

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE **COUNCIL CHAMBER** AT
DITTON COMMUNITY CENTRE ON MONDAY 3RD APRIL 2023

PRESENT: CLLRS. J LOVER (CHAIRMAN), N NEWMAN [VICE-CHAIR], MRS J DEARDEN,
A R MULCUCK, M J PORTER, MRS A THROSSELL & D ADLINGTON
MRS N GREENAWAY [CLERK OF THE COUNCIL]
TMBC BOROUGH CLLRS R CANNON & D COOPER

415. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

416. **APOLOGIES**

Apologies were received from Cllr A Laidouci. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref: 515.

417. **DECLARATION OF INTERESTS**

Cllrs Mrs Throssell and Porter declared a personal interest in item 422(b) as they are members of Ditton Twinning Committee.

418. **CASUAL VACANCIES**

It was **NOTED** that no applications had been received.

419. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 6TH MARCH 2023**

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

420. **MATTERS ARISING**

Page 175, Item 384 (g) Pathways Parish Office & Kilbarn Bar

It was **NOTED** that it had previously been agreed to obtain a quotation for several areas of pathway to be replaced with concrete and that a revised quotation had been to be done. The Clerk reported that the contractor had been asked to quote for the pathway at the Pear Tree Avenue end of the building where the bar staff entered and beer deliveries were taken in as this path too had some severe cracks. It was noted that this section would cost an additional £7,000.00. It was noted that the contractor would offer a discount of £1,200.00 if all sections of path were undertaken at the same time which would be a total cost of £19,108.00 plus VAT. Further discussion took place about other parts of the path around the building and Cllr Mrs Dearden said the area at the car park end was deteriorating also. It was suggested that the contractor be asked if this area could be included and if the total cost was £26,000.00 [plus VAT] or less then all the areas should be undertaken as a Health and Safety Issue. The Clerk advised that there would be sufficient in reserves to cover the cost as the bar had made a better than expected profit this year.

RESOLVED to look at the additional area and the Clerk be given delegated power to proceed with accepting the quotation if the total cost is within the budget agreed of £26,000.00. Alternatively if the cost is more, to proceed with the other areas agreed for £19,108.00 [plus VAT].

421. **MINUTES OF MEETINGS HELD DURING MARCH 2023**

(a) For Confirmation & Signing

(i) COMMUNITY CENTRE COMMITTEE, 13th March 2023

The minutes of the above meeting were presented by Cllr Mrs Dearden and signed as a true record. Cllr Lover said he had been approached by the resident that had sent in a request for a dishwasher in the Oaken Hall Kitchen. Members of the Committee agreed a final decision would be made at the following meeting after costs are considered.

(ii) PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE, 20th March 2023

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

(iii) OPEN SPACES AND AMENITIES COMMITTEE, 20th March 2023

The minutes of the above meeting were presented by Cllr Mrs Throssell and signed as a true record. Cllr Mulcuck said he had asked about a litterbin being replaced on the London Road. The Clerk advised the Admin Assistant had previously requested this and it had been refused. However, she would ask the Admin Assistant to confirm the status of this request.

422. **CORRESPONDENCE**

(a) For Noting

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

Ditton Twinning Assoc.	<u>Minutes of Meeting held on 07.03.2023</u>
T&M Area KALC:	<u>Involvement in highway aspects of Planning</u>
Kent Surrey Sussex Air Ambulance:	<u>Thank you for donation</u>
KCC Warden:	<u>Poster for Chat & Chill Session</u>

(b) For Decision

Cllr Mrs A Throssell following Twinning Meeting 28.03.23

Cllr Mrs Throssell reported that at a recent Twinning Committee Meeting the subject of a community bus had arisen and she had been asked to raise the possibility of the parish council purchasing one. Discussion took place and various concerns were raised about insurance, storage, who would drive it, who would use it and how funds would be found to purchase it.

Cllr Newman said he was aware of organisations having a long wait to purchase minibuses at the moment. He also agreed to undertake some research into funding and running a minibus.

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

<i>Monthly</i>	<i>Gross</i>	<i>£26784.56</i>
	<i>Net</i>	<i>£20,479.28</i>

February Accounts (approved and paid 02.03.23)

Community Centre				
KCS	Cleaning & Consumables		56.73	
		VAT	11.35	£68.08
Chubb	Fire Alarm service		191.95	
		VAT	38.39	£230.34
S&J Cleaning	Scrubber Dryer repairs		485.18	
		VAT	113.00	
			119.64	£717.82
Crystal Curtains	Stage Curtains		5596.00	
		VAT	1119.20	£6,715.20
Envirocure	Legionella testing		48.75	
		VAT	9.75	£58.50
Kent Boilercare	Heating repairs		575.59	
		VAT	115.12	£690.71
Capital Cleaning	Cleaning & consumables		148.26	
		VAT	29.65	£177.91
PPLPRS	Music Licence		1191.07	
		VAT	238.22	£1,429.29
Bar				
Lansdell	Bar Stock		446.12	
			55.54	
			248.09	
			46.10	
		VAT	(18.99)	
			150.45	£927.31
F&A				
Rialtas	Annual subscription		1049.96	
		VAT	209.98	£1,259.94
Clerks & Councils Direct	Annual subscription		80.00	£80.00
Travis Perkins	Tools		47.31	
		VAT	9.46	£56.77
KCC	Internal audit		526.50	
		VAT	105.30	£631.80
OSA				
PSR	MUGA Lights		7547.94	
		VAT	1509.60	£9,057.54
J Dowle	MUGA Fence		600.00	
		VAT	120.00	£720.00

March Accounts (approved and paid 30.03.23)

Community Centre				
Chubb	Alarm repair		128.77	
	Alarm repair - OSA		184.93	
		VAT	62.75	£376.45
S Ricketts	Building Maintenance		895.00	£895.00
KCS	Cleaning & Consumables		141.37	
	Stationary		34.15	
	Stationary		1.95	
	Stationary		1.95	
	Stationary		78.40	
	White liner – OSA		155.88	
		VAT	82.74	
	Overpayment		(348.99)	£147.45
Business Stream	Waste Water		463.37	£463.37
Maidstone Cleaners	Window Cleaning		260.00	£260.00
Castle Water	Water Supply		899.65	
		VAT	179.93	£1,079.58
Capital	Cleaning & Consumables		114.91	
			13.45	
		VAT	25.67	£154.03
Bar				
Atlas	Alarm activation		102.68	
		VAT	20.54	£123.22
Lansdell	Bar Stock		268.47	
			178.76	
			82.08	
			76.22	
		VAT	111.77	£717.30
F&A				
Expol	1 st Aid Training		245.00	£245.00
Savills	Quarry Rent		100.00	£100.00
OSA				
Playfix	Playground repairs		110.00	
		VAT	22.00	£132.00
Castle Water	NRRG Water		122.20	
		VAT	146.65	£146.65

March BACS Payments (not previously listed)

02.03.23	Kent & Sussex	Bar Stock	£1,736.02
06.03.23	Forest Contracts	Bar Stools	£585.00
10.03.23	DS Commercial	Van repairs	£1,144.19
10.03.23	Kent & Sussex	Bar Stock	£908.12
10.03.23	Haynes Bros	New Machinery – OSA	£8,190.00
14.03.23	A & F Services	Hedge Cutting	£324.00
15.03.23	KCC Pension	Pension contributions	£1,243.93
15.03.23	HMRC	PAYE/NI	£4,200.08
17.03.23	M Lancelly	Kilnbarn disco	£200.00
17.03.23	Heart of Kent Hospice	Donation	£250.00
17.03.23	Kent & Sussex	Bar Stock	£1,213.55
22.03.23	Citizens Advice	Donation	£50.00

22.03.23	Air Ambulance	Donation	£250.00
24.03.23	T Beautridge	Bar Services	£310.00

March Deposit Refunds

02.03.23	Carman Room 25.02.23	£50.00
02.03.23	Carman Room 19.11.22	£50.00
09.03.23	Oaken Hall 09.03.23	£50.00
15.03.23	Oaken Hall 26.02.23	£63.75
15.03.23	Oaken Hall 23.07.23	£208.75
17.03.23	Carman Room 09.03.23	£50.00
22.03.23	Carman Room 11.03.23	£50.00
22.03.23	Carman Room 18.03.23	£50.00

February/March Imprest Payments

22.03.23	Heritage Centre Donation	110.00
----------	--------------------------	--------

(c) Direct Debits

RESOLVED the following Direct Debits be **ACCEPTED** and **APPROVED**:-

March Direct Debits

01.03.23	O2	Mobile Phone	£16.08
03.03.23	Paymentsense	Card Charges	£17.82
06.03.23	BT	Broadband	£124.34
07.03.23	Rentokil Initial	Washroom Services	£247.24
08.03.23	SKY	Sky TV	£372.00
14.03.23	FDMS	Card Charges	£190.83
15.03.23	Natwest	Bankline	£110.60
15.03.23	Safety Effect	H & S Support	£114.00
15.03.23	DHFE	Till Rental	£369.60
15.03.23	Paymentsense	Card Charges	£54.00
16.03.23	Sage	Monthly subscription	£213.00
17.03.23	Commercial Services	Energy charges	£10,899.60
20.03.23	BT	Telephone	£122.00
20.03.23	Heineken	Bar Stock	£3,897.56
21.03.23	Carlsberg	Bar Stock	£1,468.56
23.03.23	Siemens	Equipment Rental	£188.46
24.03.23	NEST	Pension contributions	£626.36
24.03.23	BOC	Bar Gas	£39.04
27.03.23	WEX	Fuelcard	£112.82
27.03.23	Host My Office	Computer Support	£373.39
28.03.23	BT	BT Sports	£416.69
28.03.23	Veolia	Refuse Collections	£457.15
28.03.23	Carlsberg	Bar Stock	£1,278.48
30.03.23	O2	Mobile Phone	£16.08

(d) Debit Card Payments

RESOLVED the following Debit Card payments be **ACCEPTED** and **APPROVED**:-

March Debit Card

06.03.23	Buzz Catering	Sterilising Tablets	£20.37
09.03.23	Amazon	Prime Membership	£8.99
13.03.23	Tesco	Bar supplies	£174.90
15.03.23	Screwfix	OSA Supplies	£13.49
16.03.23	Screwfix	OSA Supplies	£11.78
17.03.23	Amazon	Door Lock	£12.88
21.03.23	LS Engineering	Machine repairs	£76.90
27.03.23	Screwfix	CC Materials	£137.61

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

It was **NOTED** that the accounts and annual return would be approved at the meeting on 5th June 2023 and that the submission deadline for the Annual Return was 30th June 2023.

(f) Insurance Renewal

It was **NOTED** that the insurance renewal was due on 1st June and that the Clerk was in the process of obtaining renewal quotations.

(g) Asset Register – for approval and signing

RESOLVED to approve and sign the updated asset register.

(h) Request to slip forward unspent budgets

RESOLVED to slip forward unspent budgets in the OSA budget for training, quarry, machinery fuel, tractor/mower repairs, MUGA maintenance and fencing. Also for the CC advertising budget and the additional income from the bars to cover the cost of the replacement pathways.

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

Borough Cllr Cannon reported on the following issues:

Waste & Recycling

Dry recycling collections now rolled out to everyone in the borough,

A new waste audit was commissioned last August.

AI – Artificial Intelligence

Phase one of the AI 'BOT' switchboard was being undertaken. AI will feed back information to callers.

Coronation

Residents across the borough are invited to join in the Big Lunch at Tonbridge Castle – bring a pic-nic and there will be a live band and morris dancers.

Planning

There is only one more planning committee scheduled before the elections.

Cllr Newman said that after the initial exhibition about the Bradbourne proposal all councillors appeared shocked at the proposal but that following a second meeting at EMT he felt that they had been in consultation with TMBC planning officers.

It was **NOTED** that the Borough Councillors are looking into this.

Cllr Porter thanked the Borough Councillors and extended personal thanks to Cllr Cooper for all he done whilst serving as a Borough Councillor for Ditton as he would not be standing for re-election. All members echoed their thanks.

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

It was **NOTED** that no reports were available.

The Clerk advised that the KCC Warden was going to hold a “Chat & Chill” coffee morning to hopefully encourage those that are lonely/vulnerable to come out for a friendly chat.

RESOLVED to donate £50.00 from the charity donations towards the purchase of refreshments to start up this valuable community project.

426. **DATE SENSITIVE PLANNING MATTERS**

(a) Plans Received for Comment

TM/23/00314/PDVLR - 55 Fernleigh Rise Ditton Aylesford Kent ME20 6BS

Prior Notification for Residential Extension (Part 1 Class A): Single storey rear extension to a depth of 4m, maximum roof height of 3m, and eaves height of 3m

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00314/PDVLR>

RESOLVED NO OBJECTION.

TM/23/00557/LDP - 17 Scott Close Ditton Aylesford Kent ME20 6QP

Lawful Development Certificate Proposed: Loft conversion with dormers

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00557/LDP>

RESOLVED THIS COUNCIL OBJECTS TO THIS APPLICATION AS THE SIZE OF THE PROPOSED EXTENSION IS NOT IN KEEPING WITH EXISTING DWELLINGS OR THE AREA.

TM/23/00599/FL - Cobdown Sports Ground Station Road Ditton Aylesford Kent

Installation of eight five-a-side and one seven-a-side football pitches with associated lighting, fencing, hardstanding and a pavilion

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00599/FL>

RESOLVE THIS COUNCIL CANNOT SEE THAT THE PREVIOUS REASONS FOR REFUSAL [ON THE TMBC DECISION NOTICE FOR TM/22/02133/FL] HAVE BEEN ADDRESSED, IN PARTICULAR:-

1. *The application has failed to sufficiently demonstrate acceptable acoustic attenuation can be achieved at the site and illumination of the proposed pitches would not adversely affect the residential amenity of occupiers of nearby residential properties. The proposals would thus result in a material increase in noise, disturbance and light pollution which would cause irritation and inconvenience to the residents. It would fail to comply with paragraph 130 of the NPPF (2021) which requires development to safeguard amenity and properties.*
2. *The applicant has failed to sufficiently demonstrate the impact of the development upon the highway capacity, safety and amenity would be acceptable. The proposals would thus fail to comply with policy SQ8 MDE PDP, the guidance issued by the Highway Authority [KCC] and paragraph 111 of the NPPF (2021) which jointly seeks to ensure the adverse impacts of development upon the wider road network is mitigated.*

(b) Ditton Edge**NOTED** no update available(c) Bradbourne

Cllr Newman advised that the meeting with EM&L PC and the independent Planning Consultant was scheduled to take place the following week. They would be looking at legal objections, review the planned road and TMBC planning methodology. Cllr Mulcuck said he was particularly concerned about the proposed access onto Kilbarn Road.

427. **ANNUAL PARISH MEETING**(a) Details**NOTED** all arrangements in hand.(b) Chairmen's Reports

The Clerk asked if the Committee Chairs could let her have a copy of their reports prior to the meeting if possible. It was agreed the order the reports are given be amended to allow those members giving two reports to do so one after the other.

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

It was **NOTED** these meetings need to be scheduled but it would need to be in June. The Clerk will circulate dates.

The Clerk requested that an additional date sensitive item be taken. Members agreed to the request:

429. **PETANQUE CLUB LICENCE**

It was **NOTED** that the Petanque Club licence had previously been reviewed and agreed by the Open Spaces and Amenities Committee and the Pentanque Club but the new licence need to be signed and sealed.

RESOLVED the Petanque Club Licence be sealed and signed by the Chairman and Clerk.

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

There were no matters arising.

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.

431. **POLICY FOR DEALING WITH HABITUAL OR VEXATIOUS COMPLAINTS**

The Clerk circulated a template policy used by another local council. It was **NOTED** that many local council's have this policy now as it can be useful if targeted by persistent or vexatious complainants.

RESOLVED the Clerk will draft a policy for Ditton Parish Council.

432. **CLOSURE**

The meeting closed at 8.33pm

Chairman
22nd May 2023

