

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE **COUNCIL CHAMBER**
AT DITTON COMMUNITY CENTRE ON **MONDAY 6TH OCTOBER 2025**

PRESENT: CLLRS. N NEWMAN [CHAIRMAN], M J PORTER [VICE-CHAIR], MRS M NEWMAN,
MRS A THROSSELL, J COX, MRS L COX, A WATERS, A R MULCUCK, D
ADLINGTON & R WHITE
MRS N GREENAWAY [CLERK OF THE COUNCIL]

213. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

214. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs Mrs Dearden and Laidouci. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 593.

215. **DECLARATION OF INTERESTS**

There were no declarations of interests.

216. **CASUAL VACANCY**

It was **NOTED** that the statutory period had expired in which an election could be called and the Council could now fill the vacancy by co-option.

217. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 8TH SEPTEMBER 2025**

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

218. **MATTERS ARISING**

There were no matters arising.

219. **MINUTES OF MEETINGS HELD DURING SEPTEMBER 2025**

(a) **Community Centre Committee, 15th September 2025**

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

(b) **Planning, Highways & Transportation Committee, 22nd September 2025**

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

(c) Open Spaces & Amenities Committee, 22nd September 2025

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

220. **CORRESPONDENCE**(a) For Noting

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

KCC Cllr Kennedy: Carols by Candlelight – 17th December

SLCC: The Clerk, September 2025

KALC: Training Bulletin
Community Award Scheme
AGM 22/11/2025
T&M Area Committee Minutes of Meeting 17/07/2025
KALC News – October 2025

Gallagher Insurance: Community Matters

Ron Bailey, UK Parliament: Webinar and Grant Scheme [Lithium-ion batteries]

(b) For Decision

TMBC: Public Space Protection Order Consultation
READ and **NOTED** this was a consultation to add to the current TMBC PSPO's but that it mainly affected areas on Tonbridge.

221. **FINANCE**(a) Accounts for Payment

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

September Payroll Summary

Monthly	Gross	£35,243.46
	Net	£24,763.47

Accounts (approved and paid 26.09.25)

Community Centre				
MPR	Replacement emergency light	VAT	90.00 18.00	£108.00
Glass & Mirror Co	Thumbturn locks	VAT	285.00 57.00	£342.00
Envirocure	Legionella testing	VAT	48.75 9.75	£58.50
1 st A Pest Control	Quarterly pest control	VAT	60.00 12.00	£72.00

KCS	Cleaning & consumables	VAT	188.89 37.78	£226.67
Capital Cleaning	Cleaning & consumables		76.99 12.71 17.94	£107.64
Bar				
KD Drainage	Emergency Drain callout	VAT	450.00 90.00	£540.00
BDS	Disabled Toilet Refurbishment		5761.00	£5761.00
All Chilled	Glasswasher Repair Ice Machine Repair	VAT	222.04 147.34 73.88	£443.26
Kent & Sussex	Bar Stock	VAT	812.68 162.53	£975.21
Lansdell	Bar Stock	VAT	236.98 158.46 (18.78) 226.81 (18.49) 292.78 (13.19) 149.95	£1,014.52
Chubb	Alarm Battery	VAT	72.19 14.44	£86.63
F&A				
NCS	Photocopy charges	VAT	99.50 19.90	£119.40
Pulse Training	Fire Warden Training	VAT	430.00 86.00	£516.00
Aquaid	Water coolers	VAT	45.96 9.19	£55.15

September Deposit Refunds

04.09.25	Carman Room - 30.08.25	£50.00
11.09.25	Carman Room – 07.09.25	£50.00
18.09.25	Oaken Hall – 13.09.25	£50.00

(b) Direct Debits Paid During September 2025

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

September Direct Debits

01.09.25	WEX	Fuelcard	£3.60
01.09.25	TMBC	Business Rates	£838.00
08.09.25	WEX	Fuelcard	£91.42
08.09.25	Rentokil Initial	Washroom Services	£381.90
09.09.25	SKY	Sky Sports	£477.24
12.09.25	Commercial Services		£1,231.62
12.09.25	FDMS	Card Charges	£460.57
15.09.25	Bankline	Bank Charges	£101.83
15.09.25	Safety Effect	H&S	£126.00
15.09.25	DHFE	Till Rental	£369.60

16.09.25	Sage Software	Software Subscription	£264.00
22.09.25	Hugo Fox	Website Subscription	£23.99
23.09.25	Host My Office	IT Support	£764.04
25.09.25	Everflow	Water Charges	£1,059.44
25.09.25	BOC	Bar Gas	£281.98
25.09.25	TNT	TNT Sports	£525.80
26.09.25	Paymentsense	Card Charges	£84.00
26.09.25	Carlsberg	Bar Stock	£172.22
29.09.25	WEX	Fuelcard	£30.40
29.09.25	Focus	Telephone Charges	£94.39
29.09.25	Focus	Telephone Lease	£165.00
29.09.25	NEST	Pension Contributions	£1,260.96
29.09.25	Veolia	Refuse Collection	£392.40

(c) BACs Payments made During September 2025

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

September BACS Payments (not previously listed)

02.09.25	DS Commercials	Van MOT	£54.85
18.09.25	Southern Pat Test	Annual Pat Testing	£365.04
18.09.25	Kent & Sussex	Bar Stock	£2,973.84
25.09.25	D Beautridge	Playground Locking	£40.00
25.09.25	J Cowin	Caretaking Services	£48.84
25.09.25	M Beautridge	Bar Services	£101.68
30.09.25	KCC Pension	Pension Contributions	£1,664.92
30.09.25	HMRC	PAYE/NI	£7,554.10

(d) Debit Card Payments – September 2025

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

September Debit Card

02.09.25	Paul J Rowland	Donation	£50.00
02.09.25	Firstaid4less	First Aid Supplies	£80.28
03.09.25	Amazon	Locks/Keys	£13.77
04.09.25	Barmans Ltd	Bar Supplies	£50.65
04.09.25	Astra Security	Key Cutting	£32.00
11.09.25	Timpsons	Key Cutting	£27.00
11.09.25	Timpsons	Key Cutting	£64.00
11.09.25	Amazon	Computer Mouse	£9.49
11.09.25	Tesco	Refreshments	£58.00
15.09.25	Brandon Hire	Tool Hire	£171.68
15.09.25	Safety signs 4 less	Fire Signs	£70.76
18.09.25	Ransom Spares	Tumble Dryer Parts	£34.50
18.09.25	Chemisphere	Beer Line Cleaner	£97.38
18.09.25	Proton	Beer Nozzle Cleaner	£23.39
25.09.25	B&Q	Postcrete	£13.50
29.09.25	Tesco	Refreshments	£63.72

(e) Conclusion of External Audit/Annual Return

READ and **NOTED** the conclusion of audit report from the external auditor had been received and that there were no matters raised in Section 3, the External Auditors Report. It was **NOTED** that three matters were mentioned in the letter as “Minor Scope for Improvement” (1) to start the period of 30 days for the public to inspect the accounts as soon as possible after the accounts were approved [the Clerk explained this was not possible this year but will endeavour to do so in future] (2) the internal control objective K – the box should have been ticked as “not covered” by the Internal Auditor [the Clerk will make the Internal Auditor aware of this and finally (3) where the Risk Register was approved in the minutes, more substantive detail should be included [the Clerk will do this in future]. The Clerk confirmed the Conclusion of Audit had been published within the required timescale.

222. REPORTS FROM BOROUGH & COUNTY COUNCILLORSKCC Member Community Grant

It was **NOTED** that KCC Cllr Kennedy had advised that the parish council could apply for a community grant of up to £300.00.

RESOLVED to apply for a grant to cover the cost of a new Nature Information Board and the permissive path sign for Ditton Court Quarry Local Nature Reserve.

NOTED no other reports had been received.

223. REPORT FROM NEIGHBOURHOOD POLICE

NOTED no report had been received.

224. REMEMBRANCE DAY

NOTED all arrangements are in hand and a meeting would take place with those involved in the last week of October. It was confirmed that the service would be at the Church this year and that the Rev Terranova was keen to involve the younger members present.

225. DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS(a) Plans for Comment

25/01526/PA - 537, LONDON ROAD, DITTON, AYLESFORD, ME20 6DL

Operation description: Single store rear/side extension

Lawful Development Certificate Proposed

RESOLVED NO COMMENT

25/01563/PA - 61, FERNLEIGH RISE, DITTON, AYLESFORD, ME20 6BS

Retrospective planning consent for garden home office.

NOTED TMBC confirmed no information was available therefore this application would be deferred for consideration.

(b) Plans dealt with by Area 3 Committee

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

25/01026/PA - 157, 159, 163 and 165, Woodlands Road, Ditton, Aylesford, ME20 6HA
5 x Sweet Chestnut (applicants ref. T1 - standing at 165 Woodland Road, T2 and T3 – standing at 163 Woodland Road, T4 - standing at 159 Woodland Road and T5 - standing at 157 Woodland Road) - Reduce height by approx. 5m, Cut back over hanging branches to boundary of 27 Birch Crescent. All standing in Woodland W1 of Tree Preservation Orders 64/00021/TPO and 64/10006/TPO.

APPROVED – 23/09/2025

25/01319/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford
Full planning permission for development at Cobdown Park to provide a football training centre (sui generis), comprising of the demolition and redevelopment of existing Clubhouse building, refurbishment of existing Academy building; demolition of ancillary buildings and structures across the Site; provision of new grounds maintenance building and service area; refurbishment of existing pavilion building to provide upgraded changing and kitchen facilities; provision of new upgraded grass football pitches and upgrade of existing synthetic surface; new areas for car and cycle parking; upgrade to existing sports lighting; boundary treatment and hard and soft landscaping and associated site infrastructure and site plant.

APPROVED BY AREA 3 COMMITTEE 25/09/2025

(c) Orchard Mill

No update available.

(d) Proposed Bradbourne Development

No update available.

(e) KCC Highways And Transportation Autumn Parish Seminars

It was **NOTED** that information had been circulated for the “in person” seminar to be held on 22nd October. Anyone wishing to attend should notify the Clerk.

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

There were no matters arising.

227. **CLOSURE**

The meeting closed at 7.43pm.

Chairman
3rd November 2025