN

It was **NOTED** no report was available.

323. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION ISSUES**(a) Plans Received for Comment

TM/23/03250/HH - 12, MALLARD HOUSE, Streamside, Ditton, AYLESFORD, ME20 6SY  
Demolition of existing conservatory to side and replace with two storey extension

**RESOLVED** to comment as follows on the proposal:

- There are concerns over the increase in residents and therefore more vehicles in an area where parking and access is already difficult.
- The extension will be very close to the stream, therefore there are concerns that it will cause damage to the bank of the stream when the scaffolding is erected.
- Is there a guarantee that the stream will not be polluted during the works?

TM/23/03298/FLMAJ - DEVELOPMENT SITE SOUTH OF BRAMPTON FIELD BETWEEN BRADBOURNE LANE AND, Kiln Barn Road, Ditton, Aylesford

S73 application to vary Condition 27 of planning permission TM/23/00807/FL to allow the occupation of 50 dwellings before the junction works at the A20/Station Road/New Road are substantially completed

**RESOLVED to** strongly object to the proposal:

- There were clear thought-out conditions placed on the approval in a development hotly contested by residents of the village.
- There have been no significant improvements to the A20 since the decision was made.
- Whilst improvements were meant to be made by Sainsbury's - the improvements are artificial. Cleaning measures are not regular and cannot be considered a long term plan.
- Other aspects of the A20 – such as the New Road, East Malling entrance has seen the drainage not improved and flooding now regularly occurring.
- Insufficient clearing of drains and maintenance by KCC and TMBC suggesting little confidence that the matter can be treated with good faith.
- The obtained travel and highway technical assessment submitted by Ditton Parish Council was not taken into account by KCC, therefore data submitted by St Modwen Homes should be ruled out too.

(b) Plans dealt with during Christmas Recess

TM/23/03230/TPOC - 20, ACORN GROVE, Ditton, AYLESFORD, DITTON, ME20 6EW  
T1 (Applicants reference) Ash - overall crown reduction from the current 20m height, with lateral spread of 14m, to 13m x 9m respectively, with 10% internal thinning & deadwood removed. W1 of Tree Preservation Order  
NO OBJECTION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL

(c) Plans dealt with by Area 3 Committee

NOTED none notified to date.

(d) TMBC Notice of Planning Appeal re TM/22/01945/TPOC [Removal of Yew Tree and replace with Sycamore in different location]

**READ** and **NOTED**.

(e) West Kent Parish Highways Seminar 2023 Report for Noting

Cllr Waters had attended this Seminar and a report was circulated and various issues **NOTED**.

(f) CPRE South East Bulletin – NPPF Changes

**READ** and **NOTED**.

(g) Resident request regarding double yellow lines in Woodlands Road

Comments regarding parked cars causing issues on Woodlands Road were **READ** and **NOTED**. It was suggested that the Borough and County Councillors be asked if they have received any concerns/feedback about this issue.

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

There were no matters arising.

325. **ANNUAL PARISH MEETING**

It was **NOTED** the date had been set for 29<sup>th</sup> April and a suggestion of inviting Citizens Advice to talk about energy efficiency had been made.

326. **MEETING TIMETABLE FOR 2024**

**READ** and **NOTED** that some dates may have to be adjusted because of other commitments by staff and councillors.

327. **CLOSURE**

The meeting closed at 8.13pm.

Chairman  
5<sup>th</sup> February 2024

