

## **DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 6<sup>TH</sup> MARCH 2023

PRESENT: CLLRS. J LOVER (CHAIRMAN), N NEWMAN [VICE-CHAIR], MRS J DEARDEN, A R MULCUCK, M J PORTER, MRS A THROSSELL, D ADLINGTON & A LAIDOUCCI  
MRS N GREENAWAY [CLERK OF THE COUNCIL]

376. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

377. **APOLOGIES**

Apologies were received from Borough Councillors Cooper and Cannon.

378. **DECLARATION OF INTERESTS**

Cllr Porter declared a personal interest in item 387(a) as two of the applications are from neighbours. Cllr Mulcuck declared a personal interest in item 383(b) as he is a member of Ditton Heritage Centre.

379. **CASUAL VACANCIES**

It was **NOTED** that no applications had been received. It was further **NOTED** that as no election had been called for the vacancy that arose from the resignation of Cllr Mrs Godden, this vacancy may now be also filled by co-option.

380. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 6<sup>TH</sup> FEBRUARY 2023**

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

381. **MATTERS ARISING**

There were no matters arising.

382. **MINUTES OF MEETINGS HELD DURING FEBRUARY 2023**

(a) **For Confirmation & Signing**

(i) **PLANNING, HIGHWAYS & TRANSPORTATION COMMITTEE, 20<sup>TH</sup> FEBRUARY 2023**

The minutes of the above meeting were presented by Cllr Newman and signed as a true record subject to the venue being amended to the Don Carman Hall. Cllr Porter asked that thanks be recorded at Full Council to Cllr Newman for his excellent presentation to the public at the meeting.

Cllr Mulcuck said he felt the moratorium regarding the water in East Sussex should be emphasised. Other members said they felt the minutes sufficiently reflected what was said.

(ii) OPEN SPACES & AMENITIES COMMITTEE. 27<sup>TH</sup> FEBRUARY 2023

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

**RECOMMENDATION:**

Allotment Tenancy Agreement [Page 168, Item 371(a)]

**RESOLVED** to defer this item as the tenancy agreement needed to be looked at again and further information clarified about the provision of waste disposal before it could be agreed

It was also agreed that advice should be sought on ownership of buildings that are erected on Council land leased by other groups.

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

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

KALC: Coronation Briefing

SE Water: Aylesford Treatment Works

Local Councils: Update March 2023

Clerks & Councils Direct: March 2023

(b) For Decision

KALC: Climate Change Conference  
**READ** and **NOTED**.

The Chairman moved that two additional dates sensitive items be considered:

Member of the Public: FOI Request  
**RESOLVED** to respond to the information requested by the 20 working day timeline.

Ditton Heritage Centre: Request for donation towards Easter Eggs for Hunt  
**RESOLVED** to donate £10.00 towards the purchase of Easter Eggs

384. **FINANCE**(a) Payments to be Ratified

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

**February Payroll Summary**

Monthly	Gross	£24,759.62
	Net	£18,677.11

**January Accounts (approved and paid 02.02.23)**

<b>Community Centre</b>				
Atlas Facilities	Alarm Activation - CC	VAT	90.94 9.09	£109.12
GI Carpets	Stage Floor	VAT	3210.00 642.00	£3,852.00
Travis Perkins	Tarmac	VAT	28.40 5.68	£34.08
Envirocure	Legionella	VAT	88.75 17.75	£106.50
Capital	Cleaning & Consumables	VAT	110.09 17.45 25.51	£153.05
KCS	Rock Salt Cleaning & Consumables		149.99 69.94 30.93 232.87 96.75	£580.48
<b>Bar</b>				
Lansdell	Bar Stock		155.41 60.49 199.61 68.28 95.32	£579.11
<b>F&amp;A</b>				
Matt Stephens	Christmas Lights		130.00	£130.00
KCC	Internal Audit	VAT	526.50 105.30	£631.80
<b>OSA</b>				
Astra Security	Abloy Keys	VAT	135.10 27.02	162.12
Atlas Facilities	Alarm Activation – OSA Annual Keyholder - OSA	VAT	54.56 414.79 101.14	£552.31
KCS	Line Marker	VAT	129.90 25.98	£155.88

**February Deposit Refunds**

02.02.23	Oaken Hall 29.01.23	£50.00
08.02.23	Oaken Hall 30.09.23	£50.00
08.02.23	Oaken Hall 05.02.23	£50.00
17.02.23	Carman Room 04.12.22	£50.00
17.02.23	Carman Room 09.10.22	£50.00
17.02.23	Oaken Hall 20.11.22	£166.00
17.02.23	Oaken Hall 29.10.22	£50.00
20.02.23	Carman Hall 12.02.23	£50.00
23.02.23	Oaken Hall 23.02.23	£147.50

(b) Direct Debits**RESOLVED** the following direct debits be **ACCEPTED** and **APPROVED**:-

**February Direct Debits**

07.02.23	Commercial Services	Electricity Supply	£3,991.43
07.02.23	Rentokil	Washroom Services	£247.24
08.02.23	Commercial Services	Gas Supply	£3,057.77
08.02.23	Sky	Sky Sports	£372.00
10.02.23	HMRC	Quarter 3 VAT	£1,334.39
10.02.23	HMRC	Gaming Machine VAT	£36.78
14.02.23	FDMS	Card Charges	£164.36
15.02.23	Bankline	Bank Charges	£43.78
15.02.23	Safety Effect	Health & Safety	£114.00
15.02.23	DHFE	Till Rental	£369.60
15.02.23	Paytek	Card Charges	£54.00
16.02.23	Sage	Monthly Subscription	£213.00
20.02.23	WEX	Fuelcard	£45.01
20.02.23	Heineken	Bar Stock	£3,973.81
23.02.23	Host My Office	Computer Support	£350.40
24.02.23	Commercial Services	Electricity Supply	£163.39
24.02.23	BOC	Bar Gas	£128.54
27.02.23	WEX	Fuelcard	£1.80
28.02.23	BT	BT Sports	£416.69
28.02.23	Veolia	Refuse collection	£563.86
28.02.23	NCS	Equipmet rental	£29.22
28.02.23	NCS	Telephone	£63.30
28.02.23	NEST	Pension contributions	£621.22

**(c) BACS Payments**

**RESOLVED** the following BACs payments be **ACCEPTED** and **APPROVED**:-

**February BACS Payments (not previously listed)**

08.02.23	Edison Swan	Electrical repairs	£524.30
08.02.23	Kent & Sussex	Bar Stock	£1,059.08
14.02.23	Wileys Wheels	Vehicle repairs	£27.48
15.02.23	HMRC	Monthly PAYE/NI	£3,780.10
17.02.23	Amy Harman	Kilnbarn entertainment	£220.00
17.02.23	Kent & Sussex	Bar Stock	£2,713.30
17.02.23	Ditton Minors	Reimbursement – Goal fittings	£37.80
23.02.23	Kingspan Water	OSA equipment	£1,592.40
24.02.23	N Greenaway	Reimbursement	£11.58
24.02.23	KCC	Pension contributions	£1,277.72
24.02.23	Kent & Sussex	Bar Stock	£1,842.21
24.02.23	T Beautridge	Bar Services	£230.00

**(d) Debit Card Payments**

**RESOLVED** the following debit card payments be **ACCEPTED** and **APPROVED**:-

**February Debit Card**

08.02.23	Timpson	Key Cutting	£18.00
09.02.23	Amazon	Prime Membership	£8.99
13.02.23	Screwfix	CC consumables	£23.98
13.02.23	Net World	Line Marker	£544.63
13.02.23	Agri Gem	OSA consumables	£122.20

13.02.23	Screwfix	OSA consumables	£124.37
13.02.23	Screwfix	Mixer Drill	£99.99
14.02.23	Paddock Wood Garden	Rootgrow	£10.98
21.02.23	F H Brundle	Palisade Fencing	£66.72
22.02.23	Kent Catering Service	Oven Repair	£192.00
23.02.23	Kent Catering Service	Oven Repair	£102.00

(e) S.137 Expenditure Limit for 2023/24

It was **NOTED** that the figure that may be spent per elector under S.137 for the year 2023/24 will be £9.93.

(f) Parish Vehicle

It was **NOTED** that the Parish Vehicle had broken down as a result of a recurring Ad Blu issue. The vehicle was in a repair garage undergoing further investigative work and a quote to repair was awaiting but it was expected to be over £1,000.00. It was further **NOTED** that advice had been given from several sources that problem would likely recur and cause issues in the future due to the nature of the vehicles use [constant stop/starting but no long runs to heat the fuel and fluid]. It was agreed to get the vehicle repaired and that the Clerk in consultation with the Grounds Team Leader look into selling the vehicle and purchasing an alternative vehicle, probably an older “workhorse” type truck.

It was further noted that a new trailer had been purchased [as previously agreed] but that no payment had been necessary as Trident Trailers took the council’s old larger trailer in exchange. The asset register will be amended accordingly to note the addition and disposal.

(g) Pathways Parish Office & Kilnbarn Bar

It was **NOTED** that several areas of pathway around the Community Centre and the Kilnbarn patio had slabs that were cracked or lifting which could become a Health and Safety issue. Quotations had been sought to do specific sections but it may be more cost effective to have all the worst affected areas done together.

**RESOLVED** to obtain a quotation for all areas to be done and share the cost between each committee and if necessary the balance to come from reserves.

(h) Internal Audit Report, Plan and Fees for 2023/24

**READ** and **NOTED** the items reviewed at the visit were banking, bank reconciliations, account books, insurance, allotments and assets. Cllr Newman said he would be happy to come in and check and sign the Bank Reconciliations.

**RESOLVED** to accept and approve the proposed audit plan from KCC Audit for 2023/24.

(i) End of Year Close Down

It was **NOTED** this will take place on 17<sup>th</sup> and 18<sup>th</sup> April 2023.

The Clerk reported that there may be some additional costs to the new phone system agreed at last month’s meeting. It was agreed to delegate to the Clerk to investigate the approved supplier and the alternative and go with the best option.

### 385. REPORTS FROM BOROUGH & COUNTY COUNCILLORS

It was **NOTED** Cllrs Cooper and Cannon had both sent apologies and Cllr Cooper had submitted the following written report to be read at the meeting:

## LOCAL ELECTIONS

It is hoped that most parish councillors were able to attend the pre-nomination candidates and agents' briefing held last Tuesday either in person or via MS Teams. The Parish Clerk has been sent a copy of the Powerpoint presentation that gives guidance on the key dates for the elections, and she can forward a copy to you if you need it. Important dates for you as parish councillors are your nomination papers must be submitted between 10am to 4pm on working days from Tuesday 14 March until Tuesday 4 April. Papers submitted after 4pm on 4 April will not be accepted. The count for Borough wards will take place on Friday 5<sup>th</sup> May. Parish counts will also take place on that day if time and the number of counts needed allows. The fallback date is Tuesday 9<sup>th</sup> May. The current councillors remain in post until Wednesday 10<sup>th</sup> May and the newly elected councillors then take their place. Co-options of additional parish councillors must take place at the next full council meeting after 10<sup>th</sup> May.

## COUNCIL TAX

The TMBC full council meeting on 21 February debated and agreed the budget for 2023/24 and the coming year's Council Tax. For Band D properties in Ditton the total Council Tax payable will be £2228.23. This figure comes from £243.15 for the Police & Crime Commissioner for Kent, £87.30 for Kent & Medway Fire & Rescue Service and £1534.23 for Kent County Council leaving £363.55 being for TMBC and the parish precept.

## PLANNING

The Area 3 Planning Committee meeting scheduled for 2 February was cancelled due to lack of business. The next one is on 16 March, and the one after that will be on 20 April which will be the final one before the Local Elections.

## PROPOSED DEVELOPMENT OF 1600 HOUSES

No further information, and no planning application has yet been made.

## DITTON EDGE

No further information

### 386. REPORTS FROM NEIGHBOURHOOD POLICE & KCC WARDEN TEAM

It was **NOTED** no reports were available but the latest TMBC Crime Prevention newsletter was available in the correspondence for noting.

### 387. DATE SENSITIVE PLANNING MATTERS

#### (a) Plans Received for Comment

TM/23/00213/RD - Unit 1 Bellingham Way Panattoni Park Aylesford Kent ME20 7WT

Details of condition 5 (Hard landscaping and boundary treatment) condition 16 (Cycle parking provision) pursuant to planning permission TM/22/00187/FL Erection of a warehouse building for Class B8 storage and distribution use and ancillary office accommodation, external storage areas, access, parking, drainage, landscaping and associated works

**RESOLVED** NO COMMENT.

TM/23/00349/FL - 36 The Stream Ditton Aylesford Kent ME20 6AG

Porch over front door, replaces porch, that was demolished in 2019, with a new design to that approved under planning reference number TM/19/01442/FL

**RESOLVED** NO OBJECTION.

TM/23/00384/TPOC - 50 Acorn Grove Ditton Aylesford Kent ME20 6EW

Applicants ref: T1 - Sweet Chestnut. Re-pollard to previous cut-back points,

part of Tree Preservation Order

**RESOLVED** NO OBJECTION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL.

TM/23/00385/TPOC - 22 Acorn Grove Ditton Aylesford Kent ME20 6EW

T1 - Ash Tree, part of Tree Preservation Order. Dismantle to ground level due to concerns over Ash Dieback

**RESOLVED** NO OBJECTION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL.

(b) Decisions from TMBC Area 3

The following decisions were **NOTED:-**

TM/22/02693/FL - 45 Primrose Drive Ditton Aylesford Kent ME20 6EG

Part single storey rear and side extension

**Approved on 13 February 2023**

TM/22/02770/FL - Development Site South Of Brampton Field Between Bradbourne Lane And Kiln Barn Road Ditton Aylesford Kent

Erection of a temporary sales cabin with associated visitor parking and landscaping located to the east of the development site

**Approved on 13 February 2023**

TM/22/02771/AT - Development Site South Of Brampton Field Between Bradbourne Lane And Kiln Barn Road Ditton Aylesford Kent

Signage associated with a temporary sales cabin with associated visitor parking and landscaping located to the east of the development site

**Approved on 13 February 2023**

TM/23/00094/FL - 9 Cyril West Lane Ditton Aylesford Kent ME20 6FJ

Conversion of loft to habitable space with front dormers and rear roof light windows, internal alterations and addition of a two bay car port

**Approved on 16 February 2023**

TM/22/02133/FL - Cobdown Sports Ground Station Road Ditton Aylesford Kent

Installation of eight five-a-side and one seven-a-side football pitches with associated lighting, fencing, hardstanding and a pavilion

**Refuse on 23 February 2023**

TM/22/02882/LDP - 7 St Peters Close Ditton Aylesford Kent ME20 6PG

Lawful Development Certificate Proposed: Drop kerb to side of existing access to drive

**Certifies on 24 February 2023**

(c) Bradbourne – EMT Proposal

[i] Update

Cllr Newman advised he had submitted the agreed response on behalf of the Council setting out its concerns and objections to the proposal.

It was also confirmed that members of the council had been invited to meet with EMT as a follow up to the public consultation meeting. It was agreed Cllrs Newman, Adlington and Mulcuck would attend with the Clerk.

[ii] Independent Planning Consultant

It was **NOTED** an independent Planning Consultant, who had previously been employed by TMBC as a planning officer had offered to assist the Council with reacting to this proposal. It

was further noted that East Malling and Larkfield Parish Council were interested in meeting with the Consultant and it may be possible to hold a joint meeting and pay half the fee each.

**RESOLVED** to agree to hold the meeting with the independent consultant and EM&L PC and each council to pay half of the fee of £500.00 plus VAT.

(c) Ditton Edge

It was noted no update was available as to why work had currently ceased.

(e) Planning Announcement from TMBC

The press release on how TMBC will undertake planning issues was **READ** and **NOTED**.

### 388. **MEETING DATES**

The Clerk advised that it would be preferable to move the date of the Annual Parish Council Meeting due to member holidays to allow all members to be present following the elections in May. It was agreed that the APCM would be held on Monday 22<sup>nd</sup> May 2023 and the Community Centre Committee Meeting would be held on Wednesday 24<sup>th</sup> May 2023. It was further agreed not to hold Planning and Open Spaces Committee Meetings in May due to the lack of available dates and any urgent items could be added to the Full Council Agenda.

### 389. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"**

There were no matters arising.

It was **NOTED** there would not be a gazette before Easter and it was hoped posters for the music event on 3<sup>rd</sup> June would be available soon.

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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 to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.  
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### 390. **CLOSURE**

The meeting closed at 8.40pm.

Chairman  
3<sup>rd</sup> April 2023