

## 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 NOVEMBER 2010 AT 7.30PM

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton  
AYLESFORD,  
Kent ME20 6AH

[Mrs] Sue Kavanagh  
Clerk of the Council

26<sup>th</sup> October 2010

Tel: 01732 844749

Email: [clerk@dittonparishcouncil.gov.uk](mailto:clerk@dittonparishcouncil.gov.uk)

Website: [www.dittonparishcouncil.gov.uk](http://www.dittonparishcouncil.gov.uk)

### **AGENDA**

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATION OF INTERESTS**
4. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 4<sup>th</sup> OCTOBER 2010**
5. **MATTERS ARISING**
  - (a) Cedar Room Revised Quotation [Page 116, Item 268 (a)(i)]
  - (b) Speed Indicators [Page 120, Item 271]
  - (c) DCK Beavers Account [Page 116, Item 268(a)(iv)]
6. **MINUTES OF MEETINGS HELD DURING OCTOBER 2010**
  - (a) For Confirmation & Signing
    - (i) Community Centre Committee, 11<sup>th</sup> October 2010 - herewith
    - (ii) Planning, Highways & Transportation Committee, 18<sup>th</sup> October 2010 – herewith
    - (iii) Open Spaces & Amenities Committee, 18<sup>th</sup> October 2010 – herewith



(b) For Noting

(i) Twinning Association, 16<sup>th</sup> October 2010 - herewith

## 7. **CORRESPONDENCE**

(a) For Noting

Kent Association of Local Councils: Minutes of Meeting held on 16<sup>th</sup> September 2010  
Notice of 63<sup>rd</sup> AGM on Saturday 13<sup>th</sup> November 2010  
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(b) For Decision

Ditton Parochial Church Council: Request for increase in annual grant paid to Church

WKPCT: Integrating Community Services in Kent [copy leaflet  
Herewith]

## 8. **FINANCE**

(a) Accounts Received

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

(b) Accounts for Payment

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 n 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 <sup>st</sup> October 2010	1578.40
	<u>921.60</u>
	2500.00

**October Expenses**

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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 1<sup>st</sup> 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

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(e) Seasonal Donations

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

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

11. **PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**

(a) Plans Received for Comment

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

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

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

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

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

12. **DITTON REMEMBRANCE DAY SERVICES** - Final Details

13. **DITTON GAZETTE** - Christmas Edition

14. **LAND VALUATION FEES**

15. **DRAFT POLICIES** - copies herewith

(a) Small Measures Policy

(b) Premises Age Verification Policy

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

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*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.*  
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16. **CONFIDENTIAL MEMORANDUM BOOK**

(a) Bar - Kilnbarn Takings Ref. CM 352

17. **INCIDENT AT COMMUNITY CENTRE - 16<sup>th</sup> OCTOBER 2010**

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(b) Premises Age Verification Policy

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

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*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.*  
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16. **CONFIDENTIAL MEMORANDUM BOOK**

(a) Bar - Kilnbarrow Takings Ref. CM 352

17. **INCIDENT AT COMMUNITY CENTRE - 16<sup>th</sup> OCTOBER 2010**

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## 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 NOVEMBER 2010 AT 7.30PM

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton  
AYLESFORD,  
Kent ME20 6AH

[Mrs] Sue Kavanagh  
Clerk of the Council

26<sup>th</sup> October 2010

Tel: 01732 844749

Email: [clerk@dittonparishcouncil.gov.uk](mailto:clerk@dittonparishcouncil.gov.uk)

Website: [www.dittonparishcouncil.gov.uk](http://www.dittonparishcouncil.gov.uk)

### **AGENDA**

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATION OF INTERESTS**
4. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 4<sup>th</sup> OCTOBER 2010**
5. **MATTERS ARISING**
  - (a) Cedar Room Revised Quotation [Page 116, Item 268 (a)(i)]
  - (b) Speed Indicators [Page 120, Item 271]
  - (c) DCK Beavers Account [Page 116, Item 268(a)(iv)]
6. **MINUTES OF MEETINGS HELD DURING OCTOBER 2010**
  - (a) For Confirmation & Signing
    - (i) Community Centre Committee, 11<sup>th</sup> October 2010 - herewith
    - (ii) Planning, Highways & Transportation Committee, 18<sup>th</sup> October 2010 – herewith
    - (iii) Open Spaces & Amenities Committee, 18<sup>th</sup> October 2010 – herewith



(b) For Noting

(i) Twinning Association, 16<sup>th</sup> October 2010 - herewith

## 7. **CORRESPONDENCE**

(a) For Noting

Kent Association of Local Councils: Minutes of Meeting held on 16<sup>th</sup> September 2010  
Notice of 63<sup>rd</sup> AGM on Saturday 13<sup>th</sup> November 2010  
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Parish News, Issue 350

NALC: Legal Briefing – The Independence of Parish Councils’  
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KCC Transport Integration: Subsidised Local Bus Services

(b) For Decision

Ditton Parochial Church Council: Request for increase in annual grant paid to Church

WKPCT: Integrating Community Services in Kent [copy leaflet  
Herewith]

## 8. **FINANCE**

(a) Accounts Received

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

(b) Accounts for Payment

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 n 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 <sup>st</sup> October 2010	1578.40
	<u>921.60</u>
	2500.00

October Expenses

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 1<sup>st</sup> 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

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

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

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

11. **PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**

(a) Plans Received for Comment

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

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

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

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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: 45 Bradbourne Lane

Replacement of existing dwelling with a new 3 bedroom dwelling. **APPROVED**

(c) 'B' Lists

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

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

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

12. **DITTON REMEMBRANCE DAY SERVICES** - Final Details

13. **DITTON GAZETTE** - Christmas Edition

14. **LAND VALUATION FEES**

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