

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF DITTON PARISH COUNCIL TO BE HELD IN **THE COUNCIL CHAMBER** AT DITTON COMMUNITY CENTRE ON **MONDAY 6TH NOVEMBER 2023 AT 7.30PM**

Ditton Parish Council
Ditton Community Centre
Kilnbarn Road
Ditton
AYLESFORD
Kent ME20 6AH

(Mrs) Nicola Greenaway
Clerk of the Council

Tel: 01732 844749
Email: clerk@dittonparishcouncil.gov.uk
Website: www.dittonparishcouncil.gov.uk

2nd November 2023

AGENDA

1. **OPENING OF MEETING**
 2. **APOLOGIES FOR ABSENCE**
 3. **DECLARATION OF INTERESTS**
 4. **CASUAL VACANCIES**
 5. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 2nd OCTOBER 2023**
 6. **MATTERS ARISING**
 7. **MINUTES OF MEETINGS HELD DURING OCTOBER 2023** [FOR CONFIRMATION & SIGNING]
 - (a) Community Centre Committee, Monday 9th October 2023 [herewith]
 - (b) Open Spaces & Amenities Committee, Monday 16th October 2023[herewith]
Approval of quote for replacement trim trail funding by S.106
 - (c) Finance & Administration Committee, Monday 30th October 2023[to follow]
- 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 reserves.
- (d) Personnel Committee, Monday 30th October 2023[to follow]

8. **CORRESPONDENCE**

(a) For Noting

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 [nothing received to date]

9. **FINANCE**

(a) Payments to be Ratified

October Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£28,313.85</i>
	<i>Net</i>	<i>£21,999.32</i>

Accounts (approved and paid 26.10.23)

Community Centre				
Envirocure	Legionella Testing		48.75	
		VAT	9.75	£58.50
KCS	Stationary Cleaning & Consumables		81.25	
		VAT	177.84	
			51.82	£310.91
Capital Cleaning	Cleaning & Consumables		101.79	
			62.60	
			32.88	£197.27
Atlas	Alarm Activation		51.34	
		VAT	10.27	£61.61
KD Drainage	Drain Survey		1520.00	
		VAT	304.00	£1,824.00
Bar				
Lansdell	Bar Stock		202.25	
			203.62	
			144.78	
			223.91	
		VAT	221.67	
			177.83	£1,174.06
Chubb	Annual Intruder Alarm Contract		949.11	
		VAT	189.82	£1,138.93
F&A				
Aquaid	Water Cooler		39.00	
		VAT	7.80	£46.80

OSA				
Lister Wilder	Equipment Parts		227.78	
	Equipment Parts		42.20	
	Over charge		(98.08)	
			34.37	£206.27
Travis Perkins	Edging Sleepers		155.38	
		VAT	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

October Direct Debits

29.09.23	Natwest	Bank Charges	£115.13
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

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 Beurtridge	Bar Services	£185.64

(d) Debit Card Payments – October 2023

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 Kilnbarn Patio/Path to Petanque [quotes for path and tree work]
- (ii) Repairs to Ragstone Wall – Village Green
- (iii) Drains outside Community Centre

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

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

12. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**

- (a) Plans for Comment [none to date]
- (b) Plans dealt with by Area 3 Committee [none to date]
- (c) TMBC Notice of Planning Appeal re removal of Yew Tree [for noting]
- (d) Ditton Edge [Orchard Mill] [update if available]
- (e) Bradbourne Proposal [update if available]

13. **REMEMBRANCE DAY**

14. **CHRISTMAS GET TOGETHER**

15. **WINTER GAZETTE**

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

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.

17. **CLOSURE**

N.B: All Meetings of the Council are open to the public and include an adjournment of 17 minutes to permit members of the public to raise any items for the Council's attention, however, because of the confidential nature of the some of the items on this Agenda, in accordance with Standing Orders 27 & 50, parts of this meeting will exclude the Press and Public.