

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 6TH DECEMBER 2010 AT 7.30PM

Ditton Community Centre
Kilbarn Road
Ditton
AYLESFORD
Kent ME20 6AH

**A PRESENTATION BY
MILLWOOD DESIGNER
HOMES WILL TAKE
PLACE AT 7.00PM**

Tel: 01732 844749
Email: clerk@dittonparishcouncil.gov.uk
Website: www.dittonparishcouncil.gov.uk

Sue Kavanagh
Clerk of the Council
30th November 2010

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATION OF INTERESTS**
4. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 1st NOVEMBER 2010**
5. **MATTERS ARISING**
6. **MINUTES OF MEETINGS HELD DURING NOVEMBER 2010**
 - (a) For Confirmation
 - (i) PERSONNEL COMMITTEE, 5TH NOVEMBER 2010 – herewith
 - (ii) COMMUNITY CENTRE COMMITTEE, 8th NOVEMBER 2010 – Circulated
RECOMMENDATION: *Quotations re Gents Toilets* [Page 152, Item 346]
 - (iii) PLANNING, HIGHWAYS & TRANSPORTATION COMMITTEE, 15TH NOVEMBER 2010 - Herewith
 1. **Bellingham Way** [Page 156, Item 357] - Communication from Aylesford Parish Council, copy herewith
 - (iv) OPEN SPACES & AMENITIES COMMITTEE, 15TH NOVEMBER 2010 -
Copy herewith



RECOMMENDATION: *T&MBC Churchyard allocation* [Page 162, Item 366]

(v) PERSONNEL COMMITTEE 22ND NOVEMBER 2010 - herewith

(vi) FINANCE AND ADMINISTRATION COMMITTEE, 22nd NOVEMBER 2010
herewith

(b) For Noting

(i) DITTON TWINNING ASSOCIATION, 16th October & 12th November 2010

7. **CORRESPONDENCE**

(a) For Noting

Kent County Council:	<u>T & M Local Winter Service Plan 2010-2011</u> <u>Annual Performance Report 2009/2010</u>
KentAra:	<u>'Kent Active' Autumn 2010. No. 40</u>
Rural Kent:	<u>'Rural News', Issue 97 – November 2010</u> <u>'Oast to Coast' Autumn 2010 + encs</u> <u>'Annual Summary 2009-2010</u>
CPRE:	<u>Catalogue, Autumn 2010</u> <u>'Countryside Voice', Winter 2010</u>
Tonbridge & Malling Borough Council:	<u>'Here & Now, Winter 2010</u> <u>Minutes of Meetings 2010 Vo. 4 July – Oct</u>
Tonbridge & Malling Crime Prevention Panel:	<u>Minutes of Meeting held 20th Sept 2010</u>
Heart of Kent Hospice:	<u>'Reflections', Autumn 2010</u>
Kent Fire & Rescue Service:	<u>Towards 2020</u>
Chris Tarrant:	<u>Children with Leukaemia</u>
Local Councils:	<u>'Update', November 2010 – Issue 133</u>
SLCC:	<u>'The Clerk', November 2010 – Vol. 42 No. 6</u>
Clerks and Councils:	<u>'Direct', November 2010 – Issue 72</u>
DCK Beavers:	<u>'Newsletter', Autumn 2010</u>

Mr N Chard: Kent Rail Summit

(b) For Decision

Miss J Holmes: Invitation to Civic Service 29th March 2011

Mrs Taylor Parish Matters

8. **FINANCE**

(a) Accounts Received

Allotment:	Rents	157.00
Ditton Gazette:	Advertisements	82.25
Ditton Infant School:	Monthly Maintenance Charge	122.20
Ditton Junior School:	Monthly Maintenance Charge	372.48
Ditton Minors FC:	Line Marking – NRRG	129.25
Cobra Insurance:	Refund on Notice Board	4.76
Multi Sports:	Income	605.25
Resident:	Damage to Table & Glass Petition in Kilnbarn	396.57

(b) Accounts for Payment

Salaries:	Gross Pay: 15723.53	Net Pay: 11864.78
DPC Imprest A/C:	Reimbursement	2145.98
KCC:	Superannuation Payment November	3615.72
AquAid [Kent]:	October Water & Sanitation	50.48
		Vat <u>8.83</u>
		59.31
Mr Graham Cooper	Expenses for Rabbit Control in Quarry	120.00
Emprise Services plc:	Key Holder Service – November	20.83
		Vat <u>3.65</u>
		24.48
Grogans Electrical Services:	Immersion Heater – Cedar Room Kitchen	95.00
	Flood Lights outside Guide HQ	<u>250.00</u>
		345.00
		Vat <u>60.38</u>
		405.38
G Haffenden:	Skip Hire – Allotments	130.00
		Vat <u>22.75</u>
		152.75

KAS Welding Supplies:	Cutting Discs		18.00
KPS:	Termination of Service Contract – Photocopier	821.12	
		Vat <u>143.70</u>	964.82
Kent County Council:	Aluminium Ladder	58.35	
	Black Sack Hoops, Gloves & Boots	<u>42.48</u>	
		100.83	
		Vat <u>17.64</u>	118.47
Kent County Council:	Vehicle Hire 8.11.10 to 7.12.2010	326.00	
	Last Vehicle Repairs after Termination of Lease	<u>786.86</u>	
		1112.86	
		Vat <u>194.75</u>	1307.61
Lyreco UK:	Photocopy Paper	30.00	
		Vat <u>5.25</u>	35.25
Popi Design & Print:	PC Headed Paper	190.00	
		Vat <u>33.25</u>	223.25
Parker Merchating:	Lube Maintenance Spray	7.74	
		Vat <u>1.35</u>	9.09
Mr D Pullinger:	Locking Play Area – November 2010		25.00
Sage [UK] Limited:	Payroll Upgrade	275.00	
	Pay Envelopes	<u>21.00</u>	
		296.00	
		Vat <u>51.81</u>	347.81
N P Saunders:	Plants for War Memorial		50.00
South East Water:	Kilbarn Recreation Ground	31.83	
	Bowls Club and Allotments	373.11	
	NRRG – Changing Rooms	<u>14.06</u>	419.00
David Stephens:	Audio Services Remembrance Day		211.00
Travis Perkins:	Sundries to Install Seat on Village Green	178.12	
		Vat <u>31.18</u>	209.30
West-Sole Fencing Co Ltd:	Repairs to Multi Sports Fencing	300.00	
		Vat <u>52.50</u>	352.50
(c) <u>Ditton Parish Council Promotions Account</u>			
Todd Miller & Joe Loss Orchestra:	Friday 17 th December 2010	2226.00	
		Vat <u>389.55</u>	2615.55
Todd Miller & Joe Loss Orchestra:	Saturday 18 th December 2010	2288.00	
		Vat <u>400.40</u>	2688.40

DPC Imprest A/C: Peter Eligate New Years Eve 1500.00

DITTON PARISH COUNCIL IMPREST ACCOUNT - Expenditure November 2010

Brought forward 1 st November 2010	1304.35	
	<u>1195.65</u>	
		2500.00

November Expenses

Voucher Charge	3.25	
Community Centre Expenses	239.20	
Bar Expenses	320.13	
OSA Expenses	71.23	
Bar Petty Cash	81.24	
Petty Cash	292.18	
Post Office Stamps	146.00	
Bastille Flowers – Reimbursement	34.31	
Signs for Centre & Kilnbarn	180.00	
Building Regulations – Cedar Room	<u>778.44</u>	2145.98*
		<u>354.02</u>
		2500.00

*Sum to be drawn on 6th December 2010 to restore balance to £2500.00

(d) Seasonal Donations from Charities Account

(i) UNDER SECTION 142 LOCAL GOVERNMENT ACT 1972

Age Concern:	Annual Donation	250.00
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(ii) UNDER THE POWER TO PROMOTE WELL-BEING (PRESCRIBED CONDITIONS) ORDERS 2008

Ditton C of E Junior School:	Annual Christmas Donation	200.00
Ditton Infant School:	Annual Christmas Donation	200.00
Pop-In-Club:	Annual Christmas Donation	125.00

(e) Accounts for Payment – Community Centre

Chubb Electronic Services: Service to Don Carman Hall Alarm	110.02	
	Vat <u>19.25</u>	129.27
Cube Plumbing /Heating: Supply and Fit Grundfos Commercial Pump	638.22	
	Vat <u>111.69</u>	749.91
Initial Washrooms: Towel Rental 01.12.2010 to 31.12.2010	66.23	
	Vat <u>11.59</u>	77.82
Kent Catering Service: Repairs to Lincat Water Boiler	187.50	
	Vat <u>32.82</u>	220.32

Kent County Council: Stationery & Vacuum Tools	14.77	
	Vat <u>2.58</u>	17.35
Peeks of Bournemouth: Tinsel for Oaken Hall	32.70	
	Vat <u>5.72</u>	38.42
Secure Engineering Ltd: Callout to Attend to DVR Recorder	180.00	
Matrix as unable to Control Cameras	<u>135.00</u>	
	315.00	
	Vat <u>55.14</u>	370.14
South East Water: Centre Water		1333.08
Southern Water: Sewerage		1895.04
Tonbridge & Malling BC: Premises Licence 2003		180.00

Oaken Hall		Don Carman Hall	
13.11.10	100.00	28.11.10	50.00
15.11.10	50.00	04.12.10*	50.00
18.11.10	60.00		
19.11.10	50.00		
20.11.10	95.00		
27.11.10	95.00		
03.12.10*	50.00		
04.12.10*	50.00		
04.12.10*	100.00		

* Subject to inspection

(f) Accounts for Payment – Bar

Able Group UK: Replacement Glass – Kilnbarn	265.00	
	Vat <u>46.38</u>	311.38
County Stocktakers: 2nd November 2010 – Stocktake	185.00	
	Vat <u>32.38</u>	217.38
Emprise Services: Assisted Lockup	100.00	
	Vat <u>17.50</u>	117.50
Kent County Council: Pedestal Fan	21.45	
	Vat <u>3.75</u>	25.20
Joe Lee: Repairs to KilnbarnTill		65.00
Tonbridge & Malling BC: Premises Licence 2003		180.00
Travis Perkins: Wood for Post –Kilnbarn Sign entry to Car park	66.52	
	Vat <u>11.64</u>	78.16

(g) Direct Debits - Paid During October 2010

01.10.2010	WSSL No1. Account	183.62
01.10.2010	WPA Health Scheme	505.87

01.10.2010	Investec Asset Finance	41.13
01.10.2010	Sky Business	506.43
05.10.2010	Mentor	357.64
07.10.2010	Hydro-Electric	780.85
12.10.2010	Opal Connect	43.48
20.10.2010	BT Direct Debits	74.18
20.10.2010	Heineken Uk Ltd	2294.89
20.20.2010	Tonbridge & Malling B.C.	1137.00
20.10.2010	Fuelcard Company	61.47
20.10.2010	Tonbridge & Malling B.C.	67.00
22.10.2010	Hive Telecom Ltd	17.39
22.10.2010	EDF Energy	195.03
26.10.2010	BNP Paribas	585.57
26.10.2010	BNP Paribas	252.72
27.10.2010	EDF Energy 1 Ltd	463.87
28.10.2010	Walkers Snacks Ltd	135.72
28.10.2010	Veolia	190.35

- (h) Internal Audit Report – 2nd Visit of Annual Programme - copy herewith
- (i) Comprehensive Spending Review - Council Tax Freeze – Information from T&MBC herewith
- (j) Investment - Notification of Changes to Terms and Conditions - Information herewith

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

10. **REPORTS FROM COMMUNITY POLICE/WARDEN**

11. **PLANNING, HIGHWAYS & TRANSPORTATION MATTERS**

(a) Plans Received for Comment

TM/10/02995/FL	Erection of detached four bedroom replacement dwelling (AMENDED DESIGN AND SITING of TM/09/02977/FL)	Spickets Kiln Barn Lane
TM/10/03035/RD	Details pursuant to condition 11 (Balcony screen detail) of TM/08/00088 (four detached dwellings)	45 Bradbourne Lane
TM/10/03100/TPOC	Remove Field Maple with basal decay	13 Cedar Close
TM/10/03144/RD	Details pursuant to condition 13 (part c & d) of consent ref. no. TM/06/2288 in respect of the final remediation certificate	New Road Bus. Est.

(b) Plans Dealt with by Tonbridge & Malling Area Sub-Committee No. 3

TM/10/02029/TNCA	Two Lime trees, lift lower limbs above sight line, trim branches of Ash tree and remove diseased
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	hawthorn leaning over	New Road, Ditton <u>NO OBJECTION</u>
TM/10/02531/FL	Variation of condition 8 of planning consent TM/05/00959/FL (Erection of a two storey extension to Cobdown House and construction of two additional buildings) in order to relocate parking spaces	Cobdown House 548 London Road <u>GRANTED WITH CONDITIONS</u>
TM/10/02029/MIN	Proposed westerly extension to Hermitage Quarry (KCC ref: TM/10/TEMP/0025)	Hermitage Quarry Hermitage Lane <u>OBJECTION</u>

(c) 'B' Lists

10/44 - 9.11.10; 10/45 - 15.11.10

(d) Plans for Comment – Delegated Power during December

12. **DITTON GAZETTE** - Report of sub-committee meeting

13. **BAN REVIEW**

14. **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.

15. **CONFIDENTIAL MEMORANDUM BOOK**

(a) CM353 'Re-organisation of Administrative Staff Duties'

(b) CM354 'Regularisation of Grounds Staff Salaries'

(c) CM355 'Staff Salaries 2011/2012'

16. **CLOSURE**

<p>N.B: All Meetings of the Council are open to the public and include an adjournment 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 on the Agenda parts of this 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.</p>
