

## DITTON PARISH COUNCIL

MINUTES OF THE **ANNUAL PARISH COUNCIL MEETING** OF DITTON PARISH COUNCIL, HELD IN **THE COUNCIL CHAMBER** AT DITTON COMMUNITY CENTRE ON **WEDNESDAY 8<sup>th</sup> MAY 2024**

PRESENT: CLLRS. N NEWMAN [CHAIRMAN], M PORTER [VICE-CHAIR], A WATERS, A MULCUCK, D ADLINGTON, MRS J DEARDEN, J COX, MRS L COX & A LAIDOUCCI, MRS N GREENAWAY [CLERK OF THE COUNCIL], MRS B BENN [ADMIN ASSISTANT], MRS S CRAIG [BUSINESS ADMINISTRATOR]

### **PART I**

1. **OPENING OF MEETING**

Cllr Newman opened the meeting at 7.30pm.

2. **APOLOGIES**

Apologies were received from Cllrs Mrs Throssell and Mrs Nash. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 541. Apologies were also received from Borough Cllrs R Cannon, S Hammond and C Williams and KCC Cllr A Kennedy.

3. **CASUAL VACANCY**

**NOTED** no enquiries.

4. **ELECTION OF CHAIRMAN FOR 2024/25**

Cllr Newman was **NOMINATED** by Cllr Mrs Dearden and **SECONDED** by Cllr Mulcuck. There being no further nominations, Cllr Newman was duly **ELECTED** Chairman of the Council for 2024/2025.

5. **ELECTION OF VICE-CHAIRMAN FOR 2024/25**

Cllr Porter was **NOMINATED** by Cllr Mrs Dearden and **SECONDED** by Cllr Cox. There being no further nominations, Cllr Porter was duly **ELECTED** Vice-Chairman of the Council for 2024/2025.

6. **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIRMAN & VICE-CHAIRMAN**

Cllrs Newman and Porter duly signed the Declaration of Acceptance of Office.

## 7. APPOINTMENT OF COMMITTEES FOR 2024/25

### [a] Planning - 11 Members

#### [i] MEMBERSHIP

Cllr A Mulcuck  
Cllr A Laidouci  
Cllr D Adlington  
Cllr A Waters

Cllr Mrs J Dearden  
Cllr Mrs A Throssell  
Cllr J Cox  
Cllr Mrs K Nash

Cllr M Porter [Ex-Officio]  
Cllr N Newman [Ex-Officio]  
Cllr Mrs Cox  
Cllr Markham

#### [ii] ELECTION OF CHAIR

Cllr Newman was **NOMINATED** by Cllr Mulcuck and **SECONDED** by Cllr Laidouci. There being no further nominations, Cllr Newman was duly **ELECTED** Chairman of the Planning Highways and Transportation Committee for 2024/2025.

Vice-Chair to be elected at the first Meeting of the Committee

### [b] Community Centre

#### [i] MEMBERSHIP

Cllr Mrs J Dearden  
Cllr M J Porter [Ex-Officio]  
Cllr D Adlington  
Cllr J Cox  
Mrs K Nash

Cllr Mrs A Throssell  
Cllr N Newman [Ex-Officio]  
Cllr A Waters  
Cllr Mrs Cox

#### [ii] ELECTION OF CHAIR

Cllr Mrs Dearden was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Cox. There being no further nominations, Cllr Mrs Dearden was duly **ELECTED** Chairman of the Community Centre Committee for 2024/2025.

Vice-Chair to be elected at the first Meeting of the Committee

### [c] Open Spaces & Amenities

#### [i] MEMBERSHIP

Cllr Mrs J Dearden  
Cllr A Mulcuck  
Cllr D Adlington  
Cllr J Cox  
Mrs K Nash

Cllr Mrs A Throssell  
Cllr N Newman [Ex-Officio]  
Cllr A Waters  
Cllr Mrs Cox

#### [ii] ELECTION OF CHAIR

Cllr Waters was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Cox. There being no further nominations, Cllr Waters was duly **ELECTED** Chairman of the Open Spaces & Amenities Committee for 2024/2025.

Vice-Chair to be elected at the first Meeting of the Committee.

[d] Personnel Committee

[i] MEMBERSHIP

Cllr Mrs J Dearden  
Cllr M J Porter [Ex-Officio]  
Cllr N Newman [Ex-Officio]

Cllr Mrs A Throssell  
Cllr A Waters

[ii] ELECTION OF CHAIR

Cllr Mrs Dearden was **NOMINATED** by Cllr Newman and **SECONDED** by Cllr Porter. There being no further nominations, Cllr Mrs Dearden was duly **ELECTED** Chairman of the Personnel Committee for 2024/2025.

Vice-Chair to be elected at the first Meeting of the Committee

[e] Finance & Administration Committee

[i] MEMBERSHIP

Cllr N Newman [Chair]  
Cllr M J Porter [Vice-Chair]  
Cllr Mrs J Dearden

Cllr Mrs A Throssell  
Cllr A Waters

[f] Allotment Managers [3]

Cllr Waters                      Cllr Mulcuck                      Cllr Cox

8. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

- (a) Kent Association of Local Councils T&M Committee - Cllrs. Mrs J Dearden & Newman
- (b) T & M BC Parish Partnership - Cllr Mrs J Dearden
- (c) T & M Crime Prevention Panel - Vacancy
- (d) T & M Standards Committee – Cllr Newman

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**PART II**

9. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interests.

10. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 8<sup>TH</sup> APRIL 2024**

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

# 11. **MATTERS ARISING**

There were no matters arising.

# 12. **MINUTES OF MEETINGS HELD DURING APRIL 2024**

## (a) For Confirmation & Signing

### (i) Extra-Ordinary Parish Council Meeting, 15<sup>th</sup> April 2024

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

# 13. **CORRESPONDENCE**

## (a) For Noting

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

Ditton Twinning Association:	<u>Minutes of meeting held 16/04/2024</u>
Ditton Heritage Centre:	<u>10<sup>th</sup> Anniversary Open Day – 12/05/2024</u>
KALC:	<u>Newsletter April 2024, May 2024</u>
Clerks & Councils Direct:	<u>May 2024</u>
SLCC:	<u>The Clerk May 2024</u>
Resident:	<u>Thank you re Public Planning Meeting</u>
KCC Cllr A Kennedy:	<u>Info on Members Grant</u>

## (b) For Decision

NOTED none received.

# 14. **FINANCE**

## (a) Accounts for Payment

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

### **April Payroll Summary**

<i>Monthly</i>	<i>Gross</i>	<i>£30,969.86</i>
	<i>Net</i>	<i>£23,310.15</i>

### **April Deposit Refunds**

10.04.24	Carman Room 07.04.24	£50.00
17.04.24	Oaken Hall 13.04.24	£71.00
17.04.24	Oaken Hall 14.04.24	£75.00
19.04.24	Oaken Hall 28.03.24	£74.00

**April BACS Payments (not previously listed)**

05.04.24	I Riches	Ticket sales	£40.00
19.04.24	Kent & Sussex	Bar Stock	£1,887.45
19.04.24	S J Cleaning	Scrubber dryer repairs	£274.40
19.04.24	WEDO Finance (Sovereign)	Trim Trail	£2,595.41
19.04.24	KALC	Annual subscription	£1,683.24
19.04.24	S Grantham	Bar reimbursement	£7.49
25.04.24	M Beautridge	Bar Services	£274.62
26.04.24	HMRC	PAYE/NI	£5,170.52
30.04.24	KCC Pension	Pension contributions	£1,501.40

**Accounts (approved and paid 26.04.24 )**

<b>Community Centre</b>				
S & J Cleaning	Scrubber Dryer	VAT	5335.60 1067.12	£6,402.72
RB Plumbing	Water regulation work		225.08	£225.08
Capital	Equipment Hire Cleaning & Consumables		90.00 210.38 60.08	£360.46
Envirocure	Legionella testing	VAT	48.75 9.75	£58.50
Glass & Mirror Co	Outside toilet door	VAT	740.00 148.00	£888.00
KCS	Cleaning & Consumables Stationary	VAT	36.98 85.66 24.53	£147.17
M Matei	Cleaning services		56.00	£56.00
<b>Bar</b>				
Kent & Sussex	Bar Stock	VAT	582.06 116.42	£698.48
BSS Stocktaking	Stocktake		150.00	£150.00
Lansdell	Bar Stock	VAT	270.67 131.71 229.00 167.01 64.48 233.73 204.86	£1,301.46
<b>F&amp;A</b>				
Matt Stephens	Audio Services		150.00	£150.00
Rialtas	Software subscription	VAT	1109.00 221.80	£1330.80
<b>OSA</b>				
Lister Wilder	Machinery repairs	VAT	394.00 78.80	£472.80
Chubb	Signal upgrade	VAT	350.00 70.00	£420.00

(b) Direct Debit Payments During April 2024**RESOLVED** the following direct debits be **ACCEPTED** and **APPROVED**:-

**April Direct Debits**

02.04.24	WEX	Fuelcard	£1.80
02.04.24	Paymentsense	Stationary	£43.08
02.04.24	TMBC	Business Rates	£352.00
02.04.24	Carlsberg	Bar Stock	£1,778.52
03.04.24	O2	Mobile phone	£18.85
03.04.24	Carlsberg	Cellar services	£187.20
08.04.24	Rentokil Initial	Washroom Services	£179.88
08.04.24	TV Licence	TV Licence	£169.50
09.04.24	SKY	Sky Sports	£433.86
09.04.24	Carlsberg	Bar Stock	£1,227.76
10.04.24	Use Your Local	Kilnbarn website	£234.00
12.04.24	Siemens	Equipment Lease	£972.13
12.04.24	Commercial Services	Energy charges	£2,384.78
15.04.24	Bankline	Monthly charges	£54.16
15.04.24	Safety Effect	H&S	£114.00
15.04.24	DHFE	Till rental	£369.60
15.04.24	Paymentsense	Card machine rental	£54.00
15.04.24	FDMS	Card charges	£349.80
16.04.24	Sage	Software subscription	£236.40
16.04.24	Carlsberg	Bar Stock	£2,232.56
22.04.24	Hugo Fox	DPC Website	£23.99
23.04.24	Host My Office	IT support	£402.12
23.04.24	EDF	Streetlight energy	£307.91
23.04.24	Carlsberg	Bar Stock	£2,422.25
25.04.24	BOC	Bar Gas	£233.10
25.04.24	TNT	BT Sport	£445.44
26.04.24	Paymentsense	Stationary	£43.08
29.04.24	WEX	Fuelcard	£1.80
29.04.24	NEST	Pension contributions	£987.79
29.04.24	Veolia	Refuse services	£689.17
30.04.24	Natwest	Bank charges	£142.80
30.04.24	Focus	Telephone Charges	£83.80
30.04.24	Focus	Equipment Lease	£165.00
30.04.24	Carlsberg	Bar Stock	£3,209.21

**(c) Debit Card Payments During April 2024**

**RESOLVED** the following debit card payments be **ACCEPTED** and **APPROVED**:-

**April Debit Card**

04.04.24	Godfreys	OSA Tools	£379.00
08.04.24	Direct Hygiene	Baby Change Unit	£158.64
09.04.24	Panel Warehouse	Display boards	£515.16
09.04.24	Amazon	Prime membership	£8.99
11.04.24	Amazon	Projector control	£26.99
12.04.24	Amazon	Barrier clips	£9.98
15.04.24	Amazon	Lanyards	£18.59
22.04.24	Tesco	Refreshments/consumables	£113.69
29.04.24	Tesco	Refreshment/consumables	£120.00

(d) CCLA Property Fund Dividend

It was noted that the dividend received on 31<sup>st</sup> March 2024 was £5,801.74.

(e) Asset Register

**RESOLVED** to accept, approve and sign.

(f) Risk Identification and Management Summary – for approval and signing

**RESOLVED** to accept, approve and sign.

(g) Review of Effectiveness of Internal Control and Internal Audit – for approval and signing

**RESOLVED** to accept, approve and sign.

(h) Insurance Renewal

The Clerk advised that quotes had been received to renew the Council's main policy at £17,319.51 and the motor policy at £1,261.44 [both through the broker – Gallagher]. She advised that the first quote for the main policy had been in excess of £20,000.00 but she had negotiated a reduction if the Council agreed to a three year agreement [as it had done previously]. It was noted the quote for the engineering policy was still awaited. It was further noted the main policy was also substantially higher than previous years due to the buildings being revalued last year.

**RESOLVED** to accept the quotes and renew all policies through Gallagher.

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

It was **NOTED** that Borough Cllrs Cannon, Hammond and Williams had given their apologies but Cllr Cannon had submitted a report. The Chairman read the report:

**ANNUAL COUNCIL MEETING AND NEW MAYOR**

TMBC's Annual Council meeting is on Tuesday 14 April and subject to the approval of members it is expected our ward colleague Steve Hammond will be elected as Mayor of Tonbridge & Malling for the next 12 months. Chairing full council meetings when we have such a finely balanced council will be a challenge but his lengthy experience as veteran relations and brand manager at RBLI will hold him in good stead with the varied civic duties he will undertake. We wish him all the best.

**PARKING CHARGES AT MARTINS SQUARE AND AYLESFORD**

The Cabinet have now agreed a new regime of parking charges throughout the Borough. Parking charges will be extended up to 8pm on weekdays and on Sundays but locally at Martins Square and Aylesford we pushed for an increase in the free parking period from half an hour to one hour which was accepted by the Cabinet. Charges in Aylesford will also not be introduced until the extension to the Bailey Bridge East car park has been carried out.

Extending car parking charges is regrettable but somewhat unavoidable due to the government consistently reducing the funding for local authorities.

**BRADBOURNE**

A number of residents and others have praised the Parish Council's comprehensive presentation on 15th April and it is currently expected the application will go before Area 3 in November.

The Chairman advised that he had asked for confirmation that the condition of works being undertaken prior to the occupation of properties at Ditton Edge was called in and Cllr Cannon advised that he understands that KCC have agreed the condition cannot be varied, therefore the original call-in still stands so if the KCC position was to change then it would head to Area 3.

The Chairman also asked about Aylesford PC's view on the Bradbourne Application and Cllr Cannon advised that he has spoken to Allan Sullivan at Aylesford PC and he confirmed they are entirely supportive of Ditton PC's submission on Bradbourne and this was submitted to TMBC as such. He understands they have not added further comments of their own.

The Chairman asked if there were any other issues anyone wished to raise with the TMBC Councillors. A question was asked about how payment for the parking charges at Martin Square and Aylesford car parks would be made – card, cash or app? This question will be put to the Borough Councillors.

## 16. NEIGHBOURHOOD POLICING REPORTS

**NOTED** no report available.

## 17. PLANNING MATTERS [DATE SENSITIVE]

### (a) Plan Received for Comment

#### 24/00553/PA - 580, London Road, Ditton, Aylesford, ME20 6BX

T1, mature Yew tree in the front garden. The tree is in close proximity to the property. We would like to reduce the canopy to bring it away from it and also to increase light coming in to the garden below. The current north, east, south and western radial spread is 6.5 meters and we would like to reduce this to 5 meters. The current height is 17 meters and we would like to reduce this to 15 meters from ground level. T1 of Tree Preservation Order.

**RESOLVED** NO OBJECTION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL AND THAT THE WORK DOES NOT RESULT IN MAJOR DISRUPTION TO THE A20.

#### 24/00541/PA - 161, Woodlands Road, Ditton, Aylesford, ME20 6HB

"T1 (Applicants ref.) sweet chestnut - reduction from current height of 19m and lateral spread of 9m, to 14m and 6m respectively. Deadwood to be removed as found. The reason is due to over shading, debris and the anxiety concerning possible stem/branch failure as the tree stands atop a rise and its reasonably close proximity to this and neighbouring houses.

T2 (Applicants ref.) conifer - removal of this non native tree, currently standing at 9m high and 3m lateral spread. Due to its simply outgrown its position being so close to the house. Also severe over shading. Standing in Woodland W1 of Tree Preservation Order."

**RESOLVED** NO OBJECTION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL

#### 24/00269/PA - LAND AT, Bradbourne Lane, Ditton, Aylesford [DPC Conservation Area]

1 x Acer (standing in location marked by the red circle on applicants plan and shown in applicants photo of "Acer for felling") - Fell.

**RESOLVED** NO COMMENT.

#### 24/00522/PA - UNIT 1A, Bellingham Way, Panattoni Park, Aylesford, ME20 7WT

Full planning application for Class B8 storage and distribution use, including the erection of a warehouse building and ancillary office accommodation, external storage areas, access, parking, drainage, landscaping and associated works

[comments by 22/05/2024]

**RESOLVED** NO OBJECTION



(b) Decisions from TMBC Area 3

The following decisions were **READ** and **NOTED**. In particular the withdrawal of the applications at 4-6 New Road and 633 London Road.

23/03380 - SEW SITE, Mill Hall Road, Ditton, Aylesford

Details of condition 2 (External materials) pursuant to planning permission TM/23/00139/FL  
Installation of a new treatment building for water transmission and treatment purposes

**APPROVED 07/03/2024**

23//03362 – 66 Acorn Grove, Ditton ME20 6EW

Lawful Development Certificate Proposed: Drop kerb outside of premises extended

**CERTIFIES 06/03/2024**

24/00070 – 24 Acorn Grove, Ditton ME20 6EW

T1, twin stemmed Ash (marked as red circle on sketch plan) standing close to rear boundary within rear garden and T2, single Ash (marked as green circle on sketch plan) standing close to rear boundary, also within rear garden. Proposed re-pollarding to previous points, from existing height of 13m to 7m. Standing in Woodland W1 of Tree Preservation Order

**APPROVED 12/03/2024**

24/00121/PA – St Peter's Court, St Peters Road, Ditton ME20 6PJ

1 x Ash (applicant's ref. T1) - Reduce all aspects by 3m leaving a finished natural shape - Tree canopy is starting to impact on the roof and gable wall of the end of the building. [Re-registered with species amended]

**NO OBJECTION 12/03/2024**

24/03530 – 4-6 New Road, Ditton ME20 6AD

Change of Use, conversion of internal alterations from offices to residential use

**APPLICATION WITHDRAWN 25/03/2024**

24/03414 – 633 London Road, Ditton ME20 6DJ

Two storey front and side extension

**APPLICATION WITHDRAWN 25/03/2024**

24/00089/PA – 54 Priory Grove, Ditton ME20 6BB

Erection of single storey rear extension, loft conversion with rear dormer and front rooflights and chimney stack removal

**APPROVED 04/04/2024**

24/00224/PA – 63 Cherry Orchard, Ditton ME20 6QS

Single storey rear extension

**APPROVED 17/04/2024**

(c) Orchard Mill/Ditton Edge

The Chairman confirmed a request to call in the application to remove the conditions for improvements to A20 had been made. He advised he had looked at "crash" statistics over the last 5 years and 7 had been recorded but it was likely many more had not been reported.

(d) EMT Bradbourne Application

The Chairman advised that he, Cllr Waters, Cllrs Cox and Mrs Cox had attended the East Malling and Larkfield Parish Council public meeting on 28<sup>th</sup> April. He reported that no new issues were highlighted and their main focus was on the road through to New Road East Malling and it being a possible bus route.

The Chairman confirmed that the independent Traffic Survey from Les Henry Associates had been submitted to support this Council's objections and he referred to comments made by the former independent planning consultant about possibly asking the MP to all the application in

to the Secretary of State and also to contact the Woodland Trust for support in protecting the ancient woodlands.

It was noted that someone from both the Liberal Democrats and Green Party had been in touch about the parish council's submission. The Chairman said he would avoid allowing the issue to become political for the Parish Council.

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

Cllr Mulcuck reminded members that the Heritage Centre was holding a special open day on Sunday 12<sup>th</sup> May, 10am – 3pm, to celebrate it's tenth year of opening and all were welcome.

There were no other matters arising.

19. **CLOSURE**

The meeting closed at 8.22pm.

Chairman  
3<sup>rd</sup> June 2024