

DITTON PARISH COUNCIL

MINUTES OF THE **ANNUAL PARISH COUNCIL MEETING** OF DITTON PARISH COUNCIL, HELD IN **THE COUNCIL CHAMBER** AT DITTON COMMUNITY CENTRE ON **WEDNESDAY 4th MAY 2022**

PRESENT: CLLRS. MRS J DEARDEN, MRS G GODDEN, J E LOVER, A R MULCUCK, N NEWMAN, M PORTER & MRS A THROSSELL
MRS N GREENAWAY [Clerk of the Council]
BOROUGH CLLR D COOPER, KCC CLLR A KENNEDY

PART I1. **OPENING OF MEETING**

Cllr Lover opened the meeting at 7.30pm.

2. **APOLOGIES**

Apologies were received from Cllr Laidouci. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 493. Apologies were also received from Borough Cllr R Cannon and KCC Warden Absolon. It was acknowledged that Cllr Laidouci was to be married soon and members agreed a card and voucher should be sent along with everyone's best wishes.

3. **CASUAL VACANCIES**

NOTED no enquiries.

4. **ELECTION OF CHAIRMAN FOR 2022/23**

Cllr Lover was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Newman. There being no further nominations, Cllr Lover was duly **ELECTED** Chairman of the Council for 2022/2023.

5. **ELECTION OF VICE-CHAIRMAN FOR 2022/23**

Cllr Newman was **NOMINATED** by Cllr Mrs Dearden and **SECONDED** by Cllr Mrs Throssell. There being no further nominations, Cllr Newman was duly **ELECTED** Vice-Chairman of the Council for 2022/2023.

6. **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIRMAN & VICE-CHAIRMAN**

Cllrs. Lover and Newman duly signed the Declaration of Acceptance of Office.

7. APPOINTMENT OF COMMITTEES FOR 2022/23

[a] Planning - 11 Members

[i] MEMBERSHIP

Cllr A R Mulcuck
Cllr Mrs Godden
Cllr M J Porter

Cllr Mrs J Dearden
Cllr Mrs A Throssell
Cllr A Laidouci

Cllr J Lover [Ex-Officio]
Cllr N Newman [Ex-Officio]

[ii] ELECTION OF CHAIR

Cllr Newman was **NOMINATED** by Cllr Mrs Dearden and **SECONDED** by Cllr Mrs Godden. There being no further nominations, Cllr Newman was duly **ELECTED** Chairman of the Planning Highways and Transportation Committee for 2022/2023.

Vice-Chair to be elected at the first Meeting of the Committee

[b] Community Centre - 7 Members

[i] MEMBERSHIP

Cllr Mrs J Dearden
Cllr Mrs G Godden
Cllr Mrs A Throssell

Cllr J Lover [Ex-Officio]
Cllr M J Porter
Cllr N Newman [Ex-Officio]

[ii] ELECTION OF CHAIR

Cllr Mrs Dearden was **NOMINATED** by Cllr Newman and **SECONDED** by Cllr Mrs Throssell. There being no further nominations, Cllr Mrs Dearden was duly **ELECTED** Chairman of the Community Centre Committee for 2022/2023.

Vice-Chair to be elected at the first Meeting of the Committee.

[c] Open Spaces & Amenities - 7 Members

[i] MEMBERSHIP

Cllr. Mrs J Dearden
Cllr. Mrs G Godden
Cllr. N Newman [Ex-Officio]
Cllr. A R Mulcuck

Cllr. Mrs A Throssell

[ii] ELECTION OF CHAIR

Cllr Mrs Godden was **NOMINATED** by Cllr Mrs Throssell and **SECONDED** by Cllr Mrs Dearden. There being no further nominations, Cllr Mrs Godden was duly **ELECTED** Chairman of the Open Spaces & Amenities Committee for 2022/2023.

Vice-Chair to be elected at the first Meeting of the Committee.

[d] Personnel Committee – 7 Members

[i] MEMBERSHIP

Cllr. Mrs J Dearden
Cllr. J Lover [Ex-Officio]
Cllr Mrs A Throssell

Cllr. Mrs Godden
Cllr. N Newman [Ex-Officio]

[ii] ELECTION OF CHAIR

Cllr Mrs Dearden was **NOMINATED** by Cllr Mrs Throssell and **SECONDED** by Cllr Mrs Godden. There being no further nominations, Cllr Mrs Dearden was duly **ELECTED** Chairman of the Personnel Committee for 2022/2023.

Vice-Chair to be elected at the first Meeting of the Committee

[e] Finance & Administration Committee - 7 Members

[i] MEMBERSHIP

Cllr. J Lover (**Chair**)
Cllr. N Newman (**Vice-Chair**)
Cllr Mrs A Throssell

Cllr. Mrs J Dearden
Cllr. Mrs Godden
Cllr. M Porter

[f] Allotment Managers [3]

Cllr. Mrs G Godden Cllr. A R Mulcuck Cllr. Mrs A Throssell

8. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

(a) Kent Association of Local Councils T&M Committee

Cllr Mrs J Dearden and Cllr A R Mulcuck

(b) T & M BC Parish Partnership

Cllr Mrs J Dearden and Cllr A R Mulcuck

(c) T & M Crime Prevention Panel

Cllr Mrs G Godden

(d) T & M Standards Committee

Cllr N Newman

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PART II

9. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

10. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 4TH APRIL 2022**

The minutes of the meeting held on 4th April 2022 were **CONFIRMED** and **SIGNED** as a true record.

11. **MATTERS ARISING**

There were no matters arising.

12. **MINUTES OF MEETINGS HELD DURING APRIL 2022**

(a) For Confirmation & Signing

(i) Community Centre Committee Meeting, 11th April 2022

The minutes of the above meeting were presented by Cllr Mrs Dearden and signed as a true record. The Clerk advised that unfortunately the PTA at the Infants School had also purchased Jubilee Pins for the children, but they were grateful for the offer of a gift. Alternative gifts of a bookmark or contribution towards the children's "Jubilee Lunch" were considered. It was agreed to give a donation to the value of the pins for the purchase of biscuits/cakes to be decorated at the jubilee lunch. The Clerk also said she had concerns about the viability of organising a dance for the Autumn, it was suggested this be given more thought by the committee.

(ii) Planning Committee Meeting, 20th April 2022

The minutes of the above meeting [together with an amended page to reflect the full response to the Ditton Edge application] were presented by Cllr Newman and signed as a true record.

(iii) Open Spaces & Amenities Committee, 20th April 2022

The minutes of the above meeting were presented by Cllr Mrs Godden and signed as a true record. Cllr Mulcuck referred to p.192, Item 438(a) – Damage in the Quarry and asked that he be kept informed of any future incidents such as this as they occur. Other members agreed they were satisfied to be informed of issues at the appropriate committee meeting, unless urgent.

(iv) Finance & Administration Committee, 21st April 2022

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

(v) Personnel Committee, 21st April 2022

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

13. **CORRESPONDENCE**

(a) For Noting

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

Ditton Heritage Centre:

Thank you for donation

KALC: Membership Information

(b) For Decision

DATs: Request for permission to replace Hut [and apply for funding]
RESOLVED TO AGREE TO DAT'S APPLYING FOR FUNDING TO REPLACE THE OLD SHELTER

RESOLVED Request to allow plot holder to swap plot
 TO AGREE TO THE PLOT SWAP PROVIDED THAT THE OLD PLOT IS CLEARED FIRST.

TMBC: Anti-social behaviour in Car Park
 A communication from the TMBC Anti-social Behaviour Officer regarding a resident complaint about anti-social behaviour in the car park was **READ**. It was **NOTED** that they had asked if the car park could be locked at night. The Clerk said she had responded that this would be difficult as the car park is in use from very early morning with dog walkers to late at night when there are functions in the hall and the bar is open. It was agreed Council Staff could not be expected to ask people to leave the car park and/or lock the barrier for personal safety reasons. It was suggested a solution may be to have a security company do random checks of the car park and possible lock on random occasions. The Clerk will investigate the cost of "random" security.

St Peter's Church: Invitation to Jubilee Service, Sunday 5th June, 11am
 An invitation to members to attend this service was **READ** and **NOTED**.

14. **FINANCE**

(a) Accounts for Payment

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

April Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£22,358.66</i>
	<i>Net</i>	<i>£16,219.76</i>

April Accounts (approved and paid 27.04.22)

Community Centre				
Capital Cleaning	Cleaning Supplies		185.12	
			83.59	
			5.16	
			43.33	
		VAT	63.44	£380.64
Kent Boilercare	Annual service and safety inspection		436.00	
		VAT	87.20	£523.20

Astra Security	Key cutting		48.00	
			90.90	
		VAT	27.78	£166.68
Bar				
Lansdell	Bar Stock		178.70	
			89.17	
			187.13	
			50.81	
	Bar Supplies		66.76	
		VAT	114.56	£687.13
F&A				
Aquaid	Water dispenser		81.94	
		VAT	16.39	£98.33
KCS	Cleaning Supplies		82.97	
	Stationary		39.29	
		VAT	24.45	£146.71
KALC	Annual subscription		1325.60	
		VAT	265.12	£1,590.72
Imagink	Ditton Gazette		708.00	£708.00
OSA				
The Glass & Mirror Co	Replacement Glass to mess room window/repair		420.00	
		VAT	84.00	£504.00
Castle Water	Water supply – Bowls		3045.34	
	Water supply - NRRG		28.05	
		VAT	614.68	£3,688.07

April Deposit Refunds

04.04.22	Carman Room - 06.03.22	£50.00
04.04.22	Oaken Hall – 20.03.22	£75.00
08.04.22	Carman Room – 01.04.22	£50.00
14.04.22	Oaken Hall – 09.04.22	£50.00
14.04.22	Carman Room – 09.04.22	£50.00

April BACS Payments (not previously listed)

08.04.22	Castle Water	Water supply	£1,378.13
08.04.22	BSS Stocktaking	Stocktake	£120.00
08.04.22	Kent & Sussex	Bar Stock	£888.97
08.04.22	Mark Lancley	Kilnbarn Disco	£200.00
14.04.22	KCC Pension	Pension contributions	£2375.24
14.04.22	Kent & Sussex	Bar Stock	£1,734.29
14.04.22	HMRC	PAYE/NI	£5,292.014
14.04.22	D Goodwin	Allotment key refund	£100.00
19.04.22	T Matthews	Invoice refund – cancelled booking	£37.50
25.04.22	Kent & Sussex	Bar Stock	£1,343.80
25.04.22	S Grantham	Reimbursement	£11.99

(b) Direct Debit Payments During April 2022

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

April Direct Debits

01.04.22	Paymentsense	Card charges/stationary	£154.24
01.04.22	TMBC	Business Rates	£695.62
07.04.22	Kent Commercial Services		£999.13
07.04.22	Sky	Sky TV	£348.00
08.04.22	TV Licence	Annual TV licence	£159.00
11.04.22	Siemens		£72.13
11.04.22	Siemens	Photocopy Lease	£900.00
11.04.22	Rentokil Initial	Washroom services	£239.57
11.04.22	Use Your Local	Kilnbarn website	£234.00
14.04.22	FDMS	Card Charges	£135.87
19.04.22	Bankline	Monthly Charges	£60.55
19.04.22	The Safety Effect	Monthly H & S	£114.00
19.04.22	DHFE	Till Rental	£369.60
19.04.22	BT		£199.96
19.04.22	Paytek	Card Charges	£54.00
20.04.22	Sage	Monthly subscription	£172.68
20.04.22	WEX	Fuelcard	£60.19
20.04.22	Heineken	Bar Stock	£1,163.71
25.04.22	Host My Office	IT Support	£350.40
25.04.22	BOC	Bar Gas	£101.68
26.04.22	WEX	Fuelcard	£119.28
26.04.22	NEST	Pension contributions	£354.36
27.04.22	BT	BT Sport	£390.16
27.04.22	EDF	Street Light Electricity	£109.23
28.04.22	Veolia	Refuse collection	£345.43

(c) Debit Card Payments During April 2022

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

April Debit Card

06.04.22	Amazon	Stationary	£11.50
07.04.22	Amazon	Stationary/consumables	£14.63
12.04.22	Zoom	Monthly subscription	£11.99
20.04.22	Tesco	Bar stock	£56.81
26.04.22	TMBC	Temporary Event Licence	£21.00

(d) CCLA Property Fund Dividend

It was **NOTED** that a further dividend of £4,470.95 had been received.

(e) Asset Register [for approval and signature]

It was **NOTED** that the Internal Audit had suggested that the office contents should be listed as individual items however she had discussed this with the accountant that prepared the end of year accounts and reviewed the asset register and he said it was not necessary. The Clerk also advised that the insurance company does not require individual items to be listed.

RESOLVED to keep the office furniture as a grouped figure and accept, approve and sign.

The Clerk asked if two additional date sensitive items could be considered. Members agreed to this request:

(f) Insurance Renewal

It was **NOTED** the quotation to renew the main insurance policy had been received at £8,819.87 and that this was well within the budget. It was **NOTED** the renewal quotes for the Motor Policy and Engineering Policy were due as all insurance renewed on 1st June.

RESOLVED to accept the renewal for the main policy and delegate to the Clerk to accept the Motor and Engineering policies if they were acceptable and within budget.

(g) Alarm Sensor changes

The Clerk asked if the council would authorise the callout fee and necessary work fee to make changes to the alarm sensor in the foyer to enable caretaking staff to have access. This was found to be necessary after a recent alarm activation. Members agreed to the necessary work being undertaken

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

Borough Cllr David Cooper **REPORTED** on the following items:

PLANNING

Again, there has been no substantive business for the Area 3 Planning Committee. The next meeting is scheduled for 9th June.

The Ditton Edge planning application for reserved matters has been received. Comments to date that make valid planning objections centre on the security of the border between the site and Cherry Orchard and the species of trees to be planted adjacent to Brampton Field.

LOCAL PLAN

Nothing new to report.

COUNCIL GOVERNANCE

TMBC has recently undergone a peer review whereby councillors and officers from other local authorities examined the way the council is run and suggests ways in which improvements can be made. As a result of this the current committees and advisory boards are largely being replaced. The Licencing Committee remains as that has a statutory function and the three area planning committees also remain. The other committees are being subsumed into an overarching Oversight and Scrutiny Committee and three Scrutiny Select Sub-Committees dealing with Communities and Environment, Finance Regeneration and Property, and Housing and Planning. These will have dual roles in advising cabinet and scrutinising and holding cabinet to account.

It being the start of the new municipal year, these are the final days for Cllr Roger Roud as Mayor. At a full council meeting next week Cllr Sue Bell of Snodland East will be installed as Mayor. The new Deputy Mayor has not yet been confirmed.

WASTE COLLECTION

Waste collections continue to be collected on time. The garden waste collections were resumed and appear to be running smoothly.

OTHER

A New Household Recycling Centre opens at Allington on 9th May. This is run by KCC and booking is required as for all other KCC tips. This allows Ditton's residents access to a closer

tip than travelling to Cuxton or Tovil. TMBC was alone in Kent having received a grant for a Saturday Freighter service as it did not have a HWRC within the Borough. This will now change and the result is that the Saturday Freighter services will not be reinstated.

County Cllr Andrew Kennedy spoke about the following matters:

He said he was pleased to have the opportunity to spend time in Ditton recently at events. He said he had the honour of speaking at the recent Twinning Anniversary Event and his speech will be translated into French and given to the French Twinning Committee.

He was also pleased to attend the recent Community Showcase and he thanked Cllr Mulcuck for organising the event.

Cllr Kennedy then reported on recent donations he had been able to make - £500 to the Twinning Committee to repair the sleigh; £500 to the football club; £1,000 to the Junior School for a shelter. He also advised he had £4,000 community grant to share between the four parish councils he represents and he had been able to donate £1,400 to Ditton towards the Jubilee music event and pins to give out to the children. He had also given £2,000 to Aylesford Parish Council for Jubilee mugs.

Cllr Kennedy then spoke of the new KCC Tip. He advised that he would be cutting the ribbon to the new facility the following morning. Cllr Kennedy reported that the new tip would be the most environmentally friendly waste recycling centre in Kent with the surfaces made from recycled materials and it would be completely carbon neutral. Bookings for the new tip are now open.

Cllr Kennedy advised that the energy created by the incinerator at Allington is enough to power the whole of Tonbridge and Malling and Maidstone.

It was suggested it would be useful to advertise the details including the phone number of how to book slots at the KCC tips or arrange for large items to be collected by Waste Services.

Finally Cllr Kennedy said he was organising a police information event with Matthew Scott and Liz Jones and said if it would be welcomed, he could organise a similar event at Ditton.

Cllrs Cooper and Kennedy were thanked for their attendance and reports.

16. NEIGHBOURHOOD POLICING REPORTS

A written report from KCC Warden, Sue Absolon was **CIRCULATED** and **READ**:

Thank you for the opportunity to submit this report. I look forwards to attending the annual meeting later in the month and giving a talk about the warden service.

Alongside my current Community Warden role in Ditton, I am now a Community Connector in Shepway, Maidstone. This is a complimentary role, and pilot scheme, promoting positive wellbeing and will provide me with extra training which eventually will be of benefit to our residents in Ditton.

I continue to support our residents with various referrals, working with social services, PCSOs, GPs, charities and housing association to enable our residents a better quality of life and access to the help and support they require. This is now the main area of my role.

I continue to walk to my appointments within the parish so that people can speak to me as they see me. This is an important part of my job and helps me stay connected with the community.

More general duties have included supporting parish council by talking to men on field with large remote-controlled vehicles.

Reporting incidences of Anti-social behaviour both generally and in the Community centre car park to the police. Reassurance visits and calls to residents who have been affected by anti-social behaviour. Providing window stickers and CCTV cameras to residents who have been particularly affected.

I have had quite a few reports of residents receiving scam phone calls. I have been working with trading standards regarding this and been advising people to speak to their telephone provider or to us a BT call guardian phone.

I am aware that many residents would benefit from being digitally competent as this would enable them to be more social and more independent in this ever more online world. I am currently in contact with colleagues in KCC to investigate how we may be able to take this forward and facilitate this need.

Thank you as always to you all for your support and for allowing me to use your facilities when I am not out and about on visits. I look forwards to seeing you all at the annual meeting.

Cllr Newman advised that the computer equipment was available to the Warden if she would like to use it.

17. **PLANNING MATTERS [DATE SENSITIVE]**

(a) Plan Received for Comment

TM/22/00700/FL - 434 London Road Ditton Aylesford Kent ME20 6DA

Demolish the detached garage and single storey rear extensions and erect a replacement single storey rear extension with roof lights, and a side dormer and change the external wall finish to render

RESOLVED NO OBJECTION

TM/22/00345/FL - 127 Woodlands Road Ditton Aylesford Kent ME20 6HF

Replace existing garage to the side with pitched roof two storey side extension to match existing aesthetic

RESOLVED NO OBJECTION BUT WOULD ASK CONSIDERATION BE GIVEN TO TIMES CONSTRUCTION VEHICLES CAN VISIT THE SITE AND ASK THEY AVOID PEAK TIMES

(b) Decisions from TMBC Area 3

The following decisions were **READ** and **NOTED**:

TM/21/00042/MIN - Hermitage Quarry Hermitage Lane Aylesford Kent

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 (KCC Reference: KCC/TM/0289/2020)

Refer to KCC decisions never received on 19 April 2022

TM/22/00079/FL - 15 St Peters Road Ditton Aylesford Kent ME20 6PJ
Single storey additions
Approved on 19 April 2022

(c) Ditton Edge

It was **NOTED** that this councils full response had been submitted and further copies of comments from residents had been received and noted.

It was **NOTED** that this council needed to submit its "Planning Obligations" by 16th June. It was agreed members submit ideas to be included at the next Planning Meeting. The Clerk confirmed planning obligations are the same as items to be considered for future S.106 agreements with developers.

It was also **NOTED** that members of this council had been invited to attend a site meeting to look at the application from SE Water at the mill pond area at the former Aylesford Newsprint site.

18. **ANNUAL PARISH MEETING**

Nominations for awards were agreed and Committee Chairs were reminded to prepare their reports for the meeting.

19. **DITTON GAZETTE - SUMMER EDITION**

The Clerk reported that it would be difficult to produce another gazette for the summer as the Spring one had not long been produced. It was agreed to delay the next edition until September when there would be more events to report on.

20. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"**

There were no matters arising.

The Chairman to move that due to the confidential nature of the following items of business the remainder of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.

21. **CONFIDENTIAL MEMORANDUM**

Confidential Memorandum Refs: 423, 424 and 425 were **READ** and agreed as a true record.

22. **CLOSURE**

The meeting closed at 9.01pm.

Chairman
6th June 2022