

## DITTON PARISH COUNCIL

**MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD BY ZOOM VIDEO  
CONFERENCE CALL ON MONDAY 18<sup>TH</sup> JANUARY 2021**

PRESENT: CLLRS. N NEWMAN (VICE-CHAIRMAN), MRS J DEARDEN, MRS K DENNISON,  
MRS G GODDEN, A LAIDOUCI, A MULCUCK, C ROOK, M PORTER, MRS A  
THROSSELL & MRS J THWAITES.  
MRS N GREENAWAY [Clerk of the Council],  
BOROUGH CLLR D COOPER

107. **OPENING OF MEETING**

The Vice-Chairman opened the meeting at 7.01pm.

108. **APOLOGIES**

Apologies were **RECEIVED** from Cllr Lover. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.463. Apologies were also received from Borough Councillor Cannon and KCC Warden Sue Absolon.

109. **DECLARATION OF INTERESTS**

There were no declarations of interest

**Dispensations under the Localism Act 2011**

It was **NOTED** that to enable members to take part in discussions regarding the setting of the precept members are required to request a dispensation by the Clerk. It was **FURTHER NOTED** that the current dispensations had expired and members were required to sign a new form to cover them for the next four years.

**RESOLVED** MEMBERS WILL SIGN THE DISPENSATION REQUEST FORM AND THE CLERK WILL GRANT DISPENSATION TO EACH MEMBER FOR UP TO 4 YEARS TO PARTICIPATE IN DISCUSSIONS AND VOTE ON MATTERS RELATING TO SETTING THE PRECEPT.

110. **CASUAL VACANCIES**

The Clerk advised that she had received one enquiry from a local resident about joining the Council. It was **NOTED** information had been sent out but no application had yet been received.

111. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 7<sup>th</sup>  
DECEMBER 2020**

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

112. **MATTERS ARISING**

There were no matters arising.

113. **MINUTES OF MEETINGS HELD DURING JANUARY 2021**

Finance and Administration Committee, 12<sup>th</sup> January 2021

The minutes of the above meeting were presented by the Vice-Chairman and signed as a true record.

**Recommendations:**

ESTIMATES FOR FINANCIAL YEAR 2021/2022 [Page 61, Item 105]

**RESOLVED** to **APPROVE** and **ADOPT** the 2021/2022 estimates as set out in the minutes of the Finance and Administration Committee meeting held on 12<sup>th</sup> January 2021

114. **CORRESPONDENCE**

(a) For Noting

Some correspondence which had previously been circulated by email was **READ** and **NOTED**. The Clerk said she could **CIRCULATE** any other items if requested.

KALC: The Parish News, December 2020  
NALC Chief Exec Bulletin [circ. Via email]

Clerks & Councils: Direct January 2021

SLCC: The Clerk November 2020, January 2021

(b) For Decision

Collie Club: Request to use recreation ground and centre for show in April 2021  
The Clerk REPORTED that an enquiry to hold a large dog show on the recreation ground and to use the centre had been received. The expected numbers would be 150+. It was agreed that it would be very unlikely that big events would be able to go ahead by April and therefore no large bookings should be considered at this time.

**RESOLVED** TO ADVISE THAT THIS BOOKING CANNOT BE ACCEPTED AT THE CURRENT TIME BECAUSE OF RESTRICTIONS.

115. **FINANCE**

(a) Payments to be Ratified

**RESOLVED** the following payments, already **APPROVED**, be **RATIFIED**:-

**December Payroll Summary**

<i>Monthly</i>	<i>Gross</i>	<i>£45,904.23</i>
	<i>Net</i>	<i>£37,718.81</i>

## Accounts for Payment

### December Accounts (approved and paid 16.12.20)

Community Centre				
Envirocure	Legionella Testing		48.33	
		VAT	9.67	£58.00
1 <sup>st</sup> A Pest Control	Quarterly Pest Control		60.00	
		VAT	12.00	£72.00
Kent Boilercare	Heating Fault		225.00	
		VAT	45.00	£270.00
A Short Locksmith	Replacement locks		158.00	£158.00
Capital Cleaning	Supplies		64.57	
		VAT	12.91	£77.48
Bar				
Chubb	Intruder Alarm		145.60	
		VAT	29.12	£174.72
F&A				
Commercial Services	Van Lease		302.78	
		VAT	60.56	£363.34
HR Services	HR Support		355.00	
		VAT	71.00	£426.00
Atlas Management	Keyholder Service		315.00	
	Alarm Activation		39.00	
		VAT	70.80	£424.80
Imagink	Ditton Gazette		585.00	£585.00

(b) Direct Debits - Paid During December 2020

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

01.12.20	O2	Mobile	£29.59
03.12.20	BT	Broadband	£108.36
07.12.20	Rentokil Initial	Washroom Services	£274.03
14.12.20	Kent Commercial Services	Electricity Supply	£1,255.92
14.12.20	FDMS	Card Charges	£32.92
15.12.20	Bankline	Bank Charges	£45.58
15.12.20	The Safety Effect	H&S	£114.00
15.12.20	DHFE	Equipment Hire	£117.60
15.12.20	Paymentsense	Card Machine Hire	£54.00
16.12.20	Sage	Monthly Subscription	£153.00
18.12.20	ICO	Annual Subscription	£35.00
12.12.20	BT	Telephone	£105.12
22.12.20	NEST	Pension Contributions	£419.11
23.12.20	Siemens	Equipment Rental	£188.46
24.12.20	BOC	Bar Gas	£52.44
29.12.20	WEX	Fuelcard	£80.54
29.12.20	BT	BT Sport	£157.66
29.12.20	Veolia	Refuse Collection	£154.49
30.12.20	Host My Office	IT Support	£350.40
31.12.20	NCS	Equipment Hire	£24.16
31.12.20	NCS	Telephone	£40.45
31.12.20	O2	Mobile	£25.56

(c) BACS - Paid During December 2020**December BACS Payments (not previously listed)****RESOLVED** the following BACs be **ACCEPTED** and **APPROVED**:-

02.12.20	N Saunders	OSA - Reimbursement	£9.50
02.12.20	Expol Education & Training	First Aid Training	£120.00
02.12.20	Les Henry	Appraisal for Planning Application	£500.00
15.12.20	KCC	Monthly Pension	£3,013.78
15.12.20	HMRC	Monthly PAYE/NI	£3,317.31
22.12.20	J Dowle	Barrier Repair	£660.00
22.12.20	Business Stream	Water Charges	£362.65
22.12.20	Chubb	Fire Contract	£688.52

**January Accounts (not previously listed)**

Community Centre				
Envirocure	Monthly Legionella		48.33	
		VAT	9.67	£58.00
Kent Boilercare	Heating repair		285.00	
			2696.00	
		VAT	596.20	£3,577.20
F&A				
CommuniCorp	Annual Subscription		75.00	£75.00
Commercial Services	Vehicle Lease		302.78	
		VAT	60.56	£363.34
OSA				
EDF	NRRG Electric		30.33	
		VAT	1.52	£31.85
Safeplay Installations	Playground Repairs		700.00	
		VAT	140.00	£840.00

**January Hirer Refunds (Cancelled bookings due to closure)**

20.01.21	Oaken Hall 13.03.21	£125.00
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(d) Debit Card Payments - Paid During December 2020**RESOLVED** the following debit card payments be **ACCEPTED** and **APPROVED**:-

10.12.20	M&S	Chairman's Thank you gift	£210.00
10.12.20	Lovelyfloraworld	Leaver Flowers	£19.34
10.12.20	Lovelyfloraworld	Leaver Flowers	£19.34
11.12.20	SLCC	Annual Subscription	£234.00
17.12.20	Amazon	Name Plaque	£5.72
22.12.20	Royal Mail	Stamps	£141.00

(e) KCC Internal Audit(i) Report of Visit 2 - 2020/21

The report of the second visit which had previously been circulated, was **READ** and **NOTED**. It was **NOTED** that the following were reviewed: petty cash, contracts, purchase cards, income,

personal cheques, investments, VAT, Insurance, Allotments, and salaries and wages. One issue had been identified with regard to the use of the purchase card, which had been resolved and there was a reminder that fees and charges should be reviewed annually. It was acknowledged that a review of the standing orders had not yet taken place because of lack of meetings during the lockdown.

(ii) Proposed Audit Plan for 2021/22

The proposed audit plan from KCC which had previously been circulated was **READ** and the increase in fees **NOTED**. The Clerk advised that the current four visits per year was proving difficult to fit in and suggested that everything could be covered more efficiently with three visits per year.

**RESOLVED** to accept and approve the Audit Plan from KCC Audit but to ask that visits are reduced to three per year for 2021/22.

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

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

- KCC are running a public consultation for a 20mph speed limit in Larkfield, including the Trees estate of which part is in Ditton – part of Oak Drive, Bell Lane and Fernleigh Rise. Cllr Cooper said that he and Cllr Cannon have no objection to this proposal. Cllr Mulcuck said he had spoken with Trudy Dean about this and felt that as part of it is in Ditton, Ditton Parish Council should have been consulted.
- KCC is also running a consultation about extending the double yellow lines in Bradbourne Lane up to the Downderry Way junction.
- Ditton Edge – Tracey Crouch wrote to Secretary of State to call in the application and a response has been received from Kelly Tolhurst MP saying that TMBC has been asked to withhold approval depending on if the application is called in.
- An application for 6 houses on land at K Sports has been withdrawn. Concerns were raised by the planning officer regarding further development here and Sport England were concerned about the loss of playing field. It is possible this application may come up again.
- Use of K Sports car park by Amazon vans – the contract for this was for 2/3 months until the end of January while the Amazon depot was being refurbished – this could be linked to the recent media adverts that they are moving to Electric Vehicles.
- Dog Waste Bin Brampton Field – this bin was full and overflowing. It is emptied by the Management Company and unfortunately it is emptied less frequently in winter. Cllr Cooper has suggested it be added to the TMBC emptying round but there would be a cost implication. He has written to the management company about this.
- A training session on the Code of Conduct was held last week and the LGA has put forward its own code to try to establish a National Standard. It is being considered by the secretaries association and will filter down to Borough and Parish levels.
- Cllr Cannon has said there is nothing to report about the proposed site visit to the Panattoni site yet.
- Lockdown 3 – covid cases in Kent are starting to fall and the vaccine roll out will help. TMBC currently has the 3<sup>rd</sup> lowest cases in Kent.

- NHS Testing Centres – Centre in the Community Centre Car Park offers tests for those with symptoms and there is now a testing centre at Larkfield Library for symptom free testing.
- Arriva has relaxed its bus pass rules to allow holders to attend early morning vaccine appointments.

Cllr Rook asked if the withdrawal of the application at K Sports was tactical, Cllr Cooper said he could not say but they had previously submitted and then withdrawn a similar application. Cllr Mulcuck said there were several reasons to object to this application including air pollution, loss of playing field and the historic view across the fields. Cllr Rook noted there had been many resident comments and Cllr Cooper confirmed he had spoken to the person that lead the objections.

Regarding Ditton Edge, Cllr Rook asked if it is the Secretary of State that Calls the application in or the Planning Inspectorate. Cllr Cooper advised that the Secretary of State calls the application in and the Planning Inspectorate considers evidence and decides the outcome. It was also noted that Kelly Tolhurst had resigned her ministerial position and so someone else would be taken over this case. The timescale was not know. Cllr Rook asked if it was still worth writing in, and Cllr Cooper said it would not do any harm.

Cllr Cooper was thanked for his report and attendance at the meeting.

#### 117. **REPORT FROM NEIGHBOURHOOD POLICE/COMMUNITY WARDEN**

A written report from KCC Warden Sue Absolon that had previously been **CIRCULATED** by email was **READ** and the following comments **NOTED**:

Firstly I would like to wish everyone a safe and happier new year.

I am sorry I am unable to be at the meeting, but would like to thank you for the opportunity to be able to submit a report without attending a meeting.

#### **Welfare**

As we find ourselves in another lockdown my focus is to continue to support our residents both by phone and with doorstep visits while appropriate and am able to refer them to the relevant agencies thereby helping them to access the correct help.

Where possible I am also increasing the amount of visual presence in the area, so that residents are able to see me and speak with me.

I continue to deliver food parcels and prescriptions for those that need them.

There have been a few scam attempts on residents and I have been speaking with them about this and how to stay aware of scam attempts.

Doorstep traders in the area have been reported to trading standards and I have been advising residents not to buy from doorstep sellers.

The infants school contacted myself regarding their concern over children playing covid safe in the community centre play area. We suggested that the school run a poster competition to highlight this and winning posters could be displayed in the play area as a reminder. PCSO Amy Sears and I judged the posters, attended an award assembly by zoom and displayed the

posters in the play area. I'd like to thank Parish council for their permission and equipment to be able to display the posters.

### **Environment**

Visible presence in the community.

### **Book Exchange**

Sadly the book exchange remains closed because of COVID restrictions.

### **Thank you**

As always I am very grateful to the parish council for letting me use your facilities. During these difficult times please be assured that I will continue to submit my reports to you until such times as the situation eases, and will be in touch with Nicola regularly for any updates.

## 118. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION ISSUES**

### (a) Plans Received for Comment

Noted none received to date.

### (b) Plans dealt with under delegated power

The following applications previously dealt with under delegated power were **READ** and **NOTED:-**

TM/20/02721/FL	Summer house to rear of garden <b>NO OBJECTION</b>	458 London Rd
TM/20/02884/FL	Demolition of existing single storey rear extension and erection of new single/two storey rear extension <b>NO OBJECTION</b>	183 Woodlands Rd
KCC/TM/0289/2020	Section 73 application to vary conditions 9 & 10 of Annex A2 of planning permission TM/10/2029 (as amended by planning permission TM/17/131) to amend the number and timing of HGV movements associated with ongoing operations. <b>NO OBJECTION</b>	Hermitage Quarry
TM/20/02749/OA	Land South of Barming Station and East of Hermitage Lane, Aylesford -Outline Application: erection of up to 330 dwellings (including 40% affordable homes) etc <b>TO SUPPORT AYLESFORD PC'S OBJECTIONS</b>	

### (c) Plans dealt with by Area 3 Committee

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

TM/20/02261/RD	Details of condition 17 (surface water run off disposal) and 19 (sustainable surface water drainage scheme) pursuant to planning permission TM/19/02841/FL (Demolition of existing buildings and erection of Class A1 food store with associated parking,	675 London Rd
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landscaping and access works and installation of pedestrian crossing on London Road.)

**APPROVED ON 4<sup>TH</sup> DECEMBER 2020**

TM/20/02264/FL	Alterations to consented double garage to link into existing house providing home office/study, storage space, orangery/garden room and gym/home entertainment room <b>APPROVED ON 30<sup>TH</sup> NOVEMBER 2020</b>	42 Ragstone Ct
TM/20/02355/FL	Demolition of existing single storey rear extension and erection of two storey rear extension <b>APPLICATION WITHDRAWN</b>	183 Woodlands Rd
TM/20/02404/TNCA	Coppice Sycamore <b>NO OBJECTION ON 4<sup>TH</sup> DECEMBER 2020</b>	Land at Bradbourne Ln
TM/20/01970/RD	Details of condition 3 (external materials) and 11 (demolition and construction) submitted pursuant to planning permission TM/19/02841/FL (Demolition of existing buildings and erection of Class A1 food store with associated parking, landscaping and access works and installation of pedestrian crossing on London Road.) <b>APPROVED ON 16<sup>TH</sup> DECEMBER 2020</b>	675 London Rd
TM/20/02393FC	Felling licence consultation <b>NO OBJECTION ON 15<sup>TH</sup> DECEMBER 2020</b>	

(d) Ditton Edge

A letter to Tracey Crouch MP from Kelly Tolhurst MP acknowledging the request to call in the application, which had previously been circulated via email, was **READ** and **NOTED**. Cllr Rook said that if the Parish Council submits a letter to the Secretary of State then it needs to give new concerns such as pollution which is a high profile subject currently. Cllr Mrs Thwaites agreed pollution was important as there were many asthma sufferers affected. It was agreed more information needs to be researched to gather facts to be included in a letter. Cllr Mrs Godden said she had already contacted the local GP surgeries and they had confirmed they had no space for new patients and she would be happy to assist with research. Cllr Newman suggested Tracey Crouch may be able to assist with requests for data. Cllr Rook said he would prepare a letter to be circulated to members for approval before being sent.

(e) Aylesford Newsprint

An email from EM&L PC which had previously been circulated via email, was **READ** and the request for changes to speed limits **NOTED**

(f) TMBC Local Plan

A letter from Trudy Dean which had previously been circulated via email regarding concerns about the Local Plan, was **READ** and it was **NOTED** that members were in support of the concerns raised.



(g) Regular Joint Parish Meetings

The benefit of joint meetings already held with regard to Panattoni were acknowledged. It was agreed that to hold further joint meetings would be beneficial to pool ideas and experience when considering planning implications that affect the area. It was agreed to commence with informal meetings.

(h) KCC Consultation re parking order for Double Yellow Lines on Bradbourne Lane

Details of the consultation to extend the double yellow lines which had previously been circulated were **NOTED** and no objections raised.

Cllr Mulcuck commented that he agreed that DPC should reiterate the previous objections to the "Peafields" development at Barming. Other members had already indicated their agreement to this.

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

There were no matters arising.

The Clerk asked if members wanted to set a date for the next meeting or to wait and she call a meeting when there was a substantive amount of business for consideration.

**RESOLVED** the Clerk to call the next meeting when there was substantive business for discussion.

120. **CLOSURE**

The meeting closed at 8.05pm.

Chairman  
2021

