

## DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF DITTON PARISH COUNCIL TO BE HELD IN THE **DON CARMAN HALL** AT DITTON COMMUNITY CENTRE ON **MONDAY 4<sup>TH</sup> OCTOBER 2021 AT 7.00PM**

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton  
AYLESFORD  
Kent ME20 6AH

(Mrs) Nicola Greenaway  
Clerk of the Council

Tel: 01732 844749  
Email: [clerk@dittonparishcouncil.gov.uk](mailto:clerk@dittonparishcouncil.gov.uk)  
Website: [www.dittonparishcouncil.gov.uk](http://www.dittonparishcouncil.gov.uk)

30<sup>th</sup> September 2021

### **AGENDA**

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATION OF INTERESTS**
4. **CASUAL VACANCIES**
5. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 6<sup>th</sup> SEPTEMBER 2021**
6. **MATTERS ARISING**
  - (a) Boundary Fence Request – update if available
  - (b) NHS LTS in Community Centre Car Park
  - (c) Ditton Minors Defibrillator Request for Assistance
7. **MINUTES OF MEETINGS HELD DURING SEPTEMBER 2021**
  - (a) Planning Highways and Transportation Committee 20<sup>th</sup> September 2021
  - (b) Open Spaces and Amenities Committee – 20<sup>th</sup> September 2021
8. **CORRESPONDENCE**
  - (a) For Noting  
Ditton Twinning Assoc.: Minutes of Meeting – 07.09.2021

TMBC: Community Safety Partnership Newsletter

Rural Kent: Oast to Coast

Wonderful Villages photo competition

SLCC: The Clerk Magazine September 2021

Local Councils: Update October 2021

(b) For Decision

KALC T&M Area: Notice of Meeting 21.10.2021 & Minutes for 22.07.2021

KALC: The Queens Green Canopy Project

TMBC: Community Payback

## 9. **FINANCE**

(a) Accounts for Payment

### **September Payroll Summary**

<i>Monthly</i>	<i>Gross</i>	<i>£22,825.53</i>
	<i>Net</i>	<i>£16,756.27</i>

### **September Accounts (approved and paid 24.09.21)**

Community Centre				
Envirocure	Legionella Testing – June 21		48.33	
		VAT	9.67	£58.00
Business Stream	Water Charges		9.68	£9.68
PSR	Car Park light maintenance		311.45	
		VAT	62.29	£373.74
Maidstone Glass	Replacement fire door		1,990.00	
		VAT	398.00	£2,388.00
1 <sup>st</sup> A Pest Control	Quarterly inspection		60.00	
		VAT	12.00	£72.00
Maidstone Cleaners	Window cleaner		260.00	£260.00
Bar				
Chubb	Intruder Alarm		808.11	
		VAT	161.62	£969.73
Lansdell	Bar Stock		244.74	
			129.52	
			81.80	
			148.89	
		VAT	115.69	£720.64
F&A				
Imagink	Ditton Gazette		614.00	£614.00
Commercial Services	Vehicle Lease		302.78	
		VAT	60.56	£363.34
PKF	Annual return review		1,000.00	
		VAT	200.00	£1,200.00
KCC	Internal Audit		502.50	

		VAT	100.50	£603.00
KCS	Stationery		4.55	
		VAT	0.91	£5.46
Aquaid	Water Coolers		35.96	
		VAT	7.19	£43.15

### September Imprest Payments

31.08.21	Kent County Playing Fields	£20.00
02.09.21	Deposit Refund 14.08.21	£75.00
29.09.2021	Ray Lowes Welding – repairs to drain covers	£70.00

### September Deposit Refunds

07.09.21	Carman Room 29.08.21	£50.00
07.09.21	Carman Room 04.09.21	£50.00
14.09.21	Oaken Hall 28.08.21	£65.75
16.09.21	Oaken Hall 12.09.21	£177.50
22.09.21	Carman Room 11.09.21	£50.00

### (b) Direct Debits Paid During September 2020

#### September Direct Debits

01.09.21	WEX	Fuelcard	£1.80
01.09.21	O2	Mobile Phone	£17.90
01.09.21	TMBC	Business Rates	£442.00
02.09.21	Kent Commercial Services	Electric Supply	£552.65
02.09.21	BT	Broadband	£113.76
03.09.21	Kent Commercial Services	Gas Supply	£205.55
07.09.21	Rentokil Initial	Washroom Services	£239.57
08.09.21	Kent Commercial Service	Electrical Supply	£42.09
08.09.21	Sky Business	Sky subscription	£338.40
14.09.21	FDMS	Card Charges	£124.44
15.09.21	Bankline	Monthly Charge	£59.39
15.09.21	Safety Effect	H&S	£114.00
15.09.21	DHFE	Till Rental	£369.60
15.09.21	Paymentsense	Card Charges	£54.00
16.09.21	Sage Software	Monthly subscription	£153.00
16.09.21	Kent Commercial Services	Electric Supply	£3,530.75
20.09.21	Host My Office	IT Support	£350.40
20.09.21	Heineken	Bar Stock	£899.11
21.09.21	BT	Telephone	£111.60
23.09.21	Siemens	Phone Lease	£188.46
23.09.21	Host My Office	IT Support	£350.40

### BACs Payments made During September 2020

#### September BACS Payments (not previously listed)

01.09.21	Kent & Sussex Drinks	Bar Stock	£843.75
07.09.21	S Craig	Reimbursement – Key cutting	£95.21
13.09.21	HMRC	PAYE/NI	£3,488.57
13.09.21	KCC Pension	Pension contributions	£1,983.90
14.09.21	Kent & Sussex	Bar Stock	£794.85

15.09.21	S Ricketts	CC and Bar Repairs	£320.00
21.09.21	Kent & Sussex	Bar Stock	£692.00
24.09.21	Kent & Sussex	Bar Stock	£2,799.23

(d) Debit Card Payments – September 2020

**September Debit Card**

02.09.21	Screwfix	Safety Equipment	£14.99
06.09.21	Amazon	Water Boiler for bar	£48.74
08.09.21	Screwfix	Tools	£27.49
08.09.21	Edwardes Bros	Light Bulbs	£121.20
13.09.21	Zoom	Monthly Subscription	£11.99
13.09.21	CPC	Light Bulbs	£23.70
15.09.21	TLC	Light Bulbs	£68.45
16.09.21	Simple Lighting	Light Bulbs	£38.49
20.09.21	Iceland	Bar supplies	£41.05
23.09.21	Screwfix	OSA supplies	£162.95

(e) VAT Partial Exemption for 2020/21

(f) Conclusion of Audit 2020/21

(g) Internal Audit Visit 1 2021/22 [report herewith]

(g) Purchase of Parish Vehicle

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

11. **REPORT FROM NEIGHBOURHOOD POLICE/KCC WARD**

12. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**

(a) Plans for Comment

TM/21/02165/FL      Erection of a single storey side and rear extension      40 Station Rd  
and removal of existing detached garage

(b) Plans dealt with by Area 3 Committee [none to date]

(c) Department of Transport – Proposed Stopping Up of Bellingham Way

(d) Highway Improvement Plan

13. **REMEMBRANCE DAY**

14. **CHANGE OF MEETING DATES FOR PERSONNEL & F&A COMMITTEES**

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

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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.  
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16. **REQUEST TO LIFT BAN FROM KILNBARN**

17. **TREES IN QUARRY**

18. **STAFF MATTERS**

19. **CLOSURE**

N.B: All Meetings of the Council are open to the public and include an adjournment of 17 minutes to permit members of the public to raise any items for the Council's attention, however, because of the confidential nature of the some of the items on this Agenda, in accordance with Standing Orders 27 & 50, parts of this meeting will exclude the Press and Public.