

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 6TH JUNE 2022

PRESENT: CLLRS. J LOVER (CHAIRMAN), N NEWMAN (VICE-CHAIRMAN),
MRS J DEARDEN, MRS G GODDEN, A LAIDOUCI & MRS A THROSSELL
MRS N GREENAWAY [Clerk of the Council],

53. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

54. APOLOGIES FOR ABSENCE

Apologies were **RECEIVED** from Cllrs Mulcuck and Porter. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.495. Apologies were also received from Borough Councillors Cooper and Cannon, KCC Cllr Kennedy and KCC Warden Absolon.

55. DECLARATIONS OF INTERESTS

Cllr Mrs Dearden declared a personal interest in item 59(a)(iii) as she is acquainted with a commercial user of the recreation grounds.

56. CASUAL VACANCIES

NOTED no enquiries had been received.

57. CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 4TH MAY 2022

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

58. MATTERS ARISING

There were no matters arising.

59. MINUTES OF MEETINGS HELD DURING MAY 2022

(a) For Confirmation and Signing

(i) Community Centre Committee, 9th May 2022

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

(ii) Planning Committee, 16^h May 2022

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

(iii) Open Spaces & Amenities Committee, 16th May 2022

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

There were some items from the meeting that required clarification before being ratified:

Football Training [Page 18, Item 46(c)]

The Clerk said that it would be very difficult to stop football training completely over the summer holidays and that it had never happened before. Members said the decision was made on information that more wear had occurred resulting in the need to spend more on re-seeding etc. The Clerk said the grounds would usually recover well and suggested discussing with the football club how a break could be achieved to allow some time for the grounds to recover. It was suggested that a proposal of either a two week complete break or "splitting the field" to only train on one half for a period of two weeks and then use the other half for two weeks so it got a "rest" that way. The Clerk will put these proposals to the football club to agree a preferred way of resting the field.

Recreational Ground Admin Fee review [football] [Page 18, Item 46(d)]

This was revisited as there was concern that the proposed daily fee would not be sufficient to cover wear & tear and cleaning after soccer schools. Concern was also expressed about the rule being applied at 20 in case it was "abused". It was agreed that a slight revision to what was proposed at the Open Spaces meeting should be:

Groups of less than 10 will pay £36 plus VAT per quarter

Groups of more than 10 will pay £40 plus VAT per day

Fencing Quotes [Page 18, 46(e)]

It was **NOTED** that the revised quote had hardly increased so there was sufficient funding from the budget and Earmarked Reserves to cover all areas highlighted as needing to be undertaken first at New Road Rec. It was agreed that the quote should be accepted.

MUGA Refurbishment [Page 19, Item 48]

The Clerk said she felt more information was needed on how Ditton Minors saw the management of the facility would work if they applied for the funding. It was agreed that the Clerk should ask them how they saw it being managed, how responsibilities would be shared and what their expectations are before a final decision is made.

The Ford [Page 20, Item 50]

The Clerk asked if members would like her to write to neighbouring residents that have previously expressed concern about the Ford to relay what was learned about responsibilities from the recent meeting with KCC. Members agreed that this would be a good idea.

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

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

Ditton Twinning Association: Minutes of Meeting held on 03/05/2022
Minutes of AGM held on 12/05/2022

KALC: News - April 2022

Tonbridge & Malling Ramblers: Walks June – September 2022

Local Council's Update: June 2022

Clerks & Council's Direct: May 2022

The Clerk: May 2022

For Decision

KALC events: Councillor's Conference – 30/06/2022
Cllr Mrs Dearden will attend if she is able to.

Chairmanship Conference – 28/07/2022
Any member wishing to attend should advise the Clerk.

T&M Area Meeting – 21/07/2022
Cllr Mrs Dearden will attend.

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

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

May Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£26,035.81</i>
	<i>Net</i>	<i>£18,599.93</i>

May Accounts (approved and paid 19.05.22)

Community Centre				
S & J Cleaning	Scrubber Dryer service		150.50	
		VAT	30.10	£180.60
Envirocure	Monthly legionella		68.75	
		VAT	13.75	£82.50
KCC	Fire Extinguisher inspection		211.89	
		VAT	42.38	£254.27
Bar				
Lansdell	Bar Stock		99.90	

	Bar Sundries		264.70 120.38 249.18 190.83 111.58 202.80	£1,239.37
Kent & Sussex	Bar Stock	VAT	1034.75 206.96	£1,241.71
F&A				
Gallagher	Insurance – main policy Insurance – vehicle Insurance - engineering	VAT	8819.87 1081.43 516.53 70.36	£10,417.83
DCK	Accounts preparation	VAT	1821.20 364.24	£2,185.44
Community Heartbeat	Defibrillator support subscription	VAT	135.00 27.00	£162.00
Aquaid	Water cooler	VAT	48.75 9.75	£58.50
OSA				
Castle Water	Kilnbarn recreation ground	VAT	419.03 83.80	£502.83
P&L Services	Mower repairs		640.86	£640.86
T Parker & Sons	General treatments	VAT	826.50 105.00	£931.50

May BACS Payments (not previously listed)

29.04.22	Wiley Wheels	Vehicle service	£378.88
29.04.22	HWB	Wood Chipper	£2,000.00
29.04.22	Kent & Sussex	Bar Stock	£1,411.54
06.05.22	S Craig	Reimbursement – Bar Stock	£34.00
06.05.22	Kent & Sussex	Bar Stock	£1,603.27
06.05.22	N Greenaway	Reimbursement	£10.00
12.05.22	K Skordouli	Hire refund	£34.50
12.05.22	D William	MUGA Key Hire deposit	£25.00
13.05.22	N Greenaway	Reimbursement	£34.00
13.05.22	Kent & Sussex	Bar Stock	£1,222.02
16.05.22	KCC	Monthly Pension	£1,941.65
16.05.22	HMRC	Monthly PAYE/NI	£3,825.64
16.05.22	L Horley	Kilnbarn entertainment	£200.00
26.05.22	N Greenaway	Reimbursement	£22.92
26.05.22	Kent & Sussex	Bar Stock	£1,995.50
26.05.22	DATS	Invoice refund	£20.00
26.05.22	Ditton Infant School	Jubilee Donation	£100.00

May Deposit Refunds

29.04.22	Oaken Hall – 23.04.22	£86.50
29.04.22	Carman Hall – 23.04.22	£50.00
29.04.22	Carman Hall – 22.04.22	£50.00
29.04.22	Carman Hall – 25.05.22	£50.00
06.05.22	Carman Room – 30.04.22	£50.00

06.05.22	Oaken Hall – 06.05.22	£50.00
06.05.22	Oaken Hall – 30.04.22	£85.00
12.05.22	Oaken Hall – 07.05.22	£50.00
12.05.22	Carman Hall – 08.05.22	£50.00
13.05.22	Carman Hall – 07.05.22	£50.00
19.05.22	Carman Hall – 15.05.22	£50.00
26.05.22	Oaken Hall – 22.05.22	£50.00
26.05.22	Carman Hall – 26.05.22	£50.00

May Imprest Payments

28.04.22	R Lowe – Welding	£40.00
11.05.22	R Lowe – Welding	£60.00
31.05.22	Cash – Bar Change	£1,000.00
31.05.22	Cash – Music Festival	£1,150.00

(b) Direct Debits - Paid During May 2022

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

May Direct Debits

29.04.22	Natwest	Bank Charges	£119.51
29.04.22	NCS	Equipment Hire	£26.57
29.04.22	NCS	Telephone Charges	£42.53
29.04.22	O2	Mobile Charges	£20.59
03.05.22	TMBC	Business Rates	£692.00
06.05.22	HMRC	Gaming Machine Duty	£92.11
09.05.22	Kent Commercial Services	Gas Supply	£918.48
09.05.22	Rentokil	Washroom Services	£239.57
09.05.22	Sky	Sky Sports	£348.00
16.05.22	Bankline	Monthly Charge	£53.85
16.05.22	Safety Effect	H&S	£114.00
16.05.22	Sage	Monthly Subscription	£172.68
16.05.22	DHFE	Till Rental	£369.60
16.05.22	Paymentsense	Card Charges	£54.00
16.05.22	FDMS	Card Charges	£170.47
17.05.22	WEX	Fuelcard	£43.20
20.05.22	Kent Commercial Services	Car park light electric	£44.61
20.05.22	Heineken	Bar supplies	£4,207.07
25.05.22	BOC	Bar Gas	£122.56
26.05.22	Host My Office	IT Support	£350.40
27.05.22	BT	BT Sport	£390.16
27.05.22	NEST	Monthly pension	£711.72
27.05.22	Paymentsense	Card Charges	£17.82
30.05.22	Veolia	Refuse collection	£478.38
31.05.22	WEX	Fuelcard	£1.80
31.05.22	NCS	Equipment Hire	£26.57
31.05.22	NCS	Telephone charges	£42.90

(c) Debit Card Payments – Paid during May 2022

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

May Debit Card

29.04.22	Tesco Mobile	Top Up	£10.00
29.04.22	B&Q	OSA supplies	£41.50
03.05.22	Defib Store	Replacement Defib Pads	£141.00
05.05.22	Timko	OSA supplies	£28.42
05.05.22	Flag Shop	Union Jacks – Jubilee	£69.75
06.05.22	Amazon	Office supplies	£8.99
11.05.22	Fleet Line Markers	Line marking supplies	£152.11
16.05.22	Screwfix	OSA Supplies	£102.20
19.05.22	B&Q	Cement	£11.90
20.05.22	Workplace	Cable Trunking	£38.40
20.05.22	First Aid 4 Less	First Aid Supplies	£180.42
23.05.22	Office Furniture Online	Office Chair	£170.34
24.05.22	Amazon	Seat covers – Parish Vehicle	£30.29
26.05.22	Screwfix	OSA Supplies	£38.55
27.05.22	Amazon	Hazard Tape	£19.88

(d) Statement of Accounts for Financial year 2021/2022

The Statement of Accounts for the financial year 2021/2022, prepared by this Council's accountants DCK Accounting Solutions, was **READ**.

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

(e) External Audit/Annual Governance and Accountability Return for Financial Year 2021/2022

(i) ANNUAL GOVERNANCE STATEMENT FOR 2021/22

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

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

(ii) ACCOUNTING STATEMENTS FOR 2021/22

The Accounting Statements for the year ending 31st March 2022 were **READ** and **NOTED**.

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

(f) Internal Audit

Final Visit 2021/22 [3rd visit report [if available] & annual report (for annual return)]

It was **NOTED** that the report of the Final Visit for 2021/22 had not yet been received but the Clerk advised no real issues were raised, during the visit. It was **NOTED** that the internal auditor had approved and signed the Annual Internal Audit Report for 2021/22, to be included with the Annual Return.

(g) Parish Dances/Ticket Price

Members agreed that just the New Year's Eve Dance should proceed at the moment and that the ticket price should be increased to £20.00 per ticket this year.

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

It was **NOTED** that no Borough or County Councillors were available to attend this meeting, but Cllr Cannon had emailed the following report:

TMBC APPOINTMENTS

With one more year to go of our four year term there have been some changes as regards borough council committees that affect both David Cooper and myself.

I will now chair the new Finance, Regeneration and Property Scrutiny Select Committee and David will become Vice-Chair of the new Housing and Planning Scrutiny Select Committee. David has also been appointed Vice-Chair of the Area 3 Planning Committee. On the subject of planning administration there had been some speculation following a peer review that a single planning committee would replace the three area planning committees but I can confirm this is not the case and the three area committee structure will remain. The Cabinet has increased from 7 to 8 members with the appointment of Cllr Dave Davis from Burham to take on the important planning portfolio which had been temporarily held by the Leader Matt Boughton.

PLANNING/LOCAL PLAN

The Area 3 meeting scheduled for 9th June has been cancelled as there is no substantive business to discuss. There have been several new additions to senior planning staff recently and it is expected the current backlog in cases will be addressed over the coming weeks.

On the new Local Plan the Regulation 18 consultation document is being prepared as to what should be included. It is intended the consultation should take place between August and October 2022.

ENERGY REBATES

As you will be aware TMBC have been administering the national scheme to rebate £150 to Band A – D Council Tax payers. Under Phase 1 all those paying by direct debit should have received this amount by 12 May. Under Phase 2, 8000 non direct debit payers were contacted via letter inviting them to register their bank details via the TMBC portal. Those so contacted have until 8am on 20 June to register their details so the checks can be made and payments issued. Finally it should be noted there is an additional discretionary scheme for those in receipt of council tax support or those with certain disabilities in bands E – H.

ANTI-IDLING GRANT

TMBC have been successful in obtaining a grant of £37000 from DEFRA towards improving air quality. This will fund the purchase and operation of anti-idling sensor equipment which will be trialled at five schools before being rolled out more widely in areas of concern in the borough.

DITTON MUSIC IN THE PARK

Finally congratulations to all those involved in organising the event on Saturday 4th June as part of the Queen's Platinum Jubilee celebrations. I attended it along with members of my family and despite the chilly weather it was a great event that showcased some promising new local talent as well as some more established acts.

63. **REPORT FROM NEIGHBOURHOOD POLICING TEAM/KCC WARDEN**

It was **NOTED** that no reports were available. Members commented that no police report had been received for some time. The Clerk will make enquiries to see if an update can be given.

64. **DATE SENSITIVE PLANNING & HIGHWAYS MATTERS**

(a) Election of Committee Vice-Chair

Cllr Laidouci was nominated by Cllr Mrs Dearden and seconded by Cllr Mrs Throssell. There being no further nominations, Cllr Laidouci was duly elected Vice Chair of the Planning Committee for 2022/23.

(b) Plans Received for Comment

TM/22/01165/FL - 29 Primrose Drive Ditton Aylesford Kent ME20 6EG

Two storey side extension

RESOLVED NO OBJECTION SUBJECT TO THE EXTENSION NOT ENCROACHING ON THE NEIGHBOURING PROPERTIES BORDER.

TM/22/01176/FL - 30 Ragstone Court Ditton Aylesford Kent ME20 6AJ

Single storey rear extension

RESOLVED NO OBJECTION

(c) TMBC Area 3

The following plans, dealt with by Area 3 were READ and NOTED:-

TM/22/00376/FL - 8 Franklin Kidd Lane Ditton Aylesford Kent ME20 6FH

Single storey rear extension

Approved on 16 May 2022

TM/22/00712/FL - 34 Ragstone Court Ditton Aylesford Kent ME20 6AJ

Proposed first floor rear extension, glazed walkway to side, skylight window and light tube to rear roof slope

Refuse on 19 May 2022

(d) Ditton Edge Proposed Development

It was **NOTED** that there was nothing to report and that the application has not yet gone to an Area 3 meeting as the latest meeting had been cancelled. The Clerk will make enquiries as to when it might go to a meeting.

(e) Mill Pond - notes of site meeting from David Thornewell

The notes of a site meeting to discuss the planning application by South East Water to replace the pond with a stream were READ. It was NOTED that South East Water do not own the route of the public footpath MR493 and the small area of pond between the footbridge and the M20 fence. It was noted that the application is to be reported to Area 3.

(f) Planning Obligations [S.106] suggestions to submit to TMBC

Cllr Newman presented proposals for items to be included on the form, including highway improvements required to be carried out by KCC and projects Parish Council land, such as

the carpark and MUGA. Additional items were discussed and Cllr Newman will send a revised list to the Clerk to be submitted to TMBC.

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

There were no matters arising.

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.

66. **STAFF MATTERS**

The current situation with Grounds Staff was noted.

67. **CLOSURE**

The meeting closed at 8.33pm.

Chairman
4th July 2022

