

DITTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY, 5th MAY 2010

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chairman], MRS A R BEADLE, B CORDWELL, MRS B HOUGHTON, A R MULCUCK, N NEWMAN, D H NUNN, B D STONE, MRS A THROSSELL & MRS J F THWAITES
MRS S J KAVANAGH [Clerk of the Council], MRS N GREENAWAY [Admin. Asst.]

PART I**1. OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

2. APOLOGIES

Apologies were RECEIVED from Councillor Brine. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 068. Apologies were also RECEIVED from PCSO Rob Sayer, who had been called away to attend to his duties.

3. DECLARATION OF CASUAL VACANCY

The Chairman read a letter from Cllr. Angel advising of his resignation from the Council.

The Clerk confirmed that a letter had been sent to Cllr. Angel thanking him for his work over the past few years and wishing him well for the future.

RESOLVED a casual vacancy be declared.

The Chairman moved that item 20 on the Agenda be brought forward as this matter required a resolution before the committees were elected.

4. LOCAL AUTHORITIES (MODEL CODE OF CONDUCT) ORDER 2007

(a) Code of Conduct 2007 & Guide to Code

READ and **NOTED**.

(b) Declarations of Interest

READ and **NOTED**.



Discussion took place on the issues of declarations of personal and prejudicial interest in connection with the Kilnbarn Club. The Clerk's report on the subject, compiled following lengthy discussion with the Monitoring Officer and Borough Solicitor, was **READ** and the options open to the Council **NOTED**.

Following further discussion Cllr Mulcuck **PROPOSED** that to comply with the Councillors legal obligations, the Kilnbarn Club be dissolved as a club and memberships disbanded, the rules revoked and in future it be known as The Kilnbarn. This was **SECONDED** by Cllr Mrs Thwaites. Voting on the proposal resulted in 6 IN FAVOUR, 1 AGAINST and 4 ABSTENTIONS. The proposal was therefore **CARRIED**.

5. **ELECTION OF CHAIRMAN FOR 2010/2011**

Cllr. Porter was **NOMINATED** by Cllr. Cordwell and **SECONDED** by Cllr.Nunn. There being no further nominations, Cllr. Porter was duly **ELECTED** Chairman of the Council for 2010/2011.

6. **ELECTION OF VICE-CHAIRMAN FOR 2010/2011**

Cllr. Beadle was **NOMINATED** by Cllr. Stone and **SECONDED** by Cllr.Mrs Thwaites. There being no further nominations, Cllr. Beadle was duly **ELECTED** Vice-Chairman of the Council for 2010/2011.

7. **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR & VICE-CHAIR**

Cllrs. Porter and Beadle duly signed their Declaration of Acceptance of Office in the presence of the Clerk.

8. **APPOINTMENT OF COMMITTEES FOR 2010/2011**

The following Committee Members were appointed for 2010/2011.

[a] Planning - 11 Members

[i] MEMBERSHIP

Cllr. Mrs A R Beadle	Cllr. Newman
Cllr. M Brine	Cllr. Nunn
Cllr. W Cordwell	Cllr. B D Stone
Cllr Mrs Houghton	Cllr. Mrs A Throssell
Cllr. Mulcuck	Councillor Mrs Thwaites

[ii] ELECTION OF CHAIR

Cllr. Mulcuck was **NOMINATED** by Cllr. Cordwell and **SECONDED** by Cllr. Nunn. There being no further nominations, Cllr. Mulcuck was duly **ELECTED** Chairman of the Planning Committee for 2010/2011.

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

[b] Community Centre - 7 Members

[i] MEMBERSHIP

Cllr. Mrs A R Beadle	Cllr. W Cordwell
Cllr. J Beadle	Cllr. Newman
Cllr. M Brine	Cllr. D H Nunn

[ii] ELECTION OF CHAIR

Cllr. Beadle was **NOMINATED** by Cllr. Newman and **SECONDED** by Cllr.Nunn. Cllr. Beadle regretfully declined nomination due to pressure of other commitments. Cllr Nunn was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Mrs Beadle. Cllr Nunn was duly **ELECTED** Chairman of the Community Centre Committee for 2010/2011.

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

[c] Open Spaces & Amenities - 7 Members

[i] MEMBERSHIP

Cllr. A R Mulcuck	Cllr. B D Stone
Cllr. Mrs B Houghton	Cllr. Mrs A Throssell
Cllr. N Newman	Cllr. Mrs J F Thwaites

[ii] ELECTION OF CHAIR

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

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

[i] MEMBERSHIP

Cllr. Mrs A Beadle	Cllr. M J Porter
Cllr. J A Beadle	Cllr. Mrs A Throssell
Cllr. A R Mulcuck	Cllr. Mrs J Thwaites
Cllr. D H Nunn	

Cllrs. Beadle and Mrs Throssell were elected as the non committee chair members

[ii] ELECTION OF CHAIR

Cllr. Mrs Beadle was **NOMINATED** by Cllr. Porter and **SECONDED** by Cllr. Mrs Thwaites. There being no further nominations, Cllr. Mrs Beadle was duly **ELECTED** Chairman of the Personnel Committee for 2010/2011.

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

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

Cllr. Mrs A R Beadle	Cllr. D H Nunn
Cllr. J A Beadle	Cllr. M J Porter (Chairman)

11. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 7th APRIL 2010**

The minutes of the meeting held on 7th April 2010 were **CONFIRMED** and **SIGNED** as a true record.

12. **MATTERS ARISING**

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

The Clerk **READ** a response from KCC and it was **NOTED** that no decisions have yet been made and a consultation process would take place before any changes to street lighting hours could be implemented. Cllr Stone advised that KCC will be holding a meeting in the Council Chamber on 25th May 2010 to discuss this matter to which Cllr. Stone will be attending.

13. **MINUTES OF MEETINGS HELD DURING APRIL 2010**

- (a) Community Centre Committee Meeting, 12th April 2010

The above minutes, which had previously been circulated, were presented by Cllr Beadle and **CONFIRMED** and **SIGNED**.

Recommendation

- (I) CASH MACHINE/CASH BACK SERVICE (Page 304, item, 607) -

RESOLVED TO RATIFY THE RECOMMENDATION.

- (b) Planning Committee Meeting, 21st April 2010

The above minutes, which had previously been circulated, were presented by Cllr Mulcuck and **CONFIRMED** and **SIGNED**.

It was **NOTED** that a date for the public meeting about the movement of lorries had been set for Wednesday 9th June, at 7.30pm in the Don Carman Hall.

- (c) Open Spaces & Amenities Committee, 21st April 2010

The above minutes, which had previously been circulated, were presented by Cllr Mrs Thwaites and **CONFIRMED** and **SIGNED**.

Cllr Mrs Thwaites **REPORTED** that the donated bench, [page 311, item 633] was not suitable for the location proposed, as it was not sturdy enough to withstand vandalism. It was suggested he bench be placed in the Allotments, subject to the allotments tenants agreement. where it would be more secure.

RESOLVED that the Allotment Tenants be offered the bench.

- (d) Extra Ordinary Personnel Committee, 29th April 2010 – Available at Meeting

14. The above minutes were presented by Cllr Mrs Beadle and **CONFIRMED** and **SIGNED**.
CORRESPONDENCE

(a) For Noting

The following items or correspondence were CIRCULATED, **READ** and **NOTED**:-

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

NOTED THIS ITEM HAS BEEN WITHDRAWN.

15. **FINANCE**

(a) Accounts Received

The following accounts received were **READ** and **NOTED**:-

Aylesford Pterodactyls	Part Payment Cricket Square & Changing Rooms	300.00
Cricket Club:		
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	
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**RESOLVED** the following accounts be **ACCEPTED, APPROVED** and **PAID**:-

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 th January 2010		300.00	
	Internal Audit Work – 26 th March 2010		<u>300.00</u>	
			600.00	
			Vat <u>105.00</u>	705.00
Kent County Council:	Vehicle Rental to 28 th 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 Merchenting:	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	Stationery	56.74	
Equipment:		Vat <u>9.92</u>	66.66

Under Section 137 of the Local Government Act 1972

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

PARISH COUNCIL IMPREST ACCOUNT – Reimbursement of April Expenses

Brought forward 1 st 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 th 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 5th May 2010 to restore balance to £2500.00

(c) Accounts Paid Between Meetings

NOTED there were no accounts paid between meetings.

(d) Direct Debit Payments During March 2010

The following direct debits paid during March 2010 were **ACCEPTED** and **APPROVED**:-

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

The balance sheet, which had been previously circulated was **READ** and the profit from ticket sales **NOTED** as £942.44. The profit from the raffle held at the dance totalled £116.48.

(f) Internal Audit – Report of 5th Visit

A report from the Internal Auditor of his fourth visit was **READ** and it was **NOTED** there were no matters arising from his work that would need to be brought to the attention of the Council

READ and **NOTED**.

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

NOTED that, to date, the statement of accounts has not been received. **FURTHER NOTED** it will now be necessary to call an extraordinary meeting of the council to approve the accounts when received, to ensure they are returned to Audit Commission by the deadline of 1st June 2009.

(h) External Audit for Financial Year 2009/2010

(i) ANNUAL RETURN – STATEMENT OF ACCOUNTS

NOTED that the accounts have not yet been received, therefore the Annual return cannot be completed.

(ii) ANNUAL GOVERNANCE STATEMENT

NOTED that the accounts have not yet been received, therefore the Annual Governance Statement cannot be completed.

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

Borough Councillor Stone REPORTED:-

- Borough Report – he can now report items though the Ditton Column of the Kent Messenger. This means items may reported in the Ditton Column before he is able to report them at a Council meeting.

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- Andy Blackmore – Crime Prevention Officer for TMBC, is sadly suffering from bone cancer. He suggested that the Council send a card.

17. NEIGHBOURHOOD POLICING/COMMUNITY WARDEN REPORTS

As PCSO Rob Sayer had been called away, the Chairman **READ** a **REPORT** of the April crime figures supplied by the neighbourhood police team:

Burglary 1, theft from dwelling 1, thefts 2, possession of cannabis 1, assault 1, criminal damage 3.

18. PLANNING, HIGHWAYS & TRANSPORTATION MATTERS

(a) Election of Vice Chairman

Cllr. Mrs Throssell was **NOMINATED** Cllr. Mulcuck and **SECONDED** by Cllr. Mrs Thwaites. There being no further nominations Cllr. Mrs Throssell was duly **ELECTED** Vice-Chair of the Planning Committee for 2010/2011.

(b) Plans Received for Comment

TM/10/00646/FL	Single storey, rear and side extension linking in garage & house	48 Station Road
	RESOLVED NO OBJECTION	

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
	RESOLVED THIS COUNCIL STRONGLY OBJECTS TO THIS APPLICATION BECAUSE IT IS INNAPPROPRIATE IN A DENSLY POPULATED RESIDENTIAL AREA AND THE NOISE AND LIGHT POLLUTION WOULD GREATLY AFFECT THE NEIGHBOURING RESIDENTS.	

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

The following decisions were **READ** and **NOTED**:-

TM/10/00467/FL	Extension to existing Army Cadet Building	461 London Road GRANTED
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(d) 'B' Lists

The following 'B' Lists were CIRCULATED, **READ** and **NOTED**:-

10/14 - 12.04.10; 10/15 - 19.04.10

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

Cllr Mulcuck **REPORTED** that he had READ this document and it made reference to the Quarry, and the land at Cobdown Social Club.

- (f) Notice of Road Closure Request for 16.5.2010

READ and **NOTED** that the following roads would be closed from 10am to 11.30am to allow a fun run to take place on the above date:-

Kilnbarn Road, Ditton – Between the entrance to East Malling Research Station and its junction with St Peter's Road

St Peter's Road, Ditton - for its entire length

Bradbourne Lane, Ditton - Between its junction with St Peter's Road and the entrance to East Malling Research Station

New Road, East Malling – Between the entrances to Bradbourne House and East Malling Research Station.

19. **QUALITY COUNCIL RE-ACCREDITATION**

The Clerk **REPORTED** that Council had successfully been re-accredited with Quality Status and that the portfolio application was credited exemplary by the adjudication panel.

Cllr Stone thanked the Clerk for all her hard work in producing the portfolio. The Chairman reiterated thanks from himself and the members for this achievement.

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

Cllr Stone **REPORTED** that this meeting had been called by a resident following problems in the area. It was **NOTED** that the meeting was well attended and a suggestion had been made that the mobile CCTV camera be located in the alleyway, where most problems occur. Members did not see a problem with the camera being placed there. It was **FURTHER NOTED** that the residents had made a request to KCC to have the alleyway closed, however this would be a lengthy process.

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

- (a) Code of Conduct 2007 & Guide to Code

- (b) Declarations of Interest

Dealt with earlier in the meeting under Minute No. 4.

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

It was **NOTED** that the copy deadline is 5th June 2010 but copy is required as soon as possible. Cllr Cordwell advised he would forward photographs for the Spring Dance and Cllr Mulcuck had forwarded photos of the blossom in the car park. Also an advertisement for the 'Abba Girls' night and photos of the recent youth project fun run would be included. The Clerk asked if the front page could be used to promote the joint venture with the church and members agreed this would be a good idea.

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

There were no matters arising.

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.

24. **PERSONNEL MATTER**

(a) Caretaking Situation

It was **NOTED** that one member of caretaking staff had resigned and one had retired.

(b) Personnel Committee Recommendation

RESOLVED TO RATIFY THE RECOMMENDATION to employ three part-time caretakers on a shift rota system.

25. **CONFIDENTIAL MEMORANDUM BOOK**

Confidential Memorandum reference number CM 351 was **READ** and **CONFIRMED** and **SIGNED** as a correct record.

26. **CLOSURE**

The meeting closed at 9.13pm.

Chairman
7th June 2010

