

DITTON PARISH COUNCIL

MINUTES of a MEETING of DITTON PARISH COUNCIL held in the COUNCIL CHAMBER at DITTON COMMUNITY CENTRE on MONDAY 1st FEBRUARY 2010

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chairman], R ANGEL, A R BEADLE, W CORDWELL, 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.].
PC BALLARD and PCSO SAYER.

476. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

477. APOLOGIES

Apologies were RECEIVED from Cllr. Brine. The previously notified reason for absence was **APPROVED** and is recorded in the absence book ref. 56.

478. DECLARATION OF INTERESTS

Cllr. Stone declared a personal interest in item 488 as he is a Member of the Tonbridge and Malling Borough Council Planning Committee. He 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.

The Chairman moved that the Police Report be taken next to enable the officers to return to their duties.

479. REPORT FROM NEIGHBOURHOOD POLICING TEAM

PCSO Rob Sayer introduced the new neighbourhood Police officer PC Becky Ballard who will be covering Ditton and Aylesford, and reported on the crime figures for January as follows:-

Total crime 8: 2 burglaries (1 residential); 1 push bike theft; 1 theft of car number plates; 1 shop lifting; 1 assault following an accident; 2 criminal damage.

Other matters which are being monitored by the neighbourhood policing team are under-age drinking at New Road Recreation Ground and motorbikes being driven on the recreation grounds.

Cllr. Stone asked if it would be possible to include in their reports an update on any solved crimes.

480. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 4th JANUARY 2010**

The minutes of the meeting held on 4th January 2010 were **CONFIRMED** and **SIGNED**.

481 **MATTERS ARISING**

There were no matters arising not already included elsewhere on the agenda.

482. **MINUTES OF MEETINGS HELD DURING JANUARY 2010**

(a) Community Centre Committee, 11th January 2010

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

(b) Planning Committee, 18th January 2010

The above minutes were presented by Cllr. Mulcuck and **CONFIRMED** and **SIGNED**.

(c) Open Spaces & Amenities Committee, 18th January 2010

The above minutes were presented by Cllr. Mrs Thwaites and **CONFIRMED** and **SIGNED**.

Cllr. Mrs Throssell advised that her comments regarding item 463 'Proposed Diversion of Public Bridleway MR108' were referring to the proposed diversion of the section bridleway in Ditton. She now understands that the proposal at the meeting was referring to the section of bridleway in East Malling and she therefore requested that the comments be changed to no objection.

Cllr. Mrs Thwaites advised that she had read the two documents 'Fields in Trust' and 'Fairplay for Children' and there was nothing to report back on.

(i) QUOTATION TO REPAIR/REPLACE SAFETY SURFACES [Page 233, Item 459(b)]

Considerable discussion took place. It was suggested that the Council should wait until the annual inspection has taken place to see how urgent the work is before committing any funds to replace the safety surfaces.

RESOLVED to bring forward the annual independent inspection to ascertain how urgently this work needs to be undertaken and then report back to the Finance and Administration Committee at its meeting on 22nd February.

(d) Personnel Committee, 25th January 2010

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

(i) LGPS POLICIES [Page 238, Item 474]

RESOLVED to **RATIFY** the recommendation regarding policy 13.

483. **CORRESPONDENCE**(a) **For Noting**

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

Kent County Council:	<u>Community Wardens – Postponement of Recruitment of new Wardens until June/July</u> <u>Annual Performance Report</u>
Clerks & Councils:	<u>'Direct', January 2010, Issue 67</u>
Barry Stone:	<u>KCC's Withdrawal of 5% of Funding for Age Concern</u>
South East Region:	<u>EST Community Grants</u>
KALC:	<u>Minutes of Area Meeting held 17.12.2009</u>
Tonbridge & Malling BC:	<u>Mayors Charity Evening 26.3.2010</u>
East Malling & Larkfield PC:	<u>Provision of Grit Bins - Copy of correspondence sent to T&MBC Chief Executive</u>
English Rural Housing Assc:	<u>'The Bulletin', Winter 2009</u>
Mr Dearden:	<u>Letter of Thanks</u>
Mrs Webster:	<u>Letter of Thanks</u>
Mrs Grantham:	<u>Letter of Thanks</u>
Le Maire:	<u>New Year Greetings from Rang-du-Fliers</u>

(b) **For Decision**

Tonbridge & Malling BC:	<u>Draft Revised Gambling Policy Statement</u> Cllr. Nunn gave a précis of the above document and it was NOTED that it includes a proposal to increase the maximum stake and payout. <u>2010 Y2 Crewe Summer Scheme – Financial Support</u> A request for funding towards the above summer scheme was READ and it was NOTED that a sum of £500 has been included in the 2010/2011 budgets to cover this cost.
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RESOLVED TO ACCEDE TO THE REQUEST BUT ASK FOR INFORMATION ON THE NUMBER OF YOUTHS ATTENDING FROM DITTON.

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

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

Advertisers:	Ditton Gazette	110.50
Ditton Petanque:	Food Reimbursement	36.05
Ditton Guides:	Energy Reimbursement	28.82
Ditton Junior School:	Grounds Maintenance	254.20
Ditton Infants School:	Grounds Maintenance	116.15
Ditton Minors:	Pitch Marking NRRG	37.95
Hirers:	Multi Sport	506.00

(b) **Accounts For Payment**

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

Salaries:	Gross:	16508.17	Net	12319.95
DPC Imprest A/C:	Reimbursement			236.34*
KCC Superannuation:	January 2010 Payment			3726.35
AquAid:	Still Water and Sanitization		20.25	
			Vat <u>3.04</u>	23.29
DCK Beavers:	VAT Partial Exemption Calculation		578.75	
			Vat <u>86.81</u>	665.56
EDF Energy:	Changing Rooms NRRG		33.12	
			Vat <u>1.66</u>	34.78
Emprise:	Keyholding and Alarm Response		20.83	
			<u>3.65</u>	24.48
KAS:	Disposable Welding Gas Cylinder			43.47
KentARA:	Annual Membership Fee			35.00
Kent County Council:	Internal Audit Work 1 st Visit 2009/2010	260.00		
	Internal Audit Work 2 nd Visit 2009/2010	<u>260.00</u>		
		520.00		
			Vat <u>78.00</u>	598.00
Kent County Council:	Rock Salt, Snow Shovel, Stationery	368.78		
			Vat <u>56.19</u>	424.97

Kent County Council:	Vehicle Lease Fee 9/12/09 – 28/3/10	1071.00	
		Vat <u>160.65</u>	1231.65
Kentec Training:	Ladder Training (5 employees)	575.00	
		Vat <u>100.63</u>	675.63
Local Councils:	'Update' Annual Subscription		65.00
Merryweather:	Seat KBRG		350.00
Mr Pullinger:	Playarea locking		25.00
Sage (UK) Ltd:	Payroll Upgrade	270.00	
		Vat <u>47.26</u>	317.26
Sovereign:	Work to Minolta Printer	75.00	
		Vat <u>11.25</u>	86.25
Tonbridge & Malling BC:	Administration of Parish By-Election	2095.50	
		Vat <u>314.33</u>	2409.83

(c) **Account Paid Between Meetings**

The following account paid between meetings was **READ, NOTED** and **APPROVED**:-

HMRC:	VAT Payment	1987.45
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IMPREST ACCOUNT – Reimbursement of January expenses

Brought Forward 1 st January 2010		1351.00
Add: Raffle Reimbursement		131.00
Add: PC Reimbursement		<u>1149.00</u>
		2631.00
Deduct: January Expenses		
Voucher Charge	3.25	
Food for bands Christmas Dances	145.00	
Stamps	69.00	
SLCC Training Fee	55.00	
Petty Cash	70.09	
Floral Tribute	25.00	<u>367.34</u>
		2263.66
Sum to be drawn 1.1.2010 to restore Balance to £2500		<u>236.34*</u>
		2500.00

(d) **Direct Debits – Paid During December 2009**

The following direct debits paid during December 2009 were **READ** and **NOTED**:-

[i] **DITTON PARISH COUNCIL ACCOUNT**

01.12.09	WPA	608.51
01.12.09	O2	28.36
01.12.09	Investec Asset Fin	115.69

02.12.09	Sky Business	450.80
03.12.09	Mentor	357.40
08.12.09	Nildram	41.91
17.12.09	BT Direct Debits	52.57
17.12.09	BT Direct Debits	52.57
17.12.09	BT Direct Debits	57.58
18.12.09	Information Commissioner	35.00
21.12.09	Heineken UK Ltd	5595.47
21.12.09	T&MBC	1200.00
21.12.09	Waverleys	459.86
21.12.09	Red Card Fuels	86.20
21.12.09	T&MBC	74.00
11.12.09	Euphony Comms	11.72
29.12.09	BT Direct Debits	54.48
29.12.09	BT Direct Debits	307.53
29.12.09	Walkers Snacks	163.50
29.12.09	EDF Energy	1015.97
29.12.09	NW Business MC	86.30
31.12.09	O2	24.85

(e) Completion of Annual Audit for F/Y 2008/2009

Notice of the completion of the audit for 2008/2009 was **READ** and it was **NOTED** that, on the basis of the review, in the opinion of the Audit Commission the information contained in the annual return is in accordance with its requirements and no matters have come its attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting the Audit Commission's opinion which it wished to draw to the attention of the Council were **READ** and **NOTED** as follows:-

- Treatment of Investments in the Annual Return
- Investment Strategy Reviews
- Asset depreciation and values

(f) Proposed Audit Plan for 2010/2011

NOTED the audit plan for 2010/2011 was not available.

(g) Review of effectiveness of Internal Audit

A review of the effectiveness of internal audit was undertaken.

RESOLVED that Members are satisfied that the Council's internal audits are effective and the completed review was signed by the Chairman and Clerk.

(h) Donations

Information on requests for financial assistance which had previously been circulated was **READ** and **NOTED**.

RESOLVED the following donations be made from the Council's charity account under LGA 1972 Section 142:

Malling Area Volunteer Bureau	£200
Victim Support	£100

RESOLVED the following donations be made from the Council's charity account under LGA 1972 Section 144:

Ditton Heritage Centre	£100
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RESOLVED the following donations be made from the Council's charity account under LGA 1972 Section 137:

Ditton After School Club	£200
Kent Air Ambulance	£250
Fight Against Childhood Leukaemia	£100

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

Cllr. Stone reported on the following matters:-

Parish Partnership Panel – the next meeting will be held on 25th February, items for the agenda must be received this week.

T&M Capital Loan Scheme – The Borough Council is in the process of signing off a scheme to permit parish councils to have access to capital loans of up to £25,000 which would be repayable over 5 years interest free.

Council Tax – The Government awarded National Grant for Tonbridge & Malling Borough Council is the lowest amount granted to a council in Kent. The grant amounts to £56 per head and is almost half of that given to other Kent Councils.

T&MBC Council Tax – the Borough Council have proposed a 2.94% increase in their council tax for 2010/2011.

486. **REPORT FROM PARISH CONSTABLE/COMMUNITY POLICE**

This item was dealt with earlier in the meeting under minute number 480.

487. **PLANNING MATTERS**

(a) Plans Received for Comment

TM/09/03246/TPOC Willows growing beside pond which is to the east of Cobdown House and beside the M20.
Pollard at 6m 4 weeping willows beside pond so as to reduce crown height and spread above previous pollard points. To pollard at 5m 1 Corkscrew Willow beside stream south of pond due to dead wood and broken limbs
(TPO 12-09-04)

Cobdown House
548 London Road

RESOLVED NO OBJECTION

(b) Plans Dealt with by T & M Area Sub Committee No. 3

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

TM/09/02555/FL	Single Storey Lounge/Kitchen/Garage extension (Resubmission of TM/06/00291/FL)	43 Acorn Grove <u>GRANTED WITH CONDITIONS</u>
TM/09/02986/LDP	Lawful Development Certificate Proposed: Loft conversion with rear dormer window	28 Orchard Grove <u>CERTIFIED LAWFUL</u>

(c) 'B' Lists

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

09/52 - 4.01.2010; 10/1 - 11.01.2010; 10/2 - 18.1.2010

(d) Agenda, Minutes & Notes of Area 3 Planning Committee

The above document was **READ** and **NOTED**:-

(e) Rib Shack, 56 Primrose Drive

It was **NOTED** that the Borough Council's Environmental Health Officer has advised that the above business is registered with the Council and a food hygiene inspection was undertaken in May 2009. The premises will continue to be inspected in accordance with the Food Standards Agency's Code of Practice, which determines frequency of inspection.

488. **ANNUAL PARISH MEETING, 26TH APRIL 2009**(a) Format

Agreed the format will remain the same as in previous years.

(b) Speaker/s

Discussion took place and it was suggested that the Community Warden, John Newton, be invited to give a presentation on Home Security. It was also suggested that a member of the youth forum be invited to speak on the Youth Project.

It was **NOTED** that the Chairman and Vice-Chairman will be unable to attend the Annual Parish Meeting on 26th April, due to prior commitments. Discussion took place.

RESOLVED to bring the meeting forward to Monday 19th April 2010 and move the Planning and Open Spaces and Amenities Committee to Wednesday 21st April 2010.

489. **DITTON GAZETTE – COPY DEADLINE**

It was **NOTED** that the deadline for items for the Spring Gazette is the end of February. Members are asked to let the Clerk or Cllr. Brine have items for inclusion in the Gazette as soon as possible.

Cllr. Stone agreed to draft an item on salt/grit bins and the Clerk was asked to contact the Twinning Committee to ask if they have an item they wish to be included in the next edition.

490. **CEDAR ROOM YOUTH PROJECT**(a) Feasibility Study

Members were informed that Co. Cllr. Homewood does not have any funding left this year to be able to put towards a feasibility study for the Youth Project.

Cllr. Newman advised the Council that the Steering Committee have asked if it is possible for the Parish Council fund the feasibility study.

Discussion took place and Members pointed out that it was made quite clear at the beginning of the project that the Council did not have any funds available, but would be willing to permit the Cedar Room building to be used for the project, provide administrative assistance and fully support the project in anyway it could other than financially.

RESOLVED to advise the Committee that, as stated at the first meeting, the Council does not currently have any funds available for the project.

(b) Request for Permission to Remove a Section of Cladding for Damage Inspection

Discussion took place.

RESOLVED to accede to this request, subject to the cladding being replaced after inspection and this Council's Grounds Supervisor/Health and Safety Officer being present when the cladding is removed.

491. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"**(a) Community Wardens

RESOLVED to write and express this Council's disappointment at yet another delay in recruitment of new wardens when this Council has been without a permanent warden for some considerable time.

(b) Grit Bins

A copy of the communication regarding the provision of salt bins which East Malling and Larkfield Parish Council sent to the Borough Council, was **READ** and the comments **NOTED**.

RESOLVED to write to Kent Highways regarding placement and use of grit bins.

492. **CLOSURE**

The meeting closed at 9.05pm.

Chairman
1st March 2010