

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE OAKEN HALL AT DITTON COMMUNITY CENTRE ON **THURSDAY 25<sup>TH</sup> JUNE 2020**

PRESENT: CLLRS.J LOVER (CHAIRMAN), N NEWMAN (VICE-CHAIR), MRS J DEARDEN, MRS K DENNISON, A R MULCUCK M J PORTER & MRS A THROSSELL  
MRS N GREENAWAY [Clerk of the Council], MRS S CRAIG [Business Administrator]  
MRS G JEFFS [Open Spaces and Planning Administrator]  
BOROUGH CLLR D COOPER, KCC COMMUNITY WARDEN S ABSOLON

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Awards were presented to Mrs J Shephard [Bar Manager] for 20 years service to the council and to Mr L Hayward [Groundsman] for 30 years service to the Council. The Chairman read brief resumes of their achievements whilst working for the council and both were thanked for their long and loyal service.

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1. **OPENING OF MEETING**

The meeting was opened by the Chairman at 2.00pm.

It was acknowledged that meetings for April and May had been cancelled due to the Coronavirus lockdown. It was further **NOTED** that as it had not been possible to facilitate a “remote meeting”, it was necessary to hold this “socially distanced” meeting in June to approve and sign the end of year accounts and annual return and also to ratify all actions and payments that had taken place [with approval via email or telephone], during April and May.

In view of the ongoing Coronavirus situation, the Clerk asked members if they were happy for the Council to continue operate with delegated power to the Clerk in consultation with the Chairman and relevant Committee Chairs and only hold another meeting if necessary.

**RESOLVED** to continue to delegate power under S.101 of the Local Government Act 1972 to the Clerk in consultation with the Chairman and relevant Committee Chairs to take appropriate action/decisions in the absence of a meeting.

As there had been no Annual Parish Council Meeting in May, Cllr Porter **PROPOSED** and Cllr Mulcuck **SECONDED**, that the Chairman, Vice-Chair and all Committee Chairs and appointments remain in post. **CARRIED UNANIMOUSLY.**

Cllr Mulcuck asked that thanks be recorded to all those that had assisted with the volunteer group that had been helping those that are self-isolating in the village.

The Chairman thanked the Clerk and other members of staff that had continued to work throughout the pandemic and keep things going as best they could.

2. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Mrs Thwaites, Mrs Godden and Rook. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.431. Apologies were also received from Borough Councillor Cannon.

### 3. **DECLARATIONS OF INTERESTS & EXPENDITURE**

Cllr Mrs Dearden declared a personal interest in item 17(b) as she works for the pre-school.

### 4. **CASUAL VACANCIES**

The Clerk **REPORTED** that she had received an enquiry and sent out some information but not heard back from the person yet.

### 5. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 2<sup>nd</sup> MARCH 2020**

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

### 6. **MATTERS ARISING**

Cllr Mulcuck asked if there was any update regarding the quarry [Page 210, Item 470]. The Clerk said not yet but she would follow this up.

### 7. **MINUTES OF MEETINGS HELD DURING MARCH 2020**

#### (a) For Confirmation and Signing

##### (i) Community Centre Committee, 9<sup>th</sup> March 2020

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

##### (ii) Planning Committee, 16<sup>th</sup> March 2020

The minutes of the above meeting were presented by Cllr Mulcuck and **CONFIRMED** and **SIGNED** as a true record subject to amending the date held to "16<sup>th</sup> March" and on page 217, changing the word "approved" to "approached".

##### (iii) Open Spaces & Amenities Committee, 16<sup>th</sup> May 2020 [herewith]

The minutes of the above meeting were presented by Cllr Mulcuck and **CONFIRMED** and **SIGNED** as a true record. Cllr Mulcuck thanked the Grounds Staff for putting the new bench in place on the London Road.

### 8. **CORRESPONDENCE**

#### (a) For Noting

The following correspondence was available at the meeting but could not be circulated. The Clerk advised she would be happy to make copies of any of the items if Members wished to take them away to read.

T&M Citizens Advice: Thank you for donation

Ditton Heritage Centre: Thank you for donation

Kent Air Ambulance: Thank you for donation

Heart of Kent Hospice: Thank you for donation

Ditton Church Pre-School:	<u>Thank you for donation</u>
Clerks & Councils:	<u>Direct March &amp; May 2020</u>
The Clerk:	<u>March &amp; May 2020</u>
Local Councils Update:	<u>Issue 239 April, 239 May, 240 June 2020</u>
KALC:	<u>HM Prison Service – Community Payback Scheme Chief Exec Bulletin</u>
Open Spaces Society:	<u>Open Space Summer 2020 / Details of AGM</u>
KCC PROW:	<u>Temporary closure of footpath/cycle path</u>

(b) For Decision

Borough Cllr David Cooper:	<u>Maintenance Costs of Community Defibrillator</u> Borough Cllr Cooper advised members that he had been approached by Tracey Crouch and made aware that the previous Borough Councillors had been responsible for the maintenance of the community defibrillator in Woodands Road. He has replaced the batteries and pads and it is now in full working order but he wanted to ask the Parish Council if they would take on the maintenance cost for the future as it was a community asset. It was noted that the annual cost would be approximately £135 per year. Cllr Cooper said he would be happy to carry out monthly checks. It was also noted that training sessions in the use of the defibrillator could be arranged.
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**RESOLVED** TO AGREE TO TAKE ON THE ANNUAL MAINTENANCE COST AND TO SEE IF A SIMILAR PLAN COULD BE SET UP FOR THE COMMUNITY CENTRE DEFIBRILLATOR.

The Chairman moved that the Borough Councillor report be taken next:

## 9. REPORTS FROM BOROUGH & COUNTY COUNCILLORS

Borough Councillor Cooper **REPORTED** on the following matters:

- The next TMBC Area 3 Planning meeting will be on 9<sup>th</sup> July. The Agenda had not yet been published but he did not expect Ditton Edge or Lidl to be included. It is more likely they will go to the August meeting.
- RE the Lidl application – KCC were now happy with appendices to the application including a controlled pedestrian crossing and a pavement on the Western boundary. Cllr Cooper reported that there were still concerns about where staff would park and the swept path analysis for HGV lorries making deliveries. It was agreed that it seemed wrong to put in something that will slow traffic down on the A20 [the pedestrian crossing] when KCC has been carrying out works over recent months to improve traffic flow
- The Borough Council is holding its meetings via “Teams” and all meetings can be viewed on YouTube. Details of all meetings and how to view are on the TMBC Website under the agenda for the relevant meeting. The same rules apply as usual for anyone wishing to speak at a planning meeting – they would need to ask to “join” the teams meeting or send in an audio or video recording of their comments, or a written submission. This can still only be 3 minutes long.

- He then reported that there would be no increases to Borough car parking charges this year.
- KCC Waste Disposal sites are open but time slots to visit must be pre-booked.
- Elections – KCC and Police and Crime Commissioner Elections have been postponed until next May. Co Cllr Peter Homewood will not be standing for election next year.
- MP Tracey Crouch has been diagnosed with breast cancer however she is continuing with her constituency work as best as she is able to. Everyone joined in wishing her well in her recovery.

Cllr Porter suggested a get well card be sent from the Council and all members agreed.

The Chairman moved that the Open Spaces Committee report be taken next:

#### 10. **OPEN SPACES AND AMENITIES COMMITTEE UPDATE**

The Open Spaces Committee Administrator **REPORTED** that she and the Grounds Supervisor had undertaken a “mini” allotment inspection as several plots had been brought to their attention and the Allotment Managers had been unable to undertake an inspection. It was **NOTED** that some plots had been re-let and there were some not being tended and letters had been sent. She asked if the Committee would be happy for these “mini” inspections to be undertaken monthly. Cllr Mrs Dennison said she would be happy for the mini inspections but would also be available to assist with inspections on Thursday afternoons.

**RESOLVED** to continue with mini monthly allotment inspections.

It was **NOTED** that recent Government guidance was that outdoor playgrounds and gyms could re-open on 4<sup>th</sup> July.

**RESOLVED** the Councils playgrounds and outdoor gym be re-opened for 4<sup>th</sup> July subject to safety checks and appropriate signage being in place prior to their opening.

The Chairman moved that the KCC Warden report be taken next:

#### 11. **REPORT FROM NEIGHBOURHOOD POLICING TEAM**

KCC Community Warden Sue Absolon gave the following report:

KCC Warden Absolon advised that her usual report would include school and local club involvement but this is no longer the case due to the virus.

Since the last parish council meeting she has been working both at home due to underlying vulnerability to the virus, and on area. From next week she will be back on area for 5 days a week.

##### **Environment –**

Fly tipping in Woodlands Road reported to country eye, who in turn reported it to TMBC.

Following fires in the quarry, have shown parish council where fires take place and signs have been put up asking people not to do this. Suggested this notice should also be put on parish council website and keep Ditton connected.

##### **Welfare –**

Working intensively with resident and having a positive outcome.

Prior to and just within lockdown on area advising on concerns regarding supporting our vulnerable residents in a way that safeguards them from scams.

Working with parish council to arrange that every household has trusted authority numbers to contact. Numbers included mine, pc and rector. Parish council designed and printed a flyer and a local resident arranged delivery to each household.

Doing prescription deliveries and a couple of food deliveries.

Talking to residents who feel unsure about going out after being home for so long.

### **Working from home:**

Advising residents on latest official covid advice based on their individual situations.

Regularly contacting known vulnerable residents and also residents not met before but referred to me through tmbc or parish council.

Arranging food parcels for residents and arranging for their prescriptions to be collected, delivered to GP's and pharmacies by working with parish council and their volunteers.

Contacting local volunteer service to arrange telephone buddy's for those feeling isolated and lonely.

Advising residents on how to get their electric/gas keys topped up when they were unable to leave the house.

Advising NHS of concerns with any residents.

Arranging for shopping to be collected and delivered

Advising on aids for those living with dementia and other health needs.

In contact with carers of resident I am unable to visit due to covid restrictions.

Liaising with pharmacies to locate prescriptions for residents requiring them urgently.

Working with adult social services regarding residents needs and assessments.

Making referrals to clarion with regards to residents safety.

Providing social chat for isolated residents.

Making sure residents have basic needs of food and prescriptions met.

Online reporting of uncollected bin waste for residents without online facilities.

Supporting resident in hospital.

### **Reports -**

Local drug activity reported to Kent Police.

Cars being driven around car park dangerously reported to Kent police. Advised residents to keep phoning into 101.

Abandoned car reported to TMBC

Dog warden contacted following report and finding of deceased dog in quarry.

**Book exchange** – remains closed awaiting further advise from government and KCC.

## **12. COMMUNITY CENTRE COMMITTEE & BAR UPDATE**

Cllr Mrs Dearden gave a report of the maintenance work that had been undertaken during the lockdown including the Oaken Hall floor, repairs to the heating pipes, investigation into a crack in the corridor walls and the refurbishment of the caretakers office. All works had either prior approval or were approved as emergency works under the delegated power to the Clerk and Committee Chair.

Cllr Mrs Dearden said that at the moment it looked unlikely that the bar would be able to open because of the social distancing rules not working in the space we have. She added that if a way to open could be found,, it would likely only open on Fridays, Saturdays and Sundays initially. Cllr Porter asked if the Oaken Hall bar could be an alternative to opening the Kilnbarn. It was thought access may be an issue but it would be considered.

**RESOLVED** to continue to delegate power under S.101 of the Local Government Act 1972 to the Clerk in consultation with the Community Centre Chair and the Council Chairman to take appropriate action/decisions regarding re-opening of facilities if possible in accordance with Government guidance.

Cllr Mrs Dearden thanked the office staff for working throughout and also thanked the Clerk and all members of the volunteer group that had been helping vulnerable members of the Community. It was **NOTED** that Cllr Mrs Dearden had also been assisting with the volunteer group and was thanked.

The Chairman moved that as all other committee reports had been taken that, the Planning matters be considered next.

### 13. **DATE SENSITIVE PLANNING & HIGHWAYS MATTERS**

#### (a) Plans Received for Comment

It was **NOTED** that two date sensitive plans had been received:

TM/20/01220/OA	Outline application: detached dwelling circa 110WqM on parcel of land next to existing terrace of dwellings	Land Adjoining 15 Station Road
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**RESOLVED** this Council has no objection to this application, however the Council would reiterate the same comments it gave when a similar plan was submitted in 2017, that consideration should be given to the parking issues of the existing properties.

Furthermore, that yellow lines should be painted outside all the properties including the proposed to ensure there are no increased traffic accident concerns after such a tight bend entering Station Road from London Road.

TM/20/01245/TPOC	Strawberry tree in front of house to prune to reduce height due to shading in house, also branches are hanging over road and in footpath.	1 Ditton Ct Close
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**RESOLVED** this Council has no objection to this application.

#### (b) Plans dealt with under delegated power during lockdown recess [from B Lists – no written request for comments received]

The following applications previously dealt with under delegated power were **READ** and **NOTED**:

TM/20/00501/TPOC	T1 Multi stemmed Ash – coppice down to ground level due to large cavity in base, T2 Single Stemmed Sweet Chestnut – coppice down to ground level, T3 Large Single Stemmed Sweet Chestnut – crown reduce canopy by 25%-30%, tree to be pruned back to suitable growth points in canopy while maintaining visual shape of tree and T4 Single Stemmed Ash – coppice to ground level	11 Cedar Close
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**NO OBJECTION**

TM/20/00640/FL	Detached single garage	568 London Rd
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**NO OBJECTION**

TM/00675/MIN	Non-material amendment to planning permission Reference TM/10/2029/RVARB to allow for a minor change to the approved layout of the transport workshop and HGV parking area (KCC Ref. KCC/NMA/TM/0062/2020)	Hermitage Quarry
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**NO OBJECTION**

TM/20/00813/FL	Retrospective part conversion of existing garage to habitable accommodation <b>NO OBJECTION</b>	8 Ragstone Ct
TM/20/00884/FL	Timber garden summerhouse to rear garden <b>NO COMMENT</b>	91 Priory Gr
TM/20/01011/FL	Double storey side extension and part double storey rear extension, with ground floor front extension protruding by 1 metre <b>NO COMMENT</b>	4 Fernleigh Rs
TM/20/00705/RD	Details of conditions 4 (desktop study), 5 (site investigation) and 10 (slab levels) submitted pursuant to planning permission TM/17/00101/FL (Erection of three new 3 bedroom dwellings at the Rear of 42 New Road, Ditton) <b>NO COMMENT</b>	Kentish Quarryman

(c) B Lists

The following B Lists were **NOTED**:

14.04.2020 - 20/15; 20.04.2020 - 20/16; 27.04.2020 - 20/17; 04.05.2020 - 20/18;  
11.05.2020 - 20/19; 18.05.2020 - 20/20; 26.05.2020 - 20/21; 01.06.2020 - 20/22;  
08.06.2020 - 20/23; 15.06.2020 - 20/24;

(d) Plans Dealt with by TMBC Area 3 Committee

The following decisions were **READ** and **NOTED**:

TM/20/00413/FL	Ground and first floor extensions and alterations to internal layout <b>APPROVED ON 15<sup>TH</sup> APRIL 2020</b>	63 St Peter's Rd
TM/20/00460/FL	Conversion of existing internal garage into study/ snug room, infilling existing garage doors with brickwork and UPVC double glazed windows to match existing and the erection of a detached double garage <b>APPROVED ON 20<sup>TH</sup> APRIL 2020</b>	42 Ragstone Ct
TM/00675/MIN	Non-material amendment to planning permission Reference TM/10/2029/RVARB to allow for a minor change to the approved layout of the transport workshop and HGV parking area (KCC Ref. KCC/NMA/TM/0062/2020) <b>APPROVED ON 20<sup>TH</sup> APRIL 2020</b>	Hermitage Quarry
TM/20/00501/TPOC	T1 Multi stemmed Ash – coppice down to ground level due to large cavity in base, T2 Single Stemmed Sweet Chestnut – coppice down to ground level, T3 Large Single Stemmed Sweet Chestnut – crown reduce canopy by 25%-30%, tree to be pruned back to suitable growth points in canopy while maintaining visual shape of tree and T4 Single Stemmed Ash – coppice to ground level <b>APPROVED ON 30<sup>TH</sup> APRIL 2020</b>	11 Cedar Close

TM/20/00640/FL	Detached single garage <b>APPROVED ON 14<sup>TH</sup> MAY 2020</b>	568 London Rd
TM/20/00561/LDP	Lawful development certificate proposed: Drop kerb to allow access to turn front garden into parking space using permeable material <b>REFUSED ON 20<sup>TH</sup> MAY 2020</b>	80 Primrose Dr
TM/20/00884/FL	Timber garden summerhouse to rear garden <b>APPROVED ON 12<sup>TH</sup> JUNE 2020</b>	91 Priory Gr
TM/20/01011/FL	Double storey side extension and part double storey rear extension, with ground floor front extension protruding by 1 metre <b>REFUSED</b>	4 Fernleigh Rs

(e) Ditton Edge Proposed Development

It was **NOTED** that this application may be considered at the August Area 3 Planning Meeting.

(f) Lidl Application

It was **NOTED** that this application may be considered at the August Area 3 Planning Meeting.

Discussion took place about safety concerns if a footpath was put on the first part of the western side of Bradbourne Lane outside the proposed Lidl and also if a pedestrian crossing was placed across the A20 for access to Lidl. There was also concern that the crossing would slow down traffic.

**RESOLVED** to forward this councils concerns about the safety of both these proposals to TMBC planning.

It was **NOTED** that anyone that had objected to this application [or others] that would wish to attend the Area 3 to support their objections may still do so but they have to do so by submitting either a video or audio recording of no longer than 3 minutes or they can send a written submission.

(g) Station Road Footpath - Enquiry from Resident

The resident's concern about other residents blocking land outside their properties which was preventing access along that side of Station Road was **NOTED**. The Clerk advised that she had explained to the resident that several years ago KCC had tried to compulsory purchase land to install a footpath but the plan had never come to fruition.

Borough Cllr Cooper advised that there was a possibility of a crossing being put in Station Road to allow pedestrians to safely cross to the side with the footpath.

(h) Blast Monitoring Results for Hermitage Quarry and Blaise Farm Quarry

**READ and NOTED.**



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

**RESOLVED** the following accounts be **ACCEPTED, APPROVED** and **PAID**:-

**May Payroll Summary**

Monthly	Gross	£22,658.89
	Net	£15,967.27

**Accounts for Payment**

**May Accounts (approved and paid 18.05.20) – noted prior approval sought and given.**

<b>Community Centre</b>				
Envirocure	Legionella testing		68.33	
		VAT	13.67	£82.00
Came & Co	Engineering Insurance		416.87	£416.87
S Ricketts	Maintenance		450.00	£450.00
<b>OSA</b>				
Lamberhurst			25.42	
		VAT	5.09	£30.51
Came & Co	Vehicle Insurance			£893.75
<b>F&amp;A</b>				
KCC	Audit Fees		480.00	
		VAT	96.00	£576.00
Came & Co	Insurance Premium			£8179.82

**May Accounts Paid (not previously listed)**

CPRE	Annual membership		36.00	£36.00
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**June Accounts (approved and paid 11.06.20) – noted prior approval sought and given.**

<b>Community Centre</b>				
Envirocure	TMV Service & Function Test		207.00	
	Thermal Insulation checks		120.00	
	Monthly legionella testing		48.33	
	Calorifier inspections		430.00	
		VAT	161.07	£1,127.47
Capital Cleaning	Cleaning supplies		87.64	
		VAT	15.09	£102.73
<b>OSA</b>				
Astra Security	Track Keys		129.54	
		VAT	25.91	£155.45
<b>F&amp;A</b>				
DCK	Year End Accounts		1040.00	
		VAT	208.00	£1,248.00
Southern Pat Testing	Annual PAT testing		256.70	
		VAT	68.80	£412.80

**June Accounts Paid (not previously listed)**

DCK Accounting	Year End Accounts preparation		525.00	
		VAT	105.00	£630.00

**May Hirer Refunds (Cancelled bookings due to closure)**

20.05.20	06.06.20	£50.00
29.05.20	12.09.20	£412.50

**June Hirer Refunds (Cancelled bookings due to closure)**

02.06.20	23.05.20	£64.00
09.06.20	18.06.20	£285.00
11.06.20	13.03.20 (deposit refund)	£50.00
16.06.20	20.09.20 (deposit refund)	£75.00

**(b) Direct Debits - Paid During May/June 2020**

**RESOLVED** the following direct debits be **ACCEPTED, APPROVED** and **PAID**:-

**May Direct Debits**

01.05.20	Kent Commercial Services	Gas Supply	£920.62
01.05.20	Payment Sense	Card Charges	£42.00
04.05.20	WEX	Fuelcard	£20.40
04.05.20	NEST	Pension contributions	£448.38
05.05.20	HMRC	Gaming Machine Duty	£152.65
12.05.20	WEX	Fuelcard	£20.00
12.05.20	Rentokil Initial	Washroom Services	£218.60
15.05.20	Bankline	Bank Charges	£58.32
15.05.20	Safety effect	H&S	£114.00
15.05.20	Paytek	Card Charges	£54.00
15.05.20	FDMS	Card Charges	£27.90
18.05.20	WEX	Fuelcard	£63.80
18.05.20	Sage	Monthly subscription	£153.00
18.05.20	FDMS	VE Day Refunds	£200.00
20.05.20	FDMS	VE Day Refunds	£160.00
21.05.20	NEST	Pension contributions	£448.38
22.05.20	BOC	Bar gas	£58.68
22.05.20	EDF	Carpark Lighting	£211.27
26.05.20	WEX	Fuelcard	£1.80
29.05.20	Host My Office	IT Support	£350.40
29.05.20	Payment sense	Card Charges	£119.76
29.05.20	NCS	Equipment Hire	£21.96
29.05.20	NCS	Telephone Line & Calls	£42.52

**June Direct Debits**

01.06.20	O2	Mobile phone	£24.85
02.02.20	BT		£108.36
09.06.20	Rentokil Initial	Washroom services	£184.27
11.06.20	Commercial Services		£791.39
12.06.20	FDMS	Refund	£47.88
12.06.20	FDMS	Card Charges	£28.17
15.06.20	Bankline	Monthly Charge	£48.58
15.05.20	The Safety Effect	H&S	£114.00
15.05.20	Rentokil Initial	Washroom Services	£233.85
15.06.20	Paytek	Card machine rental	£54.00
16.06.20	Sage	Monthly subscription	£153.00

**(c) BACs Payments - Paid During May/June 2020**

**RESOLVED** the following BACs be **ACCEPTED, APPROVED** and **PAID**:-

**May BACS Payments**

15.05.20	HMRC	PAYE/NI – Month 1	£3,322.24
15.05.20	KCC Pension	Pension contribution - Month 1	£2,905.98
18.05.20	Mr Osbourne	Allotment key deposit refund	£20.00

**June BACS Payments**

04.02.20	N Saunders	Reimbursement - OSA	£36.18
11.06.20	N Greenaway	Reimbursement - Bar	£5.65
12.06.20	N Saunders	Reimbursement – OSA	£14.14
15.06.20	KCC Pension	Pension contributions	£2,905.98
15.06.20	HMRC	PAYE/NI	£3,323.24

(d) Debit Card Payments – Paid during May/June 2020

**RESOLVED** the following direct card payments be **ACCEPTED, APPROVED** and **PAID**:-

**May Debit Card**

05.04.20	Resincoat	Carpark Paint	£99.00
19.05.20	Seranta Flowers	20 years' service	£22.49
20.05.20	Screwfix	Lining paint	£16.00
29.05.20	Tesco	Mobile Topup	£10.00

**June Debit Card**

01.06.20	Amazon	Protective work wear – OSA	£55.39
10.06.20	Screwfix	Protective work wear – OSA	£10.98

(e) Payments approved and paid during Coronavirus Recess

**NOTED PRIOR APPROVAL FROM MEMBERS SOUGHT AND GIVEN** [via email and telephone]:

**Feb/March Direct Debits**

27.02.20	Host My Office	IT Support	£350.40
28.02.20	BT	BT Sport	£265.42
28.02.20	Payment Sense	Card Charges	£59.82
28.02.20	NCS	Telephone Hire	£21.96
28.02.20	NCS	Telephone Hire	£21.96
28.02.20	NCS	Telephone Charges	£57.07
28.02.20	Veolia	Refuse collection	£374.38
02.03.20	WEX	Fuel card	£20.40
02.03.20	O2	Mobile Phone	£29.38
04.03.20	BT	Broadband line	£108.36
09.03.20	Kent Commercial Services	Laser Energy	£947.77
09.03.20	SKY	Sky Sports	£338.40
10.03.20	Kent Commercial Services	Laser Energy	£4,056.82
10.03.20	Initial Rentokil	Washroom Services	£218.60
10.03.20	Mecklenburgh	Bar Stock	£304.39
11.03.20	Kent Commercial Services	Laser Energy	£1524.38
13.03.20	FDMS	Card Charges	£118.19

16.03.20	Bankline	Bank charges	£42.95
16.03.20	The Safety Effect	Monthly H&S	£114.00
16.03.20	Sage	Monthly Subscription	£153.00
16.03.20	DHFE	Till Rental	£369.60
16.03.20	Paytek	Payment terminal rental	£54.00
20.03.20	BT	Telephone - OSA	£103.08
20.03.20	Heineken	Bar Stock	£5,720.66
23.03.20	Siemens	Equipment Lease	£188.46
23.03.20	FDMS	Hire Refund	£198.95
25.03.20	BOC	Bar Gas	£150.00
25.03.20	FDMS	Dance Ticket refund	£120.00
26.03.20	Host My Office	IT Support	£344.86

### March/April Direct Debits

27.03.20	BT	BT Sports	£265.42
27.03.20	Host My Office	IT Support	£350.40
27.03.20	Paymentsense	Card Charges	£42.00
30.03.20	WEX	Petrol Card	£1.80
30.03.20	NEST	Pension Month 12	£446.03
30.03.20	Veolia	Refuse collection	£398.68
31.03.20	NCS	Telephone rental	£21.96
31.03.20	NCS	Telephone calls	£48.18
31.03.20	NCS	Photocopy charges	£299.23
01.04.20	O2	Mobile phone	£23.36
06.04.20	WEX	Vehicle Fuel	£94.41
06.04.20	Siemens	Photocopier Lease	£922.05
08.04.20	TV Licence	TV Licence	£154.50
14.04.20	Use Your Local	Kilnarn website renewal	£234.00
15.04.20	Bankline	Bank charges	£92.02
15.04.20	The Safety Effect	Health & Safety	£114.00
15.04.20	Rentokil Initial	Washroom Services	£218.60
16.04.20	Sage	Monthly subscription	£153.00
16.04.20	Paytek	Card payment machines	£54.00
16.04.20	FDMS	Card Charges	£89.12
20.04.20	WEX	Fuel Card	£26.13
20.04.20	BT	Mess Room Alarm	£117.85
20.04.20	Heineken	Bar Stock	£3,583.22
24.04.20	BOC	Bar Gas	£150.00
27.04.20	WEX	Fuel card	£1.80
27.04.20	Host My Office	IT Support	£350.40
28.04.20	Veolia	Refuse Collection	£436.62
29.04.20	O2	Mobile phone	£27.52
30.04.20	NCS	Telephone calls	£50.84
30.04.20	NCS	Telephone rental	£21.96

### March Debit Card

27.02.20	Amazon	Cleaning Equipment/Cable Ties	26.91
28.02.20	East To Eden	VE Day bunting	119.90
28.02.20	Peeks	VE Day flags	103.43
28.02.20	War Musuem	VE Day posters	64.00
04.03.20	Cleaning Club	Hand Sanitiser	£38.95

10.03.20	Appliance Superstore	Bar Cooler	£311.99
11.03.20	Beerwulf	VE Day/Music Festival Banner	£27.95
19.03.20	Screwfix	OSA Workwear	£411.89
20.03.20	Amazon	Cleaning equipment	£11.85

#### April Debit Card

28.04.20	Tesco Mobile	Mobile Top Up	£5.00
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#### March Imprest Account

12.03.20	Invicta Repairs	Washing machine repair	£55.00
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#### March Deposits

23.03.20	04.04.20 (event cancelled)	£50.00
20.03.20	14.03.20	£50.00
18.03.20	07.03.20	£50.00
18.03.20	19.03.20 (event cancelled)	£50.00
18.03.20	7.03.20/14.03.20	£100.00
09.03.20	22.02.20	£50.00
02.03.20	23.02.20	£50.00
02.03.20	20.06.20 (event cancelled)	£50.00
02.03.20	23.02.20	£50.00
02.03.20	12.01.20	£50.00
02.03.20	22.02.20	£50.00
02.03.20	22.02.20	£50.00

#### April Deposits

30.03.20	23.05.20 (cancelled booking)	76.00
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#### March Hirer Refunds (Cancelled bookings due to closure)

23.03.20	29.03.20	£389.00
23.03.20	29.03.20	£380.00
23.03.20	05.04.20	£92.00
20.03.20	26.03.20/16.04.20/19.04.20	£847.00
20.03.20	28.03.20	£334.50
20.03.20	28.03.20	£196.00
18.03.20	04.04.20	£245.00

#### April Hirer Refunds (Cancelled bookings due to closure)

27.03.20	11.04.20	92.00
17.04.20	09.05.20	395.50
23.04.20	03.05.20	48.00

#### March BACS Payments

05.03.20	HMRC	Quarterly VAT	£2,441.69
15.03.20	HMRC	PAYE/NI	£3,981.47
15.03.20	KCC	Pension contributions	£2,461.83
05.03.20	Aquaid	Water Coolers	£145.07

#### April BACS Payments

15.04.20	HMRC	PAYE/NI – Month 12	£4,617.09
15.04.20	KCC Pension	Pension contribution - Month 12	£2636.42

**March Payroll Summary**

<i>Monthly</i>	<i>Gross</i>	<i>£27,096.21</i>
	<i>Net</i>	<i>£19,382.67</i>

**April Payroll Summary**

<i>Monthly</i>	<i>Gross</i>	<i>£22,658.87</i>
	<i>Net</i>	<i>£15,968.27</i>

**March Accounts for Payment**

<b>Community Centre</b>				
Capital Cleaning	Cleaning & Consumables		116.16	
			73.27	
			62.17	
			26.08	
		VAT	55.53	£333.21
Business Stream	Waste water		2603.47	£2,603.47
Capital Cleaning	Cleaning & consumables		33.94	
		VAT	6.79	£40.73
Southern Care	Disabled Hoist Service		55.00	
		VAT	11.00	£66.00
Kent Boilercare	Heating call out		112.50	
	Replacement Boilers		16,004.84	
		VAT	3,556.69	£19,340.82
Envirocure	Legionella Testing		48.33	
		VAT	9.67	£58.00
S&J Cleaning Systeme	Scrubber Dryer service		108.75	
	Scubber Dryer repairs		473.30	
		VAT	116.41	£698.46
1 <sup>st</sup> A Pest Control	Quarterly pest control		60.00	
		VAT	12.00	£72.00
<b>Bar</b>				
All Chilled	Equipment service		83.33	
		VAT	16.67	£100.00
Lansdell	Bar Stock		173.01	
			85.51	
			37.97	
		VAT	52.59	£349.08
<b>F&amp;A</b>				
Fourways	Stationary		123.61	
		VAT	24.72	£148.33
Commercial Services	Vehicle Lease		302.78	
		VAT	60.56	£363.34
<b>OSA</b>				
Ernest Doe	Machine parts		32.08	
		VAT	6.42	£38.50
Travis Perkins	Machine Hire		45.50	
	Supplies		27.33	
		VAT	14.57	£87.40
P&L Services	Mower Service		668.26	£668.26
KCS	Whiteliner		61.20	
		VAT	12.24	£73.44
Castle Water	Water NRRG		219.04	£219.04

**Accounts for Payment (approved and paid 27.04.20)**

<b>Community Centre</b>				
Dorrell Flooring	Oaken Hall Floor		2875.00	
		VAT	575.00	£3,450.00
<b>Bar</b>				
BSS Stocktaking	Year End stocktake		120.00	120.00
Atlas	Alarm Activation		39.00	
		VAT	7.80	£46.80
<b>F&amp;A</b>				
KALC	Annual Subscription		1332.86	
		VAT	266.57	£1,599.43
Aquaid	Water Dispensers		35.96	
		VAT	7.19	£43.15
<b>OSA</b>				
KCC	Volunteer Task Day		250.00	
		VAT	50.00	£300.00
EDF	Electric NRRG		22.24	
		VAT	4.77	£27.01

**April Accounts Paid**

Castle Water			36.44	£36.44
N Greenaway	Reimbursement – mobile phone [re volunteer service]		45.00	£45.00
S Ricketts	Community Centre maintenance		210.00	£210.00
Envirocure	Legionella testing			
		VAT		£58.00
Castle Water			219.04	£219.04
S Ricketts	Caretaker Office/CC Maintenance		930.00	£930.00
Castle Water	CC Water		727.96	£727.96
Invicta Law	Pre-school Lease			
		VAT		£2430.72

(f) Payments Received during Coronavirus Recess

It was **NOTED** that the Council received £25,000 small business grant from TMBC plus they will not charge any business rates for this year (NOTED would have been £13,500).

(g) Statement of Accounts for Financial year 2019/2020 (front sheets, RFO statement, balance, income & expenditure sheets herewith)

The Statement of Accounts for the financial year 2019/2020, prepared by this Council's accountants DCK Accounting Solutions, was **READ**.

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

(h) External Audit/Annual Governance and Accountability Return for Financial Year 2019/2020

(i) ANNUAL GOVERNANCE STATEMENT FOR 2019/20

The Annual Governance Statement was **READ** and completed.

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

(ii) ACCOUNTING STATEMENTS FOR 2019/20

The Accounting Statements for the year ending 31<sup>st</sup> March 2020 were **READ** and **NOTED**.

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

(i) Internal Audit 2019/20

The 3<sup>rd</sup> Visit Report which had previously been **CIRCULATED** and the 4<sup>th</sup> Visit Report which was distributed on members tables, were **READ**. It was **NOTED** that no issues had been raised and the Internal Auditor had signed the Annual Return Report, again with no issues raised.

(i) Investment

It was **NOTED** that the property fund values have dropped because of current situation but will improve hopefully in next few years

(j) Insurance Renewals

It was **NOTED** that all Insurances were renewed from 1<sup>st</sup> June – information was circulated and approved by majority of council members, prior to the renewal acceptance.

15. **TWINNING**

(a) Bastille day – 13<sup>th</sup>/14<sup>th</sup> July 2020

**NOTED** the event has been cancelled for this year due to Coronavirus restrictions.

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

There were no matters arising. The Clerk reminded members she would circulate any items if they wished to read them.

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Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50 the Chairman moved that due to the confidential nature of the next item the Press and Public be excluded from the meeting.  
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17. **UPDATE ON STAFF AND BUSINESS DURING CORONAVIRUS CLOSURES**

(a) Timeline of events/closure of facilities/staff on furlough

The Clerk advised that the various aspects of the business had been closed in line with the Government guidance as it evolved. It was **NOTED** that all bar staff, all caretakers [other than the supervisor] had been put on furlough as soon as it was possible to do so and that the Community Centre bookings administrator was also now on the furlough scheme as he



had very little work as there were currently no hirers. She advised that she and Cllr Mrs Dearden were in regular contact regarding staff.

**RESOLVED** delegated power be given to the Clerk in consultation with Cllr Dearden and the Chairman regarding staff matters and a personnel committee meeting only be called if necessary.

(b) Pre-School Closure and Rent Review

Members were reminded that they approved a reduced payment for March and a payment break for April and May for the pre-school when it had to close because of Coronavirus. The owner has now asked if the Council would consider reducing the fees for 3 months whilst they can only take a reduced number of children.

**RESOLVED** to reduce the fee by £200 per month from £650 to £450 for June/Jul/Aug and then to charge the full amount from September.

It was noted that they would continue to pay the monthly service fee of £100.

18. **CLOSURE**

The meeting closed at 3.34pm.

Chairman  
2020

