

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 7th MAY 2025**

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

PART I

1. **OPENING OF MEETING**

Cllr Newman opened the meeting at 7.30pm.

2. **APOLOGIES**

Apologies were received from Cllrs Mrs Nash and Laidouci.. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 579. Apologies were also received from Borough Cllr R Cannon.

3. **ELECTION OF CHAIRMAN FOR 2025/26**

Cllr Newman was **NOMINATED** by Cllr Mrs Dearden and **SECONDED** by Cllr Porter. There being no further nominations, Cllr Newman was duly **ELECTED** Chairman of the Council for 2025/2026.

4. **ELECTION OF VICE-CHAIRMAN FOR 2025/26**

Cllr Porter was **NOMINATED** by Cllr Mulcuck and **SECONDED** by Cllr Cox. There being no further nominations, Cllr Porter was duly **ELECTED** Vice-Chairman of the Council for 2025/2026.

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

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

6. **APPOINTMENT OF COMMITTEES FOR 2025/26**

[a] **Planning - 11 Members (+ Chairman & Vice-Chair Ex-Officio)**

[i] MEMBERSHIP

Cllr A Mulcuck
Cllr A Laidouci
Cllr D Adlington
Cllr A Waters
Cllr R White

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 Mrs M Newman

[ii] ELECTION OF CHAIR

Cllr Newman was **NOMINATED** by Cllr Cox and **SECONDED** by Cllr Porter. There being no further nominations, Cllr Newman was duly **ELECTED** Chairman of the Planning Highways and Transportation Committee for 2025/2026. Cllr Porter thanked Cllr Newman for the hard work he has undertaken in dealing with planning matters over the previous year.

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

[b] Community Centre - 7 Members - (+ power to co-opt 2 others)

[i] MEMBERSHIP

Cllr M J Porter [Ex-Officio]

Cllr Cllr N Newman [Ex-Officio]

Cllr D Adlington

Mrs K Nash

Cllr Mrs M Newman

Cllr Mrs A Throssell

Cllr J Cox

Cllr Mrs Cox

Cllr R White

[ii] ELECTION OF CHAIR

Cllr Porter was **NOMINATED** by Cllr Cox and **SECONDED** by Cllr Mrs Newman. There being no further nominations, Cllr Porter was duly **ELECTED** Chairman of the Community Centre Committee for 2025/2026. Cllr Porter said he was sorry to see Cllr Mrs Dearden step down from the Committee and thanked her for her contribution to the achievements of the Committee over the last few years.

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

[c] Open Spaces & Amenities - 7 Members - (+ power to co-opt 2 others)

[i] MEMBERSHIP

Cllr A Mulcuck

Cllr D Adlington

Cllr Mrs K Nash

Cllr J Cox

Cllr Mrs M Newman

Cllr Mrs A Throssell

Cllr N Newman [Ex-Officio]

Cllr A Waters

Cllr Mrs L Cox

[ii] ELECTION OF CHAIR

Cllr Waters was **NOMINATED** by Cllr Cox and **SECONDED** by Cllr Mrs Cox. There being no further nominations, Cllr Waters was duly **ELECTED** Chairman of the Open Spaces & Amenities Committee for 2025/2026.

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

[d] Allotment Managers [3]

Cllr Waters

Cllr Mulcuck

Cllr Cox

[e] Personnel Committee – Council Chair, Vice Chair + Committee Chairs

(+ power to co-opt 2 others)

[i] MEMBERSHIP

Cllr Mrs J Dearden

Cllr M J Porter

Cllr N Newman

Cllr Mrs A Throssell

Cllr A Waters

[ii] ELECTION OF CHAIR

Cllr Mrs Dearden was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Waters. There being no further nominations, Cllr Mrs Dearden was duly **ELECTED** Chair of the Personnel Committee for 2025/2026.

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

[f] Finance & Administration Committee - Council Chair, Vice Chair + Committee Chairs
(+ power to co-opt 2 others)

[i] MEMBERSHIP

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

Cllr Mrs A Throssell
Cllr A Waters

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

- (a) Kent Association of Local Councils T&M Committee – Cllr N Newman & Cllr A Waters
- (b) T & M BC Parish Partnership – Cllr N Newman
- (c) T & M Crime Prevention Panel – Cllr R White
- (d) T & M Standards Committee – Cllr R White

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PART II

8. **DECLARATION OF MEMBERS' INTERESTS**

Cllr Waters declared a personal interest in item 13(a) as he has received a reimbursement of expenditure.

9. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 7TH APRIL 2025**

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

10. **MATTERS ARISING**

There were no matters arising.

11. **MINUTES OF MEETINGS HELD DURING APRIL 2025**

- (a) For Confirmation & Signing

(i) Planning, Highways & Transportation Committee Meeting, 23rd April 2025

The minutes of the above meeting were presented by Cllr Newman and signed as a true record.

(ii) Open Spaces & Amenities Committee, 23rd April 2025

The minutes of the above meeting were presented by Cllr Waters and signed as a true record. It was **NOTED** that there was one matter awaiting further information before a final decision could be taken:

KBRRG Playground Surface Repair/Pear Tree [Page 199, Item 475[b]

It was confirmed that the member of Grounds Staff would be able to fell the small tree in the Play Area and a stump grinder could be hired for less than £150.00. An additional quotation for repairs to the surface after the tree removal had been obtained for £945.00 plus VAT [a reduction of £1,000 as the tree would be removed by staff]. Members were reminded of the quotation to repair the tarmac adjacent to the concrete edgings on another area of the playground for £1,415 plus VAT. It was **NOTED** there were sufficient funds in the playground repairs budget and EMR to cover the cost. Members agreed both areas needed to be addressed as soon as possible to prevent them becoming a trip hazard.

RESOLVED to proceed with the removal of the tree and stump by a member of staff and to accept both quotations from CW Milner & Sons to undertake the tarmac repairs as soon as possible.

12. **CORRESPONDENCE**(a) For Noting

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

Ditton Twinning Association: Minutes of meeting held 29/04/2025

KALC: Upcoming Training
Newsletter – May 2025

Maidstone Borough Council: Heathlands Garden Settlement Drop In Sessions

Clerks & Councils: Newsletter May 2025

(b) For Decision

NOTED nothing received to date.

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

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

April Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£30,051.72</i>
	<i>Net</i>	<i>£21,725.27</i>

April Deposit Refunds

02.04.25	Oaken Hall – 29.03.25	£126.50
02.04.25	Carman Room – 29.03.25	£50.00
02.04.25	Carman Room – 30.03.25	£50.00
22.04.25	Oaken Hall – 12.04.25	£100.00
30.04.25	Carman Room – 27.04.25	£50.00

April BACS Payments (not previously listed)

08.04.25	Appliance Services	Washing Machine Repair	£215.00
08.04.25	KALC	Annual Subscription	£1,813.42
08.04.25	Kent & Sussex	Bar Stock	£1,315.85
08.04.25	BSS Stocktaking	Stocktake	£150.00
09.04.25	Tree Monkeys	Tree Work	£360.00
09.04.25	Tree Monkeys	Tree Work	£660.00
16.04.25	Safety Effect	H&S	£12.00
16.04.25	A Waters	Reimbursement	£34.41
22.04.25	Kent Men of Trees	Annual Subscription	£40.00
24.04.25	Kent & Sussex	Bar Stock	£3,282.65
25.04.25	M Beautridge	Bar Services	£76.26
30.04.25	HMRC	PAYE/NI	£5,867.30
30.04.25	KCC Pension	Pension Contributions	£1,485.32

Accounts (approved and paid 01.05.25)

Community Centre				
KCS	Stationary		97.05 119.34 43.28	£259.67
		VAT		
S & J Cleaning	Scrubber Dryer Repair		461.78 92.35	£554.13
		VAT		
Envirocure	Legionella Testing		48.75 9.75	£58.50
		VAT		
1 st A Pest Control	Pest Control		60.00 12.00	£72.00
		VAT		
Capital	Cleaning & Consumables		80.32 163.66 48.79	£292.77
		VAT		
Bar				
All Chilled	Equipment Repairs		98.00 19.60	£117.60
		VAT		
Lansdell	Bar Stock		234.03 12.99 190.94 (5.37) 222.74 275.88 229.64 206.41	£1,367.26
F&A				
Rialtas	Software Licence		1175.00 235.00	£1,410.00
		VAT		

OSA				
Lister Wilder	Machine Parts		145.21	
			101.00	
		VAT	24.62	£295.45
T Parker	Grass Seed		198.72	£198.72

(b) Direct Debit Payments During April 2025**RESOLVED** the following direct debits be **ACCEPTED** and **APPROVED**:-**April Direct Debits**

01.04.25	O2	Mobile Phone	£13.20
01.04.25	TMBC	Business Rates	£841.20
01.04.25	Carlsberg	Cellar Services	£186.62
02.04.25	Carlsberg	Bar Stock	£187.20
04.04.25	Carlsberg	Bar Stock	£2,014.30
08.04.25	Rentokil Initial	Washroom Services	£182.77
08.04.25	TV Licence	Annual Subscription	£174.50
09.04.25	SKY	Sky Subscription	£477.24
10.04.25	Use Your Local	Kilnbarn Website	£234.00
11.04.25	Carlsberg	Bar Stock	£1,626.08
14.04.25	Siemens	Photocopy Lease	£972.13
14.04.25	FDMS	Card Charges	£480.10
15.04.25	Bankline	Monthly Charge	£102.98
15.04.25	Safety Effect	H&S	£114.00
15.04.25	Commercial Services	Energy Costs	£1,438.92
15.04.25	DHFE	Till Rental	£369.60
16.04.25	Sage	Software Subscription	£264.00
17.04.25	Commercial Services	Energy Costs	£329.53
22.04.25	Hugo Fox	Website	£23.99
22.04.25	Carlsberg	Bar Stock	£3,082.88
23.04.25	Host My Office	Computer Support	£754.44
24.04.25	TNT	TV Subscription	£487.31
25.04.25	BOC	Bar Gas	£262.22
28.04.25	Veolia	Refuse Collections	£423.60
28.04.25	WEX	Fuelcard	£100.58
28.04.25	NEST	Pension Contributions	£973.83
29.04.25	Everflow	Water Supply	£993.15
30.04.25	Focus	Telephone	£86.93
30.04.25	Focus	Telephone Lease	£165.00
30.04.25	O2	Mobile Phone	£13.20

(c) Debit Card Payments During April 2025**RESOLVED** the following Debit Card payments be **ACCEPTED** and **APPROVED**:-**April Debit Card**

08.04.25	Royal British Legion	VE Day Lamp post signs	£219.98
08.04.25	Amazon	VE Day Sticker	£15.99
09.04.25	Tesco	Refreshments	£56.90
14.04.25	Zaros Machinery	Water Bowser	£2,284.96

14.08.25	Amazon	Prime Annual Subscription	£114.00
22.04.25	Work Place Depot	Trolley	£71.98
22.04.25	Tesco	Refreshments/Consumables	£82.79
28.04.25	Amazon	Fencing Pins	£36.95
29.04.25	Tesco	Refreshments	£61.19

(d) CCLA Property Fund Dividend for 31/03/2025

It was noted that the dividend received on 31st March 2024 was £5,254.63.

(e) Insurance Renewal

The Clerk advised that quotes had been received to renew the Council's main combined policy at £18,251.97, the motor policy at £1,387.60 and the engineering policy at £509.88 [through the broker – Gallagher with whom the Council entered into a 3 year agreement the previous year]. It was **NOTED** there was sufficient budget to cover these costs.

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

(f) Car Park Resurfacing

It was reported that two quotations had been obtained to resurface the car park:

- [A] Approx Area of 420 m2 £18,980.00 + VAT [price per m2 - £45.19 + VAT]
 [B] Approx Area of 2274 m2 £43,732.00 + VAT [price per m2 £19.23 + VAT] to include reinstating all road markings.

It was **NOTED** that the car park was in a very poor state of repair and required regular, expensive, temporary pot hole repairs and the markings were now very faint.

RESOLVED to accept quotation B from Ashford Tarmac which would include the reinstatement of the markings and cover most of the car park and that the cost be met by the budget set aside by the CC Committee and the balance be met from reserves.

(g) Risk Identification and Management Summary

Cllr Waters suggested that battery acid should be included as a risk with the other substances under the COSHH heading.

RESOLVED to accept, approve and sign, subject to updating the summary to include safe disposal of battery acid.

(h) Review of Effectiveness of Internal Control and Internal Audit

RESOLVED to accept, approve and sign.

14. REPORTS FROM BOROUGH & COUNTY COUNCILLORS

It was **NOTED** that no Borough Councillors were available to attend and that Cllr Cannon had sent in the following report to be **READ**:

LOCAL DEMOCRACY

There is very little to report this month due to the Kent County Council elections held on May 1st. Members will probably be aware Cllr Andrew Kennedy was re-elected in the Malling North East Division which covers Ditton. Elsewhere there was a TMBC by-election in Snodland East and Ham Hill which was won by the Conservatives who took the seat from Labour. The

Conservative/Independent administration now has a majority of 2 on the Council and no longer relies on the Mayor's casting vote.

LONDON CITY LIONESSES

There will be a site visit and briefing for members of the Area 3 Planning Committee in late May where the club will present their future plans for the site.

15. **NEIGHBOURHOOD POLICING REPORTS**

NOTED no report available.

16. **PLANNING MATTERS [DATE SENSITIVE]**

(a) Plans Received for Comment

25/00675/PA - UNIT 1A, Bellingham Way, Panattoni Park, Aylesford, ME20 7WT

Details of condition 13 (Tree Protection) Pursuant to planning permission 24/02028/PA Proposed 8 bay Electric Vehicle charging station for commercial vehicles and associated amenity block, substation, equipment compounds, amenity block access gates hard and soft landscaping and drainage works.

RESOLVED NO COMMENT.

25/00575/PA – 4-6, New Road, Ditton, Aylesford, ME20 6AD

Prior Notification under Schedule 2, Part 3, Class MA: Convert existing offices (Class E) to residential flats (Class C) x2 (Historically the ground floor were residential).

RESOLVED NO OBJECTION BUT WOULD SUPPORT THE PLANNING, HOUSING AND ENVIRONMENTAL HEALTH COMMENTS.

25/00691/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford

Details of condition 8 (Management and Maintenance Scheme). 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

RESOLVED NO COMMENT.

25/00678/PA - SILVER BIRCHES, 425, LONDON ROAD, DITTON, AYLESFORD, ME20 6DB

"G1 (Applicants ref.) - Group of 3 Sweet Chestnut trees - Cut back branches to the fence line on the group of trees that are over hanging the road, footpath and obstructing the street lights. Reason - KCC have written to Mr Furzer instructing him to have the trees cut back. T1 (Applicants ref.) - Sweet Chestnut - Cut back 1 lower branch that is over hanging the drive way and front lawn to the edge of the drive. Reason - Over shading and excessive debris. Standing in Area A1 of Tree Preservation Order"

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

25/00705/PA - UNIT 1A, Bellingham Way, Panattoni Park, Aylesford, ME20 7WT

Details of condition 3, (Vehicle loading/unloading turning, parking, wheel washing facilities) 6 (Construction Environmental Management Plan) 8 (30-year Habitat Monitoring Management plan) 9 (Bio-Diversity Detailed plans) and 12 part (Archaeological Watching brief) pursuant to planning permission 24/02028/PA Proposed 8 bay Electric Vehicle charging station for commercial vehicles and associated amenity block, substation, equipment compounds, amenity block access gates hard and soft landscaping and drainage works

RESOLVED NO COMMENT.

(b) Decisions from TMBC Area 3

The following decision was **NOTED**.

25/00333/PA - 50, WOODLANDS ROAD, DITTON, AYLESFORD, ME20 6EE

Lawful Development Certificate Proposed: dropped kerb and new driveway for off road parking

CERTIFIES 24/04/2025

(c) Orchard Mill/Ditton Edge

It was **NOTED** that a further communication had been made to St Modwen Homes regarding the area behind Cherry Orchard following another resident complaint. The response had advised that hedge maintenance will continue annually, a litter pick in this area has been requested and a gate will be installed at either end of the maintenance strip in the next 2 months as access would be required for machinery. It was further **NOTED** that St Modwen was now part of Miller Homes. It was suggested that if satisfactory improvements are not made in this area then the Borough Councillors should be contacted to see if they can assist.

(d) EMT Bradbourne Application

No update available.

17. **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 to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

18. **CONFIDENTIAL MEMORANDUM**

CM448 confirming staff salaries from 1st April was approved and signed.

19. **CLOSURE**

The meeting closed at 8.02pm.

Chairman
2nd June 2025

