

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN **THE COUNCIL CHAMBER**
AT DITTON COMMUNITY CENTRE ON **MONDAY 7TH JULY 2025**

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

107. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

108. **APOLOGIES FOR ABSENCE**

Apologies were received from TMBC Borough Cllrs Cannon, Williams and Hammond.

109. **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

110. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2ND JUNE 2025**

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

111. **MATTERS ARISING**

There were no matters arising.

112. **MINUTES OF MEETINGS HELD DURING JUNE 2025**

For Confirmation and Signing

(a) **Community Centre Committee, 9th June 2025**

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

(b) **Planning, Highways & Transportation Committee, 16th June 2025**

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

(c) **Open Spaces & Amenities Committee, 16th June 2025**

The minutes of the above meeting were presented by Cllr Waters and signed as a true record subject to amending the word "steps" to "paths" in the resolution on Page 733, Item 79(a).

(d) Finance & Administration Committee, 23rd June 2025

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

RESOLVED TO RATIFY THE FOLLOWING RECOMMENDATIONS:REVIEW OF FINANCIAL REGULATIONS [Page 37, Item 91]

THE AMENDMENTS TO THE FINANCIAL REGULATIONS TO SUIT DITTON PARISH COUNCIL'S BUSINESS NEEDS, BE APPROVED AND ADOPTED.

REVIEW OF STANDING ORDERS [Page 38, Item 92]

TO APPROVE AND ADOPT THE UPDATED NALC MODEL FINANCIAL REGULATIONS AS ADAPTED FOR DITTON PARISH COUNCIL

(e) Personnel Committee, 23rd June 2025

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

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

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

Ditton Twinning Assoc.: Minutes of Meeting held on 24/06/2025

KCC Highways: Road Safety and Active Travel Newsletter

KALC: Newsletter, June & July 2025

Aylesford School: Invitation to Art Exhibition 09/07/2025

TMBC Licensing Services: Notice of Determination re Hearing for One Stop
 The Chairman reported that he, KCC Cllr Andrew Kennedy and one resident had attended the hearing but unfortunately as there was no challenge to the licensing objectives from the police, Environmental Health or Housing and the applicants solicitor made a case for why it should be approved, it was approved.
 Members agreed it is disappointing and it was getting harder to "object" to any issue. It was agreed to look at increasing the budget for legal fees should the Council need to seek professional assistance with future applications.

(b) For Decision

NOTED nothing received to date.

114. **FINANCE**(a) Accounts For Payment

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

June Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£26,079.77</i>
	<i>Net</i>	<i>£36,454.56</i>

June BACS Payments (not previously listed)

30.05.25	Four Jays	Toilet Hire	£589.00
30.05.25	DCK Accounting	Year End Accounts	£1,692.24
30.05.25	Kent & Sussex	Bar Stock	£1,407.03
09.06.25	Triple A Events	Staging/Sound	£1,489.95
10.06.25	P&L Services	Kubota Repairs	£2,868.77
10.06.25	Tree Monkeys	Tree Work	£240.00
10.06.25	Kent & Sussex	Bar Stock	£1,001.63
10.06.25	Lansdell	Bar Stock	£634.97
10.06.25	Imagink	Ditton Gazette	£937.00
23.06.25	Kent & Sussex	Bar Stock	£2,036.49
25.06.25	M Beautridge	Bar Services	£152.52
26.06.25	S Craig	Reimbursement	£8.99
26.06.25	Safety Effect	H & S	£12.00
26.06.25	N Greenaway	Reimbursement	£39.10
27.06.25	KCC Pension	Monthly Contributions	£1,591.56
27.06.25	HMRC	PAYE/NI	£7,605.07
30.06.25	L Fitchett	Reimbursement	£64.00

June Deposit Refunds

30.05.25	Oaken Hall - 25.05.25	£146.50
10.06.25	Carman Room – 08.06.25	£50.00
11.06.25	Carman Room – 18.05.25	£50.00
11.06.25	Carman Room – 08.06.25	£50.00

(c) Direct Debits - Paid During July 2025

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

June Direct Debits

30.05.25	Natwest	Bank Charges	£131.01
30.05.25	Paymentsense	Card Charges	£101.82
30.05.25	O2	Mobile Phone	£14.18
30.05.25	Carlsberg	Bar Stock	£2,570.75
02.06.25	TMBC	Businness Rates	£838.00
04.06.25	Carlsberg	Cellar Cooling	£187.20
06.06.25	Kent Commercial Services	Gas Supply	£822.86
06.06.25	Carlsberg	Bar Stock	£2,690.33
09.06.25	Rentokil Initial	Washroom Services	£182.77
09.06.25	Sky	Sky TV	£477.24
13.06.25	Kent Commercial Services	Electricity Supply	£8,628.39
13.06.25	Carlsberg	Bar Stock	£2,278.02
13.06.25	FDMS	Card Charges	£550.90
16.06.25	Natwest	Bankline	£108.53
16.06.25	Safety Effect	H & S	£114.00

16.06.25	Sage	Software Subscription	£264.00
16.06.25	DHFE	Till Rental	£369.60
16.06.25	WEX	Fuelcard	£49.36
20.06.25	Carlsberg	Bar Stock	£1,019.09
23.06.25	WEX	Fuelcard	£94.11
23.06.25	Host My Office	Computer Support	£754.44
23.06.25	Hugo Fox	Website	£23.99
25.06.25	Everflow	Water Consumption	£2,327.05
25.06.25	BOC	Bar Gas	£213.50
26.06.25	Focus	Telephone Charges	£87.46
26.06.25	Focus	Telephone Rental	£165.00
26.06.25	TNT	TNT Sport TV	£487.31
27.05.25	NEST	Pension Contributions	£1,178.16
27.06.25	Paymentsense	Card Charges	£84.00
27.06.25	Carlsberg	Bar Stock	£2,172.08
30.06.25	Natwest	Bank Charges	£68.74
30.06.25	WEX	Fuelcard	£3.60
30.06.25	Veolia	Refuse Collection	

(c) BACs Payments - Paid During July 2025**RESOLVED** the following payments be **ACCEPTED, APPROVED** and **RATIFIED**:-**Accounts (approved and paid 26.06.25)**

Community Centre				
Dorrell Floors	Floor Refurbishment		4850.00	
		VAT	970.00	£5,820.00
1 st A Pest Control	Pest Control		60.00	
		VAT	12.00	£72.00
Maidstone Cleaners	Window Clean		260.00	£260.00
Sunbelt	Stage Barriers		183.44	
		VAT	36.68	£220.12
KCS	Cleaning/Stationery		91.17	
	Cleaning/Stationery	VAT	89.25	
			36.08	£216.50
Capital	Cleaning & Consumables		156.47	
	Cleaning & Consumables		102.20	
	Cleaning & Consumables		97.30	
	Cleaning & Consumables		10.22	
		VAT	73.23	£439.42
Bar				
Lansdell	Bar Stock		313.74	
	Bar Stock		209.71	
	Bar Stock		188.62	
	Bar Stock		(10.47)	
		VAT	126.21	£827.81
BSS	Stocktake		150.00	£150.00
TH Electrical	External Consumer Unit		1809.70	
		VAT	361.94	£2,171.64
All Chilled	Ice Machine Repairs		75.00	
	Ice Machine Repairs		180.70	
			51.14	£306.84

F&A				
Aquaid	Water Coolers	VAT	24.80 4.96	£29.76
NCS	Photocopy Charges	VAT	41.36 8.27	£49.63
KCC	Internal Audit	VAT	579.00 115.80	£694.80
OSA				
Pace Fuelcare	Machinery Fuel	VAT	570.00 28.50	£598.50
EGM	Uniform	VAT	171.59 34.32	£205.91

(d) Debit Card Payments – July 2025

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

June Debit Card

06.06.25	Tesco	Bar Stock/Refreshments	£169.85
11.06.25	Power Spares	Chipper Blade	£34.99
16.06.25	Power Spares	Chipper Blade	£34.99
17.06.25	Tesco	Refreshments	£66.99
20.06.25	B&Q	Plant Feed	£8.00
20.06.25	Amazon	Jubilee Clips	£11.99
25.06.25	Haynes	Strimmer Cord	£47.98
26.06.25	Tesco	Refreshments	£53.10
27.06.25	B & Q	Plants	£191.75
27.06.25	Amazon	Hose Pipe	£36.99
30.06.25	Parts in Motion	Bowser Battery	£82.26

(d) Renewal of Cyber Insurance

RESOLVED to renew the Cyber Insurance with Coalition Risk Solutions via Gallagher at a cost of £402.08 including insurance premium tax for the period 26th July 2025 to 25th July 2025.

(e) Renewal of CCTV Maintenance Contract

RESOLVED to renew the CCTV Maintenance Contract with WJ Sunstone for a further 12 month period from 30th July 2025 at a cost of £1,614.54 [ex VAT].

(f) Internal Audit Report of Visit 3 2024/25

The report of the Final Visit for 2024/25 was **CIRCULATED** and **READ**. It was **NOTED** that during the visit testing was focused on accounting records, income, VAT Returns, bank reconciliations, the Accounting Statements and the publication of information on the website. It was **NOTED** that there were no areas of concern and no outstanding issues.

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

It was **NOTED** that no Borough Council members were able to attend however Cllr Cannon had sent the following report regarding the recent Licensing Hearing for One Stop.

LICENSING AND APPEALS

A Licensing and Appeals Panel was convened on 23 June 2025 to consider an application to vary the premises licence to enable the applicant to supply alcohol by retail 24 hours per day following a number of objections being received during the 28-day consultation period.

Although there were 12 representations from interested parties there were either no comments or no objections received from the statutory consultees. Without representation from strategic bodies such as Police, KCC, Social Services, Environmental Health etc the Panel's hands are firmly tied and so the Licence was granted subject to a condition that between 23.00 hours and 06.00 hours alcohol can only be supplied online or through a hatch in the premises.

However if local residents experience or witness public nuisance and/or crime and disorder connected to the running of the One Stop Shop then they can raise their concerns with

- One Stop management and/or
- The Licensing Team at TMBC
- Environmental Health's Noise Nuisance Team at TMBC
-

If they are unable to resolve concerns by these methods then it is possible to request TMBC to formally review the licence under s.51 of the Licensing Act 2003. However detailed evidence would have to be collated to support any appeal.

116. **REPORT FROM NEIGHBOURHOOD POLICING TEAM**

NOTED no report was available.

117. **DATE SENSITIVE PLANNING & HIGHWAYS MATTERS**

(a) Plans Received for Comment

25/01025/PA - UNIT 1, Newsprint Avenue, Panattoni Park, Aylesford, ME20 7XH

Proposed Site alterations comprising the installation of plant and associated works to facilitate Electric Vehicle charging infrastructure

RESOLVED NO COMMENT

25/00901/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford

Details of biodiversity net gain in accordance with Schedule 7a of the Town Country Planning Act 1990 (inserted by the Environment Act 2021) submitted pursuant to Informative 1 of TM/24/01220/PA (Installation of 2no. raised kiosks (one wet kiosk and one dry kiosk) at the proposed Borehole 10 site, enclosed within perimeter palisade fencing, 1.8m high and accessed via a 6m wide gate. 5m wide permeable stone access road from the compound to the highway and a 1.2m high galvanised steel gate on entrance to field. The kiosks are required to house Borehole as well as to house and protect the Motor Control Centre (MCC) equipment associated with the operations of the borehole)

RESOLVED TO REITERATE THE COMMENTS PREVIOUSLY SUBMITTED REGARDING THE LOCATION OF ANY BIODIVERSITY BENEFITS.

25/00997/PA - COBDOWN HOUSE, 548, LONDON ROAD, DITTON

Section 73 application to Vary Condition 2 (plans list) of planning permission TM/24/01784/PA (Refurbishment and extension of existing commercial office space and car park) to allow an update to approved drawings to accommodate some minor material amendments.

RESOLVED NO COMMENT

25/01009/PA - UNIT 2, Newsprint Avenue, Panattoni Park, Aylesford, ME20 7XH

Non-Material amendment to planning permission TM/23/01578/RM Reserved Matters consent, to allow for further design and layout changes to Unit 2 as previously amended by TM/25/00914/PA

RESOLVED NO COMMENT

25/01026/PA - 157, 159, 163 and 165, Woodlands Road, Ditton, Aylesford, ME20 6HA

"T1 (Applicants ref.) - Sweet Chestnut located at 165 Woodland Road - Reduce height by approx 5m, Cut back over hanging branches to boundary of 27 Birch Crescent.

T2 (Applicants ref.) - Sweet Chestnut located at 163 Woodland Road - Reduce height by approx 5m. Cut back over hanging branches to boundary of 27 Birch Crescent.

T3 (Applicants ref.) - Sweet Chestnut located at 163 Woodland Road- Reduce height by approx 5m. Cut back over hanging branches to boundary of 27 Birch Crescent.

T4 (Applicants ref.) - Sweet Chestnut located at 159 Woodland Road- Reduce height by approx 5m. Cut back over hanging branches to boundary of 27 Birch Crescent.

T5 (Applicants ref.) - Sweet Chestnut located at 157 Woodland Road- Reduce height by approx 5m. Cut back over hanging branches to boundary of 27 Birch Crescent. All standing in Area W1 of Tree Preservation Order.

The reason for the work on all the above trees is they are causing excessive debris and serious over shading, The branches from T5 are almost touching the property of 27 Birch Crescent"

RESOLVED THIS COUNCIL HAS NO COMMENTS SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL.

25/01071/PA – DEVELOPMENT SITE SOUTH OF BRAMPTON FIELD BETWEEN BRADBOURNE LANE AND, Kiln Barn Road, Ditton, Aylesford

Part details of condition 22 (verification report plots 188 and 189), submitted pursuant to planning permission TM/23/00807/PA (Removal of condition 26 (highways improvements) pursuant to planning permission TM/18/02966/OA (Outline Application: Development of the site to provide up to 300 dwellings (Use Class C3) and provision of new access off Kiln Barn Road. All other matters reserved for future consideration)

RESOLVED NO COMMENT

25/01068/PA - SPORTS AND SOCIAL CLUB, Station Road, Ditton, Aylesford, ME20 6AU

Environmental Impact Assessment Screening Opinion under the Town and Country Planning (Environment Impact Assessment) Regulations 2017 (as amended) in relation to development at Cobdown Park to provide a football training centre, comprising of upgrades to existing grass and artificial football pitches and associated infrastructure, demolition and redevelopment of existing clubhouse building and refurbishment of existing Academy building, demolition of existing out buildings and refurbishment of existing Club building, upgraded car parking, grounds maintenance area, improved boundary treatments, upgraded and new floodlighting, and hard and soft landscaping works.

RESOLVED THIS COUNCIL HAS NO COMMENTS ON THE ENVIRONMENTAL ASSESSMENT BUT WOULD ASK WHAT TYPE OF SURFACE WOULD BE USED FOR THE RE-ROUTED PROW

(b) Plans dealt with by TMBC Area 3 Committee

25/00897/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford

Details of condition 4 (CEMP - biodiversity), submitted pursuant to planning permission TM/24/01220/PA (Installation of 2no. raised kiosks (one wet kiosk and one dry kiosk) at the proposed Borehole 10 site, enclosed within perimeter palisade fencing, 1.8m high and accessed via a 6m wide gate. 5m wide permeable stone access road from the compound to the highway and a 1.2m high galvanised steel gate on entrance to field. The kiosks are required to house Borehole as well as to house and protect the Motor Control Centre (MCC) equipment associated with the operations of the borehole)

APPROVED 26/06/2025

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

APPROVED 23/06/2025

(c) Orchard Mill [Ditton Edge]

NOTED no update available.

(d) Bradbourne Development [update if available]

NOTED no update available.

118. **REMEMBRANCE DAY – SERVICES & PARADE**

RESOLVED to go ahead with this year's service and parade and for the Clerk to purchase a wreath and apply for the road closures.

119. **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.

120. **LEGAL MATTERS**

There were no further matters to consider.

121. **CLOSURE**

The meeting closed at 8.02pm

Chairman
11th August 2025