

## DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE ANNUAL PARISH COUNCIL MEETING OF DITTON PARISH COUNCIL, TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON **WEDNESDAY, 5th MAY 2010** AT 7.30PM

Ditton Community Centre  
Kilnbarn Road  
Ditton  
AYLESFORD  
Kent ME20 6AH

[Mrs] Sue Kavanagh  
Clerk of the Council

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28<sup>th</sup> April 2010

### **PART I**

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATION OF CASUAL VACANCY**
4. **ELECTION OF CHAIRMAN FOR 2010/2011**
5. **ELECTION OF VICE-CHAIRMAN FOR 2010/2011**
6. **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR & VICE-CHAIR**
7. **APPOINTMENT OF COMMITTEES FOR 2010/2011**
  - [a] Planning - 11 Members
    - [i] MEMBERSHIP
    - [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee
  - [b] Community Centre - 7 Members
    - [i] MEMBERSHIP
    - [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[c] Open Spaces & Amenities - 7 Members

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[d] Personnel Committee – 6 Members (Committee Chairs + 2 Members)

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[e] Finance & Administration Committee - Chair & Vice-Chair of Council & All Committee Chairs

Vice-Chair to be elected at the first Meeting of the Committee

[f] Allotment Managers [3]

[g] Sub-Committees (Current)

- (i) INVESTMENT SUB-COMMITTEE (Currently 4 Members)
- (ii) HEALTH & SAFETY SUB-COMMITTEE (4 Senior staff Members & 2 Members)
- (iii) REVIEW COMMITTEE (Currently 5 Members + Clerk)

8. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

(a) Kent Association of Local Councils

(b) T & M BC Parish Partnership

(c) T & M Crime Prevention Panel

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**PART II**

9. **DECLARATION OF MEMBERS' INTERESTS**

10. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 7<sup>th</sup> APRIL 2010**

11. **MATTERS ARISING**

(a) Street Lighting (Page 295, Item 591)

12. **MINUTES OF MEETINGS HELD DURING APRIL 2010** - For Confirmation & Signing

- (a) Community Centre Committee Meeting, 12<sup>th</sup> April 2010 - circulated

**Recommendation**

- (l) CASH MACHINE/CASH BACK SERVICE (Page 304, item, 607) -  
(b) Planning Committee Meeting, 21<sup>st</sup> April 2010 - herewith  
(c) Open Spaces & Amenities Committee, 21<sup>st</sup> April 2010 - herewith  
(d) Extra Ordinary Personnel Committee, 29<sup>th</sup> April 2010 – Available at Meeting

13. **CORRESPONDENCE**

- (a) For Noting

Ditton Twinning Assoc: Minutes of Meeting held 14.4.2010

Letter of Thanks

Wildlife Trust: 'Natural World', Spring 2010

'Wild Kent', Spring 2010

Events Diary June – Sept 2010

Rural Kent: Kent Village of the Year 2010

Victim Support: Letter of Thanks

T & M Community Safety Partnership: Monthly News Bulletin

Kent Co. Council: Mobile Library Staffing

T & M Crime Prevention Panel: Mins of Meeting held 22.2.2010 & 19.4.2010

Local Councils: 'Update' - April 2010, Issue 126

- (b) For Decision [Copies herewith)

Ditton Bowls Club: Club House

14. **FINANCE**

- (a) Accounts Received

Aylesford Pterodactyls Cricket Club: Part Payment Cricket Square & Changing Rooms 300.00

Cornhill Insurance:	Reimbursement for Damage to Car Park Barriers		375.00
Ditton Gazette:	Advertisements		116.00
Ditton Guides:	Energy Charges – Guide & Brownie HQ		33.65
Ditton Minors:	Pitch Marking NRRG	51.70	
	Photocopies	<u>4.50</u>	56.20
Ditton Petanque Club:	Food Preparation		89.78
Ditton Residents:	Donation to Replacement Seat on the Village Green		400.00
Ditton Vets Football Club:	Pitch Fee		35.00
Multi Sports:	Income		429.50

(b) Accounts for Payment

Salaries:	April 2010	Gross: 16446.91	Net:	12299.59
DPC Imprest A/C:	Reimbursement of April expenses			1228.99
Kent County Council:	Superannuation Subs – April			3887.83
Aquaid [Kent]:	Water		13.50	
			Vat <u>2.36</u>	15.86
Emprise Services plc:	April Key Holder		20.83	
			Vat <u>3.65</u>	24.48
Fairline Distribution:	Laser Mouse		18.00	
			Vat <u>3.15</u>	21.15
Kent Association of Local Councils:	Annual Subscriptions 2010/2011		1020.00	
			Vat <u>178.50</u>	1198.50
Kent County Council:	Internal Audit Work – 27 <sup>th</sup> January 2010		300.00	
	Internal Audit Work – 26 <sup>th</sup> March 2010		<u>300.00</u>	
			600.00	
			Vat <u>105.00</u>	705.00
Kent County Council:	Vehicle Rental to 28 <sup>th</sup> June 2010			1071.00
Kent County Council:	Stationery & Line Marking Materials		121.48	
			Vat <u>21.26</u>	142.74
Kent Photocopier Svs:	Copy Charge		133.32	
			Vat <u>23.33</u>	156.65
Monro South:	Products – Cricket & Fenceline Spraying		94.82	
			Vat <u>16.59</u>	111.41
Netbox 5:	MFE AntiSpam		93.94	

		Vat <u>16.44</u>	110.38
Parker Merchanting:	Tools & Protective Gloves	40.35	
		Vat <u>7.05</u>	47.40
Playdale Playground:	Mandatory Annual GPRS Service Charge	200.00	
		Vat <u>35.00</u>	235.00
Dean Pullinger:	Locking KBRG Play Area		25.00
St John Ambulance:	First Aid Course – Judith Grimes & Nigel Saunders	362.12	
		Vat <u>63.38</u>	425.50
Three Towns Office Equipment:	Stationery	56.74	
		Vat <u>9.92</u>	66.66

**Under Section 137 of the Local Government Act 1972**

David Penfold:	Amusements 27 <sup>th</sup> June 2010		200.00
St Peter's Church	Donation towards Jazz Band for 27 <sup>th</sup> June 2010		100.00

**PARISH COUNCIL IMPREST ACCOUNT – Reimbursement of April Expenses**

Brought forward 1 <sup>st</sup> April 2010		1115.78	
Add: PC Reimbursement		1384.22	
Raffle Prize Reimbursement		<u>62.52</u>	
		2562.52	
April Expenses			
Voucher Charge	3.25		
Bar purchase of Stock to pay for sign	127.92		
Vehicle excess– Aylesford Body Shop	302.25		
Bar Petty Cash	113.00		
WPA Refund	47.39		
PC Petty Cash	99.50		
Cash for Act for 24 <sup>th</sup> April 2010	500.00		
Postage Stamps	73.00		
Purchase Dayglo Paper	<u>25.20</u>		
		<u>1291.51</u>	
		1271.01	
		<u>1228.99*</u>	
		2500.00	

\*Sum to be drawn 5<sup>th</sup> May 2010 to restore balance to £2500.00

(c) **Accounts Paid Between Meetings**

There were no accounts paid between meetings

(d) **Direct Debit Payments During March 2010**

02.03.2009	WPA Health	573.48
02.03.2009	NW Business	247.63
03.03.2009	Sky Business	402.50
04.03.2009	RBOS Mentor	365.17
04.03.2009	Walkers Snacks	306.12

04.03.2009	02	23.32
10.03.2009	Nildram	41.91
16.03.2009	Post Office Ltd	90.51
17.03.2009	BT Direct Debits	51.60
17.03.2009	BT Direct Debits	51.30
17.03.2009	BT Direct Debits	61.30
20.03.2009	S & N UK Ltd	5416.88
20.03.2009	Red Fuelcards	102.92
23.03.2009	EBS Direct Debits	20.00
23.03.2009	WaverleyTBS	347.57
24.03.2009	Euphony Comms	11.03
25.03.2009	BOC Manchester	264.50
26.03.2009	BT Direct Debits	53.80
26.03.2009	BT Direct Debits	295.14
26.03.2009	EDF Energy 1 Ltd	1064.08
30.03.2009	Walkers Snacks	218.77
30.03.2009	NW Business	277.22

(e) Spring Dance – Balance Sheet

(f) Internal Audit – Report of 5<sup>th</sup> Visit, copy herewith

(g) Statement of Accounts for Financial year 2009/2010 -

For approval and adoption, if available

(h) External Audit for Financial Year 2009/2010

(i) ANNUAL RETURN – STATEMENT OF ACCOUNTS

For approval and signing, if available.

(ii) ANNUAL GOVERNANCE STATEMENT

For approval and signing, if available

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

16. **NEIGHBOURHOOD POLICING/COMMUNITY WARDEN REPORTS**

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

(a) Election of Vice Chairman

(b) Plans Received for Comment

TM/10/00646/FL Single storey, rear and side extension  
linking in garage & house

48 Station Road

TM/09/02033/FL      Change of use of the land and associated works,  
thus incorporating part of the rear garden to  
44 New Road into the curtilage of the Public  
House. Including the erection of external light  
columns enabling the land to be used as a beer  
garden or trade garden – limited in use by the  
existing premises licence      42 New Road

(c)      Plans Dealt with by Tonbridge & Malling Area Sub C'ttee. 3

TM/10/00467/FL      Extension to existing Army Cadet Building      461 London Road  
**GRANTED**

(d)      'B' Lists

10/14 - 12.04.10; 10/15 - 19.04.10

(e)      Tonbridge & Malling Local Development Framework  
Adoption: Managing Development and the Environment DPD

(f)      Notice of Road Closure Request for 16.5.2010

18.      **QUALITY COUNCIL RE-ACCREDITATION**

19.      **MEETING RE. CRIME IN PRIORY GROVE** – Requested by Cllr. Stone.

20.      **LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) ORDER 2007**

(a)      Code of Conduct 2007 & Guide to Code, copies herewith

(b)      Declarations of Interest, information herewith

21.      **DITTON GAZETTE - COPY DEADLINE FOR SUMMER EDITION**

22.      **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"**

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**The Chairman to move that *due to the confidential nature of the following items of business the remainder 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.***

23.      **PERSONNEL MATTER**

(a)      Caretaking Situation

(b)      Personnel Committee Recommendation

24. **CONFIDENTIAL MEMORANDUM BOOK**

25. **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.