

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE **ANNUAL PARISH COUNCIL MEETING** OF DITTON PARISH COUNCIL, TO BE HELD IN **THE COUNCIL CHAMBER** AT DITTON COMMUNITY CENTRE ON **WEDNESDAY 7th MAY 2025** AT 7.30PM

Ditton Community Centre
Kilnbarn Road
Ditton
AYLESFORD
Kent ME20 6AH

[Mrs] Nicola Greenaway
Clerk of the Council

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1st May 2025

PART I

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **ELECTION OF CHAIRMAN FOR 2025/26**
4. **ELECTION OF VICE-CHAIRMAN FOR 2025/26**
5. **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIRMAN & VICE-CHAIRMAN**
6. **APPOINTMENT OF COMMITTEES FOR 2025/26**

[a] Planning - 11 Members

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

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
- [ii] ELECTION OF CHAIR

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
- [ii] ELECTION OF CHAIR

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

[d] Allotment Managers [3]

[e] Personnel Committee – 7 Members - Council Chair, Vice Chair + Committee Chairs
(+ power to co-opt 2 others)

[i] MEMBERSHIP

[ii] ELECTION OF CHAIR

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

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

(a) Kent Association of Local Councils T&M Committee

(b) T & M BC Parish Partnership

(c) T & M Crime Prevention Panel

(d) T & M Standards Committee

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PART II

8. **DECLARATION OF MEMBERS' INTERESTS**

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

10. **MATTERS ARISING**

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

(a) For Confirmation & Signing

(i) Planning, Highways & Transportation Committee Meeting, 23rd April 2025 – [to follow]

(ii) Open Spaces & Amenities Committee, 23rd April 2025 – [to follow]

KBRRG Playground Surface Repair/Pear Tree – additional information/quotes

12. **CORRESPONDENCE**

(a) For Noting

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

KALC: Upcoming Training

(b) For Decision [nothing received to date]**13. FINANCE**(a) Accounts for Payment**April Payroll Summary**

Monthly	Gross	£30,051.72
	Net	£21,725.27

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	
		VAT	43.28	£259.67
S & J Cleaning	Scrubber Dryer Repair		461.78	
		VAT	92.35	£554.13
Envirocure	Legionella Testing		48.75	
		VAT	9.75	£58.50
1 st A Pest Control	Pest Control		60.00	
		VAT	12.00	£72.00
Capital	Cleaning & Consumables		80.32	
			163.66	
		VAT	48.79	£292.77

Bar				
All Chilled	Equipment Repairs	VAT	98.00 19.60	£117.60
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	VAT	1175.00 235.00	£1,410.00
OSA				
Lister Wilder	Machine Parts	VAT	145.21 101.00 24.62	£295.45
T Parker	Grass Seed		198.72	£198.72

(b) Direct Debit Payments During April 2025

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

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

(e) Insurance Renewal

(f) Car Park Resurfacing *[quotations to be available at meeting]*

(g) Risk Identification and Management Summary – for approval and signing
[at meeting - if available]

(h) Review of Effectiveness of Internal Control and Internal Audit – for approval and signing
[at meeting - if available]

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

15. **NEIGHBOURHOOD POLICING REPORTS**

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

(a) Plan 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

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).

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

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"

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

(b) Decisions from TMBC Area 3

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

(d) EMT Bradbourne Application

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

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**

19. **CLOSURE**

<p>N.B. All Meetings of the Council are open to the public and include an adjournment of 15 minutes to permit members of the public to raise any items for the Council's attention, however, due to the confidential nature of some of the items of business parts of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.</p>
