

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE **COUNCIL CHAMBER** AT DITTON COMMUNITY CENTRE ON MONDAY 4th APRIL 2022

PRESENT: CLLRS. J LOVER (CHAIRMAN), N NEWMAN (VICE-CHAIRMAN), MRS J DEARDEN, MRS G GODDEN, A MULCUCK, M PORTER & MRS A THROSSELL
MRS N GREENAWAY [Clerk of the Council],
BOROUGH CLLR D COOPER

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A presentation was made by representatives from Ditton Minors FC regarding the possibility of obtaining funding for the refurbishment of the Multi Use Games Area [MUGA] including an alternative surface. Members thanked Ditton Minors for the informative presentation and advised that the Open Spaces Committee will now consider the proposal and then a recommendation would be made to Full Council.

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398. **OPENING OF MEETING**

The Chairman opened the meeting at 7.42pm.

399. **APOLOGIES**

Apologies were **RECEIVED** from Cllr Laidouci. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 491. Apologies were also received from Borough Councillor Cannon and KCC Warden Absolon.

400. **DECLARATION OF INTERESTS**

There were no declarations of interest.

401. **CASUAL VACANCIES**

NOTED no enquiries received.

402. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 7TH MARCH 2022**

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

403. **MATTERS ARISING**

Cllr Mulcuck queried the location of the Jubilee event banners [Page 161, Item 364(a)(i)]. Members said the location of the banners was discussed at the Community Centre Committee Meeting and not Full Council. Cllr Mulcuck said he would like to see one in the Bradbourne Lane/A20 jct area.

404. **MINUTES OF MEETINGS HELD DURING MARCH 2022**(a) For Confirmation & Signing(i) COMMUNITY CENTRE COMMITTEE, 14th March 2022

The minutes of the above meeting were presented by Cllr Mrs Dearden and signed as a true record. Members asked when the banners would be put up and the “Jubilee pins” would be taken to the schools. The Clerk will check on these matters.

(ii) PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE, 21ST March 2022

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

(iii) OPEN SPACES AND AMENITIES COMMITTEE, 21ST March 2022

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

(b) For Noting(i) TWINNING ASSOCIATION, 22nd February 2022

CIRCULATED, READ and NOTED.

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

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

| | |
|------------------------|-------------------------------|
| Heart of Kent Hospice: | <u>Thank You for Donation</u> |
| Kent Air Ambulance: | <u>Thank You for Donation</u> |
| SLCC: | <u>The Clerk – March 2022</u> |
| Local Councils: | <u>Update – March 2022</u> |
| Clerks & Councils: | <u>Direct March 2022</u> |

(b) For Decision

KALC: Bitesize Courses
Cllr Newman advised he had recently undertaken the Planning Module and found it very useful and would recommend it. Anyone wishing to undertake training should advise the Clerk.

Lakes Rangers: Request for Donation

RESOLVED A request for a contribution was **READ**.
to advise that the council could not make a contribution this year as it had reduced sources of funding to make charitable donations this year.

Hirer: Request to use outside space
A request from a hirer to use an outside area for games etc was **READ**.

RESOLVED to accede to this request subject to provision of public liability insurance from the provider of the games, assurance that the games will be supervised, and confirmation that they will have security and a first aider at the event.

Hirer: Request to hold outdoor event
A request to hold a large outdoor music event was **READ**. It was **NOTED** that the date clashed with another large event in the Oaken Hall.

RESOLVED to advise the event could not take place on the same day as another large event due to parking issues but to offer an alternative date.

406. FINANCE

(a) Accounts For Payment

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

March Payroll Summary

| | | |
|---------|-------|------------|
| Monthly | Gross | £28,310.64 |
| | Net | £20,205.74 |

March Accounts (approved and paid 24.03.22)

| Community Centre | | | | |
|------------------|-------------------------|-----|---------|-----------|
| Capital | Cleaning & Consumables | | 279.84 | |
| | | | 5.00 | |
| | | VAT | 56.97 | £341.81 |
| Envirocure | Legionella monitoring | | 48.75 | |
| | | VAT | 9.75 | £58.50 |
| Business Stream | Water charges | | 430.09 | £430.09 |
| Bar | | | | |
| Lansdell | Bar Stock | | 134.70 | |
| | | | 193.95 | |
| | | | 85.92 | |
| | | | (19.99) | |
| | | VAT | 75.80 | £470.38 |
| Kent & Sussex | Bar Stock | | 1333.50 | |
| | | VAT | 266.71 | £1,600.21 |
| F&A | | | | |
| KCS | Stationary | | 61.82 | |
| | | VAT | 12.36 | £74.18 |
| Matt Stephens | Church Christmas Lights | | 125.00 | £125.00 |
| OSA | | | | |
| Savills | Quarry rent | | 100.00 | £100.00 |
| Travis Perkins | Groundwork supplies | | 50.34 | |
| | | | 63.87 | |
| | | VAT | 22.85 | £137.06 |

February/March BACS Payments (not previously listed)

| | | | |
|----------|--------------------|--------------------------|-----------|
| 25.02.22 | N Greenaway | Reimbursement | £12.25 |
| 25.02.22 | Involve Kent | Duplicate payment refund | £45.50 |
| 28.02.22 | N Saunders | Reimbursement | £14.50 |
| 03.03.22 | R Burkitt | Allotment overpayment | £22.60 |
| 09.03.22 | B Rose | Reimbursement | £7.98 |
| 11.03.22 | Kent & Sussex | Bar Stock | £972.10 |
| 11.03.22 | L Mayell | Allotment overpayment | £23.90 |
| 14.03.22 | S Grantham | Reimbursement | £48.99 |
| 15.03.22 | KCC | Pension contributions | £1,973.29 |
| 15.03.22 | HMRC | PAYE/NI Contributions | £3,644.45 |
| 16.03.22 | Kent & Sussex | Bar Stock | £983.20 |
| 16.03.22 | M Beautridge | Reimbursement | £17.20 |
| 18.03.22 | DM Graphics | Jubilee Banners | £192.00 |
| 24.03.22 | S Craig | Reimbursement | £49.39 |
| 24.03.22 | Unison | Subscriptions | £69.00 |
| 24.03.22 | Air Ambulance | Donation | £250.00 |
| 24.03.22 | HoKH | Donation | £225.00 |
| 25.03.22 | East Malling Trust | Staff Training | £430.00 |
| 31.03.22 | Lansdell | Bar Stock | £204.91 |
| 31.03.22 | Maidstone Cleaners | Window Cleaning | £260.00 |
| 31.03.22 | KCS | White Liner | £287.76 |
| 31.03.22 | EDF | NRRG Electric | £103.55 |
| 31.03.22 | HAHA | OSA machine repairs | £20.03 |
| 31.03.22 | KCC | Internal Audit | £603.00 |

February/March Deposit Refunds

| | | |
|----------|------------------------|---------|
| 25.02.22 | Carman Room - 19.02.22 | £50.00 |
| 25.02.22 | Oaken Hall - 06.02.22 | £50.00 |
| 25.02.22 | Carman Room – 13.02.22 | £50.00 |
| 03.03.22 | Oaken Hall – 26.02.22 | £50.00 |
| 03.03.22 | Carman Room – 27.02.22 | £50.00 |
| 09.03.22 | Oaken Hall – 06.02.22 | £47.50 |
| 09.03.22 | Carman Room – 09.04.22 | £50.00 |
| 09.03.22 | Oaken Hall – 06.02.22 | £139.00 |
| 10.03.22 | Carman Room – 06.03.22 | £50.00 |
| 11.03.22 | Oaken Hall – 06.08.22 | £125.00 |
| 11.03.22 | Oaken Hall – 23.01.22 | £50.00 |
| 15.03.22 | Carman Room – 13.03.22 | £50.00 |
| 16.03.22 | Carman Room – 12.03.22 | £50.00 |
| 24.03.22 | Oaken Hall – 19.03.22 | £92.72 |
| 31.03.22 | Oaken Hall – 26.03.22 | £50.00 |

February/March Imprest Payments

| | | |
|----------|----------------------------|---------|
| 23.03.22 | Citizen Advice – Donation | £50.00 |
| 23.03.22 | Ditton Heritage – Donation | £100.00 |

(b) Direct Debits

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

February/March Direct Debits

| | | | |
|----------|--------------------------|---------------------------|-----------|
| 25.02.22 | Kent Commercial Services | Electric Supply | £1,633.36 |
| 25.02.22 | BOC | Bar Gas | £150.72 |
| 28.02.22 | WEX | Fuelcard | £99.96 |
| 28.02.22 | BT | BT Sports | £390.16 |
| 28.02.22 | NEST | Pension contributions | £351.75 |
| 28.02.22 | NCS | Equipment Hire | £26.57 |
| 28.02.22 | NCS | Telephone calls | £42.83 |
| 28.02.22 | Veolia | Refuse collection | £417.91 |
| 02.03.22 | O2 | Mobile phone | £18.01 |
| 07.03.22 | Kent Commercial Services | Gas Supply | £1,037.50 |
| 07.03.22 | Rentokil Initial | Washroom Services | £239.57 |
| 07.03.22 | BT | Broadband | £113.76 |
| 09.03.22 | Sky | Sky Sports | £348.00 |
| 11.03.22 | Kent Commercial Services | Electric – Carpark lights | £49.59 |
| 14.03.22 | FDMS | Card Charges | £116.02 |
| 15.03.22 | Bankline | Monthly charge | £47.11 |
| 15.03.22 | Safety Effect | Monthly H&S | £114.00 |
| 15.03.22 | DHFE | Till rental | £369.60 |
| 15.03.22 | Paymentsense | Card charges | £54.00 |
| 16.03.22 | Sage | Monthly subscription | £169.68 |
| 18.03.22 | Kent Commercial Services | Electricity supply | £3,969.94 |
| 21.03.22 | BT | Telephone Line | £116.82 |
| 21.03.22 | Heineken | Bar Stock | £3,925.47 |
| 23.03.22 | Siemens | Photocopy Lease | £188.46 |
| 25.03.22 | BOC | Bar Gas | £95.47 |
| 28.03.22 | WEX | Fuelcard | £1.80 |
| 28.03.22 | BT | BT Sports | £390.16 |
| 28.03.22 | Host My Office | IT Support | £350.40 |
| 28.03.22 | NEST | Monthly Pension | £420.35 |
| 28.03.22 | Veolia | Refuse collection | £388.13 |
| 30.03.22 | O2 | Mobile phone | £19.82 |
| 31.03.22 | NCS | Photocopy charges | £11.94 |
| 31.03.22 | NCS | Equipment hire | £26.57 |
| 31.03.22 | NCS | Telephone charges | £40.60 |

(c) Debit Card Payments

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

February/March Debit Card

| | | | |
|----------|---------------|-------------------|---------|
| 25.02.22 | TLC | Light Bulbs | £60.96 |
| 25.02.22 | RBLI | Jubilee | £163.58 |
| 25.02.22 | Buzz Catering | Cleaning supplies | £15.24 |
| 28.02.22 | Homebase | Tree Stakes | £30.90 |
| 28.02.22 | Tool Station | OSA Consumables | £37.47 |
| 01.03.22 | Amazon | Noticeboard | £74.95 |

| | | | |
|----------|-------------------|--------------------------|---------|
| 02.03.22 | Bunches | Flower delivery | £20.70 |
| 02.03.22 | Marmax | Benches | £870.00 |
| 02.03.22 | Jones & Son | Leaf Blower | £536.99 |
| 04.03.22 | Staples | Filing Cabinet | £215.36 |
| 09.03.22 | Connect (ESpares) | Community Centre repairs | £72.89 |
| 10.03.22 | Screwfix | OSA supplies | £65.53 |
| 10.03.22 | Katies Florist | Flower delivery | £25.00 |
| 14.03.22 | Zoom | Monthly subscription | £11.99 |
| 15.03.22 | Amazon | Monthly membership | £7.99 |
| 21.03.22 | Screwfix | OSA Supplies | £55.46 |

(d) Internal Audit Visit 2

The report of the second visit which had previously been circulated, was **READ** and **NOTED**. It was **NOTED** that the following were reviewed: income, pitch and hire fees, dance tickets, bar cashing up procedures, the Gazette, leases and banking. Also reviewed were VAT and allotments. Issues identified were the reporting of the actual fee agreed [not just the percentage], to review the fee for dance tickets and to review leases that have expired. Progress on previous issues was reviewed and the following noted, signatories on the imprest account, a salary issue that would be resolved on confirmation of the NJC increase, signatures on timesheets, Cyber security noted on the risk register and more detail re office contents on the asset register. The Clerk will address all unresolved issues.

(e) External Audit [dates for A/Cs and Annual Return Submission]

It was **NOTED** that the accountants would be onsite to prepare the end of year accounts on 20th and 21st April and that the Annual Return should be submitted by 1st July 2022.

(f) Insurance Renewal

It was **NOTED** that the quote had not yet been received.

(g) Asset Register – for approval and signing

It was **NOTED** that this was not available as the Clerk needed to address the issues raised by Internal Audit. Cllr Newman offered to assist with this.

(h) Risk Identification and Management Summary – for approval and signing

RESOLVED to accept, approve and sign.

(i) Review of Effectiveness of Internal Control and Internal Audit – for approval and signing

RESOLVED to accept, approve and sign.

407. **REPORTS FROM BOROUGH & COUNTY COUNCILLORS****PLANNING**

There has been no business for the Area 3 Planning Committee. The next meeting is scheduled for 21st April.

As the parish council is aware, the planning application for reserved matters at Ditton Edge is expected to be submitted soon, but was not on today's list. The application for modifications to Ditton Stream at the Panettoni site has been called in as requested by the parish council.

LOCAL PLAN

Nothing new to report.

LOCAL POLITICS**COUNCIL TAX**

You will be aware that the Government is paying a one-off £150 Council Tax rebate to householders in England living in Bands A – D homes. This will be paid in April as a credit on council tax bills, and will not have to be paid back. Those residents who pay their council tax by direct debit will have the money refunded back to their bank accounts. Those who pay by other means will be refunded and TMBC is still working on how this will be done. It is important that residents know that TMBC will never phone them and ask for their bank details. Anyone doing so is carrying out a scam and the police should be informed.

WASTE COLLECTION

Waste collections continue to be collected on time. The fortnightly garden waste collections have resumed and as promised those residents who had paid for this service before it was withdrawn will be credited for the period it was in abeyance. I understand they have been told when their period of grace finishes and they will need to start paying again. I believe there are a number of properties in cul de sacs etc that have not been collected and residents should make this know to TMBC if they have been affected.

OTHER

The litter pick on Saturday 26th March went ahead and New Road, Brampton Field, Station Road and the entrance to Priory Grove were cleaned up. Thanks to all those who gave a couple of hours to help.

Borough Cllr Cooper said he had noticed the fish were no longer in the Ford. Cllr Mrs Dearden recalled that the Environment Agency may have been involved. It was **NOTED** that further contact with KCC had been made about the Ford and details would be available at the next OSA meeting.

Cllr Mrs Throssell asked if there were council tax rebates available to anyone living a property over a Band D. Cllr Mrs Dearden said she was aware that they were available to some with special circumstances.

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

There was no full report available. The Clerk reported that she and the KCC Warden had met with a lady that would like to start up a volunteer group for people in the village that need help with a whole variety of issues. The Clerk said the Youth Centre has been suggested for a base for the group if they are in agreement. Members agreed in principal that it is a good idea and would support in principle.

409. **DATE SENSITIVE PLANNING MATTERS**(a) Plans Received for Comment**TM/22/00426/RD - Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent**

Details of condition 6 (External materials), 17 (Surface water drainage), 29 (Foul and surface water sewerage disposal) for Unit 7 only submitted pursuant to planning permission M/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 NO OBJECTION.

TM/22/00459/FL - 458 London Road Ditton Aylesford Kent ME20 6BZ

Two storey extension to front. Single storey infill extension to rear of first floor. Loft conversion comprising change to roof profile from hip to gable end and extension to rear. Roof windows proposed to both front and rear elevations.

RESOLVED THIS COUNCIL WOULD ASK THAT SUFFICIENT PARKING IS PROVIDED WITHIN THIS SITE TO SUPPORT A FOUR BEDROOMED PROPERTY.

TM/22/00476/RD - Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent

Details of condition 15 (Piling) 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 NO OBJECTION.

(b) Decisions from TMBC Area 3

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

TM/21/02685/FL - 33 St Peters Road Ditton Aylesford Kent ME20 6PJ

Part one/part two storey side extension and new rendering

Approved on 21 March 2022

TM/21/03137/FL - PolyPipe Terrain College Road Larkfield Aylesford Kent ME20

Installation of a new covered structure for storage to be 20m wide x 27m long x 6.2m to ridge and 3.5m to eaves - no change of use

Approved on 21 March 2022

TM/22/00190/LDP - 191 Woodlands Road Ditton Aylesford Kent ME20 6HA

Lawful Development Certificate Proposed: alteration of existing vehicle crossover onto driveway

Certifies on 24 March 2022

(c) Ditton Edge

(i) Update if Available

It was **NOTED** that the "reserved matters" application had not yet appeared on the TMBC planning portal. It was also **NOTED** that the exhibition had been well attended despite some comments about insufficient advertising/notice.

(ii) Correspondence from resident re Exhibition

The resident's comments were **NOTED** and Cllr Newman said he would draft a response.

(d) Mill Pond [update]

It was **NOTED** that this application had been called in to the Area 3 Committee. Cllr Mulcuck read a piece from a document detailing the history of Millhall and it was agreed this site is of historical importance and should be protected.

410. **ANNUAL PARISH MEETING**(a) Details(i) Nominations for Achievement Awards

The Clerk asked if the previous 2 years nominations [that did not go ahead because of lockdown] should be included and this was agreed. Other suggestions were made.

(ii) Speaker/Reports from Clubs/Organisations

The Clerk will ask the KCC Warden if she would agree to speak at the meeting as she was due to speak at the 2020 meeting that was cancelled because of Covid.

(b) Chairmen's Reports

NOTED these should be prepared and submitted to the Clerk in advance of the meeting.

411. **MEETING DATES FOR F&A AND PERSONNEL COMMITTEE MEETINGS**

RESOLVED to hold these meetings on Thursday 21st April 2022.

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

Cllr Mrs Throssell asked if the Council was aware the Twinning Committee were planning to hold a stall at the Jubilee event and were other stalls planned. It was agreed other groups would be welcome if they wished to be part of the event.

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.

413. **CONFIDENTIAL ITEM**

It was **NOTED** a further letter had been received from the solicitor of the neighbour regarding the fence in Streamside. Cllr Mrs Godden and the Clerk will visit the site to look at the issue raised.

414. **CLOSURE**

The meeting closed at 9.12pm.

