

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 3RD JUNE 2024

PRESENT: CLLRs. N NEWMAN [CHAIRMAN], M J PORTER [VICE-CHAIR], MRS J DEARDEN, A WATERS, MRS A THROSSELL, D ADLINGTON, J COX, MRS L COX & MRS K NASH
MRS N GREENAWAY [CLERK OF THE COUNCIL]

47. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

48. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Mulcuck and Laidouci. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 543.

49. **DECLARATIONS OF INTERESTS**

There were no declarations of interest.

50. **CASUAL VACANCY**

NOTED no enquiries.

51. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 8TH MAY 2024**

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

52. **MATTERS ARISING**

There were no matters arising.

53. **MINUTES OF MEETINGS HELD DURING MAY 2024**

(a) **For Confirmation and Signing**

(i) **Community Centre Committee, 13th May 2024**

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

(ii) **Finance & Administration Committee, 29th May 2024**

The minutes of the above meeting were **CONFIRMED** and **SIGNED** as a true record subject to correcting the spelling of Cllr Water's name in item 35.

RESOLVED TO RATIFY THE RECOMMENDATION:

TO APPROVE AND ADOPT THE UPDATED NALC MODEL FINANCIAL REGULATIONS AS ADAPTED FOR DITTON PARISH COUNCIL, SUBJECT TO REMOVAL OF UNNECESSARY BRACKETS AND AMENDING THE CONTENTS PAGE.

(iii) Personnel Committee, 29th May 2024

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

54. **CORRESPONDENCE**

(a) For Noting

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

Ditton Twinning Association: Minutes of Meeting held on 21/05/2024

Tonbridge & Malling Ramblers: Walks June 2024

KCC Planning Policy: Draft Kent Minerals & Waste Local Plan 2024-39

KCC PROW Notice of the Intention to temporarily close footpath MR492

For Decision

Ron Bailey: Request for support to improve safety of Lithium Batteries

RESOLVED TO SEEK FURTHER INFORMATION BEFORE SUBMITTING A RESPONSE.

55. **FINANCE**

(a) Accounts For Payment

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

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)

Community Centre				
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	VAT	4654.00 930.80	£5,584.80
Capital	Cleaning supplies	VAT	96.36 19.27	£115.63
S&J Cleaning Systems	Genie XS Cleaning supplies	VAT	1935.75 34.05 393.96	£2,363.76
M Matei	Cleaning services		56.00	£56.00
Bar				
Kent & Sussex	Bar Stock	VAT	582.10 116.42	£698.52
Lansdell	Bar Stock		371.30 194.28 264.58 (9.29) 150.54	£971.41
Envirocure	Legionella testing	VAT	48.75 88.75 120.00 51.50	£360.50
F&A				
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	VAT	87.94 17.59	£105.53
OSA				
Travis Perkins	Bitumen Timber Gloves Overpayment	VAT	43.54 34.62 1.64 15.96 (26.18)	£69.58
Agwood	Tractor repairs	VAT	2358.38 471.67	£2,830.05

T Parker	Overseed Pitches		975.00	
			2484.00	
			195.00	£3,654.00

(b) Direct Debits - Paid During May 2024**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**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**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**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)

The Statement of Accounts for the financial year 2023/2024, prepared by this Council's accountants DCK Accounting Solutions, was **READ**.

RESOLVED the accounts be **APPROVED, ADOPTED** and **SIGNED**.

- (e) External Audit/Annual Governance and Accountability Return for Financial Year 2023/2024

- (i) ANNUAL GOVERNANCE STATEMENT FOR 2023/24

The Annual Governance Statement was **READ** and the assertions answered.

RESOLVED the Annual Governance Statement be **APPROVED** and **SIGNED**

- (ii) ACCOUNTING STATEMENTS FOR 2023/24

The Accounting Statements for the year ending 31st March 2024 were **READ** and **NOTED**.

RESOLVED to **APPROVE** and **SIGN** the Accounting Statements.

- (f) Internal Audit

Final Visit 2023/24 [3rd visit report & annual report (for annual return)]

The report of the Final Visit for 2023/24 was **CIRCULATED** and **READ**. It was **NOTED** that during the visit testing was focused on accounting records, VAT Returns, bank reconciliations, the Accounting Statements and the Annual Return. It was noted that outstanding issues around petty cash, salaries and VAT were now completed and a further check on verification of bank reconciliations would be made at the next visit. It was also **NOTED** that the internal auditor had approved and signed the Annual Internal Audit Report for 2023/24, to be included with the Annual Governance and Accountability Return.

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

Borough Cllr Cannon reported on the following items:

ANTI-SOCIAL BEHAVIOUR

A new specialist team of three trained officers are targeting anti-social behaviour hot spots in Tonbridge and Malling this summer.

They will respond to complaints about rowdy behaviour, drinking and drug-taking, nuisance vehicles and other activities which cause a nuisance or disturbance to residents. With 70 reports of anti-social behaviour in the Borough each month they will be aiming to reduce this figure via powers to confiscate alcohol and issue £100 fixed penalty notices to those breaching public space protection orders.

This initiative is being trialled until Autumn 2024 with £65000 of Council funding. Anyone wishing to report anti-social behaviour should do so via the TMBC website.

HONORARY FREEMAN CEREMONY

At the TMBC Annual Council meeting on 14 May I am pleased to say 220 Medical Squadron, London Road, Ditton were made honorary freemen of the Borough. The title was also conferred on former Council leader, Nicolas Heslop and long standing veteran Hadlow Councillor Jill Anderson.

ILLEGAL PARKING

I have made the parking manager at TMBC, Andy Bracey, aware of problems in Ditton relating to parking at junctions and on pavements and verges blocking pedestrian access, especially as regards Fernleigh Rise and Bell Lane. As a result he is planning to step up the team of enforcement teams visiting the parish over the next few weeks.

PLANNING

Cllr Cannon advised that he had emailed earlier in the day an update re s73 application to vary condition 27 to allow occupation of 50 dwellings (St Modwen Homes) before completion of the highways improvements to the A20/Station Rd/New Rd junction. The developer has constructed the first fifty dwellings, and the variation of condition would allow the dwellings to be occupied.

The highways works require a section 278 legal agreement between the developer and KCC to secure the necessary funding from the developer. TMBC are not a party to that agreement. The technical discussions and negotiations were protracted, but KCC has issued a technical approval and works to finalise the legal agreement are underway. Given the technical information submitted by the applicant and the progress on the legal agreement, KCC does not object to the variation of the condition, which was imposed on highways safety grounds.

Without an objection from KCC as a statutory consultee, the planning officer cannot support a refusal recommendation, and KCC would not support TMBC at an appeal. As such, the planning officer will be recommending approval of the application. Under the terms of Cllr Cannon's call-in request, this would require referral to planning committee for decision.

As the site falls under the remit of both Area 2 and 3 Planning Committees, the Constitution requires that both planning committees and potentially full Council consider the application (if a committee decision is required). Thus, officers would need to arrange a special joint meeting of the Area 2 and Area 3 Planning Committees to consider this application. If the two committees do not agree in their resolution, the application would be referred to full Council.

In order to allow officers to start the process of setting up the special meeting, please confirm as soon as possible whether the council wishes to maintain the call-in request or whether it would allow for decision under delegated authority based upon the above and the lack of objection from KCC.

Discussion took place and members agreed it was very disappointing to hear KCC are no longer objecting as nothing has changed and it makes a "mockery" of any conditions set.

Cllr Cannon said that he would have to speak to David Thornewell as a joint planning committee meeting would be required. Cllr Cannon said he would be happy to maintain the "Call-In" unless any further developments happen.

Cllr Cannon was thanked for coming and for giving the additional information regarding this development.

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

NOTED nothing available.

58. **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

RESOLVED THIS COUNCIL HAS NO COMMENT TO MAKE ON THIS APPLICATION.

TM/24/00784/PA – 29 Primrose Drive, Ditton, Aylesford, Kent ME20 6EG

Proposed installation of an air source heat pump

RESOLVED THIS COUNCIL SUPPORTS THE COMMENTS MADE BY ENVIRONMENTAL HEALTH THAT “No development approved by this permission shall be commenced prior to noise attenuation measures being identified by the developer/applicant, submitted to and approved by the Local Planning Authority” . This council notes that it would seem there are 7 outstanding applications for the installation of heat pumps but none have been approved yet. This council has therefore asked TMBC Borough Cllr Rob Cannon if this application could be called in as a case study for future consideration as there is no precedent set for this type of application as yet.

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

RESOLVED THIS COUNCIL WOULD COMMENT THAT IT IS CONCERNED THAT THIS APPLICATION IF GRANTED WOULD LEAD TO THE LOSS OF AN OFF ROAD PARKING SPACE AND IT WOULD RESTRICT USE/ACCESS TO THE GARAGE.

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))

RESOLVED THIS COUNCIL WOULD COMMENT THAT IT IS CONCERNED HOW WATER WILL OCCUR – AS IT WOULD APPEAR NO NEW PIPES ARE BEING INSTALLED; THERE HAVE BEEN ONGOING ISSUES WITH LITTER, WEED CONTROL AND PRUNING; HAS THE TREE CONDITION SURVEY BEEN COMPLETED?; THE CURRENT PLAN DOES NOT MEET MODERN STANDARDS RAISED AT THE PARISH PARTNERSHIP PANEL FOR ECOLOGICAL SURVEYS AND IT CANNOT BE CONSIDERED RETROSPECTIVELY.

(b) Orchard Mill/Ditton Edge

It was **NOTED** that some residents in Cherry Orchard have received a letter advising of boundary treatments. Members agreed they would welcome the opportunity to visit the site if this would now be possible. The Clerk will look into this.

(c) EMT/Bradbourne Development

It was **NOTED** that there was no update. The Chairman said he had noticed a website about the development that appeared to be set up by the Liberal Democrat Candidate and he had made contact to ascertain who it was but had not received a response.

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

The current list with previously added projects was circulated. It was agreed that consideration be given to other possible projects and that the list be updated at the next Planning meeting to be submitted to TMBC Planning Obligations.

(e) Highway Improvement Plan [HIP]

The Clerk advised that the Council did not currently have an up to date Highway Improvement Plan. She advised that many of the examples of possible highway improvements would have to be funded. She also advised that some of the issues on the Planning Obligations list that refer to highway issues could also be entered onto the HIP. It was agreed consideration be given to possible highway improvements such as 20mph speed limit and they be agreed for submission at the next Planning meeting.

(f) Report of Visit to SE Water Treatment Works

Cllr Mrs Dearden **REPORTED** that it had been very interesting to visit the new treatment works. She advised that there is concern about the amount of boreholes being drilled currently and that there are more planned. This prompted further concern about the future water supply for the area, particularly if it would be able to cope with amount of planned development.

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

There were no matters arising.

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

It was **NOTED** that it would be difficult to hold the Community Centre Committee Meeting on 10th June as both the Chair and Business Administrator are not available. It had previously been suggested to hold it on 17th June along with the Planning and Open Spaces Committees. Discussion took place on the need to hold a Community Centre Committee meeting in June. It was agreed that if there was sufficient business, all three meetings would be held on 17th June.

61. **CONFIDENTIAL MEMORANDUM**

No confidential items needed to be reported.

62. **CLOSURE**

The meeting closed at 8.30pm

Chairman
8th July 2024