

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD BY ZOOM VIDEO CONFERENCE CALL ON MONDAY 12TH APRIL 2021

PRESENT: CLLRS. J LOVER (CHAIRMAN), N NEWMAN (VICE-CHAIRMAN), MRS J DEARDEN, MRS K DENNISON, A LAIDOUCCI, A MULCUCK, C ROOK, MRS A THROSSELL & MRS J THWAITES.
MRS N GREENAWAY [Clerk of the Council]

141. **OPENING OF MEETING**

The Chairman announced that prior to opening the meeting, he would like to ask all present to think of Her Majesty the Queen at the sad loss of HRH Prince Phillip, The Duke of Edinburgh and to observe a minute's silence in his memory. He then opened the meeting at 7.01pm.

142. **APOLOGIES**

Apologies were **RECEIVED** from Cllrs Porter and Mrs Godden. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.465. Apologies were also received from Borough Councillors Cooper and Cannon, KCC Warden Sue Absolon and PCSO Amy Sears.

143. **DECLARATION OF INTERESTS**

There were no declarations of interest.

144. **CASUAL VACANCIES**

It was **NOTED** that no further interest had been received.

145. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 8TH MARCH 2021**

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

146. **MATTERS ARISING**

KALC: KALC T&M Area Committee, Meeting 25th March
The report from Cllr Mrs Dearden was **READ** and it was **NOTED** the following items were discussed: dog thefts, shed break-ins, speeding cars, E-Scooters, fly typing and environment issues.

147. **CORRESPONDENCE** [circulated via email where possible](a) For Noting

The follow items had been **READ** and **NOTED**:

KALC:	<u>KALC News March 2021</u>
NALC:	<u>Chief Executives Bulletins</u>
Local Councils:	<u>Update - April 2021</u>
CPRE:	<u>Kent Countryside Voice, Spring/Summer 2021</u>
Communigrow:	<u>Thank you for donation</u>
Kent Air Ambulance:	<u>Thank you for donation</u>
Heart of Kent Hospice:	<u>Thank you for donation</u>
Search Dogs Kent: (NSARDA)	<u>Thank you for donation</u>

(b) For Decision

Resident: Request to move boundary fence – Streamside/NRRG
 Information from the resident, photographs and a copy of an agreement with the previous occupant over the fence which had previously been circulated, were **READ** and **NOTED**. It was **NOTED** Cllr Mrs Dennison, the Clerk and Grounds Supervisor had visited the site the previous week.
 Discussion took place, on the issues that might arise if this request was considered including setting a precedent and other properties asking to do the same, further erosion meaning a further request to move the fence could occur. Cllr Mrs Dennison said there was another area along from this that had steel palisade type fencing. Cllr Mrs Throssell said this fence was erected several years ago at the request of Troutbeck House residents and they had contributed to the cost. Cllr Mulcuck said he did not agree with a boundary being moved onto the recreation ground. The Clerk said she was concerned about the legal implications of the previous licence agreement.

RESOLVED TO SEEK LEGAL ADVICE ON THE PREVIOUS LEGAL AGREEMENT AND OBTAIN A QUOTE FOR PALLISADE FENCING.

(c) Requests already approved [via email]

KALC:	NOTED	<u>Membership Renewal Information for 2021/22</u> REQUEST TO RENEW APPROVED
Ditton Church:	NOTED	<u>Open Air Service on Village Green, 27.06.2021</u> REQUEST TO HOLD EVENT APPROVED

148. **FINANCE**(a) Accounts For Payment**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**March Payroll Summary**

Monthly	Gross	£24,397.68
	Net	£16,398.29

March BACS Payments (not previously listed)

16.03.21	S Craig	Reimbursement	£16.17
26.03.21	HMRC	PAYE/NI	£3,245.70
26.03.21	KCC Pension	Pension Contribution	£2,414.61
31.03.21	Air Ambulance	Annual Donation	£250.00
31.03.21	NSARDA	Charity Donation	£50.00
31.03.21	Communigrow	Annual Donation	£50.00
31.03.21	Heart of Kent Hospice	Annual Donation	£225.00

March Accounts (not previously approved and paid 31.03.21)

Community Centre				
Protech Doors	Electric Door Repair		90.00	
		VAT	18.00	£108.00
OSA				
Certas Energy	Red Diesel for tractor		659.60	
		VAT	32.98	£692.58
Day Tree Fellers	Tree Work		1700.00	
		VAT	340.00	£2,040.00
Travis Perkins	Tarmac – carpark repairs		30.63	
		VAT	6.13	£36.76

RESOLVED the following payments, already **APPROVED**, be **RATIFIED**:-**March Accounts (approved and paid 18.03.21)**

Community Centre				
Capital Cleaning	Cleaning Supplies		200.32	
		VAT	40.06	£240.38
Business Stream	Water Charges		154.13	£154.13
Maidstone Cleaning	Window Cleaning		260.00	£260.00
Edison Swan	Electrical Installation Test		3998.00	
		VAT	799.60	£4,797.60
F&A				
KCC	Audit Fees		495.00	
		VAT	99.00	£594.00
Commercial Services	Vehicle Lease		302.78	
		VAT	60.56	£363.34
OSA				
Agwood	Tractor Service		798.14	
		VAT	159.63	£957.77
Rural Kent	Subscription		105.00	£105.00

C W Milner & Sons	War memorial clean & slab re-pointing	VAT	1277.00 255.40	£1,532.40
Day Tree Fellers	Tree Work	VAT	1764.00 404.00	£2,424.00

March Imprest Payments

31.03.21	Ditton Heritage Centre	Annual Donation	£100.00
31.03.21	T&M Citizen Advice	Annual Donation	£50.00

March Hirer Refunds (Cancelled bookings due to closure)

16.03.21	Oaken Hall 27.06.20 & 26.06.21	£240.00
31.03.21	Carman Room 26.03.21	£50.00

(b) Direct Debits

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

March Direct Debits

01.03.21	WEX	Fuelcard	£81.80
03.03.21	O2	Mobile Phone	£28.38
05.03.21	BT	Broadband	£108.36
05.03.21	FDMS	Card refund – Deposit 14.05.21	£50.00
08.03.21	Rentokil	Washroom Services	£274.03
11.03.21	Zoro Uk	Ear Defenders	£68.57
12.03.21	FDMS	Card Charges	£27.94
15.03.21	Bankline	Bank Charges	£41.47
15.03.21	Safety Effect	H&S	£114.00
15.03.21	DHFE	Till Rental	£117.60
15.03.21	Paymentsense	Card Machine rental	£54.00
16.03.21	Sage	Monthly Subscription	£153.00
22.03.21	BT	Telephone	£105.12
23.03.21	Siemens	Equipment Rental	£188.46
25.03.21	Nest	Pension contribution	£523.22
25.03.21	BOC	Bar Gas	£56.05
29.03.21	Veolia	Refuse Collection	£95.23
30.03.21	Host My Office	IT Support	£350.40
31.03.21	NCS	Equipment Rental	£24.16
31.03.21	NCS	Telephone	£37.44
31.03.21	O2	Mobile Phone	£27.80

(c) Debit Card Payments

RESOLVED the following debit card payments be **ACCEPTED** and **APPROVED**:-

March Debit Card

03.03.21	Bryco	Machine Parts	£97.80
12.03.21	Zoom	Monthly Subscription	£11.99
16.03.21	Newitts	Netball Nets	£18.91
23.03.21	Pitchcare	Moss Killer	£199.68

(d) Internal Audit Visit 3

The report of the third visit which had previously been circulated, was **READ** and **NOTED**. It was **NOTED** that the following were reviewed: progress on previous issues, budget reporting, cheque books, expenditure, petty cash, contracts, income, banking, purchase cards, personal cheques, reconciliations, VAT, salaries and wages and S.137 payments. It was further noted a discussion on reviewing of charges had taken place but the Clerk had explained this would take place once Committee Meetings were able to resume.

(e) External Audit

It was **NOTED** that the accountants would be onsite to prepare the end of year accounts on 19th and 20th April and that the Annual Return should be submitted by 2nd July 2021.

(f) Insurance Renewal

The Clerk advised that she had received a quote late that afternoon to renew with Allianz but it was higher than expected, almost £1,000.00 more than last year. She advised she had queried this with the Broker and that they had come back with an alternative quote of ££8,841.78 for one year or for a three year fixed rate at £8,403.44, both with Hiscox.

RESOLVED to accept the quote of £8,403.44 as part of the three year fixed rate.

(g) Asset Register – for approval and signing

RESOLVED to accept, approve and sign

(h) Risk Identification and Management Summary

RESOLVED to accept, approve and sign subject to the addition of Covid measures.

(i) Review of Effectiveness of Internal Control and Internal Audit

RESOLVED to accept, approve and sign.

(j) Month 11 Committee Financial Analyses – F&A, CC, Bar & OSA

The Clerk explained these had been circulated to give members an idea of the lack of income due to the covid closures but also to illustrate that expenditure had been kept to a minimum and over all the Council was in a reasonable financial position.

149. **REPORTS FROM BOROUGH & COUNTY COUNCILLORS**

It was **NOTED** that Cllrs Cooper and Cannon had been unable to attend but Cllr Cooper had sent in the following report which was **READ** and **NOTED**:

PLANNING

The April meeting of Area 3 Planning Committee has been cancelled due to there being no substantive business to discuss. The next meeting is scheduled for 3rd June.

At the last planning committee meeting outline planning permission was granted to Panettoni to develop their business park at the old Aylesford Newsprint site.

I understand that Ditton Parish Council has joined with those of Aylesford and East Malling and Larkfield in order to present a unified voice when considering planning applications that affect all of the local parishes such as Panettoni. I think this is a good idea.

LOCAL PLAN

As I mentioned last month, TMBC has written to the Planning Inspectorate and invited it to submit its final report. When received TMBC will reopen the dialogue with the Secretary of State and seek an independent review of the non-adoption of the Local Plan.

LOCAL POLITICS

The Local Government Boundary Commission (LGBC) review of the Borough Council is progressing. The Council itself and the various political groups have submitted their proposals for the future size of the council. LGBC will reply on 27 April with their decision on what that number will be. Having done so the various political groups will work on and then submit their proposals as to where the ward boundaries should be drawn. The groups will obviously seek to have the boundaries drawn that will best serve them politically, but they must meet the rules set down by the LGBC. For example, each councillor must represent a similar number of electors, and a variance of no more than 10% from the average for the borough is allowed. This will be based on the predicted population of the Borough in 2027 as calculated by the current population increased as calculated from planning permissions already granted. These data have been supplied to the LGBC and the political groups by TMBC. The parishes and villages within a ward must also be joined by a road without travelling through other wards, and they should also have a natural fit by way of shared amenities etc. The proposed boundaries must be supported by evidence to demonstrate their suitability, and will be subject to a consultation process. This process will involve local groups, parishes and town councils. When the consultation process is finished the LGBC will decide where the ward boundaries will be, and these new wards will be those that will represent the council with effect from the local elections in 2023.

Local elections for KCC Councillors and the Police & Crime Commissioner will take place on 6th May.

The authority that gives local authorities permission to hold meetings online will shortly expire. This means that for TMBC all meetings from 7th May will once again be held in the Civic Suite at Kings Hill or at Tonbridge Castle. Whether these rules apply to parish councils too I'm not sure.

150. **REPORTS FROM NEIGHBOURHOOD POLICE & KCC WARDEN TEAM**

No report was available.

151. **DATE SENSITIVE PLANNING MATTERS**

(a) Plans Received for Comment

TM/21/00703/FL RESOLVED	Proposed two storey, part single storey rear extension NO OBJECTION	45 Primrose Dr
TM/21/00697/FL RESOLVED	Part two storey,, part single storey rear extension with a Retrospective decking application NO OBJECTION	47 Primrose Dr
TM/21/00792/RD RESOLVED	Details of condition 15 (traffic orders and parking Restrictions) pursuant to planning permission TM/19/02841/FL (Demolition of existing buildings and erection of Class A 1 foodstore with Associated parking, landscaping and access works and Installation of pedestrian crossing on London Road) NO OBJECTION	675 London Rd

(b) Plans dealt with under delegated power

The following applications previously dealt with under delegated power were **READ** and **NOTED:-**

TM/21/00683/TPOC	T1 Sycamore – crown lift to 6m to leave balanced and 20% all over crown reduction, T2 Sycamore – crown lift to 8m to leave balanced, T3 Hazel – coppice to approx.. 3m, T4 Ash – reduce 1 stem back by 50%, T5 Sycamore – remove major deadwood and remove 3 x small lower branches and T6 Ash – remove dying branch and reduce back. NO OBJECTION SUBJECT TO TMBC TREE OFFICER APPROVAL	47 The Stream
TM/21/00557/FL	Variation of condition 25 (Tree Survey and Arboricultural Impact Assessment) submitted pursuant to planning permission TM/19/02841/FL (Demolition of existing buildings and erection of Class A 1 foodstore with Associated parking, landscaping and access works and Installation of pedestrian crossing on London Road THIS COUNCIL OBJECTS TO THIS APPLICATION IN SUPPORT OF THE CONCERNS RAISED BY NEIGHBOURING PROPERTIES OF THE IMPACT THIS WOULD HAVE ON THE SAFETY OF THE TREES.	675 London Rd
TM/21/00648/FL	Installation of plant and machinery for water transmission and treatment purposes. Construction of temporary water treatment infrastructure and security fencing. Installation of 1.8m security fencing around the site and assoc. works NO OBJECTION	Land East of Cobdown Cl
TM/21/00657/TPOC	Oak (T1) – overall reduction of crown cutting back appropriate branches, thinning of crown by 30% approx.. 2.5-3m, balance overall shape of crown including trimming back branches overhanging gardens of 56 & 58 Acorn Grove extending towards conservatories and removal of dead wood. NO OBJECTION SUBJECT TO TMBC TREE OFFICER APPROVAL	56 Acorn Gr
TM/21/00637/FL	First floor extension NO OBJECTION	25 Peartree Av
TM/21/00560/TPOC	Conifer – fell due to excessive shading and rapid growth and T9 Yew – trim branch to allow more light to yew hedge beneath NO OBJECTION SUBJECT TO TMBC TREE OFFICER APPROVAL	150 Woodlands Rd
TM/21/00561/LDP	Lawful Development Certificate proposed: Conversion of roof space to habitable accommodation including altering the roof from half hip to gable end and the installation of a rear dormer. NO OBJECTION	452 London Rd

(c) Decisions from TMBC Area 3

The following plans, dealt with by Area 3 were **READ** and **NOTED:-**

TM/21/00215/TPOC	Rear garden Sycamore trees A and B and Birch C - crown and lift and reduce by approx.. 30-40%,	47 The Stream
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Hazel D – reduce in height and width 30-40%. Front Garden – Sycamores E and F – crown lift and reduce By approx.. 30-40% (trees are overgrown and causing Damage to property).

APPLICATION WITHDRAWN

TM/10/2029/A2/R26B	Prior approval for an amendment to the external Appearance of the as-built transport workshop (approved Under planning references TM/10/2029/VARB0, and together with the installation of an air source heat pump system, associated equipment and enclosure and a refuse store pursuant to condition 26 of Annex 2 of planning permission TM/10/2029	Hermitage Quarry
	APPROVED ON 4 MARCH 2021	
TM/21/00153/LDP	Lawful Development Certificate Proposed: Proposed hip to gable roof extension with rear dormer	4 Fernleigh Rs
	CERTIFIES ON 10 MARCH 2021	
TM/21/00205/FL	Demolition of existing dwelling and erection of 2 x 1 bedroom flats and 4 x 2 bedroom flats within new residential building. Creation of 8 parking spaces, cycle parking and refuse storage areas. Associated and soft landscaping.	Cobdown Lodge 540 London Road
	APPLICATION WITHDRAWN ON 12 MARCH 2021	
TM/21/00225/TPOC	Group of 7 sycamores (T1) to reduce from approx.. 50ft to approx.. 25ft.	19 Ditton PI
	APPROVED ON 15 MARCH 2021	
TM/21/00250/FL	Erection of single storey porch	3 Franklin Kidd Ln
	APPROVED ON 16 MARCH 2021	
TM/20/00207/FL	Demolish single storey at rear together with Conservatory, construct single storey extension to rear	571 London Rd
	APPROVED ON 22 MARCH 2021	
TM/21/00415/FL	Proposed annexe in rear garden	456 London Road
	APPLICATIN WITHDRAWN ON 26 MARCH 2021	
TM/21/00560/TPOC	Conifer – fell due to excessive shading and rapid growth and T9 Yew – trim branch to allow more light to yew hedge beneath	150 Woodlands Rd
	PERMISSION NOT REQUIRED ON 23 MARCH 2021	

(d) Ditton Edge [report of meeting with EMT held on 07.04.21]

The report of the meeting which had previously been circulated was **READ**. It was **NOTED** that those attending from DPC felt disappointed that EMT would not consider any requests to mitigate the impact of the development on the village or ensure the council's requests for S.106 were fairly considered and said the only option was to ensure the Council made its comments when reserved matters are considered with the full application. The Clerk advised she had relayed this disappointment to Borough Cllr Cooper and he said he would put the concerns to the TMBC Planning Officer.

(e) Aylesford Newsprint

It was **NOTED** that this application was approved at Area 3 on 18.03.2021. Cllr Mulcuck asked if the car park surface was permeable. The Clerk will try to see if this information is available within the application.

(f) TMBC Local Plan

It was **NOTED** TMBC are appealing the decision with the Secretary of State.

(g) Regular Joint Parish Meetings

It was **NOTED** that this group was now called MGGP [Medway Gap Group of Parishes. It was further **NOTED** that more parishes had joined the group and the next meeting would be held after the May local elections.

(h) DPC Representative on Medway Valley Line Group

RESOLVED Cllr Rook be the representative on this group.

152. **ANNUAL PARISH MEETING/ANNUAL PARISH COUNCIL MEETING**

RESOLVED to hold both meetings on 17th May in the Don Carman Hall and to keep the APM basic just to consist of the annual reports and that there would be no awards or refreshments.

153. **FUTURE MEETINGS/COMMITTEE MEETINGS**

RESOLVED to hold the June PC Meeting on 7th June in the Acorn Room and then subject to further restrictions being lifted – PC Meeting on 5th July, Planning & OSA Committee on 12th July and Community Centre Committee on 19th July.

154. **ELECTRIC VEHICLE CHARGING POINTS**

It was **NOTED** installation was due to commence soon.

It was **NOTED** that the Covid Test Centre had not indicated how much longer it would be needed in the car park but it was likely until June but the Council could give a months notice if the carpark is required.

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

Cllrs Rook and Mrs Thwaites will attend the forthcoming JPCTG Meeting on 15th April.

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

156. **DITTON COURT QUARRY**

(a) **New Lease with Tarmac**

It was **NOTED** that the signed lease had been returned to the solicitor but nothing further had been received.

Cllr Laidouci asked who was responsible for litter clearance in the quarry and he was advised that usually there is a rota for volunteer litter pickers but that had been suspended during the Lockdown period although some volunteers were still helping when they can. It was also noted that the Grounds Staff and KCC Warden visit the quarry routinely and remove litter if found. Cllr Laidouci said he had recently seen a large gathering of youths that had left litter and there was also a smell of cannabis. The Clerk said she would inform the KCC Warden of this. It was also reported that the fence and gate on Kilbarn Road may need some repairs. The Clerk will ask the Grounds Supervisor to look at this.

157. **STAFF MATTERS**

It was **REPORTED** that an advert had been placed for two part-time Bar Supervisors. It was further **NOTED** that the Kilbarn Bar would re-open on 16th April, Friday – Sunday afternoons only. It was further noted that it would be outside table service only.

158. **CLOSURE**

The meeting closed at 8.12pm.

Chairman
17th May 2021