

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE **DON CARMAN HALL**  
AT DITTON COMMUNITY CENTRE ON **MONDAY 4<sup>TH</sup> OCTOBER 2021**

PRESENT: CLLRS. J LOVER (CHAIRMAN), N NEWMAN (VICE-CHAIR), MRS J DEARDEN,  
MRS K DENNISON, MRS G GODDEN, A LAIDOUCCI, A MULCUCK, M PORTER &  
MRS A THROSSELL.  
TMBC BOROUGH CLLR R COOPER, KCC WARDEN S ABSOLON  
MRS N GREENAWAY [Clerk of the Council]

157. **OPENING OF MEETING**

The Chairman opened the meeting at 7.00pm.

158. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Mrs Thwaites and Rook. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.476. Apologies were also received from Borough Councillor Cannon and KCC Councillor Kennedy.

159. **DECLARATION OF INTERESTS**

Cllr Mrs Godden declared a personal interest in item 174, Trees in the Quarry, as a concern about some these trees was raised by her neighbour.

160. **CASUAL VACANCIES**

It was **NOTED** no enquiries had been received. The Clerk confirmed the vacancies had been advertised in the recent Gazette.

161. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 6<sup>th</sup> SEPTEMBER 2021**

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

162. **MATTERS ARISING**

(a) Boundary Fence Request

**NOTED** the resident had responded and was awaiting a date for the start of the work from their contractor.

(b) NHS LTS in Community Centre Car Park

**NOTED** the test site had been completely removed and there were just a few remedial works to be undertaken, but this was in hand.

(c) Ditton Minors Defibrillator Request for Assistance

It was **NOTED** Cllrs Mrs Dennison and Mrs Dearden had met with Ditton Minors to look at the location for the defibrillator at NRRG. Photos were circulated and it was agreed this

would be an acceptable location. It was **NOTED** permission had already been given for the defibrillator at KBRRG to go ahead and it would be located on the exterior wall of the Don Carman Hall.

163. **MINUTES OF MEETINGS HELD DURING SEPTEMBER 2021**

(a) Planning Highways and Transportation Committee 20<sup>th</sup> September 2021

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

(b) Open Spaces and Amenities Committee – 20<sup>th</sup> September 2021

The minutes of the above meeting were presented by Cllr Mrs Dennison and signed as a true record subject to adding Cllr Mulcuck to the list of those present. Cllr Mrs Throssell asked if details about the proposed quarry “walkabout” could be circulated to all committee members.

The Chairman moved that the KCC Warden report be brought forward to allow the Warden to attend to other matters:

164. **REPORT FROM NEIGHBOURHOOD POLICE/KCC WARDEN**

KCC Warden Sue Absolon gave the following REPORT:

Thank you for the opportunity to give my report to you all. It is great to see you all at long last.

During and since the pandemic my role in the community has changed slightly in that you may see me walking around less due to the nature of support that I am now able to give our residents. However, I still walk everywhere to my appointments and love seeing and speaking to people as I go about the village.

I am very keen on encouraging our residents to take responsibility for their village and the behaviours in it. I am therefore asking people where possible to continue to call the relevant agencies which I can give them details of and report any anti social behaviour. This is the best way of getting more present in the area.

There have been reports of bikes in the quarry and quad bikes being ridden. I have been liaising with our PCSO regarding this and have been encouraging people to report on 101.

I have been continuing to support residents in many ways including provision of food parcels, reassurance visits and support and referrals to many agencies to help them gain access to help and to hopefully enable them a better quality of life.

In the past month this has included referrals to help people with budgeting and debt, GP referrals, calling emergency services, support with utility services, finding new homes for unwanted goods, agency support, arranging buddy services, referrals for neighbour disputes, help with arranging repairs, prescriptions and doorstep traders.

It has been lovely to see groups re-open. The book exchange is up and running and the volunteers do a great job and I would like to thank the parish council and Nigel for opening and closing the book exchange when I have been unable to.

It was great to see everyone at DAMARA last month and be able to listen and give advice to those who needed it and provide a hopefully useful point of contact for a free speaker.

Football in the tennis court has been a bit hit and miss with the weather but I will still open it when the weather permits and I thank the council for this provision as not only does it enable the young people to play but also helps them engage in a positive manner.

On the subject of young people:-

I was approached by a member of the public who would like to do a project with a local school to make the raised bit of lawn outside St Peter's Court into a flower bed. Thereby fostering a relationship between the elderly and young of our community. I think this is a great idea. I had originally thought of using the bee bombs but on reflection these may be too tall at this junction but I was wondering if the idea per se would be acceptable.

Further during the summer I have been out and about on some Thursday evenings with the Salus Youth Team. Having spoken to the youths they are very keen on having a youth club and Salus have had a meeting with Floyd and myself and would like to set up a youth club on a Monday evening for two age groups. I think this would be a great provision for our young people and give them a safe place to go with people they can talk to and activities. I would very much appreciate if the council could give this due consideration as I feel it would benefit not only the youths but the whole community. It would be run entirely by Salus and I would attend as and when I was able to.

Cllr Mrs Dearden asked if the book club times would be an issue for the Youth club and Sue confirmed this was to be discussed, but hopefully easily resolved.

Cllr Mulcuck said he thought the area in front of St Peter's Court may be suitable for a jubilee bench if one were to be obtained.

Members agreed that they would support a project of planting up the area in front of St Peter's Court and would also be happy for the youth club to re-open under the management of Salus and with the consent and support of the existing Youth Centre officials.

165. **CORRESPONDENCE**

(a) For Noting – emailed where possible and circulated to those that requested.

Ditton Twinning Assoc.: Minutes of Meeting – 07.09.2021

TMBC: Community Safety Partnership Newsletter

Rural Kent: Oast to Coast

Wonderful Villages photo competition

SLCC: The Clerk Magazine September 2021

Local Councils: Update October 2021

(b) For Decision

KALC T&M Area: Notice of Meeting 21.10.2021 & Minutes for 22.07.2021  
**READ and NOTED**

KALC: The Queens Green Canopy Project  
**READ and NOTED.** To refer to the OSA Committee

TMBC: Community Payback  
**READ and NOTED.** To ask Community Warden for thoughts on this.

166. **FINANCE**

(a) Accounts for Payment

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

**September Payroll Summary**

Monthly	Gross	£22,825.53
	Net	£16,756.27

**September Accounts (approved and paid 24.09.21)**

Community Centre				
Envirocure	Legionella Testing – June 21		48.33	
		VAT	9.67	£58.00
Business Stream	Water Charges		9.68	£9.68
PSR	Car Park light maintenance		311.45	
		VAT	62.29	£373.74
Maidstone Glass	Replacement fire door		1,990.00	
		VAT	398.00	£2,388.00
1 <sup>st</sup> A Pest Control	Quarterly inspection		60.00	
		VAT	12.00	£72.00
Maidstone Cleaners	Window cleaner		260.00	£260.00
Bar				
Chubb	Intruder Alarm		808.11	
		VAT	161.62	£969.73
Lansdell	Bar Stock		244.74	
			129.52	
			81.80	
			148.89	
		VAT	115.69	£720.64
F&A				
Imagink	Ditton Gazette		614.00	£614.00
Commercial Services	Vehicle Lease		302.78	
		VAT	60.56	£363.34
PKF	Annual return review		1,000.00	
		VAT	200.00	£1,200.00
KCC	Internal Audit		502.50	
		VAT	100.50	£603.00
KCS	Stationery		4.55	
		VAT	0.91	£5.46
Aquaid	Water Coolers		35.96	
		VAT	7.19	£43.15

**September Imprest Payments**

31.08.21	Kent County Playing Fields	£20.00
02.09.21	Deposit Refund 14.08.21	£75.00
29.09.2021	Ray Lowes Welding – repairs to drain covers	£70.00

**September Deposit Refunds**

07.09.21	Carman Room 29.08.21	£50.00
07.09.21	Carman Room 04.09.21	£50.00
14.09.21	Oaken Hall 28.08.21	£65.75
16.09.21	Oaken Hall 12.09.21	£177.50
22.09.21	Carman Room 11.09.21	£50.00

**(b) Direct Debits Paid During September 2020****RESOLVED** the following direct debits be **ACCEPTED** and **APPROVED**:-

01.09.21	WEX	Fuelcard	£1.80
01.09.21	O2	Mobile Phone	£17.90
01.09.21	TMBC	Business Rates	£442.00
02.09.21	Kent Commercial Services	Electric Supply	£552.65
02.09.21	BT	Broadband	£113.76
03.09.21	Kent Commercial Services	Gas Supply	£205.55
07.09.21	Rentokil Initial	Washroom Services	£239.57
08.09.21	Kent Commercial Service	Electrical Supply	£42.09
08.09.21	Sky Business	Sky subscription	£338.40
14.09.21	FDMS	Card Charges	£124.44
15.09.21	Bankline	Monthly Charge	£59.39
15.09.21	Safety Effect	H&S	£114.00
15.09.21	DHFE	Till Rental	£369.60
15.09.21	Paymentsense	Card Charges	£54.00
16.09.21	Sage Software	Monthly subscription	£153.00
16.09.21	Kent Commercial Services	Electric Supply	£3,530.75
20.09.21	Host My Office	IT Support	£350.40
20.09.21	Heineken	Bar Stock	£899.11
21.09.21	BT	Telephone	£111.60
23.09.21	Siemens	Phone Lease	£188.46
23.09.21	Host My Office	IT Support	£350.40

**BACs Payments made During September 2021****September BACS Payments (not previously listed)****RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-

01.09.21	Kent & Sussex Drinks	Bar Stock	£843.75
07.09.21	S Craig	Reimbursement – Key cutting	£95.21
13.09.21	HMRC	PAYE/NI	£3,488.57
13.09.21	KCC Pension	Pension contributions	£1,983.90
14.09.21	Kent & Sussex	Bar Stock	£794.85
15.09.21	S Ricketts	CC and Bar Repairs	£320.00
21.09.21	Kent & Sussex	Bar Stock	£692.00
24.09.21	Kent & Sussex	Bar Stock	£2,799.23

**(d) Debit Card Payments – September 2020****RESOLVED** the following debit card payments be **ACCEPTED** and **APPROVED**:-

02.09.21	Screwfix	Safety Equipment	£14.99
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06.09.21	Amazon	Water Boiler for bar	£48.74
08.09.21	Screwfix	Tools	£27.49
08.09.21	Edwardes Bros	Light Bulbs	£121.20
13.09.21	Zoom	Monthly Subscription	£11.99
13.09.21	CPC	Light Bulbs	£23.70
15.09.21	TLC	Light Bulbs	£68.45
16.09.21	Simple Lighting	Light Bulbs	£38.49
20.09.21	Iceland	Bar supplies	£41.05
23.09.21	Screwfix	OSA supplies	£162.95

(e) VAT Partial Exemption for 2020/21

**READ** and **NOTED** that the Community Centre still met the exemption criteria.

(f) Conclusion of Audit 2020/21

**READ** and **NOTED** that there were no issues raised.

(g) Internal Audit Visit 1 2021/22

The REPORT which had previously been circulated was READ. It was NOTED that the following items had been reviewed: financial year statement of accounts; financial regulations and standing orders, budget setting and reporting, contracts, cheque books, debit cards, expenditure, petty cash, personal cheques, income, investments, account books, reconciliations, VAT, Insurance, salaries and wages. It was further noted two issues had been raised – one in connection with ensuring the initialling of the cheque book by both signatories and the other in connection with salary payments where it was noted an error in payments had been discovered and rectified apart from in the case of one employee and this would be addressed immediately and rectified.

(g) Purchase of Parish Vehicle

NOTED the invoice had been received and would be paid at the end of October when the Council would take ownership of the vehicle.

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

Borough Cllr David Cooper **REPORTED** on the following items:

**Planning**

A meeting of the Area 3 Planning Committee was held last Thursday. There were two items considered – the creation of a new café at Leybourne Lakes was approved. This is a green initiative with photo-voltaic cells providing electricity and a water source heat pump in the lake providing heat for the building. It should be noted that questions raised on social media regarding the management of the café are not planning matters and will be decided by a different committee. The proposal by Croudace to build up to 330 homes next to Hermitage Park was refused on the grounds of its environmental impact and the loss of agricultural land. This decision may be appealed by Croudace.

The application to erect a 5G mast on the verge of London Road just west of Bell Lane had been called in by me, but was not put forward to Area 3 as this is a type of permitted development application that allows telecoms operators to install masts without full planning permission being required. TMBC has little scope on whether it can refuse such applications. However at an online meeting with the planning officer it was agreed that TMBC should refuse the application in its harmful appearance to the local area. This has been done, and it was suggested that a more suitable site may be either in the grounds of

the Esso station on London Road or at Ditton corner where there is already a large amount of lamp-posts, and other signs blighting the area.

### **Local Plan**

The proposal to revise, redraft and resubmit the Local Plan was approved by the full council and work on this is ongoing.

### **Local Politics**

As has previously been mentioned the LGBCE's proposed warding arrangements for TMBC goes to public consultation tomorrow and following this the final decision will be published on 13 March 2022.

### **Waste Collection**

Urbaser's problems with waste collections continue. They have managed to recruit a small number of HGV drivers but not enough to make a significant difference. The fuel shortage has compounded difficulties. Garden waste continues to be suspended. TMBC is now 3 weeks into the pilot scheme for recycling collections in Tonbridge. Generally this has had a good response from residents and the small number of issues raised have been ironed out.

### **Other**

The road surfacing work in Bradbourne Lane has been redone and I am informed by residents that rain water now flows freely past the site of the previous large puddle.

My thanks to the Parish Council for the article in the Ditton Gazette promoting my work refurbishing sewing machines for Tools with a Mission. So far I have had three machines donated by Ditton residents and my thanks go to them for their generosity.

Cllr Newman asked if the garden waste service will re-start as he had concerns it may be scrapped. Cllr Cooper advised yes it was still high on the Agenda but normal collections were taking priority. Cllr Mrs Dennison advised a garden waste service was being advertised on local social media. Cllr Laidouci asked if the waste lorry drivers work weekends and overtime and Cllr Cooper confirmed that they do. Members said they would not be happy to see the 5G mast at Ditton corner as it would be unsightly.

It was **NOTED** that the news letter from KCC Cllr Andrew Kennedy had been previously circulated.

## 168. **REPORT FROM NEIGHBOURHOOD POLICE/KCC WARDEN**

It was **NOTED** that the Warden report had been taken earlier in the meeting and there was no report available from the police.

## 169. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**

### (a) Plans for Comment

TM/21/02165/FL	Erection of a single storey side and rear extension and removal of existing detached garage	40 Station Rd
<b>RESOLVED</b>	NO OBJECTION SUBJECT TO THE PLANNING CHAIR VIEWING THE SITE TO ENSURE THERE WOULD BE NO ADVERSE EFFECTS TO NEIGHBOURS.	

### (b) Plans dealt with by Area 3 Committee

NOTED none received to date.

(c) Department of Transport – Proposed Stopping Up of Bellingham Way

**READ** and **NOTED** that this was to be displayed in the parish office.

(d) Highway Improvement Plan

An email from the new KCC Schemes Planning & Delivery Project Manager for Tonbridge and Malling, was circulated. It was noted that they were asking if there were any items that the council would like to add to the Highway Improvement Plan. Cllr Mrs Godden suggested speed restrictions in Kilbarn Road. Cllr Mrs Dennison suggested more double yellow lines at the junctions in Woodlands Road. It was suggested members forward any further suggestions to the clerk and this item be revisited at the next planning meeting.

Cllr Mulcuck said that the weeds in the gutters were very bad and the Clerk advised she has already reported this to KCC. He also said that the litter bin at the junction of Bradbourne Lane and the A20 has been removed.

170. **REMEMBRANCE DAY**

**NOTED** all arrangements are in hand. Cllrs Mrs Dennison and Mrs Godden said they should be available to assist on the day. Cllr Mrs Dearden said her husband could assist as a marshal. Cllr Mulcuck said he would be happy to do the bible reading. Borough Cllr Cooper confirmed he would be attending.

Cllr Mulcuck advised a member of the Heritage Centre was researching one of the War Graves in the churchyard.

The Clerk said she would like to ask if the Council could ask KCC Councillor Kennedy if the council could apply for a grant to purchase two of the unknown soldier “tommy” statues. They are £350.00 for the pair. Members agreed this would be a good idea and said that if Cllr Kennedy could not authorise the grant, for the Council to purchase them anyway.

Cllr Mrs Throssell asked that the hall is well ventilated during the service.

171. **CHANGE OF MEETING DATES FOR PERSONNEL & F&A COMMITTEES**

The Clerk asked if the personnel and F&A Committee Meetings scheduled for October could be postponed as she would not have time to prepare as she will be on jury service.

**RESOLVED** to move them to 22<sup>nd</sup> November.

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

There were no matters arising.

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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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173. **REQUEST TO LIFT BAN FROM KILNBARN**

A request to lift a ban was **READ**. It was **NOTED** that the Bar Supervisor had said she would feel comfortable with allowing this person to return. Discussion took place on whether bans should ever be lifted as another recent request was refused. It was agreed each case should be looked at individually and judged on the severity of the incident that initiated the ban and the bar supervisor's opinion as to their current behaviour.

**RESOLVED** to respond advising that the ban will be lifted but if there are any future displays of unacceptable behaviour the ban will be reinstated as a lifetime ban.

174. **TREES IN QUARRY**

It was **NOTED** that issues regarding trees to the rear of Ragstone Court had caused some concern resulting in the Open Spaces Committee asking for a separate tree survey of just the trees to the rear of properties in Ragstone Court. It was **NOTED** that this had now been undertaken. With regard to one particular area of concern to the rear of 6 Ragstone Court, it was agreed to seek a professional opinion from the tree surgeon.

175. **STAFF MATTERS**

Cllr Mrs Dearden gave an update on the current staff situations. It was **NOTED** that Ben had now left the office and the job had been advertised; appraisals had been undertaken with the two senior members of grounds staff and targets set; new caretaking staff have been given trials and the bar staff were fine and it was further noted that the final payment to the pension of the former assistant bar manager had now been made.

176. **CLOSURE**

The meeting closed at 8.17pm.

Chairman  
1<sup>st</sup> November 2021

