

**DITTON PARISH COUNCIL**

**NOTICE IS HEREBY GIVEN OF A MEETING OF DITTON PARISH COUNCIL TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 5<sup>th</sup> FEBRUARY 2024 AT 7.30PM**

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton  
AYLESFORD,  
Kent ME20 6AH

[Mrs] Nicola Greenaway  
Clerk of the Council

1<sup>st</sup> February 2024

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**AGENDA**

1. **OPENING OF MEETING**
  
2. **APOLOGIES**
  
3. **DECLARATION OF INTERESTS**
  
4. **CASUAL VACANCY**
  
5. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 8<sup>TH</sup> JANUARY 2024** *[herewith]*
  
6. **MATTERS ARISING**
  
7. **MINUTES OF COMMITTEE MEETINGS HELD DURING JANUARY 2024**
  - (a) Community Centre Committee, 15<sup>th</sup> January 2024 *[herewith]*
  - (b) Planning, Highways and Transportation Committee, 22<sup>nd</sup> January 2024 *[herewith]*
  - (c) Open Spaces and Amenities Committee, 22<sup>nd</sup> January 2024 *[herewith]*
  
8. **CORRESPONDENCE**
  - (a) For Noting

Ditton Twinning Assoc:	<u>Minutes of Meeting 11<sup>th</sup> January 2024</u>
KALC:	<u>Newsletter January 2024</u>
KALC T&M Area:	<u>Minutes of Meeting held on 14/012/2023</u> <u>Info from Kent Resilience Forum</u>
Clerks & Councils Direct:	<u>January 2024</u>

(b) For Decision (none received to date)

9. **FINANCE**

(a) Accounts For Payment

**January Payroll Summary**

<i>Monthly</i>	<i>Gross</i>	<i>£29,646.50</i>
	<i>Net</i>	<i>£22,166.21</i>

**Accounts (approved and paid 19.01.24 )**

Community Centre				
Chubb	Fire Alarm contract		689.55	
			173.62	
		VAT	172.63	£1,035.80
Capital	Cleaning & Consumables		18.15	
			65.62	
		VAT	16.75	£100.52
Atlas	Key Holder service		414.67	
		VAT	82.93	£497.60
Envirocure	Legionella testing		48.75	
		VAT	9.75	£58.50
1 <sup>st</sup> A Pest Control	Quarterly pest control		60.00	
		VAT	12.00	£72.00
KCS	Cleaning & Consumables		105.80	
		VAT	21.16	£126.96
S & J Cleaning	Scrubber dryer repair		117.00	
		VAT	23.40	£140.40
KBC	Boiler repair		90.00	
		VAT	18.00	£108.00
PPL PRS Ltd	Annual music licence		1951.34	
		VAT	390.26	£2,341.60
Kent Catering Service	Cooker hood & duct work service		695.00	
		VAT	139.00	£834.00
KD Drainage	Drainage repairs		13803.02	
		VAT	2760.60	£16,563.62
Four Jays	Temporary Toilet Hire		2160.00	
		VAT	432.00	£2,592.00
Bar				
Lansdell	Bar Stock		(16.99)	
			262.00	
			(9.29)	
			158.97	
			123.03	
			174.58	
		VAT	123.95	£816.25
	Overpayment (December)			(787.19)
				£29.06
Kent & Sussex	Bar stock		481.17	
		VAT	664.10	
			229.06	£1,374.33

F&A				
Imagink	Ditton Gazette		863.00	£863.00
KCC	Internal Audit		552.00	
		VAT	110.40	£662.40
Aquaid	Water coolers		39.00	
		VAT	7.80	£46.80

### January Deposit Refunds

04.01.24	Carman Room 31.12.23	£50.00
04.01.24	Carman Room 30.12.23	£65.00
24.01.24	Carman Room 13.01.24	£50.00
25.01.24	Carman Room 20.01.24	£50.00

### (b) Direct Debits - Paid During January 2024

### January Direct Debits

02.01.24	WEX	Fuelcard	£1.80
02.01.24	O2	Mobile phone	£18.85
02.01.24	TMBC	Business Rates	£349.00
03.01.24	Carlsberg	Cellar System	£187.20
08.01.24	Rentokil	Washroom services	£179.85
09.01.24	SKY	Sky Sports	£405.48
09.01.24	Carlsberg	Bar stock	£2,086.63
10.01.24	Kent Commercial Services	Energy	£2,627.50
11.01.24	Siemens	Equipment Lease	£72.13
11.01.24	Siemens	Equipment Lease	£900.00
15.01.24	Bankline	Monthly charge	£41.09
15.01.24	Safety Effect	H&S	£114.00
15.01.24	DHFE	Till rental	£369.60
15.01.24	Paymentsense	Card charges	£54.00
15.01.24	FDMS	Card charges	£317.60
16.01.24	Sage	Monthly subscription	£229.20
16.01.24	Carlsberg	Bar stock	£903.14
19.01.24	Powys CC	DBS check	£33.00
22.01.24	Hugo Fox	Website	£23.99
23.01.24	Host My Office	IT support	£404.16
23.01.24	EDF	Streetlight Energy	£165.09
23.01.24	Carlsberg	Bar stock	£708.91
25.01.24	Everflow	Water	£725.20
25.01.24	BOC	Bar gas	£214.64
26.01.24	Focus	Telephone	£60.83
26.01.24	NEST	Pension contributions	£838.96
26.01.24	Focus	Telephone	£165.00
29.01.24	WEX	Fuelcard	£1.80
29.01.24	BT	BT Sport	£445.44
29.01.24	Veolia	Refuse collection	£484.63
30.01.24	Carlsberg	Bar stock	£2,842.96
31.01.24	O2	Mobile phone	£18.85

(c) BACS - Paid During January 2024

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

05.01.24	JPS	Toilet refurbishment	£32,880.00
10.01.24	EDF	Electricity NRRG	£73.61
10.01.24	Kent & Sussex	Bar stock	£2,777.22
15.01.24	KCC Pension	Pension contributions	£1,390.07
15.01.24	HMRC	PAYE/NI contributions	£3,840.12
19.01.24	N Greenaway	Reimbursement	£15.50
19.01.24	M Lancley	Kilnbarn entertainment	£230.00
19.01.24	S Grantham	Reimbursement	£18.00
25.01.24	M Beautridge	Bar services	£256.62
26.01.24	Tree Monkeys	Tree work	£144.00

(d) Debit Card Payments - Paid During January 2024

**January Debit Card**

04.01.24	B&Q	Plants	£44.00
05.01.24	Amazon	OSA consumables	£19.97
08.01.24	AT&F Solutions	Staff training	£23.94
08.01.24	Notcutts	Plants	£60.96
09.01.24	Amazon	Prime	£8.99
10.01.24	Bloom & Wild	Get Well flowers	£24.00
11.01.24	Amazon	OSA consumables	£8.10
12.01.24	Amazon	Office equipment	£20.05
12.01.24	Eventbrite	Councillor training	£60.00
12.01.24	Eventbrite	Councillor/staff training	£168.00
15.01.24	B&Q	Plants	£55.00
18.01.24	Eventbrite	Councillor training	£60.00
22.01.24	Tesco	Refreshments/sundries	£115.43
22.01.24	Barmans	Bar sundries	£49.87

(e) S.137 [Local Government Act 1972] Expenditure Limit for 2024/25

(f) Annual Charitable Donations

(g) CCLA Property Fund Dividend

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

11. **COMMUNITY POLICE/WARDEN REPORT**

12. **DATE SENSITIVE PLANNING MATTERS**

(a) Plans Received for Comment

(i) TM/23/03530/FL - 4 6, New Road, Ditton, Aylesford, ME20 6AD

Change of use, conversion of internal alterations from offices to residential use

(ii) TM/23/03455/FL - 675, LONDON ROAD, Ditton, AYLESFORD, ME20 6DF  
Alteration to the existing road markings at the exit junction onto London Road in order to implement separate right and left turn exit lanes(scheme as previously agreed via S.278 Agreement with Kent County Council)

(b) Plans dealt with by Area 3 Committee

(i) TM/23/03250/FL - 12, MALLARD HOUSE, Streamside, Ditton, AYLESFORD, ME20 6SY  
Demolition of existing conservatory to side and replace with two storey extension  
**APPROVED on 22 Jan 2024**

(ii) TM/23/00834/FL - Park Farm Cottage, Bradbourne Lane, Aylesford, ME20 6PE  
**Application Withdrawn – 24 Jan 2024**

(c) Orchard Mill [Ditton Edge] Development

(d) “Bradbourne Community” - EMT Proposal

(e) Update on Guidance for Commenting on Planning Applications

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

14. **ANNUAL PARISH MEETING, MONDAY 29TH APRIL 2024**

15. **DITTON GAZETTE – SPRING**

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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 to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.  
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16. **CLOSURE**

**N.B.** All Meetings of the Council are open to the public and include an adjournment of 17 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.