

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 1ST OCTOBER 2018

PRESENT: CLLRS. M J PORTER (CHAIRMAN), A MULCUCK (VICE-CHAIRMAN), MRS J COOPER, P DALTON, MRS J DEARDEN, MRS K DENNISON, P JOBLING, J LOVER MRS A THROSSELL , MRS J THWAITES & MRS J TEBUTT (FROM 7.32PM)
MRS N GREENAWAY [CLERK OF THE COUNCIL], MRS S CRAIG [BUSINESS ADMINISTRATOR]; BOROUGH CLLR T CANNON

246. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

247. APOLOGIES

Apologies were **RECEIVED** from Cllr Mayell. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.404.

248. DECLARATION OF INTERESTS

There were no declarations of interest at this point in the meeting.

249. CASUAL VACANCIES

It was **NOTED** that an application had been received to fill one of the casual vacancies on the Council. A letter from the candidate, which had previously been **CIRCULATED**, giving a brief personal profile was **READ**.

RESOLVED to co-opt Mrs Janice Tebbutt onto the Parish Council.

New Councillor Mrs Tebbutt duly signed the Declaration of Acceptance of Office and undertaking to abide by the Code of Conduct in the presence of the Clerk. Cllr Mrs Tebbutt was then welcomed and invited to take her seat and join the meeting.

The Chairman moved that as there were several residents in attendance in connection with the Local Plan, agenda item 11(d) be brought forward.

250. TMBC LOCAL PLAN

(i) Parish & Town Council Event at TMBC Offices 03.10.18 & Tonbridge Castle 04.10.18

Cllr Dalton, Chair of the Planning, Highways and Transportation Committee advised that he and another member would be attending this meeting. It was **NOTED** that this meeting was specifically for Parish & Town Councils and each council could only send two members. It was not open to the public.

ADJOURNMENT

The meeting was adjourned to allow 7 residents from Cherry Orchard to speak about a proposal to build 216 houses behind Cherry Orchard, on land to be sold by EMR, that has been identified in the Local Plan. Mr Beckett asked if an impact assessment had been done as he was concerned about the additional pollution that would be given off by the additional traffic. He also wanted to know if a consultation about the access and effect on Ditton crossroads, local traffic, school traffic and construction traffic had or would be undertaken. He proposed that the Parish Council should ask that no construction traffic be allowed to use Kilbarn Road during peak school times or on refuse collection days. He said he hoped that the mistakes made at the Hermitage Lane junction would not occur here. He also said the previously promised new footpath from Ragstone Court along to the new houses should be in place before the new development as it would be more dangerous for pedestrians with the increased traffic if access is from Kilbarn as expected. He also said certain builders that have not fulfilled planning promises in the past should not be allowed to develop this site.

Mr Piper said he was concerned about the short timeline for the consultation and that it would not leave much time if the Parish Council did not consider the plans until its' next full meeting in November. He said he understands that the Parish Council has had discussions with East Malling & Larkfield Parish Council but he said the houses to be built there would not affect so many existing properties. He said it is inevitable that the houses will be built but asked that the Parish Council request that they are built a sufficient distance away from existing properties in Cherry Orchard, Wilton Drive and Brampton Field. He also asked that a request is made not to remove the trees.

Mr Jones said he was also concerned about the development but had also attended to obtain an update about the previous traffic survey results that he had raised with Co Cllr Homewood. Unfortunately, Cllr Homewood was not present so the Clerk offered to follow this up with Cllr Homewood and ask him to respond to Mr Jones.

Mr Jackson also expressed concern about the development and impact on local people. Mr Smith asked what consideration has been given to infrastructure and said he has also contacted Cllr Homewood and Tracey Crouch MP. He is particularly concerned about doctors surgery availability.

Cllr Lover said if access is via Kilbarn Lane then the additional traffic should be advised to use New Road and not St Peter's Road as a shortcut. Mr Beckett said all affected residents should take photos of their land and boundaries so that they have proof of how it should look before development takes place. It was noted that originally more houses were due to be built between Hermitage Lane and Kilbarn Lane. However it was further noted that this was not currently happening because of traffic on Hermitage Lane but this land was still considered an "area of opportunity".

Mr Thwaites said he was concerned about quality of life for existing residents as the roads are already getting "jammed up" with constant queues on the A20. He said it doesn't seem as though KCC or TMBC are giving any thought to existing residents quality of life.

The Chairman then asked Borough Cllr Cannon if he would like to add any comment about the Local Plan. Cllr Cannon confirmed that the consultation opened today and would run until 12th November and all the information could be found on the website. He noted that a lot of valid points had been raised and said local councillors are saying the same things – particular about infrastructure and provision of doctors surgeries. He advised that the borough council is up against central government rules and that he voted for the Plan because if it did not go through it was likely that there would be an uplift in the amount of houses required. It was also better to go forward with a plan than without. He said he was happy that the Hermitage Lane relief road was still included. KCC will be implementing the "Quick Wins" at areas in Ditton along the London Road which should improve the roads. He advised Cllr Homewood would know more about the "Quick Win" proposals. Cllr Cannon also added that Councillors will be holding developers to account with future development to ensure promises are enforced ie the footpath from Millwood Homes. Cllr Cannon said there were also some good things to come out of the Plan such as strengthening parking allocations per development. Cllr Cannon advised that the consultation is open to everyone and he would urge individuals to respond as well as give their concerns to the Parish Council. He reiterated that this is a strategic plan that will strengthen the council's position against appeals.

The residents were thanked for coming to the meeting and raising the concerns with the Council.

- (ii) Comment from resident re land behind Cherry Orchard

Noted that the resident reiterated his request to the Council to ask that a reasonable distance be allowed between the existing properties in Cherry Orchard and the new development when he spoke during the adjournment. The Council will take this on board when making its comments.

- (iii) Comment from resident re Bellingham Way Opening & Station Road footpath

The Clerk reported that a resident and former Borough Councillor had contacted her to ask that the Council ask that all promises to supply footpaths are honoured when new development takes place. In particular to provide the footpath in Station Road which was promised by KCC in 2015, particularly if Bellingham Way is opened up.

251. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 3rd SEPTEMBER 2018**

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

252. **MATTERS ARISING**

Cllr Dalton commented on the accuracy of the police report.

253. **MEETINGS HELD DURING SEPTEMBER 2018**

For Confirmation & Signing

- (a) COMMUNITY CENTRE COMMITTEE, 11TH SEPTEMBER 2018

The above minutes were presented by Cllr Mrs Dearden and signed as a true record. Cllr Mulcuck asked if the proposed Panto was being put on by the Council and it was confirmed yes.

- (b) PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE, 17TH SEPTEMBER 2018

The above minutes were presented by Cllr Dalton. These minutes were signed as a true record subject to page 89 being amended to read "KCC and TMBC" should be contacted.

- (c) OPEN SPACES AND AMENITIES COMMITTEE, 17TH SEPTEMBER 2018

The above minutes were presented by Cllr Mrs Dennison and signed as a true record.

254. **CORRESPONDENCE**

- (a) For Noting

The following correspondence was **CIRCULATED** at the meeting and **READ** and **NOTED**:-

Ditton Twinning Assoc.

Agenda for mtg 02.10.2018
Minutes of mtg 04.09.2018

KALC:

Public Health England – Flu Vaccine

Kent Police Rural Liaison Team – September Report
Newsletter September 2018
KALC Community Awards Scheme
NALC Chief Executive's Bulletins
Revised NPPF

TMBC:	<u>Community Safety P/ship Newsletter</u> <u>Recycling 'Bring' Sites in the Borough</u> <u>Parish Partnership Panel Update August 2018</u> <u>Notification of cancellation of Joint Standards Ctte</u> <u>Scheduled to be held on 15th October 2018</u>
Tonbridge & Malling Ramblers:	<u>Group Walks & Events</u>
Local Councils:	<u>Update - September 2018</u>
SLCC:	<u>The Clerk September 2018</u>
Clerks & Councils Direct:	<u>September 2018</u>
KCC:	<u>Various Road Closures in T&M Area</u> <u>Changes to special provisions various schools</u>
NHS:	<u>Preferred Option for New Hyper Acute Stroke Units</u>
Royal Mail:	<u>Scam Mail</u>
Benenden Hospital:	<u>Open Day Sunday 7th October</u>
Demelza Hospice:	<u>Demelza Life – Autumn 2018</u>
(b) <u>For Decision</u>	
KALC T&M Area Ctte:	<u>Agenda for meeting 04.10.2018</u> READ and NOTED that Cllrs Mrs Dearden and Mrs Dennison would be attending.
KALC:	<u>Finance Conference 18.10.18</u> <u>Chairmanship Conference 13.12.18</u> RESOLVED anyone wishing to attend an event should inform the Clerk
KCC:	<u>Kent Household Waste Recycling Centre Consultation</u> It was NOTED that anyone wishing to respond to this consultation could do so on line. Cllr Mulcuck advised that some years ago, because there is no Household Waste Centre in Tonbridge & Malling, a request had been made to have a site at Allington but it had never happened. He suggested this request is followed up. Discussion took place and it was thought a site here would lead to too much additional traffic, particularly taking into consideration all the proposed new housing developments. It was also NOTED that TMBC has the Saturday Bulky Waste collection as it does not have a site to take waste to.

Resident:

RESOLVED Email re flyposting to respond advising that the Council does not encourage this and that it will put an article discouraging the practice in the next gazette.

255. **FINANCE**(a) Accounts for Payment

RESOLVED the following accounts be **ACCEPTED, APPROVED** and **PAID**:-

G Baker Roofing	Workshop Roof		£8,825.00	
		VAT	£1,765.00	£10,590.00
Imagink	Printing - Ditton Gazette		£604.00	£604.00
Travis Perkins	Broom/Line Marking Paint		£22.56	
		VAT	£4.52	£27.08
Castle Water	Community Centre - Water Charges		£649.98	
	New Road Rec - Water Charges		£85.81	
	Kilnbarn Rec – Water Charges		£109.87	£845.66
Friends of Fields in Trust	Membership renewal		£50.00	£50.00
PKF Littlejohn LLP	Annual return review		£1,300.00	
		VAT	£260.00	£1,560.00
Commercial Services	Vehicle Lease		£302.78	
		VAT	£60.56	£363.34
Aquaid	Water Cooler Sanitisation + Water		£102.91	
		VAT	£20.58	£123.49
Martin Holman	Hanging Baskets		£200.00	£200.00
Host My Office	September/October Hosting		£223.50	
			£223.50	
		VAT	£89.40	£536.40

August Payroll Summary

Monthly	Gross	£17,597.11
	Net	£12,000.00
Weekly	Gross	£6,105.89
	Net	£5,130.42

Ditton Parish Council Imprest Account – Breakdown of Expenditure during September

04.09.18	Cash	2nd Class Stamps	£76.00
10.09.18	Cash	Kilnbarn Entertainment	£200.00
17.09.18	Cash	General Petty Cash	£122.20
20.09.18	Mrs Wilson	Deposit Refund (re-issued cheque)	£50.00
			*£448.20

* Sum to be transferred on 2nd October 2018 to return the balance to £2500.00

(d) Direct Debits Paid During August 2018

The following Direct Debits were **READ, NOTED** and **APPROVED**:-

01.08.18	O2	Parish Mobile	£19.16
01.08.18	TMBC	Business Rates	£1,286.00
02.08.18	HMRC – MGD	Gaming Machine Duty	£174.84
03.08.18	NEST	Staff Pension	£199.08
03.08.18	Natwest	Mentor Services	£323.98
08.08.18	Sky	Sky Sports	£322.80
14.08.18	A Mecklenburgh	Soft Drink Stock	£190.80
15.08.18	Natwest	Bankline Charges	£50.57
15.08.18	Dual Energy	Electric Supply	£1,855.00
16.08.18	Sage	Monthly Charge	£21.60
20.08.18	Rentokil Initial	Roller Towel Rental	£147.12
20.08.18	Heineken	Bar Stock	£6,282.33
21.08.18	Worldpay	Monthly Charge	£148.07
28.08.18	WEX	Fuel Card	£40.54
28.08.18	BT	BT Sports	£281.56
28.08.18	BOC	Bar Gas	£150.00
28.08.18	Veolia	Refuse Collection	£274.56
30.08.18	O2	Parish Mobile	£17.59
31.08.18	NCS	Telephone Charges	£46.70

(d) BACS Paid During August 2018

The following BACs payments were **READ, NOTED** and **APPROVED:-**

02.08.18	EDF	Electric Supply - Cedar Room	£451.98
02.08.18	EDF	Electric Supply – New Road Rec	£26.53
09.08.18	Maidstone Ind Cleaning	Window Cleaning	£300.00
09.08.18	K & A Electrical Services	Electrical Repairs	£384.00
13.08.18	Invicta Law	Legal Work on a Lease	£307.80
17.08.18	KCC Pension	Staff Pension	£2,589.30
17.08.18	HMRC	PAYE/NI	£3,993.41

(e) Annual Governance & Accountability Return for the Year Ended 31.03.2018

It was **NOTED** that the external Audit for 2017/2018 has now been completed by PKF Littlejohn LLP and on the basis of their review, in their opinion the information contained in the annual return is in accordance with proper practices and no matters came to their attention to give cause for concern that relevant legislation and regulatory requirements have not been met.

(f) Village Show

The balance sheet, which had previously been **CIRCULATED** was **READ** and **NOTED**. The Clerk **REPORTED** that the current organisers have said they are having difficulty recruiting new people to help with the show. It was also **NOTED** that attendance for both exhibitors and visitors was down.

RESOLVED the Clerk will contact the organisers to offer assistance with advertising for help in the gazette, website etc and leave it to the current organisers to decide if they wished to proceed with a show in 2019 and advise the council will still support the event if it goes ahead.

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

Borough Councillor Tom Cannon **REPORTED** on the following items:-

- Local Plan – he reiterated comments made during the adjournment.
- New Contract for household waste
- Attending the Area 3 Committee at which the application to build two dwellings in New Road would be decided.

Cllr Dalton asked if the green bin collections will stop or be charged with the new waste contract. Cllr Dennison said she was aware that everyone would be provided with a black bin for general waste, a 25 litre caddy for food waste, a recycling bin that would take glass, cardboard etc and then an optional garden waste bin that would be chargeable. Cllr Cannon confirmed this was the case and that overall the new contract would save TMBC a significant amount of money. He also added that neighbours could share the use/cost of the garden waste bin if they wished. Cllr Porter asked how payment would be made for the additional “green” bin. Cllr Cannon advised that this would be collected separately from Council Tax.

257. **DATE SENSITIVE PLANNING, TRANSPORTATION & HIGHWAY MATTERS**

(a) Plans Received for Comment

TM/18/02061/FL	Single storey rear extension and internal alterations	1 Kilnbarn Cotts Kilnbarn Road
RESOLVED	NO OBJECTION	

(b) TMBC Area 3 Committee

(i) Agenda for meeting 4th October 2018

NOTED that the application in (ii) below was to be decided at this meeting and that Cllr Dalton would attend on behalf of the Council to support its objections.

(ii) Application TM/18/01394/FL – Erection of two, 2 bedroom dwellings with associated parking and access at 4-6 New Road, Ditton, Aylesford, Kent ME20 6AD

NOTED many residents would also be attending to support objections to this application and a further copy letter of objection had been received today.

(c) Letter from Resident re DPPB Bell Lane

READ and **NOTED** that a disabled parking bay cannot be put on a ‘T’ Junction that is why it has been proposed it is placed in this particular part of the road. As the Council has no powers with parking issues it was suggested a letter is sent to the resident advising of this and sympathising with issues raised.

(d) TMBC Local Plan

NOTED these issues were discussed earlier in the meeting under item 250.

Parish & Town Council Event at TMBC Offices 03.10.18 & Tonbridge Castle 04.10.18
 Comment from resident re land behind Cherry Orchard
 Comment from resident re Bellingham Way Opening & Station Road footpath

- (e) KCC Highways, Transportation & Waste Services Parish Seminar 02.11.2018
- Invitation to Attend

RESOLVED Cllrs Mrs Cooper and Mrs Tebbutt will attend this event.

258. **REPORT OF PARISH PARTNERSHIP MEETING 06.09.2018**

It was **NOTED** that Cllrs Mrs Dennison and Mrs Dearden had attended this event and had intended to report back about the Local Plan and new Household Waste Contract. It was **NOTED** that information about these two items had already been given so required no further discussion.

259. **REMEMBRANCE DAY**

It was **NOTED** all arrangements were in hand and that Cllr Mulcuck would be placing the “Knitted Poppy” banners at the War Memorial in the hall and on the Village Green. It was also **NOTED** that the M20 closure for 11th November had been lifted.

260. **MATTERS ARISING FROM CORRESPONDENCE FOR NOTING**

There were no matters arising.

In view of the confidential nature of the following business, In accordance with Standing Orders 27 & 50, the remainder of the meeting will exclude the press and public.

The Chairman moved that an additional date sensitive confidential matter be considered:-

261. **BAR TILLS**

Cllr Mrs Dearden **REPORTED** that in recent months there had been many errors and anomalies occurring as a result of poor till functioning in the bars. She also added that both the Internal Auditor and Stocktaker had recommended that new point of sale tills would be much more accurate and there would be little or no room for error or discrepancies. The new tills would also provide valuable information that would cut down on staff time. It was **NOTED** that profits were up in the bar and savings would also be made as a different supplier of card machines would be used removing the hire fee for the equipment. It was acknowledge new tills would save time and money and each member of staff would have their own log in card. Cllr Porter asked about repair/call out costs. It was **NOTED** that the Council currently pays substantial costs for repair to the existing tills as they are so old and there are very few companies that will repair them. The new till system, if rented, would include a full-time support and repair service. It was **NOTED** a price comparison had been undertaken and the cost would be £1700 per till to purchase (excluding back-up/support) or £70 per till per month to rent (including back up/support). Cllr Dalton said if these were necessary the Council should proceed and fund them from the F&A Budget as it had not been included in the CC Budget. The Clerk advised that the cost should be allocated to the correct cost center (Bar) but if this caused an issue with the budget later in the financial year, then the committee could ask the F&A for assistance.

RESOLVED to go ahead and order 4 new tills with the rental option and the cost be met from the Bar Budget.

262. **CONFIDENTIAL MEMORANDUM BOOK**

(a) CM406 Staff Matters 2017/18

The above confidential memorandum was **READ, NOTED** and **CONFIRMED**.

Further information is contained in Confidential Memorandum Reference 407.

263. **CLOSURE**

The meeting closed at 9.19pm.

Chairman
5th November 2018

