

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 5TH JUNE 2023

PRESENT: CLLRS. N NEWMAN [CHAIRMAN], M J PORTER [VICE-CHAIR], MRS J DEARDEN, A R MULCUCK, MRS A THROSSELL & D ADLINGTON, J COX & MRS L COX
FROM 7.35PM;
MRS N GREENAWAY [CLERK OF THE COUNCIL]

35. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

36. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Laidouci. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 517. Apologies were also received from Borough Cllrs R Cannon, C Williams and S Hammond.

37. **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

38. **CASUAL VACANCIES**

It was **NOTED** one application had been received from Mrs Lisa Cox who was present this evening. Mrs Cox was invited to say a few words in support of her application.

RESOLVED to co-opt Mrs Lisa Cox on to the Council.

Cllr Mrs Cox signed the Declaration of Acceptance of Office and undertaking to observe the code of conduct in the presence of the Clerk and joined the meeting.

It was also **NOTED** that a previous member of the Council had shown interest in returning and the Clerk would forward more details when they are received.

39. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 22ND MAY 2023**

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

40. **MATTERS ARISING**

There were no matters arising.

41. **MINUTES OF MEETINGS HELD DURING MAY 2023**(a) For Confirmation and Signing(i) Community Centre Committee, 24th May 2023

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

Cllr Mrs Dearden reported that the music event went really well and suggested letters of thanks be sent to all staff that worked on the day. It was also suggested a token of appreciation be made to staff that worked and it was delegated to Cllr Mrs Dearden and the Clerk to find something appropriate. It was noted that the portable toilets were very good and these should be booked for future events.

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

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

Ditton Twinning Association:	<u>Minutes of Meeting held on 22/05/2023</u>
KALC:	<u>News - May 2023</u>
Tonbridge & Malling Ramblers:	<u>Walks June 2023</u>
Local Council's Update:	<u>June 2023</u>
Larkfield 10K:	<u>Details of this year's race and road closure</u>

For Decision

KALC events:	<u>Various Training Events</u> <u>Annual Councillor Conference 06/07/2023</u>
	RESOLVED Members wishing to attend any training events should notify the Clerk.

Resident:	<u>Recycling petition</u> The Chairman READ an emailed request for the council to include details of a petition regarding TMBC current recycling arrangements, in the next gazette. Members agreed it would not be appropriate to include this as it would be setting a precedent and to suggest the resident contact the borough councillors about changes to TMBC recycling.
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43. **FINANCE**(a) Accounts For Payment

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

May Payroll Summary

Monthly	Gross	£27,565.45
	Net	£20,986.32

May BACS Payments (not previously listed)

05.05.23	Kent & Sussex	Bar Stock	£1,611.62
10.05.23	Kent Boilercare	Heating Repairs	£715.20
12.05.23	M Lancely	Kilnbarn entertainment	£200.00
15.05.23	Kent & Sussex	Bar Stock	£733.84
15.05.23	HMRC	PAYE/NI contributions	£4,409.66
15.05.23	KCC Pension	Pension contributions	£1,263.17
15.05.23	S Grantham	Reimbursement	£25.95
15.05.23	S Craig	Reimbursement	£20.00
17.05.23	Castle Water	Water supply	£778.55
19.05.23	Kent & Sussex	Bar Stock	£1,007.32
25.05.23	T Beautridge	Bar Services	£289.92
25.05.23	Kent & Sussex	Bar Stock	£1,149.90

May Deposit Refunds

04.05.23	Carman Room 23.04.23	£50.00
10.05.23	Carman Room 29.04.23	£50.00
12.05.23	Carman Room 06.05.23	£50.00
12.05.23	Oaken Hall 06.05.23	£83.15
17.05.23	Oaken Hall 07.05.23	£75.00
25.05.23	Oaken Hall 20.05.23	£113.00
25.05.23	Carman Room 20.05.23	£50.00
25.05.23	Carman Room 21.05.23	£50.00
25.05.23	Carman Room 20.05.23	£50.00

May Accounts (approved and paid 01.06.23)

Community Centre				
Protech Doors	Electric door service		120.00	£144.00
		VAT	24.00	
S&J	Scrubber Dryer service		155.00	£186.00
		VAT	31.00	
Envirocure	Legionella Testing		88.75	£106.50
		VAT	17.75	
Capital Cleaning	Cleaning Supplies		14.31	£222.74
		VAT	171.31	
			37.12	
KCS	Cleaning Supplies		67.99	
	Stationary		89.45	
	Consumables		5.90	
	Cleaning Supplies		20.99	
	Stationary		103.84	

	Cleaning Supplies		52.28	
		VAT	68.10	£408.55
Bar				
Chubb	Alarm – service		57.28	
	Alarm – digital switchover		150.00	
		VAT	41.46	£248.74
Atlas	Alarm activation		51.34	
		VAT	10.27	£61.61
Lansdell	Bar Stock		4.95	
			(19.99)	
			377.05	
			377.09	
			301.93	
			422.95	
		VAT	281.72	£1,745.70
F&A				
The Rural Planning Practice	Planning services		500.00	
		VAT	100.00	£600.00
Gallagher	Commercial Motor Ins		1168.01	
	Building/Contents Ins		9966.33	
	Engineering Insurance		601.48	
		VAT	95.42	£11,831.24
OSA				
Travis Perkins	Consumables		27.78	
		VAT	32.80	
			12.12	£72.70
National Allotment Ass	Annual Membership		55.00	
		VAT	11.00	£66.00
Pace Fuelcare	Machinery Fuel		510.58	
		VAT	25.53	£536.11
Ark Trading	Uniform		59.20	
		VAT	11.84	£71.04

(b) Direct Debits - Paid During May 2023**May Direct Debits**

02.05.23	WEX	Fuelcard	£1.80
02.05.23	O2	Mobile Phone	£16.08
02.05.23	TMBC	Business Rates	£349.00
02.05.23	Carlsberg	Bar Stock	£1,581.12
09.05.23	WEX	Fuelcard	£98.02
09.05.23	Rentokil	Washroom services	£247.24
10.05.23	Sky	Sky Sports	£405.48
15.05.23	Bankline	Monthly Charge	£47.43
15.05.23	Safety Effect	H & S	£114.00
15.05.23	Kent Commercial Services	Energy Supply	£3,017.60
15.05.23	DHFE	Till Rental	£369.60
15.05.23	WEX	Fuelcard	£57.60
15.05.23	Paymentsense	Card Charges	£54.00
15.05.23	Carlsberg	Bar Stock	£1,614.67
16.05.23	Sage	Monthly subscription	£216.00

16.05.23	Carlsberg	Bar Stock	£2,932.45
16.05.23	FDMS	Card Charges	£255.39
23.05.23	Carlsberg	Bar Stock	£2,236.54
24.05.23	Host My Office	Computer Support	£371.76
25.05.23	BOC	Bar Gas	£134.25
26.05.23	Paymentsense	Card Charges	£17.82
30.05.23	WEX	Fuelcard	£1.80
30.05.23	BT	BT Sports	£416.69
30.05.23	NCS	Telephone charges	£71.39
30.05.23	Carlsberg	Bar Stock	£551.88
30.05.23	Veolia	Refuse Collection	£448.94
31.05.23	HMRC	Gaming Machine VAT	£287.52
31.05.23	Focus Group	Telephone Equipment	£712.72
31.05.23	NEST	Pension contributions	£745.20

(c) Debit Card Payments – Paid during May 2023**May Debit Card**

02.05.23	Tesco	Bar Sundries	£46.52
04.05.23	Getting Personal Ltd	Service Gift	£31.98
09.05.23	Amazon	Prime membership	£8.99
10.05.23	B&Q	Consumables	£17.28
16.05.23	Sign Shed	Signage	£35.35
23.05.23	B&Q	Consumables	£32.00
23.05.23	Four Jays	Toilet Hire	£750.00
24.05.23	Amazon	Noticeboards	£157.90

(d) Statement of Accounts for Financial year 2022/2023

The Statement of Accounts for the financial year 2022/2023, prepared by this Council's accountants DCK Accounting Solutions, was **READ**.

RESOLVED the accounts be **APPROVED, ADOPTED** and **SIGNED**.

(e) External Audit/Annual Governance and Accountability Return for Financial Year 2022/2023(i) ANNUAL GOVERNANCE STATEMENT FOR 2022/23

The Annual Governance Statement was **READ** and completed.

RESOLVED the Annual Governance Statement be **APPROVED** and **SIGNED**

(ii) ACCOUNTING STATEMENTS FOR 2022/23

The Accounting Statements for the year ending 31st March 2023 were **READ** and **NOTED**.

RESOLVED to **APPROVE** and **SIGN** the Accounting Statements.

(f) Internal Audit

Final Visit 2022/23 [3rd visit report [if available] & annual report (for annual return)

The report of the Final Visit for 2022/23 was **CIRCULATED** and **READ**. It was **NOTED** that during the visit testing was focused on investments, petty cash and personal cheques, VAT, salaries and wages, S.137 payments, risk assessments and the Annual Return. It was **NOTED** that no new issues were raised. It was also **NOTED** that the internal auditor had approved and signed the Annual Internal Audit Report for 2022/23, to be included with the Annual Return.

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

It was **NOTED** that no report had been submitted.

45. **REPORT FROM NEIGHBOURHOOD POLICING TEAM/KCC WARDEN**

It was **NOTED** that no report was available but that information regarding the PCSO service had been circulated.

46. **DATE SENSITIVE PLANNING & HIGHWAYS MATTERS**

(a) Plans Received for Comment

TM/23/00982/PDVLR - 60 Bell Lane Ditton Aylesford Kent ME20 6BT

Prior Notification for Residential Extension (Part 1 Class A): Single storey rear extension to a depth of 4.35m, maximum roof height of 2.73m and eaves height of 2.60m

RESOLVED NO OBJECTION

TM/23/01011/FL - 167 Woodlands Road Ditton Aylesford Kent ME20 6HA

Single storey rear extension

RESOLVED NO OBJECTION

(b) Ditton Edge

It was **NOTED** that no update was available. It was **NOTED** that the land to the rear of Cherry Orchard had become very overgrown again and this would be passed on to St Modwen. It was also **NOTED** that footpath MR100 was overgrown but that this was now the responsibility of KCC PROW and complaints had already been passed on.

(c) EMT/Bradbourne Development

(i) Letter from Rural Planning Practice Consultant

This was **READ** and **NOTED**. Members agreed it would be good to explore further the suggestions for objection to the application given and also to do this jointly with East Malling & Larkfield PC if they were in agreement. The Chairman advised a meeting with EM&L PC had been arranged.

(ii) Visit to EMR/NIAB

A report of the recent visit by the Chairman and Cllr Mrs Throssell to the EMR/NIAB facilities was **CIRCULATED** and **READ**. The Chairman **REPORTED** that it was a very interesting visit and they learned the reasons why they do not need so much land now and also about the impact of the utility costs. It was also **NOTED** that the outline application is likely to be submitted this summer.

(d) Planning Obligations [S.106] – Current & new suggestions to submit to TMBC

It was **NOTED** that some of the projects on last year's plan were to be undertaken as a result of the council being granted some S.106 monies from a development in Kings Hill. It was agreed it was important to get the "wish list" up to date and submitted before any further development takes place to ensure projects in Ditton get considered. The Chairman asked members to think about suggestions and bring them forward to the next Planning Meeting.

47. **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 moved that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

48. **STAFF MATTERS**

It was **NOTED** interviews were to take place this week for a new member of Grounds Staff.

49. **INSURANCE MATTER**

Members were informed of an issue where trees in the Bradbourne Lane Conservation Area had put pressure on a telephone wire possibly causing it to cause damage to a property across the road. The Clerk showed photos of the damage and details of the cost sent in by the resident. The Clerk also advised she had consulted the Council's insurance broker and they had said they did not consider the Council is liable and that the resident should be advised to pursue this through their own insurance company.

50. **CLOSURE**

The meeting closed at 8.20pm.

Chairman
3rd July 2023

