

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 5th DECEMBER 2022**

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

273. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

274. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Mrs Dearden and Laidouci. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.509. Apologies were also received from Borough Councillor Cannon.

275. **DECLARATION OF INTERESTS**

There were no declarations of interest.

276. **CASUAL VACANCIES**

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

277. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 7th NOVEMBER 2022**

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

278. **MATTERS ARISING**

There were no matters arising.

279. **MINUTES OF MEETINGS HELD DURING NOVEMBER 2022** [FOR CONFIRMATION & SIGNING]

(a) Community Centre Committee, Wednesday 16th November 2022

The minutes of the above meeting were presented by Cllr Porter and signed as a true record. It was **NOTED** that the vote regarding the New Year's Eve Dance had not been recorded but was minuted that the majority agreed it should be cancelled if not financially viable to go ahead. It was agreed this decision should now be ratified.

Cllr Newman **PROPOSED** and Cllr Mulcuck **SECONDED** that due to insufficient ticket sales the New Year's Eve Dance should be cancelled. Members voted 6 for and 1 against. It was agreed compensation for cancellation in the sum of £300.00 to be paid to the band.

It was agreed a decision on future dances should be considered in the New Year.

(b) Planning Highways and Transportation Committee, Monday 21st November 2022

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

(c) Open Spaces and Amenities Committee, Monday 21st November 2022

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

280. **CORRESPONDENCE**

(a) For Noting

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

The Clerk: Thank you for 20 year service gift

KALC: Newsletter – October 2022

SLCC: The Clerk November 2022

Local Council's Update: December 2022

Resident: Letter to KSports re Remembrance Sunday
It was suggested K Sports be contacted ahead of next year's services and reminded of the 2 minutes silence at 11am.

TMBC Ramblers: December 2022 Group Walks

(b) For Decision

Ditton Minors FC: Request to reconsider decision on MUGA refurbishment
RESOLVED TO ADVISE DITTON MINORS THAT THE DECISION NOT TO PROCEED IS FINAL AND WILL NOT BE RECONSIDERED FOR THE REASONS ALREADY GIVEN.

281. **FINANCE**

(a) Payments to be Ratified

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

November Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£28,904.98</i>
	<i>Net</i>	<i>£20,723.46</i>

November Accounts (approved and paid)

Community Centre				
Capital Cleaning	Cleaning Supplies		240.81	
			30.60	
		VAT	54.28	£325.69
Business Stream	Waste Water		387.17	£387.17

KCC	Fire Risk Assessment		475.00	
		VAT	95.00	£570.00
Envirocure	Legionella testing		68.75	
		VAT	13.75	£82.50
KCS	Consumables		33.88	
	Stationary		175.30	
	Cleaning Supplies		303.59	
		VAT	102.56	£615.33
Bar				
Lansdell	Bar Stock		39.12	
			213.23	
			80.93	
			238.95	
			113.45	
			(21.99)	
		VAT	126.12	£789.81
T Brown Interiors	Seating Upholstery		4704.00	
		VAT	940.80	£5,644.80
BSS Stocktaking	Stocktake		120.00	£120.00
All Chilled	Ice Machine Repair Equipment Service		445.13	
			340.00	
		VAT	157.02	£942.15
Chubb	Alarm Contract		162.46	
			871.14	
		VAT	206.72	£1,240.32
F&A				
DCK	VAT Exemption		410.00	
		VAT	82.00	£492.00
Worknest	HR Services		820.00	
		VAT	164.00	£984.00
OSA				
Castle Water	Water Supply		562.18	
		VAT	112.44	£674.62
KCS	White Liner		143.88	
		VAT	28.78	£172.66

(b) Direct Debits Paid During November 2022**RESOLVED** the following direct debits be **ACCEPTED** and **APPROVED**:-

01.11.22	O2	Mobile Phone	£18.68
01.11.22	TMBC	Business Rates	£692.00
03.11.22	HMRC	Gaming Machine Duty	£71.80
04.11.22	Commercial Services		£301.25
07.11.22	Rentokil	Washroom Services	£247.24
09.11.22	Sky	Sky Subscription	£372.00
14.11.22	FDMS	Card Charges	£267.59
15.11.22	Bankline	Bank Charges	£49.70
15.11.22	Safety Effect	H&S	£114.00
15.11.22	DHFE	Till Rental	£369.60
15.11.22	Paymentsense	Card Charges	£54.00
16.11.22	Sage	Monthly subscription	£172.68

21.11.22	Heineken	Bar Stock	£2,985.07
23.11.22	Host My Office	IT Support	£350.40
25.11.22	BOC	Bar Gas	£39.32
28.11.22	BT	BT Sport	£416.69
28.11.22	Veolia	Refuse Collection	£451.63

(c) BACs Payments made During November 2022

RESOLVED the following BACs payments be **ACCEPTED** and **APPROVED**:-

November BACS Payments (not previously listed)

07.11.22	Kent & Sussex	Bar Stock	£851.28
11.11.22	S Craig	Reimbursement – Refreshments	£34.60
11.11.22	M Lancely	Kilnarn DJ	£200.00
15.11.22	KCC Pension	Monthly Contribution	£1,190.69
15.11.22	Forest Sofa	Bar Tables	£807.60
15.11.22	HMRC	Monthly PAYE/NI Contribution	£2,703.51
17.11.22	Kent & Sussex	Bar Stock	£1,796.51
17.11.22	N Greenaway	Reimbursement	£8.00
17.11.22	HAGS	Playground repairs	£30.00
21.11.22	Tree Monkeys	Tree work	£3,160.00
25.11.22	T Beutridge	Bar Services	£350.00

(d) Debit Card Payments – November 2022

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

02.11.22	Pandora	Long Service Award	£56.99
04.11.22	Screwfix	Workwear	£29.69
08.11.22	Fenland	Playground repairs	£37.00
09.11.22	Leisure Controls	MUGA light tokens	£67.20
09.11.22	Amazon	Prime Membership	£8.99
15.11.22	Bunches	Thank you - Remembrance	£21.51
15.11.22	Amazon	Snap Frames	£57.50
16.11.22	Amazon	England Bunting	£14.95
16.11.22	Tool station	Tools - OSA	£233.53
23.11.22	Amazon	Bar Stock	£32.28
25.11.22	Amazon	Stationary	£61.39

(e) KCC Internal Audit – Report of Visit 28/10/2022

The Report which had previously been **CIRCULATED** was **READ** and it was **NOTED** that testing on the following was completed – progress on previous issues, financial regulations, budget setting, budget reporting, contracts, cheque books, credit cards, expenditure and income. Issues to be resolved are reviewing the standing orders and finishing the review of leases.

(f) Notification of external auditor appointment for the 2022-23 financial year for the 5 year period until 2026-27

A communication from the Small Authorities Audit Appointments was **READ** and it was **NOTED** that they have appointed MAZARS LLP to carry out this council's external audit for the years 2022/23 to 2026/27.

(g) Date for F&A Estimates Meeting

A date of 20th December was suggested but as not all committee members were present the Clerk will circulate dates before finalising a date that the majority of members can attend.

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

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

PLANNING

No further information on Orchard Mill.

PUBLIC SERVIC PROTECTION ORDERS

TMBC has today launched a public consultation on proposed alterations to PSPOs. The current PSPOs include bans on barbecues, camping and swimming in country parks and a requirement to cease drinking alcohol in public when asked to do so by an authorised officer. These will be extended to cover nuisance parking, car and motorcycle meets and swimming and bathing at Holborough Lakes. This should hopefully curb the activities of the boy racers who create a nuisance in Larkfield on a regular basis. The consultation is open to everyone until 15th January and can be found on the TMBC consultation web pages.

POLITICS

The Elections Act has recently received Royal Assent and the secondary legislation needed is in the course of being worked out. Among other things there will be a requirement for voters to show photo ID in the polling station when voting. Voters without any of the approved IDs will be able to apply for a Voter Identity Certificate from TMBC. There will also be changes to the number of proxy votes anyone can hold, and a limit on the number of postal votes that can be handed in at a polling station. The way that overseas voters and EU citizens can vote are also changing. Some of the changes including voter ID will be in place for the May 2023 elections, while others may not be in force until 2024. As previously mentioned, many of the fine details are still being worked out and the Government will be carrying out a wide information campaign when they are finalised. Further details are available on the Electoral Commission website.

You will be aware that the Coronation of King Charles III will take place on Saturday 6th May and Monday 8th May will be a bank holiday to celebrate the event. With the local elections taking place on 4th May, the TMBC Returning Officer has stated that it is her intention to have the count of the borough elections done on 5th May, immediately followed by those of any parish elections. Should there be insufficient time to carry out the parish election count on 5th May, they will be postponed until Tuesday 9th May 2023.

WASTE COLLECTION

Waste Collections continue to be largely made on the specified day or failing that the next day. There has been a recent change to the days that the brown garden waste bins are collected and residents who have paid for this service have been informed on which day their bin will be collected.

SUSTAINABLE WARMTH GRANTS

TMBC is offering grants of up to £25,000.00 to eligible households to improve home insulation and install more efficient heating. The grants are available to households with an annual income of less than £30,000.00 and in homes with an efficiency rating of E or lower. Full details are on the TMBC website and the closing date for applications is 31st December.

FOOD SAFETY

You will be aware that TMBC is responsible for carrying out safety inspections on premises selling food in the Borough. The food safety team will now be taking part in a trial run by the Food Standards Agency to examine the food served at school dinners to assess it meets the quality and nutrition standards that are expected.

PUBLIC FOOTPATH MR488

Rob and I were asked to look at a proposal by Gallaghers to reroute this footpath to allow continued working of the quarry. Our visit seemed to show that the footpath had already been re-routed some time ago so we did not really understand what we were being asked to look at. The proposal did not seem to add any distance to the original route of the footpath and we could not see how the public would be inconvenienced.

Cllr Mrs Godden asked about the emptying of the dog waste bins as many are not being emptied often enough, especially the one at the quarry entrance. Cllr Cooper will check the frequency for this.

283. **REPORT FROM NEIGHBOURHOOD POLICE/KCC WARDEN**

A **REPORT** submitted from the local PCSO was **READ** and it was **NOTED** that recent crime in the village included theft from a van, Lidl, OneStop, fuel from Esso and number plates from vehicle in K Sports car park. The report also reminded everyone to be particularly vigilant with home and vehicle security at this time of year.

It was **NOTED** that the new KCC Community Warden for Ditton was currently in training and hoped to be fully operational in the New Year.

284. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**(a) Plans for Comment

TM/22/02498/FL - 3 New Road Ditton Aylesford Kent ME20 6AS

Single storey front/side extension

RESOLVED NO OBJECTION

TM/22/02532/LDP - 17 Scott Close Ditton Aylesford Kent ME20 6QP

Lawful Development Certificate Proposed: Loft conversion with dormers

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

TM/22/02520/LDP - Orchard View 4 Cyril West Lane Ditton Aylesford Kent ME20 6FJ

Lawful Development Certificate Proposed: Conversion of loft to habitable room incorporating barn hip roof to side elevation and new full height window to underside of front roof apex

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

TM/22/02551/FL - 49 Bradbourne Lane Ditton Aylesford Kent ME20 6PD

Proposed tool store to front garden

RESOLVED NO OBJECTION

(b) Plans dealt with by Area 3 Committee

TM/22/00353/RD – Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent

Details of conditions 6 (materials), 17 (surface water drainage), 19 (lighting) and 29 (foul water drainage) for Unit 5 only submitted 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)

Approved on 18 November 2022

TM/22/02065/AT - Redevelopment Site Known As Panattoni Park Bellingham Way Panattoni Park Aylesford Kent

Installation of 15no. non illuminated signs and 4no. flag advertisements across the site at Panattoni Park

Approved on 15 November 2022

TM/22/02186/LDP - 5 Blackthorn Drive Larkfield Aylesford Kent ME20 6NR

Lawful Development Certificate Proposed: Loft conversion with rear dormer

Certifies on 14 November 2022

(c) Report from JPCTCG Meeting

Cllr Newman gave a brief report on the contents of this meeting. It was **NOTED** that this committee is to be disbanded as its work is often duplicated by the local KALC committee. It was recommended that Parish Councils write to TMBC about the recent Regulation 18 consultation. Cllr Newman advised he was however happy with Ditton PC's comments submitted. It was also **NOTED** that there would be cuts to public transport and PCs could be asked to be responsible for subsidising some bus routes. Discounts on educational bus passes were also discussed. It was suggested that KCC Cllr Kennedy be written to about bus subsidies.

(d) Local Plan

It was **NOTED** that the responses to the consultation were currently being reviewed.

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ADJOURNMENT

The meeting was adjourned to allow those present to enjoy some festive refreshments.

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285. **DRAFT MEETING TIMETABLE FOR 2023**

The draft meeting timetable for 2023 which had previously been circulated, was approved.

286. **CHRISTMAS GET TOGETHER**

It was **NOTED** arrangements had been made for this to proceed on Friday 16th December. It was suggested that a regular annual date for this event be added to the meeting timetable to allow members to plan for it at an already busy time of year.

287. **KILNBARN ROAD PLAYGROUND CHRISTMAS DAY**

It was **NOTED** that the playground would remain closed on Christmas Day as there was no one available to open/lock it. Arrangements had been made for the other bank holidays. A sign would be placed on the gate advising residents accordingly.

288. **REMEMBRANCE SERVICES 2023**

It was agreed this year's services went well and were well attended. The Clerk advised that Ted Bates from the RAFA had advised that he would not be able to assist with the small service on 11th in future so currently there was currently no-one to take this service. It was **NOTED** that next year the 11th November was a Saturday and would be the day before Remembrance Sunday. It was agreed there should only be one service in 2023 on Sunday 12th November.

It was further **NOTED** that a communication from Rev Terranova had been received asking if the Parish Council would be happy for the Sunday service to move back to the church [as opposed to in the Community Centre]. Discussion took place and it was acknowledged that numbers had reduced this year and it might work well and slightly less volunteers would be required if it were held in the church. It was agreed to advise the vicar the council would be happy to trial the service back at the church next year. It was also agreed the changes to next year's services should be communicated very early on in the year.

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.

289. **STAFF MATTERS**

It was **NOTED** that the interviews for the Admin Assistant for the Community Centre had been completed and the job offered to the most suitable candidate and she would be starting in January.

It was further **NOTED** that there had been a good response to the advertisement for the role of Grounds Team Leader and the Clerk would shortly be reviewing the applications and selecting the best candidates for interview. It was agreed, depending on availability, the Open Spaces Chair or Personnel Vice-chair would attend the interviews along with the Clerk and Personnel Chair.

290. **CLOSURE**

The meeting closed at 9.05pm.

Chairman
9th January 2023