

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 1st NOVEMBER 2010

PRESENT: CLLRS J A BEADLE [Vice-Chairman], MRS A R BEADLE, M D BRINE, W CORDWELL, P HATCHER, 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.]

308. **OPENING OF MEETING**

The Vice-Chairman opened the meeting at 7.30pm.

309. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Porter. The previously notified reason for absence was recorded in the absence book ref. 91 and **ACCEPTED** and **APPROVED**.

310. **DECLARATION OF INTERESTS**

Cllr. Stone declared a personal interest in item 318, planning matters, and requested it be **NOTED** that his comments and decisions on planning applications at this meeting are a preliminary view and, in accordance with the Code of Conduct, he will look at all applications afresh at Borough Council level and consider them solely on the basis of evidence placed before him at that meeting

311. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 4th OCTOBER 2010**

Minutes of the meeting held on 4th October were **CONFIRMED** and **SIGNED**.

312. **MATTERS ARISING**

(a) Cedar Room Revised Quotation [Page 116, Item 268 (a)(i)]

A revised quotation detailing the additional work required to the drainage system was **READ**.

The Clerk confirmed the Building Inspector had **READ** the quotation and specification and was satisfied that it was more than adequate to make the building safe and useable again.

Cllr Beadle confirmed that there were sufficient funds in interest received to cover the additional cost. Discussion took place

RESOLVED to ask the builder to give a breakdown of the additional costs and ask if the additional drainage work was essential and to give delegated to power to the clerk to accept the quotation upon receipt of a satisfactory breakdown of costs provided that the additional costs are not for structural work.

(b) Speed Indicators [Page 120, Item 271]

The Clerk **REPORTED** that she had obtained information on a portable speed indicator device and such a unit could be purchased for approximately £2,000.00 but the company would be happy to provide a detailed quotation if required.

Cllr Cordwell said he felt it would be useful particularly in New Road, Station Road and on the London Road. He also asked if a device could be purchased from the KCC Member's Highway Grant and shared with another parish. Co Cllr Peter Homewood confirmed that Burham Parish Council has requested two permanent speed indicators for each end of the village and Kent Highways are currently evaluating this request. He said he will advise this Council accordingly if the application is successful and if he could then assist Ditton.

PCSO Rob Sayer was asked if in his opinion such devices are useful in reducing speeding traffic. He replied that yes can be useful but majority of roads in Ditton have traffic calming measures in place or so many parked cars that speeding is not an issue. Rob suggested that if particular roads are a problem he can request that an officer with a speed gun be asked to target the areas.

Cllr Stone thanked Cllr Cordwell for highlighting this issue and said he would obtain information on Speedwatch so that this may also be considered.

RESOLVED to postpone a decision on this matter to a later date.

(c) DCK Beavers Account [Page 116, Item 268(a)(iv)]

Cllr Nunn **REPORTED** that he had drafted and sent a letter to DCK Beavers requesting clarification of the additional time spent on rectifying errors and the professional qualifications and training of its staff. It was **NOTED** that no response had yet been received.

The Chairman moved that the Police report be taken next to enable the officer to attend to other duties.

313. **REPORT FROM NEIGHBOURHOOD POLICING TEAM/COMMUNITY WARDEN**

PCSO Rob Sayer **REPORTED** that the following incidents had taken place in Ditton in the previous month:-

- Burglary other than dwelling – theft of materials and tools from new housing development in New Road
- Theft of push bikes from garage/shed
- Making off without paying at Ditton Service Station
- Theft from dwelling (domestic) – jewellery stolen & car sold without owners permission
- Theft of mail – mail opened without recipients permission
- Various domestic disputes

PCSO Sayer also advised that he had spoken with his colleague and confirmed that the necessary surveillance forms had been completed and should shortly be approved therefore the mobile CCTV camera could be installed where required. It was **NOTED** that Nursery Road had been identified as a good location.

Cllr Nunn enquired about incidents that had occurred recently at the Public House in New Road and if there was any news about its application to change its licence. PCSO Sayer

advised he was unaware of any incidents and would check with the Police Licencing Officer regarding any changes to the licence.

Cllr Stone asked what cover was being provided while Becky was on maternity leave. PCSO Sayer advised that Ditton and Aylesford are both without a nominated police officer but that Aylesford was being covered by the officer for Burham and Ditton was being covered by himself with assistance from PC Beresford from Larkfield. He advised there were also changes to cover for East Malling but all areas could call on each other for assistance if needed.

314. **MINUTES OF MEETINGS HELD DURING OCTOBER 2010**

(a) For Confirmation & Signing

(i) Community Centre Committee, 11th October 2010

The above minutes were presented by Cllr. Nunn and **CONFIRMED** and **SIGNED** as a correct record.

(ii) Planning, Highways & Transportation Committee, 18th October 2010

The above minutes were presented by Cllr. Mrs Thwaites and **CONFIRMED** and **SIGNED** as a correct record.

(iii) Open Spaces & Amenities Committee, 18th October 2010

The above minutes were presented by Cllr. Mrs Thwaites and **CONFIRMED** and **SIGNED** as a correct record. Cllr Mrs Thwaites advised Members that it was hoped that work on the allotment extension would commence during the week beginning 8th November and also that a resident had expressed an interested in becoming the Tree Warden for Ditton. It was **NOTED** that there were no costs involved but that it would be preferable to give a donation to BTCV for the training involved.

RESOLVED Cllr Mrs Thwaites will meet with the resident and if suitable he be appointed as Tree Warden for Ditton and a sum for a donation be included in the Open Spaces Committee's estimates.

(b) For Noting

(i) Twinning Association, 16th October 2010

READ and **NOTED** that there will be a Christmas Fair on 27th November.

315. **CORRESPONDENCE**

(a) For Noting

The following correspondence was CIRCULATED, **READ** and **NOTED**:-

Kent Association of Local Councils: Minutes of Meeting held on 16th September 2010

Notice of 63rd AGM on Saturday 13th November 2010

Annual Report for 2009/2010

Parish News, Issue 350

- NALC: Legal Briefing – The Independence of Parish Councils’ Internal Audit
- TMBC Community Safety Pship: Newsletter – Autumn 2010
- TMBC: Summary of Accounts and Review of the Year 2009/10
Minutes of Crime Prevention Panel Meeting 20/09/10
- Ditton Twinning Assoc: Letter from Chairman re attendance at meetings
- Local Councils Update: October 2010
- KCC Transport Integration: Subsidised Local Bus Services
- (b) For Decision
- Ditton Parochial Church Council: Request for increase in annual grant paid to Church
A letter asking the Council to reconsider an increase to the annual grant paid to the church for the floodlights and upkeep of the church yard was **READ**.
RESOLVED THE OPEN SPACES AND AMENITIES COMMITTEE WILL INCLUDE AN INCREASE WHEN PREPARING THE ESTIMATES FOR NEXT YEAR.
- WKPCT: Integrating Community Services in Kent
READ and **NOTED**.
- The Chairman moved that two additional date sensitive items be considered:
- KPS: Request for payment of service costs arising as a result of early termination of contract
A letter from KPS stating that as a result of the Council terminating the agreement with them early it was liable to pay for service costs or “unused copies” that it would have made had the contract run full term. It was **NOTED** that this was not pointed out when the new contract with the new supplier, NCS was negotiated, however NCS have offered to settle this amount and add it on to the monthly fees payable to them.
RESOLVED TO ACCEPT NCS OFFER TO SETTLE THE KPS ACCOUNT AND ADD IT TO THE COUNCILS ACCOUNT WITH THEM.
- KCC: Bold Steps for Kent – Medium Term Plan to 2014/15
It was **NOTED** that this was a lengthy consultation document that required a response by 12th November 2010.
RESOLVED TO RESPOND ADVISING THAT INSUFFICIENT TIME WAS ALLOWED TO DRAFT A RESPONSE WITHIN THE TIGHT DEADLINE GIVEN.

316. **FINANCE**

(a) Accounts Received

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

Multi Sports:	Income	133.00
Southern Water:	Refund of Charges NRRG	15.29

(b) Accounts for Payment**RESOLVED** the following accounts be **ACCEPTED. APPROVED** and **PAID**:-

Salaries:	Gross: 16261.65	Net: 12307.43
Kent County Council:	Superannuation – October 2010	3503.04
Imprest Account:	Reimbursement	1195.65
Aquaid [Kent]:	Still Water	13.50
	Vat <u>2.36</u>	15.86
Audit Commission:	Audit Fee	1,950.00
		<u>341.25</u>
		2,291.25
Chubb	Re Instruct Operator	113.60
		Vat <u>9.88</u>
		133.48
Cobra IB Caterham:	Vehicle Insurance	1256.55
Ditton Minors FC:	Southern Water Refund - NRRG	15.29
Emprise Services:	October Locking Fee	20.83
		Vat <u>3.65</u>
		24.48
ISG Technology:	MFE Anti Spyware & Virus Defence	319.00
		Vat <u>55.82</u>
		374.82
JSM:	Diesel Fuel Cap for mower	23.36
		Vat <u>4.09</u>
		27.45
Kent County Council Commercial Services:	Lease fee GJ60 XLG - Monthly	326.00
	Lease fee GJ05 GVN - Quarterly	1071.00
	Less Credit Note for exchange in vehicle	- <u>962.43</u>
		434.57
		Vat <u>76.05</u>
		510.62
Kent County Council:	Refuse Sacks & line Marking Materials	56.74
		Vat <u>9.93</u>
		66.67
Lyreco UK Limited:	Stationery	120.00
		Vat <u>21.00</u>
		141.00
Popi Studio:	Ditton Parish Council Newsletter	1775.00
Mr D Pullinger:	October 2010 – Locking Play Area	25.00
Stryker Communications Limited:	Repairs to Mobile CCTV Camera	476.00
		Vat <u>83.30</u>
		559.30

Travis Perkins:	Hire of Rental of Tower – School Clock	75.07	
	Posts & Village Green & General Sundries	<u>58.76</u>	
		133.83	
		Vat <u>23.43</u>	157.26

IMPREST ACCOUNT – Reimbursement of October expenditure

Brought forward 1 st October 2010		1578.40	
		<u>921.60</u>	
		2500.00	
<u>October Expenses</u>			
Voucher Charge	3.25		
Halloween Dance Tickets Refund	34.00		
Email Service Renewal	199.75		
Petty Cash – Office	73.63		
Petty Cash – Bar	90.86		
Costco Raffle Prizes	463.58		
Costco Membership	37.60		
Deposit Refund	50.00		
Bar Stock	49.57		
Bar Expenses	95.53		
Postage - Kilnbarn Questionnaires	50.88		
New Number Plates – Trailer etc	32.00		
Wildlife Plants for Quarry	<u>15.00</u>	<u>1195.65</u>	
		1304.35	
		<u>1195.65*</u>	2500.00

*Sum to be drawn on 1st November 2010 to restore balance to £2500.00

(c) Cheque Drawn between Meetings

There were no cheques paid between meetings.

(d) Direct Debits & Standing Orders Paid During September 2010

The following direct debits paid during September 2010 were **READ** and **NOTED**:-

01.09.2010	WPA	505.87
01.09.2010	Invest Asset Finance	118.21
03.09.2010	Mentor RBS PLC	357.40
02.09.2010	Sky Business	506.43
15.09.2010	EBS Bankline	41.42
21.09.2010	Opal	42.16
20.09.2010	BT Direct Debits	58.85
20.09.2010	“	54.42
20.09.2010	Hive Telecom	19.69
20.09.2010	Heineken UK	3026.53
20.09.2010	Tonbridge & Malling BC	1,137.00
20.09.2010	Tonbridge & Malling BC	67.00
20.09.2010	Red Fuel Cards	146.97
22.09.2010	Investec Asset	259.44
27.09.2010	EDF Energy 1 Ltd	340.94
28.09.2010	Veolia	145.70
28.09.2010	BT Direct Debit	335.81
28.09.2010	BT Direct Debit	56.88
30.09.2010	CP & H Ltd – Standing Order	165.28

(e) Seasonal Donations

RESOLVED that a seasonal donation of £250.00 be made to Age Concern under the Local Government Act 1972 Section 142.

RESOLVED that seasonal donations be made under the Local Government Act 1972 Section 137 as follows:-

£200.00 to Ditton Infants School
 £200.00 to Ditton Junior School
 £125.00 to Ditton Pop-in-Club

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

Co Cllr Peter Homewood REPORTED on the following items:-

- Operation Cubit – soon to be put into action. This is a joint operation between KCC, TMBC, DVLA – any untaxed vehicles should be reported to Peter Fox TMBC.
- Road Closures in November – nothing proposed for Ditton.

Cllr Nunn thanked Cllr Homewood for his assistance in getting the street light in Pear Tree Avenue repaired.

Cllr Mulcuck asked if it was known when Bradbourne Lane would be resurfaced. He also asked if Ditton Bowls club would be eligible to apply for a grant for a wheelchair to assist disabled members. Cllr Homewood advised this would be a suitable project for a grant but there was insufficient funding this year. However he could consider it next year and suggested details should be sent to him early next year.

Borough Cllr Barry Stone REPORTED on the following items:-

- TMBC is within the top 5 councils that will not need to make cuts to services. However it is looking at shared services ie sharing solicitor with Sevenoaks and Audit with Gravesham.

318. **REPORT FROM NEIGHBOURHOOD POLICING TEAM/COMMUNITY WARDEN**

Dealt with earlier in the meeting under Minute number 313.

319. **PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**(a) Plans Received for Comment

No plans for comment had been received.

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

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

TM/10/2319/FL	256m length of internal roadway to be re-made and widened	East Malling Research Station
GRANTED PERMISSION SUBJECT TO CONDITIONS		

TM/10/02276/FL Variation of condition 3 of planning permission TM/82/1082 to allow an extension of the hours of use of the pre-school group from 12.30 to 3.30pm Monday, Tuesday and Thursday and to use the garden facilities throughout the week. Ditton Church Centre New Road

GRANTED PERMISSION SUBJECT TO CONDITIONS

TM/10/02377/RD Details of materials, refuse storage, slab Levels and landscaping submitted pursuant to conditions 2, 6, 8 and 9 of TM/10/00803/FL: Replacement of existing dwelling with a new 3 bedroom dwelling. 45 Bradbourne Lane
APPROVED

(c) 'B' Lists

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

10/40 - 11.10.2010; 10/41 – 18.10.2010;

(d) Agenda, Minutes, Notes etc. of Area 3 Sub-Committee

NOTED not available.

(e) KCC – Proposed changes to Planning Application Validation Process

Cllr Mulcuck will **READ** and **REPORT** any items of interest.

320. DITTON REMEMBRANCE DAY SERVICES

It was **NOTED** that all the arrangements were in hand.

321. DITTON GAZETTE - Christmas Edition

NOTED the Christmas edition is usually smaller – 8 pages only. Copy required within the next two weeks, final copy by 18th November to enable it to be sent to printers by 26th November.

It was **FURTHER NOTED** that a meeting to discuss the format of the gazette was scheduled for Monday 8th November in the morning subject to Cllr Stone being able to attend, along with Cllrs Mulcuck and Brine.

322. LAND VALUATION FEES

It was **NOTED** that a fee of £650.00 would be charged to value land. Discussion took place.

RESOLVED not to proceed with a valuation at this time.

323. DRAFT POLICIES

It was **NOTED** the following two new policies are required by law and draft policies were **CIRCULATED** and **READ**:

- (a) Small Measures Policy
- (b) Premises Age Verification Policy

RESOLVED to adopt the above policies.

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

There were no matters arising.

In view of the confidential nature of the following business, In accordance with Standing Orders 27 & 50, the remainder of the meeting will exclude the press and public.

325. **CONFIDENTIAL MEMORANDUM BOOK**

- (a) Bar - Kilnbarn Takings Ref. CM 352

RESOLVED to sign and accept CM352 as a true record.

The Clerk **REPORTED** that two people had been issued with 24hour bans from the Kilnbarn over the weekend. One was issued when a young man broke a table and glass panel. The other was for a man that was fighting and then put his fist through the disabled toilet door. It was **NOTED** that the Police had been informed that morning.

RESOLVED to write to the individuals concerned advising that the ban will remain in force pending further investigation and that the Police had been informed and would be investigating the matter.

326. **INCIDENT AT COMMUNITY CENTRE - 16th OCTOBER 2010**

The Chairman **REPORTED** that there was an ongoing investigation and he was therefore unable to give any information until the matter was concluded.

Cllr Mulcuck asked for an additional item to be considered.

RESOLVED to accede to this request.

327. **MEETING AT EMR**

It was **NOTED** that Cllrs Mulcuck and Mrs Throssell had been invited to attend a meeting at EMR earlier that day.

328. **CLOSURE**

The meeting closed at 9.40pm.