

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE OAKEN HALL AT DITTON COMMUNITY CENTRE ON **MONDAY 7TH SEPTEMBER 2020**

PRESENT: CLLRS.J LOVER (CHAIRMAN), N NEWMAN (VICE-CHAIR), MRS J DEARDEN, MRS K DENNISON, MRS G GODDEN, A LAIDOUCI [FROM 7.05PM], A R MULCUCK, C ROOK, M J PORTER, MRS A THROSSELL & MRS J THWAITES
MRS N GREENAWAY [Clerk of the Council],
BOROUGH CLLR D COOPER

19. **OPENING OF MEETING**

The meeting was opened by the Chairman at 7.00pm.

20. **APOLOGIES FOR ABSENCE**

Apologies were received from Borough Councillor Cannon and KCC Warden Sue Absolon.

21. **DECLARATION OF INTERESTS**

There were no declarations of interests.

22. **CASUAL VACANCIES**

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

RESOLVED to co-opt Mr Adam Laidouci onto the Parish Council.

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

23. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 25th JUNE 2020**

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

24. **MATTERS ARISING**

There were no matters arising.

25. **CORRESPONDENCE**

(a) For Noting

The following correspondence was available at the meeting but could not be circulated. The Clerk advised she would be happy to make copies of any of the items if Members wished to take them away to read.

KALC: KALC News June 2020 & August 2020
Minutes of Area Meeting held 05.12.2019

NALC: Chief Executive's Bulletins

SLCC: News Bulletin 12.06.2020
The Clerk Magazine July 2020

Local Councils: Update July/August/September 2020

Clerks & Councils: Direct July/September 2020

(b) For Decision

Resident: Enquiry about land at rear of property
RESOLVED TO RESPOND TO THE RESIDENT TO ADVISE THAT THE COUNCIL DECISION NOT TO SELL ANY FURTHER POCKETS OF LAND IN THE QUARRY TO THE REAR OF RAGSTONE COURT STANDS AND THEREFORE THE REQUEST IS REFUSED.

KALC/KCC: Electric Vehicle Charging Point Grant
Discussion took place and it was agreed electric vehicles will be more readily available in the future and it would be a good asset to have a charging point at the Community Centre.
RESOLVED TO REGISTER AN INTEREST.

26. FINANCE

(a) Accounts for Payment

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

June Payroll Summary

Monthly	Gross	£22,786.85
	Net	£16,026.17

July Payroll Summary

Monthly	Gross	£22,658.87
	Net	£15,967.07

August Payroll Summary

Monthly	Gross	£22,699.54
	Net	£16,107.97

July Accounts (approved and paid 02.07.20) - noted prior approval sought and given

Community Centre				
S Ricketts	Caretaker Office decoration		680.00	£680.00
Kent Boilercare	Replacement of underground pipework	VAT	2343.19 468.64	£2,811.83
PBA Consulting	Structural Inspection	VAT	95.00 475.00	£570.00

1 st Pest Control	Quarterly pest control		60.00	
		VAT	12.00	£72.00
OSA				
Chubb	Intruder Alarm		249.06	
		VAT	49.81	£298.87
Capital Cleaning	Work wear supplies		49.50	
			126.77	
		VAT	34.03	£210.30
F&A				
KCC	End of Year Audit		480.00	
		VAT	96.00	£576.00
Rural Kent	Subscription		105.00	£105.00
KCS	Stationary Safety Boots		63.85	
			27.70	
		VAT	18.31	£109.86

July Accounts Paid (not previously listed) – RESOLVED this account be approved and paid.

Aquaid	Water Coolers		16.80	
		VAT	3.36	£20.16

July Accounts (approved and paid 17.07.20) - noted prior approval sought and given.

Community Centre				
GI Carpets	Caretakers Office flooring		1200.00	
		VAT	240.00	£1,440.00
Envirocure	Legionella Testing		48.33	
		VAT	9.67	£58.00
OSA				
Ernest Doe	Machinery Oil		35.88	
		VAT	7.18	£43.06
Lamberhurst Engineering	Machinery & Parts		590.57	
		VAT	118.11	£708.68
F&A				
Sunstone	Annual Maintenance		1427.00	
		VAT	285.40	£1,712.40
Aquaid	Water Cooler Annual rental		227.96	
		VAT	45.59	£273.55

July Accounts for payment (approved and paid 03.08.20) - noted prior approval sought and given.

Community Centre				
Envirocure	Legionella Testing		68.33	
		VAT	13.67	£82.00
KCC	Fire Risk Assessment		400.00	
		VAT	80.00	£480.00
SGR Construction	Maintenance/Repairs		380.00	£380.00
Capital Cleaning	Paper Towel dispensers		259.56	
		VAT	51.91	£311.47
OSA				
Atlas	Alarm Activation		39.00	
		VAT	7.80	£46.80

F&A				
KCS	Stationary		23.12	
			26.76	
		VAT	9.97	£59.85

August Accounts (approved and paid 28.08.20) - noted prior approval sought and given.

Community Centre				
Maidstone Cleaners	Window Cleaning		260.00	
	Carpet/Upholstery Cleaning		180.00	£440.00
Capital Cleaning	Cleaning consumables		32.00	
			136.53	
		VAT	27.31	£195.84
F&A				
Aquaid	Water		35.96	
		VAT	7.19	£43.15
Atlas	Alarm Activation		39.00	
		VAT	7.80	£46.80
KCC	Stationary		18.40	
		VAT	3.68	£22.08
Commercial Services	Vehicle Lease		302.78	
			302.78	
			302.78	
		VAT	181.68	£1,090.02

DPC IMPREST ACCOUNT – JUNE/JULY/AUGUST 2020

Imprest Account June/July

15.06.20	Mid Kent Fuschia	Deposit refund 08.08.20	£75.00
29.06.20	R Lowes	Welding	£50.00
06.07.20	Kent County Playing Fields	Subscription	£20.00
29.07.20	S Bish	Deposit refund 22.08.20	£50.00

June/July Hirer Refunds (Cancelled bookings due to closure)

08.07.20	Booking refund 02.05.20	£227.50
21.07.20	Deposit refund 24.07.20	£50.00

August Hirer Refunds (Cancelled bookings due to closure)

06.08.20	Deposit refund – 24.10.20	£50.00
06.08.20	Deposit refund – 22.11.20	£125.00

(b) Direct Debits Paid During June/July/August 2020

RESOLVED the following direct debits be **ACCEPTED** and **APPROVED**:-

June/July Direct Debits

22.06.20	Commercial Services	Gas & Electric	£1,107.07
22.06.20	BT	Broadband	£105.12
23.06.20	Siemens	Telephone rental	£188.46
23.06.20	WEX	Machinery fuel	£28.99
24.06.20	FDMS	70' ticket refund	£30.00
25.06.20	Commercial Services	Electric	£2,730.11

25.06.20	Host My Office	IT Support	£350.40
25.06.20	BOC	Bar Gas rental	£58.68
26.06.20	NEST	Pension contributions	£448.38
26.06.20	Paymentsense	Card charges	£42.00
29.06.20	Veolia	Refuse collection	£270.43
29.06.20	WEX	Fuelcard	£1.80
01.07.20	O2	Mobile Phone	£24.58
06.07.20	Siemens	Photocopier Lease	£982.05
07.07.20	WEX	Fuelcard	£89.13
10.07.20	Commercial Services	Gas supply	£395.75
13.07.20	Rentokil Initial	Washroom services	£189.88
14.07.20	FDMS	Card Charges	£28.05
15.07.20	Bankline	Account charges	£49.32
15.07.20	The Safety Effect	Monthly H&S	£114.00
15.07.20	DHFE	Till rental	£369.60
15.07.20	Paytek	Card payment machines	£54.00
16.07.20	Sage	Monthly subscription	£153.00
20.07.20	BT	Quarterly charges	£125.42
24.07.20	NEST	Pension contributions	£448.38
24.07.20	BOC	Bar Gas	£58.68
27.07.20	WEX	Fuelcard	£1.80
27.07.20	FDMS	Card Charges	£160.00
28.07.20	Host My Office	IT Support	£350.40
28.07.20	Veolia	Refuse Collection	£369.30
30.07.20	O2	Mobile phone	£26.99
31.07.20	Paymentsense	Card machine charges	£42.00
31.07.20	NCS	Equipment hire	£21.96
31.07.20	NCS	Telephone calls	£40.46

August Direct Debits

05.08.20	Kent Commercial	Gas	£314.21
10.08.20	Rentokil Initial	Washroom services	£293.56
14.08.20	FDMS	Card Charges	£27.99
17.08.20	Natwest	Bankline	£49.98
17.08.20	Safety Effect	H&S	£114.00
17.08.20	Sage	Monthly Subscription	£153.00
17.08.20	DHFE	Till rental	£369.60
17.08.20	WEX	Fuelcard	£73.72
17.08.20	Paytek	Card machine rental	£54.00
24.08.20	EDF	Streetlights	£77.81
25.08.20	BOC	Bar Gas	£58.68
27.08.20	Host My Office	IT Support	£350.40
28.08.20	BT Group	BT Sport	£276.42
28.08.20	Paymentsense	Card Charges	£59.82
28.08.20	NCS	Phone rental	£24.16
28.08.20	NCS	Telephone charges	£41.69
28.08.20	Veolia	Refuse collection	£338.68

(c) BACs Payments made During June/July/August 2020**RESOLVED** the following BACs be **ACCEPTED** and **APPROVED**:-**June/July BACS Payments**

23.06.20	N Saunders	Reimbursement – OSA	£16.80
15.07.20	N Greenaway	Reimbursement	£2.94
15.07.20	KCC	Pension contributions	£2,331.29
15.07.20	HMRC	PAYE/NI	£3,365.01
21.07.20	EDF	Electricity supply NRRG	£23.52

August BACS Payments

14.08.20	HMRC	Paye/NI	£3323.44
14.08.20	KCC Pension	Pension	£2905.98
14.08.20	KCC Pension	Pension – June underpayment	£601.98
13.08.20	Scottish Water	Water – cancelled cheque	£2603.47

(d) Debit Card Payments – June/July/August 2020**RESOLVED** the following debit card payments be **ACCEPTED** and **APPROVED**:-**June/July Debit Card**

18.06.20	One4All	Long Service gift voucher	£80.00
24.06.20	Screwfix	Trolley Jack	£28.99
22.07.20	Fenland	Basketball Hoop	£81.60

August Debit Card

03.08.20	Green Box	Refuse skip	£198.00
04.08.20	Groupon	Face Masks	£15.38
06.08.20	CMYK	Social distance stickers	£67.80
11.08.20	Post Office	Stamps	£83.24
12.08.20	Catering Appliances	Hot Water boiler	£407.99
12.08.20	Screwfix	OSA sundries	£11.58
17.08.20	Menu Shop	Bar screens	£217.80
18.08.20	Homebase	Painting sundries	£146.85
18.08.20	Sign Holders	Office screen	£46.68
25.08.20	Net World	Tennis Nets	£123.93

(d) Business Update – Community Centre and Kilbarn Bar

Cllr Mrs Dearden **REPORTED** that the Kilbarn Bar had re-opened on 4th September, under strict new procedures to ensure the safety of staff and customers. It was noted that the Bar was only open Friday – Sunday and would close at 10pm on Fridays and Saturdays and 7pm on Sundays. Cllr Mrs Dearden asked that thanks be recorded, to the office staff and caretaking supervisor for the hard work they put in, including painting to enable the bar to reopen. Cllr Mrs Dearden further **REPORTED** that some hirers [with permitted activities] were using the centre and also that the Community Centre Administrator had returned to the office on a part time basis.

(e) CCLA Property Fund Update

It was **NOTED** that trading had been reduced. It was further **NOTED** that a dividend had been received.

(f) Budget Management for 1st Quarter 2020/21

Information, which had previously been **CIRCULATED**, was **READ**. It was **NOTED** that the Council's financial position at the end of the first quarter was quite good despite a difficult few months. It was noted that the business grant, furlough scheme and zero business rates had contributed to this.

27. **OTHER MATTERS APPROVED DURING CORONAVIRUS RECESS**(a) Height Restriction Barrier and Lower Vehicle Restriction Barrier

It was **NOTED** that the majority of members had approved the provision of the height restriction barrier and lower vehicle barrier [to provide better security to the site] at a total cost of £4940.00. It was further noted that the recent dividend payment from CCLA would cover most of this cost. The Clerk advised she had placed the order but no date for the work to commence had been given yet.

(b) Storage of Scout Trailer in Grounds Compound

It was **NOTED** that the majority of members had approved the request to store the scouts trailer. It was further **NOTED** that the trailer was now safely stored in the compound.

(c) Local Authority Emergency Assistance Grant

It was **NOTED** that the majority of members had approved the application for an emergency assistant grant to allow further provision of essential items to those most in need in the parish. The Clerk confirmed she had applied for the grant.

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

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

- Waste Collections – Urbaser has encountered problems with collections due to vehicle breakdowns, they have changed their maintenance contract and the service appears to have improved.
- Litterpick – to be held on 19th September firstly tackling Woodlands Parade and then other hotspots – all are welcome to join.
- TMBC Meetings – continue to be held on line. This has not been a complete success as not everyone has the correct technology. However, under current Covid regulations it is not possible to meet in the council chamber.
- Electoral Boundary Review/Impact of Elections in 2023 – this is looking to reduce the number of councillors from 54 wards down to 35.
- Next year's elections for County Councillors and Police & Crime Commissioner – Peter Homewood will not be standing for re-election. KCC will be selecting suitable candidates.
- He also advised that because of Covid, this year's TMBC Committees, the Mayor and Deputy Mayor will remain the same.
- Tracey Crouch has been undergoing treatment for cancer and so far it has been successful. She continues to work from home.

- Planning – Ditton Edge was withdrawn from the August Area 3 meeting and has been re-submitted for November. There will be a site meeting to assist members in understanding the concerns.
- At the recent PPP meeting the 21 day time limit was discussed and Parish Councils complained that the 4 week meeting cycle does not meet the 21 days. It was noted the 21 days starts from the date the application appears on the List B. Cllr Cooper advised that an account can be set up to enable notification as soon as an application is validated.
- Government White Paper – Planning for the Future – the Town and Country Planning Act 1947 is no longer fit for purpose and this review is intended to reduce the time it takes for applications. In future all land will be designated into 3 descriptions:- growth area / renewal area / protected area [such as AONB where more public consultation would be required]. Other changes replace the current S.106; plan notices will be electronic; standard for calculation numbers of houses in authorities; detailed plans delegated to officers; build up a bank of local projects.

Cllr Newman asked how the borough councillors were intending to vote on this. Cllr Cooper said they can only vote on planning law and cannot pre-determine applications.

Cllr Rook said this new regime appeared to be a developers charter. He asked if there is a “mood” by other councils to object to the proposals.

Cllr Cooper advised the consultation is open to everyone and suggested they could contact TMBC and KALC to ask about others views on the white paper.

Cllr Mulcuck said he was dismayed about the way the Lidl application had been handled at the last Area 3 meeting.

Cllr Rook said he felt changes were achieved with the “Forth Acre” proposal.

RESOLVED to ask the TMBC planning officer if Parish Councillors will be permitted to attend the proposed site meeting for the Ditton Edge application.

ADJOURNMENT

A resident attended in connection with the outline application at Ditton Edge. Cllr Rook thanked the resident for attending and asked if he had any further thoughts about the application. The resident said he thinks the application was “pulled” from the August meeting deliberately. He said he also felt the previous response by the Parish Council was “amateurish” and it should have provided legal statements. He added that a clear point of focus should be the Local Plan v current application and that the application should not be determined until the Local Plan has been agreed. The application should be considered premature and rejected. Cllr Rook asked if the planning officers were working with the applicant. Borough Councillor Cooper advised that on any large development the applicant would always talk to the planning officers to seek advice on how to make the application comply.

Cllr Rook thanked the resident for his contribution and advised the Parish Council will continue to work together for the best result. The resident suggested that the arguments for Forty Acres and the Road Issues be used.

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

A request from the Community Warden to hold an event to thank volunteers was **READ**.

RESOLVED to agree to hold such an event when possible – event if it was part of next year's Annual Parish Meeting.

30. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**

(a) Plans for Comment

The Chairman advised that three date sensitive applications had been notified on the recent B List:

TM/20/01820/OA	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	Aylesford Newsprint Bellingham Way
RESOLVED	MEMBERS TO CONSIDER THIS APPLICATION FURTHER INCLUDING NO HGVs ON STATION ROAD, A FOOTPATH FOR STATION ROAD AND TO CONSULT WITH NEIGHBOURING PARISHES BEFORE RESPONDING TO TMBC.	
TM/20/01825/DEN	Prior demolition notification: Proposed demolition of redundant sprinkler tank and plant room	Unit 3 Larkfield Mill
RESOLVED	NO OBJECTION	
TM/2001867/FL	Replacement boundary fencing to north-east boundary	49 The Stream
RESOLVED	NO OBJECTION	

(b) Plans dealt with under delegated power during recess

The following applications previously dealt with under delegated power were **READ** and **NOTED**:-

TM/20/01441/FL	Alterations to existing warehouse to provide additional Doors for means of escape and installation of plant NO OBJECTION	Unit 1 Invicta park New Hythe Ln
TM/20/01574/TNCA	Re-pollarding of 4 x Limes, 2 x Sycamores, removal of one dead Sycamore, removal of two dead Horse Chestnuts and replacement with new two native mature trees to preserve the tree line feature NO OBJECTION	The Old Mill House, 51 The Stream
TM/20/01424/FL	Alternative roof layout to the existing approved roof layout on application TM/29/00482/FL NO OBJECTION	427 London Rd
TM/20/01555/FL	Single storey rear extension NO OBJECTION	17 Orchard Gr

TM/20/01575/FL	Single storey front/double storey side/part double storey rear extension NO OBJECTION	4 Fernleigh Rs
TM/20/01721/FL	Single storey rear extension NO OBJECTION	559 London Rd
TM/20/01736/FL	Remove existing garage and porch. Two storey side extension and porch This development is on a dangerous 'S' Bend and there is insufficient detail about adequate off road parking	42 Bradbourne Ln
TM/20/1737/FL	Remove existing ground floor side extension and porch. Two storey side extension and porch. This development is near a dangerous 'S' Bend and there is insufficient detail about adequate off road parking	69 St Peter's Rd

(c) Plans dealt with by Area 3 Committee

The following plans, dealt with by Area 3 were **READ** and **NOTED:-**

TM/20/01245/TPOC	Strawberry tree in front of house to prune to reduce height due to shading in house, also branches are Hanging over road and foot path APPROVED ON 20 JULY 2020	1 Ditton Ct Cl
TM//20/00705/FL	Details of conditions 4 (desktop study), 5 (site Investigation) and 10 (slab levels) submitted pursuant to planning permission TM/17/00101/FL (Erection of three new 3 bedroom dwellings at the Rear of 42 New Road Ditton) APPROVED ON 29 JUNE 2020	Kentish Quarryman 42 New Rd
TM/19/02841/FL	Demolition of existing buildings and erection of Class A1 foodstore with associated parking, landscaping and access works and installation of pedestrian crossing on London Road APPROVED ON 21 AUGUST 2020	675 London Rd
TM/20/01441/FL	Alterations to existing warehouse to provide additional Doors for means of escape and installation of plant APPROVED ON 21 AUGUST 2020	Unit 1 Invicta park New Hythe Ln
TM/20/01574/TNCA	Re-pollarding of 4 x Limes, 2 x Sycamores, removal of one dead Sycamore, removal of two dead Horse Chestnuts and replacement with new two native mature trees to preserve the tree line feature NO OBJECTION ON 21 AUGUST 2020	The Old Mill House, 51 The Stream
TM/20/01207/FL	Outline Application: detached dwelling circa 110SqM on parcel of land next to existing terrace of dwellings APPROVED 4TH AUGUST 2020	Land Adj 15 Station Rd

(d) 'B' Lists

The following B Lists were **READ** and **NOTED**:-

20/25 - 22.06.2020; 20/26 - 29.06.2020; 20/27 - 06.07.2020; 20/28 - 13.07.2020;
20/29 - 20/07/2020; 20/30 - 27.07.2020; 20/30 - 27.07.2020; 20/31 - 03.08.2020;
20/32 - 10.08.2020; 20/33 - 17.08.2020; 20/34 - 24.08.2020; 20/35 - 01.09.2020;

(e) Ditton Edge(i) Update

Cllr Mulcuck thanked Cllr Rook for taking on the work with this application. It was **NOTED** that Cllr Rook had met with a few residents to discuss the issues with this application.

(ii) Communication from Borough Cllr Cooper re S.106 payments

It was **NOTED** that suggestions for possible projects had been requested. The following were suggested: pedestrian footpath and traffic calming. Cllr Newman suggested reviewing the PC requests regarding the Forty Acre application. Cllr Rook said he would speak to David Thornewell.

(f) TMBC Local Plan Examination Dates

READ and **NOTED** suggested dates but these may be subject to further change.

(g) TM/19/02900/FL – Cobdown Lodge – appeal

READ and **NOTED**.

(h) Aylesford Newsprint [info from D Thornewell herewith]

READ and **NOTED**.

RESOLVED to further discuss this issue with D Thornewell.

It was **NOTED** that KCC had approved the provision of a household waste site at Allington.

31. **CHRISTMAS & NYE DANCES**

It was agreed that it would be very unlikely that these would be able to go ahead this year.

RESOLVED to cancel the band for this year's seasonal dances.

32. **REMEMBRANCE DAY**

It was agreed that the traditional service in the hall and parade would not be able to take place under the current Covid restrictions.

RESOLVED to hold a small service on Remembrance Sunday with invitations limited to wreath bearers etc and to hold the usual small service on 11th November.

33. **DITTON GAZETTE**

It was **NOTED** that the Gazette had not been produced so far this year because there had been no events to publicise and no-one to deliver it. Discussion took place and it was agreed to see if it would be possible to produce a Christmas Edition and to look into an alternative group to help deliver to houses.

34. **MEETINGS**

RESOLVED to hold only Full Council meetings as per the current schedule but to hold separate planning meetings where there were a lot of applications for discussion and other committees to be kept under review.

35. **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.

36. **DITTON COURT QUARRY**

It was **NOTED** the solicitor had raised a few queries regarding the draft lease supplied by Tarmac.

RESOLVED all members to review the information and send their responses to the Clerk by 18th September to enable a full response to be given to the Solicitor.

37. **LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2020/21**

It was **NOTED** that the NJC Cost of Living Pay Award for 2020/21 had been agreed of approximately 2.75%. It was **FURTHER NOTED** that an increase of up to 5% had been budgeted for and that the award to the appropriate staff would be backdated to 1st April 2020. Details of the individuals receiving this pay award are contained in Confidential Memorandum Ref. 414.

RESOLVED to approve the increase be applied to those staff on the NJC Pay Scales.

38. **CLOSURE**

The meeting closed at 9.14pm.

Chairman
5th October 2020