

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF DITTON PARISH COUNCIL TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 2ND JUNE 2025 AT 7.30PM

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

(Mrs) Nicola Greenaway
Clerk of the Council

Tel: 01732 844749
Email: clerk@dittonparishcouncil.gov.uk
Website: www.dittonparishcouncil.gov.uk

29th May 2025

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTERESTS**
4. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 7TH MAY 2025**
5. **MATTERS ARISING**
6. **MINUTES OF MEETINGS HELD DURING MAY 2025**
 - (a) For Confirmation and Signing
 - (i) Planning, Highways & Transportation Committee, 19th May 2025
 - (ii) Open Spaces & Amenities Committee, 19th May 2025
 - Confirmation of budget to proceed with Tree Work [Page 16, Item 37(a)]
7. **CORRESPONDENCE**
 - (a) For Noting

Ditton Twinning Association:	<u>Minutes of AGM and Meeting held on 20/05/2025</u>
SLCC:	<u>The Clerk – May 2025</u>
Tonbridge & Malling Ramblers:	<u>Walks June 2025</u>

For Decision (Noted none received to date)

9. **FINANCE**

(a) Accounts For Payment

May Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£32,216.24</i>
	<i>Net</i>	<i>£23,333.59</i>

May BACS Payments (not previously listed)

08.05.25	Kent & Sussex	Bar Stock	£2,523.70
08.05.25	MPR	Fire Alarm Sounder Test	£228.00
13.05.25	Riddleston	MUGA Refund	£9.60
13.05.25	SCH Supplies	Lance Rose – Water Bowser	£33.96
16.05.25	M Lancely	Kilnbarn Entertainment	£230.00
23.05.25	M Beautridge	Bar Services	£190.66
23.05.25	J Cowin	Caretaking Services	£222.83
29.05.25	HMRC	PAYE/NI	£6,237.51
29.05.25	KCC Pension	Pension Contributions	£1,513.59

May Deposit Refunds

02.05.25	Carman Room 19.04.25	£50.00
08.05.25	Oaken Hall 03.05.25	£70.00
13.05.25	Carman Room 04.05.25	£50.00
22.05.25	Oaken Hall 18.05.25	£100.00

Accounts (approved and paid 23.05.25)

Community Centre				
KCS	Cleaning & Consumables		107.98	
		VAT	21.60	£129.58
Capital Cleaning	Cleaning & Consumables		131.98	
		VAT	26.40	£158.38
Protech Doors	Electric Door Service		160.00	
		VAT	32.00	£192.00
Extinguisher Doctor	Extinguisher service		159.97	
		VAT	32.00	£191.97
DMS	Music Festival Banners		240.00	
		VAT	48.00	£288.00
Envirocure	Calorifier Internal Inspections		440.00	
	TMV		207.00	
			129.40	£905.80
Gallagher	Engineering Policy		509.88	£509.88
Bar				
Kent & Sussex	Bar Stock		1182.22	
			1201.55	
		VAT	476.74	£2,860.51

Lansdell	Bar Stock		310.23 310.88 281.91 229.00 203.44	£1,335.46
		VAT		
F&A				
Gallagher	DPC Policy		18251.97	£18,251.97
OSA				
Travis Perkins	Equipment Hire		95.01	
		VAT	19.00	£114.01
T Parker	Grass Seed		198.72	£198.72
GB Sport & Leisure	Cradle Seat		102.50	
		VAT	20.50	£123.00
National Allotment Society	Annual Subscription		70.00	
		VAT	14.00	£84.00
Gallagher	Motor Policy		1387.60	£1,387.60

(b) Direct Debits - Paid During May 2025

May Direct Debits

01.05.25	TMBC	Business Rates	£838.00
02.05.25	Paymentsense	Card Charges	£84.00
02.05.25	Carlsberg	Bar Stock	£1,678.72
06.05.25	Carlsberg	Cellar Equipment	£187.20
06.05.25	HMRC	Gaming Machine Duty	£761.74
08.05.25	Rentokil	Washroom Services	£182.77
08.05.25	SKY	Sky Sports	£477.24
09.05.25	Carlsberg	Bar Stock	£2,455.49
13.05.25	Commercial Services	Energy Supply	£1,345.62
15.05.25	Bankline	Bank Charges	£96.28
15.05.25	Safety Effect	H&S	£114.00
15.05.25	DHFE	Till Rental	£369.60
15.05.25	FDMS	Card Charges	£499.00
16.05.25	SAGE	Software subscription	£264.00
16.05.25	Carlsberg	Bar Stock	£2,566.62
19.05.25	WEX	Fuelcard	£179.61
21.05.25	Hugo Fox	Website	£23.99
23.05.25	BOC	Bar Gas	£339.82
23.05.25	Carlsberg	Bar Stock	£1,105.87
27.05.25	Everflow	Water Charges	£465.76
27.05.25	WEX	Fuelcard	£3.60
27.05.25	Host My Office	IT Support	£754.44
27.05.25	NEST	Pension Contributions	£1,131.55
27.05.25	TNT	TNT Sports	£487.31
28.05.25	Veolia	Refuse Collections	£490.74
29.05.25	Focus	Telephone Charges	£89.39
29.05.25	Focus	Telephone Rental	£165.00

(c) Debit Card Payments – Paid during May 2025

May Debit Card

02.05.25	Amazon	Fencing Pins	£18.45
06.05.25	Amazon	Hasp Lock	£7.99
07.05.25	Screwfix	Trailer Board	£39.15
07.05.25	Amazon	Multipurpose Grease	£34.75
07.05.25	Amazon	Hydraulic Oil	£62.47
12.05.25	Sainsburys	Ice	£10.90
12.05.25	Tesco's	Refreshments	£65.88
12.05.25	Lidl	Ice	£5.94
12.05.25	Timpson	Key Cutting	£36.00
13.05.25	Amazon	Safety Gloves	£19.90
13.05.25	Milner Off Road	Tow Bar Height Adjuster	£76.04
14.05.25	Screwfix	Safety Boots	£42.99
20.05.25	HMRC	VAT Return – Q4	£3,069.75
21.05.25	Bloom & Wild	Get Well Flowers	£21.60
21.05.25	Screwfix	Ear Defenders/Toilet Seat	£69.48
23.05.25	TMBC	Event Licence	£21.00
27.05.25	Tesco	Refreshment	£56.39

- (d) Statement of Accounts for Financial year 2024/2025 (front sheets, policies, RFO statement, balance, income & expenditure sheets herewith)

For approval, signing and adoption

- (e) External Audit/Annual Governance and Accountability Return for Financial Year 2024/2025

- (i) ANNUAL GOVERNANCE STATEMENT FOR 2024/25

For approval and signing

- (ii) ACCOUNTING STATEMENTS FOR 2024/25

For approval and signing

- (f) Internal Audit

Final Visit 2024/25 [3rd visit report [if available] & annual report (for annual return) herewith]

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

11. **REPORT FROM NEIGHBOURHOOD POLICING TEAM**

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

- (a) Vice-Chair

- (b) Plans Received for Comment

25/00834/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford

Details of condition 5 (Bat Survey) pursuant to planning permission 25/00081/PA Proposed re-laying of 1 no. grass pitch into a new hybrid football pitch with associated infrastructure, installation of internal and external boundary treatment, demolition of existing outbuildings, associated hard and soft landscaping, to enable improvements to the internal access road and car park and creation of a new footpath and retrospective installation of external signage

25/00865/PA - 663, LONDON ROAD, DITTON, AYLESFORD, ME20 6DJ

Group of mature Conifers (applicants ref. T1 - standing at an average height of 14m, each with a lateral spread of 4-5m, along the front (northeastern) boundary of the front garden) - Reduce in height to 10m with some pruning of the front where they reach over the public footway & some trimming of the inner face. Group of Conifers (applicants ref. T2 - standing at an average height of 12m, each with a lateral spread of 3-5m, along the front (northwestern) boundary of the front garden) - Reduce in height & spread to 9m & 3.5m respectively. Groups G1 and G2 of the Tree Preservation Order.

25/00846/PA - 185, WOODLANDS ROAD, DITTON, AYLESFORD, ME20 6HA

"T1 (Applicants ref.) - Hornbeam - Reduce crown by approx 50% overall.

Reason - Client wishes to keep the tree but at a reasonable height, at the moment it is getting too big for the location. T2 (Applicants ref.) - Sweet Chestnut - Remove 2 lower branches that hang over rear garden. Please see photo.

Reason - Excessive over shading and debris over a small garden area. Standing in Group W1 of Tree Preservation Order."

25/00839/PA - 144, WOODLANDS ROAD, DITTON, AYLESFORD, ME20 6EZ

Conversion of integral garage into living space and construction of a first floor extension over the existing ground floor rear extension. New windows to front of property and replace external hanging tiles with new weatherboarding.

(c) Orchard Mill/Ditton Edge *[update if available]*

(d) EMT/Bradbourne Development *[update if available]*

(e) Highway Improvement Plan

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

14. **AUGUST MEETING DATE**

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.

15. **CLOSURE**

N.B: All Meetings of the Council are open to the public and include an adjournment of 15 minutes to permit members of the public to raise any items for the Council's attention, however, due to the confidential nature of some of the items of business parts of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.