

## 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 3<sup>RD</sup> JUNE 2024 AT 7.30PM

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

(Mrs) Nicola Greenaway  
Clerk of the Council

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30<sup>th</sup> May 2024

### **AGENDA**

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTERESTS**
4. **CASUAL VACANCY**
5. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 8<sup>TH</sup> MAY 2024**
6. **MATTERS ARISING**
7. **MINUTES OF MEETINGS HELD DURING MAY 2024**
  - (a) For Confirmation and Signing
    - (i) Community Centre Committee, 13<sup>th</sup> May 2024
    - (ii) Finance & Administration Committee, 29<sup>th</sup> May 2024
  - RECOMMENDATION:**  
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TO APPROVE AND ADOPT THE UPDATED NALC MODEL FINANCIAL REGULATIONS AS ADAPTED FOR DITTON PARISH COUNCIL
    - (iii) Personnel Committee, 29<sup>th</sup> May 2024

## 8. **CORRESPONDENCE**

### (a) For Noting

Ditton Twinning Association:	<u>Minutes of Meeting held on 21/05/2024</u>
Tonbridge & Malling Ramblers:	<u>Walks June 2024</u>
KCC Planning Policy:	<u>Draft Kent Minerals &amp; Waste Local Plan 2024-39</u>
KCC PROW	<u>Notice of the Intention to temporarily close footpath MR492</u>
<u>For Decision</u> (Copies herewith)	
Ron Bailey:	<u>Request for support to improve safety of Lithium Batteries</u>

## 9. **FINANCE**

### (a) Accounts For Payment

#### **May Payroll Summary**

Monthly	Gross	£29,044.50
	Net	£22,061.60

#### **May BACS Payments (not previously listed)**

03.05.24	S Grantham	Bar Stock	£139.30
07.05.24	AJGIBL	Insurance	£127.18
10.05.24	Kent & Sussex	Bar Stock	£1,794.26
10.05.24	Les Henry	Planning report	£1,200.00
10.05.24	J Hayward	Kilnbarn Entertainment	£230.00
10.05.24	Four Jays	Music Festival Toilets	£562.00
10.05.24	KCC	Internal Audit	£662.40
15.05.24	NSALG	Subscription	£66.00
24.05.24	M Beautridge	Bar Services	£238.80

#### **May Deposit Refunds**

01.05.24	Kilnbarn Recreation Ground	£75.00
01.05.24	Allotment Key	£20.00
01.05.24	Carman Room 27.04.24	£59.00
07.05.24	Oaken Hall 25.04.24	£67.13
22.05.24	Carman Room 18.05.24	£65.00
23.05.24	Carman Room 12.05.24	£50.00

#### **Accounts (approved and paid 22.05.24)**

<b>Community Centre</b>				
KCS	Stationary Cleaning supplies Dispenser		57.48 125.46 (59.99) 24.59	£147.54
DMS	Banners – 01.06.24	VAT	150.00 30.00	£180.00

JPS	Toilets – final payment		4654.00	
		VAT	930.80	£5,584.80
Capital	Cleaning supplies		96.36	
		VAT	19.27	£115.63
S&J Cleaning Systems	Genie XS Cleaning supplies		1935.75 34.05	
		VAT	393.96	£2,363.76
M Matei	Cleaning services		56.00	£56.00
<b>Bar</b>				
Kent & Sussex	Bar Stock		582.10	
		VAT	116.42	£698.52
Lansdell	Bar Stock		371.30 194.28 264.58 (9.29) 150.54	£971.41
Envirocure	Legionella testing		48.75 88.75 120.00	
		VAT	51.50	£360.50
<b>F&amp;A</b>				
Gallagher Insurance	Motor Insurance		1261.44	£1,261.44
Gallagher Insurance	Community Scheme Ins		17319.50	£17,319.50
The Safety Effect	Taining		200.00 40.00	£240.00
Aquaid	Water Cooler		87.94	
		VAT	17.59	£105.53
<b>OSA</b>				
Travis Perkins	Bitumen Timber Gloves		43.54 34.62 1.64	
		VAT	15.96	
	Overpayment		(26.18)	£69.58
Agwood	Tractor repairs		2358.38	
		VAT	471.67	£2,830.05
T Parker	Overseed Pitches		975.00 2484.00 195.00	£3,654.00

(b) Direct Debits - Paid During May 2024

**May Direct Debits**

01.05.24	O2	Mobile phone	£18.85
01.05.24	TMBC	Business Rates	£349.00
02.05.24	Carlsberg	Equipment Rental	£187.20
03.05.24	HMRC	Gaming Machine Duty	£263.31
07.05.24	WEX	Fuelcard	£130.75
07.05.24	Carlsberg	Bar Stock	£1,938.90
08.05.24	Rentokil Initial	Washroom Services	£179.88
09.05.24	SKY	Sky Sports	£433.86
10.05.24	Commercial Services	Energy Charges	£2,279.85
14.05.24	Carlsberg	Bar Stock	£3,274.30
15.05.24	Bankline	Bank Charge	£99.98

15.05.24	Safety Effect	H&S	£114.00
15.05.24	DHFE	Till Rental	£369.60
15.05.24	FDMS	Card Charges	£383.83
16.05.24	Sage	Software charges	£236.40
20.05.24	WEX	Fuelcard	£57.60
21.05.24	Hugo Fox	Website	£23.99
21.05.24	Carlsberg	Bar Stock	£1,150.50
24.05.24	Host My Office	IT Support	£402.12
24.05.24	BOC	Bar Gas	£254.83
24.05.24	TNT Sports	BT Sports	£445.44
28.05.24	Everflow	Water Charges	£197.05
28.05.24	WEX	Fuelcard	£1.80
28.05.24	Carlsberg	Bar Stock	£4,115.36
28.05.24	Veolia	Refuse Collection	£604.32
29.05.24	NEST	Pension Contributions	£981.22
30.05.24	Focus	Telephone Charges	£72.56
30.05.24	Focus	Equipment Rental	£165.00
30.05.24	O2	Mobile Phone	£20.51

(c) Debit Card Payments – Paid during May 2024

**May Debit Card**

02.05.24	TMBC	Event Licence	£21.00
08.05.24	Kingfisher Direct	Water Bowser	£351.82
09.05.24	Amazon	Prime	£8.99
22.05.24	Screwfix (Espares)	Tumble Dryer parts	£12.44
24.05.24	Amazon	Euro Decorations	£63.81
24.05.24	RBLI	DD Day Lamp Post Sign	£115.99
28.05.24	Tesco	Bar Stock/refreshment	£108.95
28.05.24	Amazon	Tool kit	£20.98

(d) Statement of Accounts for Financial year 2023/2024 (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 2023/2024

(i) ANNUAL GOVERNANCE STATEMENT FOR 2023/24

For approval and signing

(ii) ACCOUNTING STATEMENTS FOR 2023/24

For approval and signing

(f) Internal Audit

Final Visit 2023/24 [3<sup>rd</sup> visit report [if available] & annual report (for annual return) herewith]

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

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

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

(a) Plans Received for Comment

TM/24/00736/PA – Unit 2, Newsprint Avenue, Panattoni Park, Aylesford, ME20 7XH  
Non material amendment *[comments by 10/06/24]*

TM/24/00784/PA – 29 Primrose Drive, Ditton, Aylesford, Kent ME20 6EG  
Proposed installation of an air source heat pump *[comments by 10/06/24]*

TM/24/00783/PA – 10 Walnut Tree Court, London Road, Larkfield, Aylesford ME20 6HQ  
Proposed demolition of existing conservatory and construction of a rear single storey extension, relocation of garage/shed *[comments by 18/06/24]*

TM/00778/PA – Development site south of Brampton Field between Bradbourne Lane and Kilnbarn Road, Ditton, Aylesford

Details of condition 6 (Open Space Management Plan) pursuant to planning permission TM/22/00557/RM (Reserved Matters application (appearance, landscaping, layout and scale) pursuant to Condition 1 of outline permission TM/18/02966/OA (construction of 300 dwellings and associated car parking, open space and infrastructure along with details of phasing strategy) (Condition 5), site levels (Condition 6), landscaping and boundary treatment (Condition 7), parking plan (Condition 8), Electric vehicle parking strategy (Condition 9), pedestrian and cycle routes (Condition 10), refuse and recycling (Condition 11), ecology mitigation and enhancement (Condition 12), air quality mitigation (Condition 13), areas of open space and child play provision (Condition 14), cycle parking storage (Condition 25)) *[comments by 18/06/24]*

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

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

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

(e) Highway Improvement Plan

(f) Report of Visit to SE Water Treatment Works *[Cllr Mrs Dearden]*

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

14. **CC/OSA/PLANNING COMMITTEES - JUNE MEETING DATES**

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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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15. **CONFIDENTIAL MEMORANDUM**

16. **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.