

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE **ANNUAL PARISH COUNCIL MEETING** OF DITTON PARISH COUNCIL, TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **MONDAY, 22ND MAY 2023** AT 7.30PM

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

18th May 2023

PART I

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATION OF ACCEPTANCE OF OFFICE & UNDERTAKING TO OBSERVE THE CODE OF CONDUCT** – ALL MEMBERS
4. **DECLARATION OF UNDERTAKING TO OBSERVE STANDING ORDERS AND FINANCIAL REGULATIONS** – ALL MEMBERS
5. **ELECTION OF CHAIRMAN FOR 2023/2024**
6. **ELECTION OF VICE-CHAIRMAN FOR 2023/24**
7. **DECLARATION OF ACCEPTANCE OF OFFICE** - CHAIRMAN & VICE-CHAIRMAN
8. **VACANCIES – (ARISING AS INSUFFICIENT CANDIDATES FOR ELECTION)**
Application [herewith]
9. **APPOINTMENT OF COMMITTEES FOR 2023/2024**
 - [a] Planning - 11 Members
 - [i] MEMBERSHIP
 - [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[b] Community Centre - 7 Members

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[c] Open Spaces & Amenities - 7 Members

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[d] Personnel Committee – 7 Members

- [i] MEMBERSHIP [Chair & Vice-Chair of Council + Cttee Chairs + 3]
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[e] Finance & Administration Committee - 7 Members
[Chair & Vice-Chair of Council + Cttee Chairs + 3]

[f] Allotment Managers [3]

[g] Sub-Committees (Current)

- (i) QUARRY WORKING PARTY (2 MEMBERS + VOLUNTEERS)

10. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

- (a) Kent Association of Local Councils T&M Committee
- (b) T & M BC Parish Partnership
- (c) T & M Crime Prevention Panel
- (d) T & M Standards Committee

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PART II

11. **DECLARATION OF MEMBERS' INTERESTS**

12. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 3RD APRIL 2023**

13. **MATTERS ARISING**

Minibus – Item 422(b) [info from Cllr Newman herewith]

14. **MINUTES OF MEETINGS HELD DURING APRIL 2023**

(a) For Confirmation & Signing

(i) Planning Committee Meeting, 17th April 2023 - herewith

(ii) Open Spaces & Amenities Committee, 17th April 2023 – herewith

15. **CORRESPONDENCE**

(a) For Noting

Local Councils: Update, April & May 2023

Clerks & Councils: Direct, May 2023, Issue 147

Ditton C of E Junior School: Thank you for Coronation Donation

KALC T&M Cttee: Minutes of meeting 30/03/2023

KALC: Benefits of Membership
Summer Events

TMBC: Funding for community groups
Notification of Disclosable Interests

(b) For Decision [Copies herewith]

Resident: Request for access to property from NRRG
Detail at meeting

Resident: Remembrance Bench outside Kilnbarn

16. **FINANCE**

(a) Accounts for Payment

April Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£21,964.91</i>
	<i>Net</i>	<i>£18,385.81</i>

Accounts for Payment

April Accounts (approved and paid 05.05.23)

Community Centre				
KCS	Cleaning/Stationary		190.25	
		VAT	38.05	£228.30
Capital	Cleaning & Consumables		159.60	
		VAT	27.43	
		VAT	37.41	£224.44
Envirocure	Legionella testing		48.75	
		VAT	9.75	£58.50

Dorrell	Floor Refurbishment		7425.00	
		VAT	1485.00	£8,910.00
Bar				
Lansdell	Bar Stock		242.00	
			81.63	
			169.83	
			201.95	
		VAT	122.39	£817.80
F&A				
DCK	Year End Closedown		1916.20	
		VAT	383.24	£2,299.44
OSA				
Glasdon	Litter/Cigarette Bins		986.91	
		VAT	197.39	£1,184.30

April Deposit Refunds

31.03.23	Carman Room 24.03.23	£50.00
19.04.23	Oaken Hall 08.04.23	£50.00

(b) Direct Debit Payments

April Direct Debits

31.03.23	Natwest	Bank Charges	£110.03
31.03.23	Paymentsense	Till Stationary	£86.16
31.03.23	NCS	Equipment Hire	£29.22
31.03.23	NCS	Telephone	£63.36
03.04.23	TMBC	Business Rates	£352.00
11.04.23	Siemens	Equipment Lease	£72.13
11.04.23	Siemens	Equipment Lease	£900.00
11.04.23	Commercial Services	Energy supply	£2,568.65
11.04.23	Rentokil	Washroom services	£247.24
11.04.23	Use Your Local	Kilnarn website	£234.00
11.04.23	TV Licence	TV Licence	£159.00
11.04.23	SKY	Sky subscription	£378.70
11.04.23	Carlsberg	Bar Stock	£938.37
14.04.23	Commercial Services	Energy supply	£75.56
17.04.23	Bankline	Monthly charges	£61.25
17.04.23	Safety Effect	H&S	£114.00
17.04.23	Sage	Monthly subscription	£216.00
17.04.23	DHFE	Equipment rental	£369.60
17.04.23	WEX	Fuelcard	£50.09
17.04.23	Paytek	Card charges	£54.00
18.04.23	Carlsberg	Bar Stock	£970.48
18.04.23	FDMS	Card charges	£178.71
19.04.23	BT	Telephone charges	£202.49
19.04.23	Powys CC	DBS check	£30.00
20.04.23	Heineken	Equipment rental	£828.00
24.04.23	Host My Office	Computer support	£371.76
24.04.23	EDF	Streetlight Energy	£161.50
25.04.23	NEST	Pension contributions	£740.20
25.04.23	BOC	Bar Gas	£143.52
25.04.23	Carlsberg	Bar Stock	£1,503.46

27.04.23	BT	BT Sport subscription	£416.69
28.04.23	Natwest	Bank charges	£123.39
28.04.23	NCS	Equipment hire	£29.22
28.04.23	NCS	Telephone	£64.94
28.04.23	Veolia	Refuse collection	£491.93

(c) BACs Payments Paid

April BACS Payments (not previously listed)

31.03.23	Unison	Subscriptions	£86.25
31.03.23	Kent & Sussex	Bar Stock	£292.41
14.04.23	M Lancely	Kilnbarn Disco	£200.00
14.04.23	HMRC	PAYE/NI contributions	£4,425.96
14.04.23	KCC Pension	Pension contributions	£1,235.70
17.04.23	SGB Prestige	Uniform	£351.05
17.04.23	Kent & Sussex	Bar Stock	£1,003.24
19.04.23	P & L Services	Machinery servicing/repairs	£1,549.90
21.04.23	Ditton Church Pre-school	Coronation Donation	£50.00
21.04.23	KALC	Annual subscription	£1,627.54
21.04.23	Lansdell	Bar Stock	£115.24
21.04.23	Kent & Sussex	Bar Stock	£458.06
21.04.23	Ditton Infant School	Coronation Donation	£100.00
21.04.23	DMS Graphics	Music in Park banners	£144.00
21.04.23	CPRE	Annual subscription	£60.00
21.04.23	Muddy Puddles	Coronation Donation	£50.00
21.04.23	Ditton Junior School	Coronation Donation	£100.00
21.04.23	BSS Stocktaking	Stocktake	£120.00
21.04.23	KD Drainage	Drainage repairs	£516.00
25.04.23	T Beurtridge	Bar services	£185.64

(d) Debit Card Payments

April Debit Card

05.04.23	Screwfix	Floor paint	£44.99
05.04.23	B&Q	Repair sundries	£32.20
05.04.23	Timpson	Memorial Plaque	£104.99
05.04.23	RBLI	Coronation Plaques	£115.59
06.04.23	Screwfix	OSA sundries	£24.58
11.04.23	Amazon	Prime membership	£8.99
11.05.23	Tesco	Bar sundries	£53.11
13.04.23	TMBC	Event Licence	£21.00
13.04.23	Cash	Petty Cash	£200.00
14.04.23	Screwfix	Repair sundries	£30.39
17.04.23	Tesco	Bar sundries	£47.26
20.04.23	NBB Matting	Cigarette Bin	£110.94
20.04.23	Amazon	Mobile phone	£55.99
24.04.23	Screwfix	Workwear	£47.99
24.04.23	Tesco	Bar sundries	£56.38
27.04.23	Euro car parts	Vehicle sundries	£108.09

- (e) Insurance Renewal
- (f) Investment
- (g) Risk Identification and Management Summary – for approval and signing
[at meeting - if available]
- (h) Review of Effectiveness of Internal Control and Internal Audit – for approval and signing
[at meeting - if available]

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

18. **NEIGHBOURHOOD POLICING/COMMUNITY WARDEN REPORTS**

19. **PLANNING, HIGHWAYS & TRANSPORTATION MATTERS**

- (a) Election of Vice Chairman
- (b) Plans Received for Comment

TM/23/00855/PDVLR - 55 Fernleigh Rise Ditton Aylesford Kent ME20 6BS
Prior Notification for Residential Extension: (Part 1 Class A): Single storey rear extension to a depth of 4m, maximum roof height of 3m, and eaves height of 3m
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00855/PDVLR>

TM/23/00878/FL - 53 Bell Lane Ditton Aylesford Kent ME20 6BT
Single storey rear extension with flat roof and roof lights (revision to TM/23/00152/FL)
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00878/FL>

TM/23/00880/TPOC - 5 Sheldon Court Ditton Aylesford Kent ME20 6AL
1 x Pine tree overhanging neighbouring property. Proposed works - reduce overhang by 2 metres to alleviate excessive debris and allow safe enjoyment of the outdoor space (standing in Group G6 of the Tree Preservation Order)
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00880/TPOC>

TM/23/00931/LDP - 60 Bell Lane Ditton Aylesford Kent ME20 6BT
Lawful Development Certificate Proposed: Addition of roof windows and loft conversion to a habitable space
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00931/LDP>

TM/23/00965/TPOC - 62 Acorn Grove Ditton Aylesford Kent ME20 6EW
T1 - Oak (applicant's ref) - Reduce overall crown by 30% to reduce considerable over shading and excessive debris. Stands in area W1 of Tree Preservation Order
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00965/TPOC>

- (c) Plans dealt with under delegated power

TM/23/00805/TPOC - 42 Acorn Grove Ditton Aylesford Kent ME20 6EW
T1 and T2 Ash tree stumps - fell to ground level and re-plant with Field Maples - standing in area W1 of Tree Preservation Order
<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00805/TPOC>

RESOLVED No comment subject to review to be completed by the Tree Warden

TM/23/00807/FL - Development Site South Of Brampton Field Between Bradbourne Lane And Kiln Barn Road Ditton Aylesford Kent

Removal of condition 26 (highways improvements) pursuant to planning permission TM/18/02966/OA (Outline Application: Development of the site to provide up to 300 dwellings (Use Class C3) and provision of new access off Kiln Barn Road. All other matters reserved for future consideration)

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00807/FL>

RESOLVED The Parish Council is concerned how the conditions that were placed can now be removed after the extensive consultation that took place when the application first came in. We are also concerned that Kent County Council have now suggested no objection which is a conflict of interest based on there now being no requirement of KCC completing work that has been urgently required. The conditions have also removed the monitoring of pollution in the area (where known to be one of the most polluted spots in the county)

1. We echo the comments of East Malling and Larkfield parish council. We are as concerned over the removal of condition 26 requiring the completion of works to change the junction of the A20 at Quarry Wood. Its concern arises from the fact the A20 eastwards from the Parish is, with the M20, the main road for our residents going into Maidstone and also the main bus route.
2. It's understanding from Press reports is that matters have moved on since 9th November 2022 letter quoted by the applicant. Our understanding is the scheme for a "lozenge roundabout" has been cancelled following public consultation.
3. It is further understood the intention is to re-phase the traffic lights.
4. It is of concern that it appears KCC have cancelled the roundabout without taking Condition 26 into account and being clear what is now to be done. This is a most unsatisfactory position and KCC should in response to this application give a clear statement of what it proposes. This should include how the regular flooding of the A20 here is to be addressed which it was understood was in hand as part of the previous scheme.
5. In making these comments our perception is that while traffic along the A20 did decline as a result of Covid it has reverted to its pre-Covid levels. As KCC has created this position it should urgently do fresh traffic studies.

TM/23/00823/TPOC - 1 Oak Drive Larkfield Aylesford Kent ME20 6NN

T1- Beech (applicant reference). This mature, established & healthy tree stands atop the small, upwardly sloping & enclosed rear garden. The applicant seeks a crown reduction of approx 50%. The current height from its base is 20m with a lateral spread of 14m. Proposed height & spread is 12m & 7m respectively. T1 of TPO

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00823/TPOC>

RESOLVED No comment subject to review to be completed by the Tree Warden

TM/23/00834/FL - Park Farm Cottage Bradbourne Lane Ditton Aylesford Kent ME20 6PE

Proposed demolition of existing dwelling and the erection of 2no semi detached dwellings, with associated landscaping and parking

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00834/FL>

RESOLVED The council are concerned about the development of a property within a private industrial area. The area has no clear detail of what future development of this area will be (especially since EMR are looking to sell land and have a track record of selling large parts of land within the last ten years).

The building plan shows the splitting of existing utilities to expand for two residential properties. We are not sure if there is suitable facilities to cater for this. We are not sure there if there is any plans to sell the properties commercially when the land is private and have heavy restrictions. We are also concerned about the large restrictions on access for building work to take place.

The property is located next to an industrial area which means it would not be seen to be in a good location for residential properties (especially if children live there)

(d) TMBC Area 3 Committee [email from Cllr Newman herewith]

(e) Levelling Up [draft email herewith]

20. **DITTON GAZETTE - SPRING/SUMMER EDITION**

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

22. **PERSONNEL AND F&A COMMITTEE MEETINGS**

23. **DELIVERY OF AGENDAS/MINUTES**

The Chairman to move that *due to the confidential nature of the following items of business the remainder of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.*

24. **STAFF MATTERS**

Grounds Staff Vacancy – Applicants/Interviews

25. **CLOSURE**

<p>N.B. All Meetings of the Council are open to the public and include an adjournment of 15 minutes to permit members of the public to raise any items for the Council’s attention, however, due to the confidential nature of some of the items of business parts of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.</p>
