

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY 6TH NOVEMBER 2023**

PRESENT: CLLRS. N NEWMAN [CHAIRMAN], M J PORTER [VICE-CHAIR], MRS J DEARDEN, A LAIDOUCI, A R MULCUCK, MRS A THROSSELL & D ADLINGTON, MRS L COX, J COX, D MARKHAM & A WATERS
MRS N GREENAWAY [CLERK OF THE COUNCIL]

253. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

254. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

255. **DECLARATION OF INTERESTS**

There were no declarations of interest.

256. **CASUAL VACANCIES**

NOTED that no enquiries had been received.

257. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 2ND OCTOBER 2023**

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

258. **MATTERS ARISING**

There were no matters arising.

259. **MINUTES OF MEETINGS HELD DURING OCTOBER 2023**

(a) Community Centre Committee, Monday 9th October 2023

The minutes of the above meeting were presented by Cllr Mrs Dearden and **CONFIRMED** and **SIGNED** as a true record subject to removing Cllr Porter as being present.

(b) Open Spaces & Amenities Committee, Monday 16th October 2023

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

Approval of quote for replacement trim trail funding by S.106

It was **NOTED** that an updated quote had been received.

RESOLVED to approve the amended quotation from Sovereign of £13,994.88 and to put this forward as the S.106 project for a replacement trim trail.

(c) Finance & Administration Committee, Monday 30th October 2023

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

RESOLVED TO RATIFY THE RECOMMENDATION:

That the main Community Centre toilets that service the Oaken Hall and Acorn Room [including ladies,gent's and disabled] be refurbished per the most suitable quote up to the amount of £55,144.00 and this cost be met from the Council's general reserves.

(d) Personnel Committee, Monday 30th October 2023[to follow]

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

260. **CORRESPONDENCE**

(a) For Noting

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

Twining Assoc: Minutes of Meeting held on 10th October 2023

KALC: Newsletter October 2023, November 2023

KALC T&M Area: Minutes of meeting held 28.09.2023

Local Councils: Update October & November 2023

Clerks & Councils: Direct November 2023

Gallagher Insurance: Community Matters Autumn

Kent Highways: 20mph toolkit

(b) For Decision

NOTED none received to date.

261. **FINANCE**

(a) Payments to be Ratified

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

October Payroll Summary

Monthly	Gross	£28,313.85
	Net	£21,999.32

Accounts (approved and paid 26.10.23)

Community Centre				
Envirocure	Legionella Testing	VAT	48.75 9.75	£58.50
KCS	Stationary Cleaning & Consumables	VAT	81.25 177.84 51.82	£310.91
Capital Cleaning	Cleaning & Consumables		101.79 62.60 32.88	£197.27
Atlas	Alarm Activation	VAT	51.34 10.27	£61.61
KD Drainage	Drain Survey	VAT	1520.00 304.00	£1,824.00
Bar				
Lansdell	Bar Stock	VAT	202.25 203.62 144.78 223.91 221.67 177.83	£1,174.06
Chubb	Annual Intruder Alarm Contract	VAT	949.11 189.82	£1,138.93
F&A				
Aquaid	Water Cooler	VAT	39.00 7.80	£46.80
OSA				
Lister Wilder	Equipment Parts Equipment Parts Over charge		227.78 42.20 (98.08) 34.37	£206.27
Travis Perkins	Edging Sleepers	VAT	155.38 31.07	£186.45

October Deposit Refunds

18.10.23	Oaken Hall 14.10.23	£50.00
18.10.23	Carman Room 07.10.23	£50.00
23.10.23	Carman Room 15.10.23	£50.00
23.10.23	Carman Room 16.09.23	£50.00
26.10.23	Oaken Hall 21.10.23	£84.00
31.10.23	Carman Room 13.10.23	£50.00
31.10.23	Oaken Hall 08.10.23	£85.00

(b) Direct Debits Paid During October 2023**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**October Direct Debits**

29.09.23	Natwest	Bank Charges	£115.13
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29.09.23	NCS	Telephone rental	£54.00
29.09.23	NCS	Telephone charges	£69.54
29.09.23	O2	Mobile phone	£18.85
02.10.23	TMBC	Business Rates	£349.00
03.10.23	Carlsberg	Bar Stock	£1,565.26
05.10.23	Carlsberg	Cellar system	£187.20
09.10.23	Rentokil Initial	Washroom services	£179.85
09.10.23	SKY	Sky Sports	£405.48
10.10.23	Commercial Services	Gas Supply	£657.38
10.10.23	Carlsberg	Bar Stock	£1,400.51
11.10.23	Siemens	Asset Protection	£72.13
11.10.23	Siemens	Equipment Lease	£972.00
13.10.23	FDMS	Card Charges	£302.00
16.10.23	Bankline	Bank Charges	£48.24
16.10.23	Safety Effect	Monthly H&S	£114.00
16.10.23	Sage	Monthly subscription	£216.00
16.10.23	DHFE	Till Rental	£369.60
16.10.23	Paytek	Card Charges	£54.00
17.10.23	Carlsberg	Bar Stock	£1,968.36
23.10.23	WEX	Fuelcard	£109.85
23.10.23	Hugo Fox	Website	£23.99
23.10.23	EDF	NRRG Streetlight	£161.50
24.10.23	Host My Office	IT Support	£404.16
24.10.23	Carlsberg	Bar Stock	£2,129.56
25.10.23	Everflow	Water supply	£715.94
25.10.23	BOC	Bar Gas	£126.32
27.10.23	Focus	Telephone	£291.23
27.10.23	NEST	Pension contributions	£862.46
27.10.23	Focus	Telephone	£181.50
30.10.23	WEX	Fuelcard	£1.80
30.10.23	BT	BT Sports	£445.44
30.10.23	Veolia	Refuse collection	£514.21
31.10.23	Carlsberg	Bar Stock	£1,160.80

(c) BACs Payments made During October 2023**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**October BACS Payments (not previously listed)**

29.09.23	Andy Payne	Replacement Light	£144.00
06.10.23	KCPFA	Annual subscription	£40.00
06.10.23	AMS Compressors	Compressor fault	£216.00
06.10.23	BSS Stocktaking	Stocktake	£150.00
06.10.23	Operator Training	Training	£264.00
06.10.23	Kent & Sussex	Bar Stock	£270.48
13.10.23	N Ashton	Kilnbarn Entertainment	£220.00
16.10.23	KCC Pension	Pension contributions	£1,300.11
16.10.23	HMRC	PAYE/NI contributions	£3,875.66
18.10.23	RB Plumbing	Repairs	£562.71
23.10.23	Kent & Sussex	Bar Stock	£1,769.92
25.10.23	T Beautridge	Bar Services	£185.64

(d) Debit Card Payments – October 2023

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

October Debit Card

05.10.23	Nexus	Domain name licence	£213.60
06.10.23	Jayar Car Parts	Kubota Battery	£86.30
09.10.23	Amazon	Monthly subscription	£8.99
10.10.23	Elite Pubs	Voucher	£50.00
10.10.23	Screwfix	Hoover	£188.48
11.10.23	Agratech	Weed Killer	£39.75
11.10.23	DVLA	Vehicle Tax	£320.00
13.10.23	Screwfix	Ladder Standoff	£39.99
16.10.23	Tesco	Bar Supplies	£56.67
16.10.23	The Poppy Shop	Remembrance Wreaths	£79.96
16.10.23	Amazon	Bait Traps	£26.97
16.10.23	Toolstation	Bait Traps	£22.34
18.10.23	ITP Packaging	Oil Drum Storage	£338.38
23.10.23	Screwfix	Siphon	£9.99
26.10.23	Amazon	Stationary	£4.04
30.10.23	Tesco	Bar Supplies	£61.52

(e) Urgent Repair Works

- (i) Cracked Path edge of Kilbarn Patio/Path to Petanque [quotes for path and tree work]

It was **NOTED** that the large poplar tree on the edge of the Kilbarn patio had caused the path to crack which was now a Health and Safety Issue. It was further **NOTED** that the tree roots would need to be cut to repair the path but this would likely kill the tree which may result in it falling dangerously. Therefore it was recommended that the tree be removed prior to repairing the path.

RESOLVED to accept the quotation from Tree Monkeys of £800.00 plus VAT to cut down the Poplar tree and to accept the quotation from C W Milner of £1,300.00 plus VAT to repair the path.

- (ii) Repairs to Ragstone Wall – Village Green

It was **NOTED** that a quotation had been received to repair the Ragstone wall [as previously noted at the Open Spaces Meeting].

RESOLVED to accept the quotation from C W Milner of £972.00 plus VAT to repair the wall.

- (iii) Drains outside Community Centre

It was **NOTED** that following the recent inspection of the drains, a report of recommended repairs and a quotation had been supplied for £27,675.23 plus VAT [this included a discount if the work is confirmed within a specified time]. It was further noted an alternative quotation had also been sought [£24,710.00 plus VAT] as it was going to be an expensive project. It was noted that there was approximately £3,000.00 difference in the quotations but the quotes appeared to differ only slightly. It was agreed that the cheaper quote may not necessarily be the best option. It was agreed that the work should be undertaken as blockages were becoming more frequent the damage could worsen resulting in a bigger issue.

RESOLVED to agree that the repairs to the drains should be undertaken as soon as possible but more information be obtained from the contractors and the quotations be referred back to the Community Centre Committee for further scrutiny and that the committee decide on the preferred contractor for the work.

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

Borough Cllr Rob Cannon gave the following **REPORT**:

NEW AGILE IT SOFTWARE AT TMBC

The Agile software system went live for planning, building control, property and street naming/numbering on 4 October. This new system will offer a significant annual saving of £50000 over the previous obsolete system which no longer offered scope for development. You may have noticed a number of teething issues and delays in the planning department while the system has bedded in. This is partly because the staff have been undertaking testing and training activities alongside their daily planning work.

It is expected Agile will eventually deliver significant improvements to a wide range of council services but it is in planning services where it is being implemented first. This was the reason why there was a period when access to planning applications was turned off and therefore delays in notifying Borough Councillors and Parish Councils have occurred. It is also worth noting there has been over 30 years of planning data to transfer and format in Agile.

As you will be aware the weekly list (formerly known as List B) of planning applications have now resumed in its new Agile-based layout and the usual 21 day response period is back in place. Parish Council representatives will be able to question Eleanor Hoyle, TMBC Director of Planning, about any concerns at the Parish Partnership Panel on its rescheduled date on Thursday 9th November (having been postponed due to Storm Ciaran).

LINK ROAD

As you are probably aware an important milestone in the delivery of Panattoni Park occurs this Friday 10th November when the new £8m link road between Bellingham Way and Station Road is officially opened with a brief ribbon cutting ceremony at 2pm.

FREEMEN/ALDERMEN

At the last Full Council meeting several long serving councillors who retired at the last election were elected as freemen or aldermen of the borough including Nicolas Heslop who was the previous leader of the borough for the nine years from 2012 – 2021.

GRAFFITI

At the Communities & Environment Scrutiny Select Committee this evening borough councillors will be potentially looking to develop a graffiti policy across the borough. Currently the Council will remove graffiti as quickly as possible on council owned land. Whilst it is the responsibility of privately owned land to remove graffiti, we are able to offer them the use of Community Payback to assist with this. However, Community Payback can only paint over the graffiti which is not appropriate to use on all surfaces (e.g. brick work). There is a reporting mechanism on the Borough Council's website and we are looking to publicise this further so that residents know how they can report incidents of graffiti and then what can be done around this.

HACKNEY CARRIAGE/TAXI POLICIES

At the last full council various reforms were agreed including stricter penalties for overcharging for journeys and that payment by credit/debit card should be accepted for all Hackney Carriage journeys, as well as cash. The possibility of installing CCTV inside vehicles will be considered at a future meeting of the Licencing Committee.

ACCOUNTS

As Chair of the Audit Committee at TMBC I should mention TMBC are the one of the few local authorities who have managed to finalise their audited accounts within the time limits set by the government. Several are in financial difficulty as has been well publicised and many more are more than a year behind in getting their accounts successfully audited. We should be grateful TMBC are a relatively solvent authority with a talented, hard working financial management team.

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

NOTED no report was available. The Clerk advised that the Community Warden had hoped to attend but unfortunately her shift had been changed.

Cllr Adlington asked about the recent anti-social behaviour public meeting. It was **NOTED** that only four residents attended, which was disappointing. The council, warden and police officer had listened to concerns and advice on reporting crime was reiterated. Notes of the meeting were made and circulated to all residents in Scott Close.

264. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**(a) Plans for Comment

NOTED none received to date.

(b) Plans dealt with by Area 3 Committee

NOTED none received to date.

(c) TMBC Notice of Planning Appeal re removal of Yew Tree

NOTED.

(d) Ditton Edge [Orchard Mill]

No update available. It was **NOTED** there had been issue with new lighting at the site but this had been resolved.

(e) Bradbourne Proposal

No update available.

265. **REMEMBRANCE DAY**

NOTED all arrangements in hand. Members available to attend or assist on the day will advise the Clerk.

266. **CHRISTMAS GET TOGETHER**

Confirmed as 8th December and members that have not already done so should notify the Clerk if they are able to attend.

267. **WINTER GAZETTE**

It was **NOTED** copy would be required by mid to end of November. It was suggested articles about the ASB Meeting and Remembrance should be included.

268. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"**

Cllr Mulcuck said he would take some articles away to read. The Clerk will forward the information regarding the 20mph speed limit toolkit to the Chairman.

269. **CLOSURE**

The meeting closed at 8.18pm.

Chairman
4th December 2023