

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 6TH DECEMBER 2010

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

386. OPENING OF MEETING

The Chairman opened the meeting at 7.42pm.

387. APOLOGIES

Apologies were RECEIVED from Cllr. Mrs Houghton. The previously notified reason for absence was **APPROVED** and is recorded in the absence book Ref. 95.

388. DECLARATION OF INTERESTS

Cllr. Stone declared a personal interest in item 397 '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.

Cllrs. Beadle and Mrs Beadle declared a personal interest in item 397(a) 'Plans Received for Comment', as they are neighbours of one of the applicants.

Cllrs. Brine and Cordwell declared a personal interest in item 399 'Ban Review' as they are acquainted with the youth in question.

389. CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 1st NOVEMBER 2010

The minutes of the above meeting were **READ** and **CONFIRMED** and **SIGNED** as a true record.

390. MATTERS ARISING

There were no matters arising from the above minutes.

391. MINUTES OF MEETINGS HELD DURING NOVEMBER 2010

(a) For Confirmation

- (i) PERSONNEL COMMITTEE, 5TH NOVEMBER 2010



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

(ii) COMMUNITY CENTRE COMMITTEE, 15th NOVEMBER 2010

Cllr. Mrs Throssell advised Members that item 348 '2011 Dances', should be a recommendation and not a resolution as a decision on this item is not within of the Community Centre Committee's Terms of Reference.

RESOLVED to amend the minute to read 'Resolved to Recommend'.

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

RECOMMENDATION: *Quotations re Gents Toilets* [Page 152, Item 346]

Two quotations to redecorate and replace pipework in the Don Carman Hall mens' toilets were **READ** and it was **NOTED** that it had not been possible to obtain a third quotation. The two quotations received were **NOTED** as follows:-

- (a) £810.00 + vat (b) £990.00 + vat

RESOLVED to accept quotation (a) from S & S Painting and Decorating Contractors Ltd.

RECOMMENDATION: *2011 Dances*

RESOLVED to **RATIFY** the recommendation

(iii) PLANNING, HIGHWAYS & TRANSPORTATION COMMITTEE, 15TH NOVEMBER 2010

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

1. **Bellingham Way** [Page 156, Item 357]

A communication from Aylesford Parish Council was **READ** and it was **NOTED** that they would support a request to open up Bellingham Way to local traffic.

(iv) OPEN SPACES & AMENITIES COMMITTEE, 15TH NOVEMBER 2010

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

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

Discussion took place and it was generally felt that the Rector and Parochial Church Council should be given the choice of either having the full grant received from TMBC and invoiced for any work carried out by the Parish Council, or remain as at present with the smaller grant and work carried out free of charge.

RESOLVED not to ratify the committee's recommendation and to offer the Church the choice.

RESOLVED the Clerk will arrange a meeting with the Rector and PCC, to which Cllrs. Mulcuck and Mrs Thwaites and the Clerk will attend.

(v) PERSONNEL COMMITTEE 22ND NOVEMBER 2010

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

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

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

(b) For Noting

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

The above minutes were **READ** and **NOTED**.

392. **CORRESPONDENCE**

(a) For Noting

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

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:	<u>Kent Rail Summit</u>

(b) For Decision

Miss J Holmes: Invitation to Civic Service 29th March 2011
An invitation to the Chairman from the Lord Lieutenant of Kent to attend his Annual Civic Service at Canterbury Cathedral on 29th March 2011 was **READ** and it was **NOTED** that additional tickets can be requested.

RESOLVED Cllr. & Mrs Porter will attend and two additional ticket be requested.

Mrs Taylor

Parish Matters

A communication from a resident setting out several complaints was **READ**, discussed and **NOTED**.

RESOLVED to respond to the issues raised and pass on to KCC and TMBC those matters which fall within their responsibilities.

393. **FINANCE**(a) Accounts Received

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

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

RESOLVED the following accounts be **ACCEPTED, APPROVED** and **PAID**:-

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	Friday 17 th December 2010	2226.00	
Orchestra:		Vat <u>389.55</u>	2615.55
Todd Miller & Joe Loss	Saturday 18 th December 2010	2288.00	
Orchestra:		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 & Kilbarn	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**RESOLVED** the following donations be made:-

(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 Matrix as unable to Control Cameras	180.00	
	<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

Deposit Refunds

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

The following direct debits paid during October 2010 were APPROVED.

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

A report of the second Internal Audit, which had previously been circulated, was **READ** and it was **NOTED** that the auditor concentrated on receipting and banking income, salaries and wages, investments and investment strategy, bank reconciliations and VAT. **FURTHER NOTED** there were no matters arising that would need to be raised with the Council.

Cllr. Stone thanked the staff for another excellent audit report.

(i) Comprehensive Spending Review - Council Tax Freeze

The above information which had previously been circulated was **READ** and it was **NOTED** that local precepting authorities, such as town and parish councils, will not be included in the scheme.

(j) Investment - Notification of Changes to Terms and Conditions

Notification of the changes to terms and conditions, which are required due to recent changes in consumer legislation were **READ** and **NOTED**.

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

Borough Councillor Stone gave a report on the following matters:-

- KCC Ofsted Report on Childrens' Services – the report found the services were inadequate and that at least 300 children were at risk. These services are now going through a thorough restructure.
- Adverse Weather Conditions – Cllr. Stone has asked KCC Highways why the farmers were not out dealing with the snow and why the daily work schedule updates did not reflect what was actually happening. He will advise the council of any responses received.

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

There were no reports available.

396. **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
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RESOLVED NO OBJECTION

TM/10/03035/RD	Details pursuant to condition 11 (Balcony screen detail) of TM/08/00088 (four detached dwellings)	45 Bradbourne Lane
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RESOLVED NO OBJECTION

TM/10/03100/TPOC	Remove Field Maple with basal decay	13 Cedar Close
	RESOLVED NO OBJECTION SUBJECT TO THE TREE OFFICERS APPROVAL	
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.
	RESOLVED NO OBJECTION	
TM/10/03162/FL	Porch, side and rear single storey additions	10 Cobdown Close
	RESOLVED NO OBJECTION	
TM/10/03229/TPOC	Yew Trees T1, T2 and T3 – Raise canopy over pavement and cut back where overhanging the road and parking area.	4 Ditton Court Close
	RESOLVED NO OBJECTION, SUBJECT TO THE TREE OFFICERS APPROVAL	

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

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

TM/10/02786/TNCA	Two Lime trees, lift lower limbs above sight line, trim branches of Ash tree and remove diseased 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>

It was **NOTED** that Cllr. Stone will attend the KCC site meeting at Hermitage Quarry on 7th December 2010.

(c) 'B' Lists

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

10/44 - 9.11.10; 10/45 - 15.11.10; 10/46 - 22.11.2010

(d) Plans for Comment – Delegated Power during December

RESOLVED delegated power be given to the Clerk, in consultation with the Chairman of the Planning Committee, to deal with planning matters during the Christmas recess.

397. **DITTON GAZETTE**

Cllrs Mulcuck and Brine gave a report of the sub-committee meeting held recently to discuss the future layout of the Ditton Gazette. It was **NOTED** they had reached an impasse as Cllr. Brine felt it should remain as an A4 publication and Cllr. Mulcuck felt it should be reduced to an A5 publication. Discussion took place and it was **NOTED** that several quotations had been obtained to print the publication in both A4 and A5 in varying weights of paper and print options. Cllrs. Brine and Mulcuck both agreed that Scarbutts Printers offered the best prices and recommended them as future printers of the Ditton Gazette.

RESOLVED to accept the recommendation to use Scarbutts but defer a decision on the size of the publication until the meeting on 5th January, to give Members an opportunity to speak to residents to gauge which size would be preferred.

398. **BAN REVIEW**

Members were advised that the youth who damaged a table and glass panel in the Kilnbarn has now apologised for his behaviour and paid in full for the damage caused. He was cautioned by the Police and as he has reimbursed the Council no further action is to be taken by them.

PROPOSED by Cllr. Beadle, **SECONDED** by Cllr. Nunn that as the youth has been cautioned by the Police and they are taking no further action due to his attendance at the parish office with his father to apologise and pay in full for the damage he caused, the ban will be lifted. **VOTING** resulted in 10 in **FAVOUR** and 2 **ABSTENTIONS**.

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

There were no matters arising.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50 the Chairman moved that due to the confidential nature of the next items the Press and Public be excluded from the meeting.

400. **CONFIDENTIAL MEMORANDUM BOOK**

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

The above Confidential Memorandum was **READ, NOTED** and **CONFIRMED**.

(b) CM354 'Regularisation of Grounds Staff Salaries'

The above Confidential Memorandum was **READ, NOTED** and **CONFIRMED**.

(c) CM355 'Staff Salaries 2011/2012

The above Confidential Memorandum was **READ, NOTED** and **CONFIRMED**.

401. **CLOSURE**

The meeting closed at 9.05pm.

Chairman
5th January 2010