

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 5TH JUNE 2023 AT 7.30PM

Ditton Parish Council
Ditton Community Centre
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

1st June 2023

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTERESTS**
4. **CASUAL VACANCIES**
5. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 22ND MAY 2023**
6. **MATTERS ARISING**
7. **MINUTES OF MEETINGS HELD DURING MAY 2023**
 - (a) For Confirmation and Signing
 - (i) Community Centre Committee, 24th May 2023
8. **CORRESPONDENCE**
 - (a) For Noting

Ditton Twinning Association:	<u>Minutes of Meeting held on 22/05/2023</u>
KALC:	<u>News - May 2023</u>
Tonbridge & Malling Ramblers:	<u>Walks June 2023</u>

Local Council's Update: June 2023

Larkfield 10K: Details of this year's race and road closure

For Decision (Copies herewith)

KALC events: Various Training Events
Annual Councillor Conference 06/07/2023

9. **FINANCE**

(a) Accounts For Payment

May Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£27,565.45</i>
	<i>Net</i>	<i>£20,986.32</i>

May BACS Payments (not previously listed)

05.05.23	Kent & Sussex	Bar Stock	£1,611.62
10.05.23	Kent Boilercare	Heating Repairs	£715.20
12.05.23	M Lancely	Kilnbarn entertainment	£200.00
15.05.23	Kent & Sussex	Bar Stock	£733.84
15.05.23	HMRC	PAYE/NI contributions	£4,409.66
15.05.23	KCC Pension	Pension contributions	£1,263.17
15.05.23	S Grantham	Reimbursement	£25.95
15.05.23	S Craig	Reimbursement	£20.00
17.05.23	Castle Water	Water supply	£778.55
19.05.23	Kent & Sussex	Bar Stock	£1,007.32
25.05.23	T Beautridge	Bar Services	£289.92
25.05.23	Kent & Sussex	Bar Stock	£1,149.90

May Deposit Refunds

04.05.23	Carman Room 23.04.23	£50.00
10.05.23	Carman Room 29.04.23	£50.00
12.05.23	Carman Room 06.05.23	£50.00
12.05.23	Oaken Hall 06.05.23	£83.15
17.05.23	Oaken Hall 07.05.23	£75.00
25.05.23	Oaken Hall 20.05.23	£113.00
25.05.23	Carman Room 20.05.23	£50.00
25.05.23	Carman Room 21.05.23	£50.00
25.05.23	Carman Room 20.05.23	£50.00

May Accounts (approved and paid 01.06.23)

Community Centre				
Protech Doors	Electric door service		120.00	
		VAT	24.00	£144.00
S&J	Scrubber Dryer service		155.00	
		VAT	31.00	£186.00

Envirocure	Legionella Testing	VAT	88.75 17.75	£106.50
Capital Cleaning	Cleaning Supplies	VAT	14.31 171.31 37.12	£222.74
KCS	Cleaning Supplies Stationary Consumables Cleaning Supplies Stationary Cleaning Supplies	VAT	67.99 89.45 5.90 20.99 103.84 52.28 68.10	£408.55
Bar				
Chubb	Alarm – service Alarm – digital switchover	VAT	57.28 150.00 41.46	£248.74
Atlas	Alarm activation	VAT	51.34 10.27	£61.61
Lansdell	Bar Stock	VAT	4.95 (19.99) 377.05 377.09 301.93 422.95 281.72	£1,745.70
F&A				
The Rural Planning Practice	Planning services	VAT	500.00 100.00	£600.00
Gallagher	Commercial Motor Ins Building/Contents Ins Engineering Insurance	VAT	1168.01 9966.33 601.48 95.42	£11,831.24
OSA				
Travis Perkins	Consumables	VAT	27.78 32.80 12.12	£72.70
National Allotment Ass	Annual Membership	VAT	55.00 11.00	£66.00
Pace Fuelcare	Machinery Fuel	VAT	510.58 25.53	£536.11
Ark Trading	Uniform	VAT	59.20 11.84	£71.04

(b) Direct Debits - Paid During May 2023

May Direct Debits

02.05.23	WEX	Fuelcard	£1.80
02.05.23	O2	Mobile Phone	£16.08
02.05.23	TMBC	Business Rates	£349.00
02.05.23	Carlsberg	Bar Stock	£1,581.12
09.05.23	WEX	Fuelcard	£98.02
09.05.23	Rentokil	Washroom services	£247.24
10.05.23	Sky	Sky Sports	£405.48

15.05.23	Bankline	Monthly Charge	£47.43
15.05.23	Safety Effect	H & S	£114.00
15.05.23	Kent Commercial Services	Energy Supply	£3,017.60
15.05.23	DHFE	Till Rental	£369.60
15.05.23	WEX	Fuelcard	£57.60
15.05.23	Paymentsense	Card Charges	£54.00
15.05.23	Carlsberg	Bar Stock	£1,614.67
16.05.23	Sage	Monthly subscription	£216.00
16.05.23	Carlsberg	Bar Stock	£2,932.45
16.05.23	FDMS	Card Charges	£255.39
23.05.23	Carlsberg	Bar Stock	£2,236.54
24.05.23	Host My Office	Computer Support	£371.76
25.05.23	BOC	Bar Gas	£134.25
26.05.23	Paymentsense	Card Charges	£17.82
30.05.23	WEX	Fuelcard	£1.80
30.05.23	BT	BT Sports	£416.69
30.05.23	NCS	Telephone charges	£71.39
30.05.23	Carlsberg	Bar Stock	£551.88
30.05.23	Veolia	Refuse Collection	£448.94
31.05.23	HMRC	Gaming Machine VAT	£287.52
31.05.23	Focus Group	Telephone Equipment	£712.72
31.05.23	NEST	Pension contributions	£745.20

(c) Debit Card Payments – Paid during May 2023

May Debit Card

02.05.23	Tesco	Bar Sundries	£46.52
04.05.23	Getting Personal Ltd	Service Gift	£31.98
09.05.23	Amazon	Prime membership	£8.99
10.05.23	B&Q	Consumables	£17.28
16.05.23	Sign Shed	Signage	£35.35
23.05.23	B&Q	Consumables	£32.00
23.05.23	Four Jays	Toilet Hire	£750.00
24.05.23	Amazon	Noticeboards	£157.90

(d) Statement of Accounts for Financial year 2022/2023 (front sheets, policies, RFO statement, balance, income & expenditure sheets herewith)

For approval, signing and adoption

(e) External Audit/Annual Governance and Accountability Return for Financial Year 2022/2023

(i) ANNUAL GOVERNANCE STATEMENT FOR 2022/23

For approval and signing

(ii) ACCOUNTING STATEMENTS FOR 2022/23

For approval and signing

(f) Internal Audit

Final Visit 2022/23 [3rd visit report [if available] & annual report (for annual return) herewith]

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

11. **REPORT FROM NEIGHBOURHOOD POLICING TEAM/KCC WARDEN**

12. **DATE SENSITIVE PLANNING & HIGHWAYS MATTERS**

(a) Plans Received for Comment

TM/23/00982/PDVLR - 60 Bell Lane Ditton Aylesford Kent ME20 6BT

Prior Notification for Residential Extension (Part 1 Class A): Single storey rear extension to a depth of 4.35m, maximum roof height of 2.73m and eaves height of 2.60m

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/00982/PDVLR>

*[*considered at meeting on 22/05/2023 but was not on agenda]*

TM/23/01011/FL - 167 Woodlands Road Ditton Aylesford Kent ME20 6HA

Single storey rear extension

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/23/01011>

(b) Ditton Edge *[update if available]*

(c) EMT/Bradbourne Development

(i) Letter from Rural Planning Practice Consultant

(ii) Visit to EMR/NIAB

(i) Planning Obligations [S.106] – Current & new suggestions to submit to TMBC

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

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.

14. **STAFF MATTERS**

15. **INSURANCE MATTER**

16. **CLOSURE**

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.