

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 1st MARCH 2010 AT 7.30PM

Ditton Parish Council
Ditton Community Centre
Kilnbarn Road
Ditton
AYLESFORD
Kent ME20 6AH
Tel: 01732 844749

Mr Floyd Risby, Chairman of the Youth Project Steering Committee, will be attending the meeting at 8.30pm to give a presentation on the progress of Cedar Room Youth Project

(Mrs) Sue Kavanagh
Clerk of the Council

Email: clerk@dittonparishcouncil.gov.uk
Website: www.dittonparishcouncil.gov.uk

23rd February 2010

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATION OF INTERESTS**
4. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 1st FEBRUARY 2010**
5. **MATTERS ARISING**
 - (a) Grit/Salt Bins (Item 491(a), Page 247) – Reply from KCC, copy herewith
6. **MINUTES OF MEETINGS HELD DURING FEBRUARY 2010**
 - (a) For Confirmation & Signing
 - (i) COMMUNITY CENTRE COMMITTEE, 8TH, FEBRUARY 2010 – Circulated
 - (ii) PLANNING COMMITTEE, 15TH FEBRUARY 2010 - Circulated
 - (iii) OPEN SPACES & AMENITIES COMMITTEE, 15TH FEBRUARY 2010 - Herewith

RECOMMENDATIONS

1. *Financial Analysis [Page 257, item 514(a)]*
2. *Lease Fees [Page 258, Item 514(d)]*



(iv) FINANCE AND ADMINISTRATION COMMITTEE, 22ND FEBRUARY 2010 - Herewith

RECOMMENDATIONS

1. *Financial Regulations [Page 262, Item 525(b)]*
2. *Investment Strategy for 2010/2011 [Page 262, Item 525(c)]*
3. *Asset Register [Page 262, Item 525(d)]*
4. *Committee Terms of Reference [Page 262, Item 525(e)]*
5. *Risk Identification and Management [Page 263, Item 525(f)]*

(b) For Noting

(i) DITTON TWINNING ASSOCIATION, 28th January 2010

7. **CORRESPONDENCE**

(a) For Noting

Nat West: Mentor, Issue 15

Rural Kent: 'Rural News', Issues 94 January 2010
Funding Fair 2010

Clerk & Councils: 'Direct', Issue 123/124 – Jan/Feb 2010

T & M Community Safety
Partnership: 'Trickster' – Free musical 12th March 2010

Tonbridge & Malling BC: Easter Activate 6th – 16th April 2010
Charity Bike Ride 2010

Kent Wildlife Trust: Parish Council Notices

SLCC: Report from KALC Executive Meeting 23/1/2010
Employment Matters Course, 29.3.2010
Larger Councils Conference 2010

NALC: 2010 NALC Leadership Academy Programme

Kent ARA: 'Kent Active', Vol 4, Winter 2010, No. 37

T & M Crime Prevention
Panel: Minutes of Meeting held 30.11.2009

CPRE: Diary of Events for 2010
'Keeping the Lights On' Conference 2010

KALC: 'Parish News', Issue 345, 2.2.2010

Youth Project Committee: Minutes of Meetings held, 4.2.2010 & 18.2.2010

(b) For Decision - copies herewith

Kent County Council: Formal Consultation – Variation in the Service use of Maidstone Day Opportunity Service, Table Talk and Spectrum Pottery

KALC: Planning Information Day, 13th March 2010

Ditton Twinning Assoc: Release of Funds

8. **FINANCE**

(a) Accounts Received

Mr & Mrs Wood:	Contribution towards seat – Kilnbarn Play area	150.00
Ditton Minors:	Electricity Reimbursement	34.78
Mr & Mrs Lamb:	Gazette Advertisement	35.00
E J Cocker	Gazette Advertisement	80.50
Ditton Minors:	Pitch Marking	25.85
Ditton Infants School:	Grounds Maintenance	118.68
Ditton Junior School:	Grounds Maintenance	361.90
Hirers:	Multi Sport Hire	524.00

(b) Accounts For Payment

Salaries:	Gross	16284.51	Net	12328.23
DPC Imprest Account:	Reimbursement of Expenses			883.63*
Kent County Council:	Superannuation Payment February 2010			3723.33
AquAid;	Still Water		6.75	
			Vat <u>1.18</u>	7.93
Audit Commission:	2008/2009 Audit Fee		2500.00	
			Vat <u>437.50</u>	2937.50
Clive Stanley Associates:	Webmaster Services 26/11/09 – 17/2/2010			236.50
Ditton Community Centre:	Oaken Hall 24/4/2010			300.00
Donations:	<u>Under LGA 1972 Ss. 142*, 144** & 173***</u>			
	*Malling Area Volunteer Bureau			200.00
	*Victim Support			100.00

	**Ditton Heritage Centre		100.00
	***Ditton After School Club		200.00
	***Kent Air Ambulance		250.00
	***Fight Against Childhood Leukaemia		100.00
Emprise:	Keyholding Services	20.83	
		Vat <u>3.65</u>	24.48
Ernest Doe & Sons Ltd:	Machinery Parts, Oil & Grease	189.73	
		Vat <u>33.15</u>	222.88
Fields In Trust:	Annual Membership Fee		35.00
GB Sport & Leisure:	Bushes & Shackles for Play Equipment	103.95	
	Carriage	15.00	
		Vat <u>20.82</u>	139.77
Kent County Council:	Stationery, Tea Towels, Cleaning Sundries, Linemarking Powder	76.78	
		Vat <u>13.44</u>	90.22
KPS:	Photocopy charges	167.16	
		Vat <u>29.25</u>	196.41
LogoproT/A Goldstar:	Protective Clothing Outdoor staff	75.80	
		Vat <u>13.26</u>	89.06
Netbox:	APC Smart-UPS (For Server)	282.86	
		Vat <u>49.51</u>	332.37
Nico:	Waste Toner Bottle for Printer	19.97	
		Vat <u>3.49</u>	23.46
Mr Pullinger:	Playarea Locking		25.00
RBS Software Solutions:	Omega Software Maintenance	368.00	
		Vat <u>64.40</u>	432.40
Rural Kent:	Annual Subscription		35.00
St Peter's PCC:	Floodlights	200.00	
	Churchyard Upkeep	<u>200.00</u>	400.00
Travis Perkins:	Brushes, Pipe Connector, Repair Macadam etc.	61.01	
		Vat <u>10.67</u>	71.68

IMPREST ACCOUNT – Reimbursement of February Expenses

Brought forward 1 st February 2010	236.34
Add: PC Reimbursement	<u>2263.66</u>
Deduct December Expenses:	2500.00

Voucher Charge	3.25	
Kentec – Scaffold Hire	235.19	
Curtain Track – CC	16.98	
L. Hayward – Travel Exp	9.80	
NALC – Quality Status	235.00	
Petty Cash - PC	72.52	
Petty Cash - Bar	98.03	
Post Office	69.00	
Cash – Bar Stock	<u>143.86</u>	<u>883.63</u>
		1616.37
Sum to be drawn on 2 nd March 2009 to restore balance		<u>883.63</u>
		2500.00

(c) Direct Debits - Paid During January 2010

[i] DITTON PARISH COUNCIL ACCOUNT

04.01.2010	WPA Health	608.51
04.01.2010	Sky Business	460.60
06.01.2010	RBOS Mentor	357.40
07.01.2010	Nildram	41.91
12.01.2010	Public Works Loan Board	2,528.07
20.02.2010	Heineken UK LTD	7,257.18
20.01.2010	Tonbridge & Malling BC	1200.00
20.01.2010	Red Fuel Cards	89.45
20.01.2010	Tonbridge & Malling BC	74.00
21.01.2010	BT Direct Debits	71.04
21.01.2010	Euphony Communications	9.05
21.01.2010	Waverley	198.14
21.01.2101	Southern Electric	5,384.10
25.01.2010	Siemens Fin. Services	564.00
28.01.2010	Walkers Snacks	216.37
28.02.2010	EDF Energy	114.27
28.02.2010	EDF Energy	1,153.63
28.01.2010	NW Business MC	606.18
29.02.2010	02	23.76

(d) Internal Audit

(i) REPORT OF 3RD VISIT – Copy herewith

(ii) INTERNAL AUDIT PROGRAMME FOR 2020/2011 – Copy herewith

(e) 2009/2010 Year End Accounts Timetable

(f) T&MBC Interest Free Loan Scheme - Copy of information herewith

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

10. **REPORT FROM NEIGHBOURHOOD POLICING UNIT/COMMUNITY WARDEN**

11. **PLANNING MATTERS**

(a) Plans Received for Comment

TM/10/00351/FL	Single Storey Rear Extension	35 New Road
TM/10/00300/RD	Details of external lighting submitted pursuant to condition 3 of TM/07/01579/FL (replacement of existing storage facility)	431 London Road
TM/10/00360/RD	Details submitted to conditions 2 and 7 of consent reference TM/09/02697/FL in respect of materials and landscaping	45 Bradbourne Lane
TM/10/00333/FL	Erection of garage	34 Acorn Grove

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

None received during past fourteen days

(c) 'B' Lists

10/5 - 8.2.2010; 10/6 - 16.2.2010

(d) Agenda, Minutes, Notes of Area 3 Planning Committee – if available.

(e) Appeal Decisions

(i) TM/09/01733AT: Two non-illuminated, freestanding signs, 429/431 London Road

(ii) TM/09/00452/FL: 6m high lighting column with luminaire, 429/431 London Road

12. **CEDAR ROOM YOUTH PROJECT** – Copy of Project Plan herewith

(a) Future Use of Part of Building as a Youth Centre

(b) Term of Lease and Lease Fee

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

14. **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.
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