

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN **THE COUNCIL CHAMBER**  
AT DITTON COMMUNITY CENTRE ON **MONDAY 7<sup>TH</sup> AUGUST 2023**

PRESENT: CLLRS. N NEWMAN [CHAIRMAN], M J PORTER [VICE-CHAIR], MRS J DEARDEN,  
A LAIDOUCI, A R MULCUCK, MRS A THROSSELL & D ADLINGTON, MRS L COX  
J COX & D MARKHAM  
BOROUGH CLLR S HAMMOND  
MRS N GREENAWAY [CLERK OF THE COUNCIL]

### 145. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

### 146. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Waters. The previously notified reason for absence was **ACCEPTED** and **APPROVED**. Apologies were also received from Borough Cllrs Cannon and Williams.

### 147. **DECLARATIONS OF INTERESTS**

There were no declarations of interest at this point in the meeting.

### 148. **CASUAL VACANCIES**

**NOTED** no applications had been received.

### 149. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 3<sup>RD</sup> JULY 2023**

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

### 150. **MATTERS ARISING**

There were no matters arising.

### 151. **MINUTES OF MEETINGS HELD DURING JULY 2023**

For Confirmation and Signing

(a) Community Centre Committee, 10<sup>th</sup> July 2023

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



(b) Planning, Highways & Transportation Committee, 17<sup>th</sup> July 2023

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

(c) Open Spaces & Amenities Committee, 17<sup>th</sup> July 2023

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

Items deferred to Full Council(i) Allotment Tenancy Agreement [Page 56, Item 140(a)]

It was agreed to defer this item to the next Open Spaces Committee Meeting to allow the clerk time to review the suggested amendments.

(ii) Tournament Fees/Large Event [Page 56, Item 141(b)]

Information regarding the administration costs and additional work involved when a booking for a large event is taken were considered. Information regarding bar takings was also considered but it was noted they only increased substantially if the weather was good but an increase in takings does not equate to a big increase in profits because additional bar staff and stock has to be taken into consideration. Members were also reminded that although a small hirer can be in the building when a large event takes place outside, a large wedding can not be accommodated as there would be insufficient parking.

**RESOLVED** that a "Large Outdoor Event Fee" of £300.00 per day should be charged to anyone wishing to hold a large outdoor event on parish council land including football tournaments.

152. CORRESPONDENCE(a) For Noting

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

SLCC: The Clerk, July 2023

Local Councils: Update, August 2023

Clerks & Councils Direct: July 2023

KALC: Newsletter, July 2023

TMBC STANDARDS CTTE: Code of Conduct Training Slides

(b) For Decision

KALC: D Day 80<sup>th</sup> Anniversary – 6<sup>th</sup> June 2024

Information about various suggestions to mark this event were circulated. It was suggested this be looked at by the Community Centre Committee. It was also suggested that

the Heritage Centre might like to do something and it could be acknowledged in next year's Remembrance Service

Ditton Minors:

Request to hold soccer schools

An emailed request to take over the running of soccer schools during school holidays was **READ**. It was **NOTED** that a partner would be involved in the running of these sessions. Queries were raised on if the "partner" would have appropriate checks for teaching children. It was agreed to ask that the football club is satisfied that the appropriate authorisation and insurance would be in place. Subject to this a fee of £40 per day would be charged but this fee would be reviewed next year.

RBLI:

Request for financial support

**RESOLVED** to advise that the council had limited funds for charitable donations and that Ditton based charities would be considered as a priority so the council cannot donate on this occasion.

153. **FINANCE**

(a) Accounts For Payment

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

**July Payroll Summary**

<i>Monthly</i>	<i>Gross</i>	<i>£26,199.22</i>
	<i>Net</i>	<i>£19,232.24</i>

**July BACS Payments (not previously listed)**

14.07.23	HMRC	NI/PAYE	£4,297.78
14.07.23	KCC Pension	Pension Contributions	£1,357.18
17.07.23	Kent & Sussex	Bar Stock	£1,071.27
20.07.23	Kent & Sussex	Bar Stock	£636.48
20.07.23	C Stanley	Bastille Wreath	£35.28
20.07.23	S Grantham	Reimbursement	£10.99
20.07.23	N Greenaway	Reimbursement	£6.00
25.07.23	T Beurtridge	Bar Services	£240.24

**July Deposit Refunds**

07.07.23	Oaken Hall 01.07.23	£84.00
19.07.23	Oaken Hall 15.07.23	£97.25
21.07.23	Oaken Hall 08.07.23	£70.00
26.07.23	Carman Hall 22.07.23	£50.00

(b) Direct Debits - Paid During July 2023**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**July Direct Debits**

03.07.23	TMBC	Business Rates	£349.00
04.07.23	Carlsbergs	Bar Stock	£1,046.64
07.07.23	Kent Commercial Services	Gas Supply	£1,389.48
07.07.23	Sky	Sky Sports	£405.48
10.07.23	Rentokil Initial	Washroom Services	£133.11
11.07.23	Siemens	Equipment Rental	£72.13
11.07.23	Siemens	Equipment Rental	£900.00
11.07.23	Carlsberg	Bar Stock	£1,340.34
14.07.23	FDMS	Card Charges	£290.66
17.07.23	Natwest	Bankline	£62.64
17.07.23	Safety Effect	H&S	£114.00
17.07.23	Sage	Monthly subscription	£216.00
17.07.23	DHFE	Till Rental	£369.60
17.07.23	Paymentsense	Card Charges	£54.00
18.07.23	Carlsberg	Bar Stock	£1,520.89
24.07.23	WEX	Fuelcard	£35.95
24.07.23	Host My Office	Computer Support	£371.76
24.07.23	EDF	Electric Supply	£163.30
25.07.23	BOC	Bar Gas	£167.80
25.07.23	Carlsberg	Bar Stock	£1,040.39
27.07.23	Focus	Telephone	£263.69
27.07.23	BT	BT Sports	£416.69
27.07.23	NEST	Pension contributions	£737.59
27.07.23	Carlsberg	Equipment Rental	£105.34
28.07.23	Payentsense	Bar Stationary	£43.08
28.07.23	Veolia	Refuse Collection	£478.64
31.07.23	WEX	Fuelcard	£1.80
31.07.23	NCS	Telephone	£72.08
31.07.23	Everflow	Water Charges	£1,141.73

(c) BACs Payments - Paid During July 2023**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**Accounts (approved and paid 20.07.23)**

<b>Community Centre</b>				
Cardinus	Building Valuation		865.00	£1,038.00
		VAT	173.00	
Capital	Cleaning Supplies		143.79	£172.55
		VAT	28.76	
SCM	Hoist Service		55.00	£66.00
		VAT	11.00	
Envirocure	Calorifier Inspection Legionella Testing		440.00	£586.50
			48.75	
		VAT	97.75	
KCS	Cleaning Supplies		146.90	£208.66
			26.98	
		VAT	34.78	

Chubb	Fire alarm upgrade Contract correction OSA Alarm		416.18 (372.98) 298.73 68.38	£410.31
		VAT		
Gallagher	Building Insurance		5368.94	£5,368.94
Business Stream	Waste Water		283.57	£283.57
S Ricketts	Repairs/Decorating		620.00	£620.00
Kent Boilercare	Heating Repairs		184.30	
		VAT	36.86	£221.16
<b>Bar</b>				
Lansdell	Bar Stock		(16.99) 298.87 33.98 48.71 174.79	
		VAT	99.51	£638.87
BSS Stocktaking	Stocktake		150.00	£150.00
<b>F&amp;A</b>				
Worknest	HR Support		475.00	
		VAT	95.00	£570.00
Gallagher	Cyber Package		367.36	£367.36
Sunstone	CCTV Maintenance		1536.73	
		VAT	307.35	£1,844.08
TMBC	Uncontested Election Costs		1388.94	
		VAT	277.79	£1,666.73
<b>OSA</b>				
Aquaid	Water/Cooler contract		239.25	
		VAT	47.85	£287.10

(d) Debit Card Payments – July 2023**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**July Debit Card**

05.07.23	Reliable Skip	Skip Hire	£246.40
06.07.23	Garden Machinery	Hedge Trimmer	£589.00
10.07.23	Amazon Prime	Monthly Membership	£8.99
11.07.23	Eventbrite	Councillor Training	£19.20
12.07.23	Eventbrite	Councillor Training	£84.00
12.07.23	Eventbrite	Councillor Training	£60.00
13.07.23	Europarts	Tractor parts	£99.67
13.07.23	Eventbrite	Councillor Training	£120.00
13.07.23	Rico Europe	Tractor parts	£62.40
13.07.23	Bunches	Thank you Flowers	£18.57
19.07.23	Bathroom Cellar	Tractor gasket	£14.45
21.07.23	Amazon	Cleaning & consumables	10.99
24.07.23	Amazon	Cleaning & consumables	£24.46
25.07.23	Amazon	Cleaning & consumables	£5.98

(e) CCLA Dividend at 30/06/2023

It was **NOTED** that the dividend payment for 30<sup>th</sup> June 2023 was £5,379.91.

(f) KCC – Internal Audit 2023/24 – Work Programme

It was **NOTED** that KCC Internal Audit has reviewed the Internal Audit 2023/24 work programme and that it will continue to be aligned with the NALC Joint Panel on Accountability and Governance latest Practitioner's Guide and will follow the objectives set out in the programme previously sent and noted.

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

Borough Councillor Steve Hammond reported that the Borough Councillors had received complaints about the work at Orchard Mill and these had been passed on and action was being taken to mitigate the problems.

He added that a site meeting was proposed for mid September/October for anyone that would like to visit the site to see the work in progress. Mike Flanagan was the contact for the site visit.

155. **REPORT FROM NEIGHBOURHOOD POLICING TEAM**

There was no report from the police available.

Cllr Laidouci advised that he had met with the new PC for Ditton. She is currently on part-time shifts but when she is on an evening shift and able to, she will attend the PC Meetings. She also advised that residents experiencing Anti-Social Behaviour should keep reporting it in to the police.

156. **DATE SENSITIVE PLANNING & HIGHWAYS MATTERS**(a) Plans Received for CommentTM/23/01380/TPOC - 48 Acorn Grove Ditton Aylesford Kent ME20 6EW

T1 Ash Tree - Raise lower crown to 8 metres. Reduce crown by 25% approximately, 3 to 4 metres or to previous reduction points and major deadwood. Standing in Woodland W1 of Tree Preservation Order

**RESOLVED** NO OBJECTION SUBJECT TO THE TIMBC TREE OFFICER'S APPROVAL.

TM/23/01467/WAS - Unit 4 Invicta Park New Hythe Lane Larkfield Aylesford Kent ME20 7FG

Consultation by KCC: Details of the design of the roof structure(s) constructed over the covered storage bays pursuant to Condition (4) of planning permission TM/22/942 for a metal recycling facility

**RESOLVED** THIS COUNCIL HAS NO COMMENTS TO MAKE ON THIS APPLICATION.

TM/23/01478/RD - Development Site South Of Brampton Field Between Bradbourne Lane And Kiln Barn Road Ditton Aylesford Kent

Details of Condition 18 (Surface water drainage scheme) submitted 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)

**RESOLVED** The council is concerned that the plans are linking to existing infrastructure which has shown issues in the area during the past few years. Those invited to correspond have a poor track record with issues on drainage and with recent news items feel their input cannot be trusted in order to make a recommendation.

We would like more details on who will be completing the maintenance of the swales knowing that there is history of draining issues that have not be solved in the area.

We would like to know who will be paying for this maintenance as it is not specified

TM/23/01500/FL - 427 London Road Ditton Aylesford Kent ME20 6DB

Demolition of existing conservatory and single storey rear lean to extension. Replace conservatory with a single storey rear extension forming new dining room. New windows and doors as shown on the drawings

**RESOLVED** THIS COUNCIL HAS NO OBJECTIONS TO THIS APPLICATION.

The Chairman advised that three plans had just been received and that they were date sensitive. He advised two could be dealt with under delegated power but he would welcome comments on the third. Members agreed to consider the application:

TM/23/01649/RM - Land Parcel Northeast Of 15 Station Road Ditton Aylesford Kent

Reserved Matters application: To seek approval for layout, appearance, access, landscaping and scale pursuant to outline planning permission TM/20/01220/OA (Outline Application: detached dwelling circa 110SqM on parcel of land next to existing terrace of dwellings)

Cllrs J & L Cox declared a personal interest as they are related to the resident living adjacent to the land mentioned in the application.

**AGREED** The parish council would like more time to consider this application and residents views as it is concerned about the addition parking that will occur as a result of this application and the impact on the already busy junction with K Sports.

(b) Date sensitive application dealt with under delegated power

TM/23/01481/AGN - East Malling Research Station New Road East Malling West Malling Kent

Prior Agricultural Notification: Demolish existing agricultural building and replace with modern functional agricultural building

**NO COMMENT**

(c) Plans dealt with by TMBC Area 3 Committee

The following decisions were **READ** and **NOTED**:

TM/22/02410/RD - Unit 1 Gill Close Panattoni Park Aylesford Kent ME20 7XL

Details of condition 12 (contamination Remediation Verification Report) 18 (Drainage Verification Report) relating to unit 1 only pursuant to planning application 18/01820/OAEA Outline Application: Hybrid planning application for the following development: Outline planning permission (all matters reserved) for the erection of flexible B1c/B2/B8 use class buildings and associated access, servicing, parking, landscaping, drainage, remediation and earthworks; and, Full planning permission for erection of two warehouse buildings for flexible B1c/B2/B8 use class, realignment of Bellingham Way link road, creation of a north/south spine road, works to the embankment of Ditton Stream, demolition of existing gatehouse and associated servicing, parking, landscaping, drainage, infrastructure and earthworks

**Approved on 12 July 2023**

TM/23/01254/TNCA - Land At Bradbourne Lane Ditton Aylesford Kent

T1 (applicants reference) - Sycamore - Reduce western side of sycamore back to the boundary of 54 Bradbourne Lane, and cut back from telephone lines

**No Objection on 12 July 2023**

TM/23/01166/AT - Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent

1 x non-illuminated wordmark sign on each elevation of the property (north, east, south and west) and non-illuminated signs on the southern elevation, together with the installation of non-illuminated signs across the site

**Approved on 27 July 2023**

TM/23/01311/LDP - 5 Pear Tree Avenue Ditton Aylesford Kent ME20 6EB

Lawful Development Certificate Proposed: Drop kerb

**Certified on 31 July 2023**

(d) Ditton Edge [Orchard Mill]

**NOTED** a potential site meeting will take place.

(e) Bradbourne Development

**NOTED** no update.

(f) Delegation of Planning Comments during August Recess

**RESOLVED** to delegate power to the Clerk in Consultation with the Chair of the Planning Committee to review any non-contentious applications that are received during the August recess.

(g) KCC Cllr Kennedy – Highway Visits Update

The update to the issues highlighted on Cllr Kennedy's visit, previously noted at the July Planning Meeting, were **NOTED**.

(h) TMBC Planning Policy Consultations – Regulation 18 Local Plan

The comments in response to the consultation, which had previously been circulated were **NOTED**.

(i) S.106 Projects

**NOTED** no further update.

(j) Ticket Office Consultation

Cllr Water's suggested response in opposition to the closure of local ticket offices was read. It was agreed this should be submitted as the council's view. Cllr Waters was thanked for drafting the response.

157. **COMMUNITY CENTRE 50 YEAR ANNIVERSARY**

The Clerk reminded members that the 50<sup>th</sup> Anniversary of the Community Centre would fall in September 2024 and she gave some suggestions for acknowledging the event including inviting past and current councillors, staff and hirers to an afternoon tea type event. It was



agreed the suggestions be considered by the Community Centre Committee at its next meeting.

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

Cllr Dearden commented on an article re “Martyn’s Law”. It was **NOTED** that the Business Administrator had undertaken the recommended training for public buildings and would be drafting an appropriate policy/procedure for all staff.

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Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50 the Chairman moved that due to the confidential nature of the next item the Press and Public be excluded from the meeting.  
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159. **STAFF MATTERS**

Confidential Memorandum Ref: 441 was **READ** and **CONFIRMED**.

160. **INSURANCE MATTER**

An update on advice from the council’s insurer was given. It was agreed to proceed along the lines suggested.

161. **CLOSURE**

The meeting closed at 8.56pm.

Chairman  
4<sup>th</sup> September 2023

