

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE **ACORN ROOM** AT DITTON COMMUNITY CENTRE ON MONDAY 9th AUGUST 2021

PRESENT: CLLRS. J LOVER (CHAIRMAN), N NEWMAN (VICE-CHAIR), MRS J DEARDEN, MRS K DENNISON, A MULCUCK & MRS A THROSSELL.
 TMBC BOROUGH CLLR D COOPER
 MRS N GREENAWAY [Clerk of the Council]

97. **OPENING OF MEETING**

The Chairman opened the meeting at 7.00pm.

98. **APOLOGIES**

Apologies were **RECEIVED** from Cllrs Mrs Godden, Mrs Thwaites, Porter, Laidouci and Rook. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.46. Apologies were also received from Borough Councillor Cannon, KCC Councillor Kennedy and KCC Warden Absolon.

99. **DECLARATION OF INTERESTS**

There were no declarations of interest.

100. **CASUAL VACANCIES**

It was **NOTED** no enquiries had been received. The Clerk will advertise the vacancy in the next Gazette.

101. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 12TH JULY 2021**

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

102. **MATTERS ARISING**

(a) **Boundary Fence Request** [page 31, Item 75(a)]

The Clerk advised that she had put the proposal to resolve this issue to the residents but had not yet had a response. It was **NOTED** that the majority of members were in favour of instructing the solicitor to draw up a new licence agreement if the proposal is agreed with the residents.

(b) **NHS LTS in Community Centre Car Park** [Page 38, Item 83]

It was **NOTED** only one large function had taken place where parking was an issue. The Clerk advised there were still 88 parking spaces available. It was noted the next large function was not until the middle of September. Discussion took place on the value of keeping the testing site and it was noted that it was busy during the surge of cases a few weeks prior, but it appeared to not be very busy now.

RESOLVED to write giving a months notice for the testing site to be removed but to advise should there be a need for a similar facility in the future the Council would be happy to help if it could.

(c) Ditton Minors Defibrillator Request for Assistance [Page 32, Item 77(b)]

It was **NOTED** that Ditton Minors were hoping that the Council could pay for one of the external heated cabinets and maintenance. It was further noted that the club was looking to raise sufficient funds to install defibrillators at all the grounds where they play.

RESOLVED to agree to pay for one heated cabinet and the annual maintenance for one defibrillator at the Kilnbarn Road Recreation Ground.

103. **MINUTES OF MEETINGS HELD DURING JULY 2021**

(a) PLANNING COMMITTEE, 5TH JULY 2021

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

(b) OPEN SPACES & AMENITIES COMMITTEE, 5TH JULY 2021

The minutes of the above meeting were presented by Cllr Mrs Dennison and confirmed and signed as a true record, subject to adding Cllr Mulcuck as being present.

Cllr Mrs Dennison advised that there was an urgent tree issue requiring a decision, for safety reasons. The Clerk advised members that a resident from Ragstone Court had contacted the office about trees in the quarry along their boundary. Some just needed trimming or thinning but there was a large Scots Pine that was leaning over their garden. It was noted the trees had been assessed by the Councils preferred tree contractor and they had said that the pine was dangerous and could topple because the ground around it was saturated. A worst case scenario quotation of £1,260.00 +VAT had been supplied to undertake the work. It was **NOTED** there was sufficient funds in the trees budget.

RESOLVED to accept the quotation and have the work undertaken as soon as possible on safety grounds.

(c) COMMUNITY CENTRE COMMITTEE, 19TH JULY 2021

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

RESOLVED TO RATIFY THE FOLLOWING RECOMMENDATION:

TO AMEND THE COMMITTEE TERMS OF REFERENCE NO. 6 TO READ *“The fixing of a hiring fee for any class of booking not listed in the current scale of charges be delegated to the Clerk in consultation with the Committee Chair”*.

But to add the line that *“any special rate agreed should be reported at the next Committee Meeting”*.

104. **CORRESPONDENCE**(a) For Noting [emailed where possible]Local Councils Update: August 2021, Issue 253Clerks & Councils: Direct, July 2021 Issue 136KALC: NALC Chief Exec Bulletins
KALC News July 2021Andrew Kennedy: Monthly Newsletter – August 2021For DecisionHirer: Request to have a mobile fish and chip van present for two hours for guests use at booking on Saturday 29th January 2022**RESOLVED** TO ACCEDE TO THIS REQUESTKALC T&M Cttee: Review of Parish Partnership Panel
Notes from recent meeting from Cllr Dennison
Cllr Mrs Dennison said she has contacted Sarah Barker to advise she felt too much time was taken up by certain areas at the meetings whereas it would be preferable to concentrate on subjects that affected the majority of the T&M Parishes.KALC: Invitation to attend KCC Road Safety launch 15.09.21, Manston Airport
The Chairman advised he would be attending this event and could offer a lift to anyone else that wished to attend.105. **FINANCE**(a) Accounts for Payment**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**July Payroll Summary**

Monthly	Gross	£19,665.05
	Net	£14,021.25

July Imprest Account

15.07.21	Cash	Petty Cash reimbursement	221.78

(b) Direct Debits Paid During July 2021**RESOLVED** the following direct debits be **ACCEPTED** and **APPROVED**:-

01.07.21	TMBC	Rates	£440.27
06.07.21	Siemens	Photocopy Lease	£982.05
07.07.21	Sky	Sky TV	£338.40
08.07.21	Kent Commercial Services	Energy	£602.08
12.07.21	Rentokil Initial	Washroom services	£240.71

14.07.21	First Direct	Card Charges	£106.74
15.07.21	Natwest	Bankline	£37.40
15.07.21	Safety Effect	H&S	£114.00
15.07.21	DHFE	Till rental	£117.60
15.07.21	Paymentsense	Card machine rental	£54.00
16.07.21	Sage	Monthly subscription	£153.00
19.07.21	Kent Commercial Services	Energy	£42.09
20.07.21	BT	BT Sports	£196.84
20.07.21	Heineken	Bar Stock	£5,072.62
23.07.21	NEST	Pension contributions	£479.02
23.07.21	BOC	Bar gas	£112.09
26.07.21	Host My Office	IT Support	£350.40
28.07.21	BT	BT Sports	£284.38
28.07.21	Veolia	Refuse Collection	£291.59
29.07.21	NCS	Equipment Rental	£24.16
29.07.21	NCS	Telephone	£43.52
30.07.21	O2	Mobile Phone	£18.47

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

15.07.21	HMRC	PAYE/NI	£3,842.26
15.07.21	KCC Pension	Pension contributions	£2,540.34
16.07.21	Milneys Plumbers	Plumbing repairs	£55.00
16.07.21	S Ricketts	CC Repairs	£400.00
16.07.21	Southern PAT Testing	PAT Testing	£416.28
16.07.21	N Greenaway	Reimbursement	£102.70
29.07.21	S Craig	Reimbursement	£66.24

RESOLVED the following payments **PREVIOUSLY APPROVED** be **RATIFIED**:-**July Accounts (approved and paid)**

Community Centre				
Envirocure	Legionella Monitoring		68.33	£82.00
		VAT	13.67	
KCS	Stationary		73.45	£88.14
		VAT	14.69	
Capital Cleaning	Cleaning supplies		78.18	£93.82
		VAT	15.64	
Bar				
Lansdell	Bar Stock		233.02	£759.91
			9.99	
			241.90	
			16.99	
			131.31	
		VAT	126.70	
F&A				
Commercial Services	Vehicle lease – July 21		302.78	
	Vehicle Lease – June 20		302.78	
	Vehicle Lease – June 21		302.78	

		VAT	181.68	£1,090.02
Aquaid	Water & Coolers		263.92	
	Water & Coolers		16.80	
		VAT	56.14	£336.86
KCC	EV charging points		500.00	£500.00
Sunstone	CCTV annual maintenance		1462.68	
		VAT	292.54	£1,755.22
OSA				
T Parker	Consumables		54.89	
		VAT	10.98	£65.87
EDF	NRRG Changing Rooms		68.29	
		VAT	3.42	£71.71

(d) Debit Card Payments – July 2021

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

July Debit Card

12.07.21	Zoom	Monthly subscription	£11.99
12.07.21	Screwfix	OSA consumables	£23.94
14.07.21	Cyber Security	Online training	£42.00
15.07.21	Nexus	DPC Domain Name	£96.00
15.07.21	Amazon	Litter Pickers	£18.65

(e) CCLA Investment Update

It was **NOTED** that a dividend payment of ££4,595.58 had been received. It was agreed the investment was doing better than expected during the difficult year we have had.

(f) Parish Vehicle

The Clerk reported that she had undertaken some research into similar vehicles to the one currently leased. She advised that most she had seen were older and had done many more miles and were more expensive. Therefore, although initially the £13,800.00 quoted to purchase the existing vehicle seemed high and a little more than the council had hoped to pay, it actually was a reasonable price. Discussion took place and the merits of purchasing the existing vehicle, which had very low mileage, and the fact that its history was known was a probably a good option. The Clerk also said there may be the opportunity to make an offer to get the vehicle at a slightly reduced price.

RESOLVED to purchase the existing vehicle and that the surplus of the annual lease budget and the recent dividend payment be used and the balance met from reserves.

(g) Report of Cyber Security Conference/Council Email Addresses

The Clerk **REPORTED** that she had attended the recent KALC training session for Cyber Security and that much was common sense and the council already had good measures in place such as different passwords/access for the wifi in different areas of the building. She also advised that the use of separate emails for council business was advised. It was acknowledged that some members did use their council email addresses but others found them difficult to access. The clerk said it was ok to use a personal email provided all personal details were hidden [ie using blind copying etc]. The use of Council email addresses will be reviewed again to see if it can be simplified.

106. REPORTS FROM BOROUGH & COUNTY COUNCILLORS

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

Planning

The August A3PC meeting has been cancelled due to the lack of any substantive business. The next meeting is scheduled for 30th September.

Local Plan

As Rob Cannon mentioned last month the proposal to revise, redraft and resubmit the Local Plan was approved by the full council and work on this is ongoing.

Local Politics

Borough Council Boundary Review

Phase1 of the Local Government Boundary Commission for England's review of TMBC's warding arrangements has been completed. As you will recall the Commission agreed that the Council should comprise 423 members, and the calculation for this was based on the predicted population in 2027 which included developments that had received planning permission. In the light of the huge development planned at Bushey Wood that has not yet received planning permission, it was proposed to the Commission that they should consider making the Burham, Wouldham and Eccles ward a three member ward since, if this was not done, the building out of Bushey Wood would soon exceed the 10% variance for the ward as a two member ward thus triggering another review. Whether the Commission accepts this remains to be seen. The next phase is the consultation on the proposed warding arrangements which will go public on 5th October. The Commission's final decision on the warding arrangements will be published on 13th March 2022 and these will be the wards contested in the May 2023 Local Government elections.

Leader of the Council

Following the resignation of Cllr Nicholas Heslop, an election within the Conservative Group, as the majority party, chose Cllr Matt Boughton as the new Group Leader and he was subsequently elected as Leader of the Council. He aims to make TMBC more of a listening Council and will aim to involve parish and town councils more fully in TMBC matters. He has appointed Cllr Roger Dalton as Chair of the Parish Partnership Panel and you should see a greater involvement of the parish in the decision making processes. The Deputy Leader of the Council is Cllr David Lettington who represents one of the Snodland wards and retains the Planning portfolio on the TMBC Cabinet. Having an Area3 Councillor as Deputy Leader will hopefully prevent TMBC becoming too Tonbridge-centric.

Waste Collection

The new Leader's top priority is to get the waste collection contract running properly. You may have noticed that the TMBC website now includes regular updates on how each week's collections have been progressed and residents are encouraged to use this as their first point of call. Unfortunately Urbaser has needed to cancel the brown garden waste collections for 4 weeks in order that manpower is available for the household and recyclable backlog. Residents will have their garden waste contracts extended by 4 weeks as recompense for not providing this paid-for service. The backlog of recycling waste caused by the suspension of this service has now been completed, and Urbaser is now working on clearing the outstanding recycling collections. Normal recycling collections across the Borough should return to normal by next week although this seems to be the case in Ditton already. There are no delays to the collections of food waste and refuse.

Urbaser continues to explore a number of avenues to engage additional HGV drivers and has had some success. It has also drawn from staff at other local depots to fill gaps. The problems being experienced by Urbaser in TMBC are not unique. Dover, Folkestone and Hythe and Swale councils have all had to temporarily suspend garden waste collections and these councils use Veolia and Biffa as their contractors.

A new Household Waste Recycling Centre will be opened at Allington in June 2022 and will relieve the pressure on the HWRCs at Tovil and Cuxton.

Other

Last week the road surface in Bradbourne Lane was shaved and made good in an effort to prevent the road flooding outside no. 54. Following the heavy rain on Saturday, it seems that the problem of flooding has not been solved. KCC has been informed of this.

TMBC have introduced a new audio visual system to the Council chamber. This will allow committee meetings to continue to be streamed on YouTube. Each desk has a microphone which, when turned on to speak, causes the cameras to focus on the speaker. At the moment only voting members of the committees attend in the council chamber with other members joining by Teams. The Teams participants are shown on a screen and this means that the voting members are no longer required to log on to Teams and can use their iPads for viewing the meeting papers. The last full Council meeting was held at Hadlow Manor Hotel to achieve the required social distancing. The next full council is scheduled for 26th October and at this time, no venue has been decided.

It was **NOTED** that the latest newsletter from KCC Cllr Kennedy had been circulated.

Cllr Newman asked if KCC could be contacted about other flooding issues in the area. The Clerk will contact the County Councillor.

107. **REPORT FROM COMMUNITY POLICE & KCC WARDEN**

A report from the KCC Warden which had previously been **CIRCULATED**, was **READ** and **NOTED**:

I continue to support our vulnerable residents, providing food parcels, sign posting, referring to, and liaising with relevant agencies to endeavour to gain access to more help for them.

I continue to conduct visual presence in the area.

Opening the cage for football on a Tuesday evening is going well and it is lovely to see so many of our young people turning up and playing. It is also lovely to be able to get to know them more so that they know I am someone they can trust and talk to if they need to.

The book exchange is no longer run by me but I do attend where possible. The wonderful volunteers have taken it on and it seems to be going well and attracts a steady stream of people which is great. Word seems to be getting around as I have been getting questions regarding dates and times of it opening.

Please also be aware that we have had several instances of doorstep sellers in the area recently. I have been advising residents not to buy from doorstep sellers and have been reporting instances to the police. Un-evidenced claims on posters on lamp posts have been removed and reported.

108. **PLANNING, HIGHWAYS & TRANSPORTATION MATTERS**(a) **Plans Received for Comment**

TM/21/01908/TPOC	T1 Cherry – sympathetic pruning to reduce excessive shading involving crown reduction and crown thinning to reduce height and spread and T2 and T3 Ash – pruning to reduce excessive shading, including crown reduction and thinning to reduce height and spread	33 Acorn Grove
	RESOLVED NO OBJECTION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL	
TM/21/01870/RD	Details of conditions 2 (materials, 3 (slab levels) And 6 (landscaping and boundary treatment) Pursuant to planning permission TM/19/01296/FL (Erection of new dwelling within site boundary)	12A Ditton Ct Cl
	RESOLVED NO OBJECTION	
TM/21/01917/FL	Demolition of single storey side and part rear extension, to be replaced with part single and part 2 storey rear extension. Demolition of front bay window and porch, to be replaced with single storey front extension. Creation of parking forecourt and new boundary fencing.	22 Woodlands Rd
	RESOLVED NO OBJECTION HOWEVER WOULD LIKE TO SEE THE ASPECT OF A BAY WINDOW RETAINED TO BE IN KEEPING WITH THE OTHER PROPERTIES.	

(b) **Plans Dealt with by Tonbridge & Malling Area Sub-Committee No. 3**

The following decisions were **NOTED**:

TM/21/00637/FL	First Floor rear extension APPROVED ON 15.07.2021	25 Pear Tree Ave
TM/21/01569/FL	Section 73 Application: Variation of condition 9 of TM/19/02841/FL (A1 foodstore) to extend trading hours by one hour earlier in the morning allowing the store to open at 7.00am instead of 8.00am. It also seeks treatment of trading hours on bank holidays to reflect those of non bank holidays APPLICATION WITHDRAWN ON 27.07.2021	675 London Rd
TM/21/01601/TPOC	Works to fell and dismantle Ash tree T1 due to the nature and impact of advanced decay at the base APPROVED ON 26.07.2021	36 St Peter's Rd

(c) **Delegation of Planning Comments during August Recess**

RESOLVED to delegate non contentious planning comments to the Committee Chair in consultation with the Clerk during the August recess.

Cllr Mulcuck referred to a recent email from David Thornewell regarding the footpaths at the old Aylesford Newsprint site and it was noted a copy had been circulated on the table for members to read. It was suggested the Clerk ask that Ditton Parish Council be kept informed of any development on this and ask for a plan with more detail.

109. **DITTON GAZETTE**

It was **NOTED** that copy was required by the end of August. Discussion took place on whether to advertise seasonal dances as a final decision had not yet been taken. It was agreed that plans should be made for the dances to go ahead, with a limit on numbers in the hall and to advertise them in the gazette with ticket prices held.

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

There were no matters arising.

111. **FUTURE MEETINGS – LOCATION/START TIMES**

RESOLVED to hold Full Council and Planning in the Acorn Room and other committees where there would be 7 or less could be in the Council Chambers. Also to keep the start time of meetings at 7.00pm.

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.

112. **CONFIDENTIAL MEMORANDUM**

Confidential Memorandum Ref.419 was **READ** and **CONFIRMED** as a true record.

The Personnel Chair and Clerk advised that a prospective candidate had been interviewed for the Groundsman job and that he was going to do a trial day on Wednesday. It was agreed that if this worked out well, he be offered the job [subject to the usual – references and six month probation].

113. **CLOSURE**

The meeting closed at 8.34pm.

Chairman
6th September 2021

