

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 8th MAY 2024** AT 7.30PM

Ditton Community Centre
Kilnbarn Road
Ditton
AYLESFORD
Kent ME20 6AH

[Mrs] Nicola Greenaway
Clerk of the Council

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2nd May 2024

PART I

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **CASUAL VACANCY**
4. **ELECTION OF CHAIRMAN FOR 2024/25**
5. **ELECTION OF VICE-CHAIRMAN FOR 2024/25**
6. **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIRMAN & VICE-CHAIRMAN**
7. **APPOINTMENT OF COMMITTEES FOR 2024/25**
 - [a] Planning - 11 Members
 - [i] MEMBERSHIP
 - [ii] ELECTION OF CHAIRVice-Chair to be elected at the first Meeting of the Committee
 - [b] Community Centre - 7 Members
 - [i] MEMBERSHIP
 - [ii] ELECTION OF CHAIRVice-Chair to be elected at the first Meeting of the Committee
 - [c] Open Spaces & Amenities - 7 Members
 - [i] MEMBERSHIP
 - [ii] ELECTION OF CHAIR

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

[d] Personnel Committee – 7 Members

[i] MEMBERSHIP

[ii] ELECTION OF CHAIR

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

[e] Finance & Administration Committee - 7 Members

[i] MEMBERSHIP

[f] Allotment Managers [3]

8. **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

9. **DECLARATION OF MEMBERS' INTERESTS**

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

11. **MATTERS ARISING**

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

(a) For Confirmation & Signing

(i) Extra-Ordinary Parish Council Meeting, 15th April 2024 – herewith

13. **CORRESPONDENCE**

(a) For Noting

Ditton Twinning Association: Minutes of meeting held 16/04/2024

Ditton Heritage Centre: 10th Anniversary Open Day – 12/05/2024

KALC: Newsletter April 2024

Clerks & Councils Direct:

May 2024

Resident:

Thank you re Public Planning Meeting

(b) For Decision [nothing received to date]

14. **FINANCE**

(a) Accounts for Payment

April Payroll Summary

Monthly	Gross	£30,969.86
	Net	£23,310.15

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)

Community Centre				
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
Bar				
Kent & Sussex	Bar Stock	VAT	582.06 116.42	£698.48

BSS Stocktaking	Stocktake		150.00	£150.00
Lansdell	Bar Stock		270.67	
			131.71	
			229.00	
			167.01	
			64.48	
			233.73	
		VAT	204.86	£1,301.46
F&A				
Matt Stephens	Audio Services		150.00	£150.00
Rialtas	Software subscription		1109.00	
		VAT	221.80	£1330.80
OSA				
Lister Wilder	Machinery repairs		394.00	
		VAT	78.80	£472.80
Chubb	Signal upgrade		350.00	
		VAT	70.00	£420.00

(b) Direct Debit Payments During April 2024

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

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

(e) Asset Register [for approval and signature]

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

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

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

16. **NEIGHBOURHOOD POLICING REPORTS**

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.

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."

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.

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]

(b) Decisions from TMBC Area 3

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

(d) EMT Bradbourne Application

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

19. **CLOSURE**

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.