

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 7<sup>th</sup> JUNE 2010

PRESENT: CLLRS. M J PORTER [Chairman], W CORDWELL, A R MULCUCK, N NEWMAN,  
D H NUNN, MRS A THROSSELL & MRS J F THWAITES  
MRS S J KAVANAGH [Clerk of the Council], MRS N GREENAWAY [Admin. Assistant]

### 58. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

### 59. APOLOGIES FOR ABSENCE

Apologies were RECEIVED from Cllrs Beadle, Mrs Beadle, Brine, Mrs Houghton and Stone. The previously notified reasons for absence were **APPROVED** and recorded in the absence book ref 73.

### 60. DECLARATIONS OF INTERESTS & EXPENDITURE

Cllrs Nunn, Mulcuck and Mrs Thwaites declared a personal interest in item 65(b) Correspondence for Decision as they are involved with Ditton Heritage Centre.

The Chairman advised members that a letter had been received from Mr Paul Hatcher (who was also in attendance) expressing his interest in the casual vacancy on the Parish Council. It was **NOTED** that this will be deferred to the next meeting when the casual vacancy will be placed on the agenda.

*The Chairman moved that the Police Report be taken next to enable the officer to return to his duties.*

### 61. REPORT FROM NEIGHBOURHOOD POLICING TEAM

PCSO Sayer reported on the following matters:-

- Crime Figures - a total of 10 crimes were reported to the police during May and included 1 wounding/GBH (a family/friend dispute), 1 shed break in, 1 theft of a mini wheel from a garden, theft of a scooter, 2 thefts of catalytic converters, cheques stolen from a cheque book, 2 arrests made for possession of cannabis, 2 assaults (ABH) which were a result of neighbour disputes, damaged wheelie bins at the rear of Woodlands Parade and air rifle damage to a shed window.
- Update from previous month – warnings given to those arrested for possession of cannabis.



- Current Priority – fires in the quarry – the police and KCC Warden are making regular patrols and signs have been put up. Incidents of fire lighting seem to have reduced, but this will remain a priority for the time being.

Cllr Newman asked if there had been any incidents in Priory Grove since the public meeting. PCSO Sayer said that no reports had been made and he had spoken to the neighbourhood watch coordinator who confirmed that there had not been any problems.

62. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 5<sup>th</sup> MAY 2010**

The minutes of the above meeting which had been previously circulated were **CONFIRMED** and **SIGNED**.

63. **MATTERS ARISING**

There were no matters arising.

64. **MINUTES OF MEETINGS HELD DURING MAY 2010**

(a) Community Centre Committee, 10<sup>th</sup> MAY 2010

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

(b) Planning Committee 17<sup>th</sup> MAY 2010

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

(c) Open Spaces & Amenities Committee, 17<sup>th</sup> MAY 2010

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

65. **CORRESPONDENCE**

(a) For Noting

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

Clerks & Councils: 'Direct', May 2010 – Issue 69

Local Councils: 'Update, May 2010 – Issue 127

Cobdown Sports & Social Club: Sale of Land

- Tonbridge & Malling BC: Tonbridge Castle Festival of Music & Fireworks  
Minutes of Council, Cabinet & Committee Meetings 2010  
Vol 2, Feb 18<sup>th</sup> – April 13<sup>th</sup>
- KALC: 'Parish News', Issue 347, 7<sup>th</sup> May 2010  
The Progressive Council Training Day, 19/6/2010  
Minutes of Area Meeting held 18<sup>th</sup> March 2010
- CPRE: Members Guide 2010  
Countryside Voice, Spring 2010
- Kent ARA: 'Kent Active' - Volume 4, Spring 2010, No. 38
- Heritage Centre: Letter of thanks
- (b) For Decision
- Ditton Heritage Centre Ltd: Financial Assistance for 'History of Ditton' Book  
A letter from the Secretary of Ditton Heritage Centre asking for support towards the publication of a book they hope to produce – The History of Ditton, which had previously been CIRCULATED, was READ. The Chairman READ an e-mail from Cllr Stone stating that he is happy for the council to support local charities but is aware that the council did not support a recent request from a resident to support a children's charity. The Clerk advised that the previous request was to support a national charity – DebRA and it had not been refused – a letter had been sent stating that the request would be considered along with others at the end of the financial year when there is a clearer picture of the council's financial situation. Discussion took place and it was felt that the Heritage Centre is local and should be supported by the Parish Council where possible.
- RESOLVED** TO MAKE A DONATION OF £300.00 FROM THE CHARITIES ACCOUNT TO THE HERITAGE CENTRE TOWARDS THE COST OF PRODUCING THEIR BOOK.

66. **FINANCE**

(a) Accounts Received

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

Multi Sport:	Hirers	429.00
Ditton Minors:	Line Marking	64.62

Ditton Infants School:	Grounds Maintenance	122.20
Ditton Junior school:	Grounds Maintenance	372.48
Ditton Petanque Club:	Buffet and Piste Fee	86.90
Ditton Bowls Club:	Water Consumption Reimbursement	9.55
Holtwood Rangers:	Pitch Fees 2010/2011 Season	470.00

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

Salaries:	Gross: 15952.29	Net:	12012.86
DPC Imprest Account:	May 2010 Reimbursement		1290.75*
Kent County Council:	Superannuation May 2010		3715.34
Aquaid [Kent]:	Water and Annual Rental	82.25	
		Vat <u>14.39</u>	96.64
A. Beacham Farm Services:	Annual Service to Tractor	109.16	
		Vat <u>19.11</u>	128.27
Burlite:	War Memorial Restoration Ltd	1974.00	
		Vat <u>345.45</u>	2319.45
EDF Energy	Changing Rooms NRRG	34.77	
	Vat at Reduced Rate	Vat <u>-1.74</u>	36.51
Ernest Doe:	General Workshop items	25.04	
	Gang Mower Parts	<u>30.98</u>	
		56.02	
		Vat <u>9.78</u>	65.80
Emprise Services plc:	May Keyholder – OSA	20.83	
		Vat <u>3.65</u>	24.48
Fairline Distribution Ltd:	18'5" Wide Screen Monitor	88.20	
		Vat <u>15.44</u>	103.64
Jacksons Fine Fencing:	Fencing for KB Recreation Ground & Petanque Piste	303.38	
		Vat <u>53.09</u>	356.47
Kent County Council:	Stationery & Hand Towels	96.93	
		Vat <u>16.96</u>	113.89
Kentec Tool Hire:	Rotavator Hire for Goal Mouths	136.00	
		Vat <u>23.81</u>	159.81
Monro South:	Rose Fertiliser & Twine	22.88	

		Vat <u>4.01</u>	26.89
National Society of Allotments & Leisure Gardens Limited:	Membership Renewal	55.00	
		Vat <u>9.63</u>	64.63
Pace Fuelcare Limited:	Red Diesel for Tractors	575.00	
		Vat <u>28.75</u>	603.75
Parking Merchating:	Spray Paint & Multiwipes	44.10	
		Vat <u>7.73</u>	51.83
T. Parker & Sons:	Rootzone & Grass Seed	598.10	
		Vat <u>68.63</u>	666.73
Penfold Amusement:	Hire of Roundabout & Bouncy Castle for Ditton Community Day 27 <sup>th</sup> June 2010		200.00
Popi Studio:	500 x Compliment Slips	94.00	
		Vat <u>16.45</u>	110.45
Mr D Pullinger:	May Playarea Locking Fee		25.00
John Shaw [Machinery]:	Toro Blade	69.82	
		Vat <u>12.22</u>	82.04
South East Water:	Kilbarn Recreation Ground	39.04	
	Changing Rooms	11.58	
	Ditton Bowls Club & Allotments	<u>266.01</u>	316.63
St Peters Parochial Church:	Donation toward Jazz Band Ditton Community Day 27 <sup>th</sup> June 2010		100.00
Tonbridge & Malling Borough Council:	Annual Maintenance Charge – Parish Owned Lighting	126.00	
		Vat <u>22.05</u>	148.05
Travis Perkins:	Wire for fencing & Stop Clock	54.86	
		Vat <u>9.61</u>	64.47

### Breakdown of Expenditure from Imprest Account during May 2010

Brought forward 1 <sup>st</sup> May 2010	1271.01
Add: PC Reimbursement	<u>1228.99</u>
	2500.00
May Expenses	
Voucher Charge	3.25
Bar Petty Cash	81.53
PC Petty Cash	65.59
Postage Stamps	73.00
Community Centre Deposit Refund	65.00
Community Centre Caretaker	238.59
Accident Exchange – Excess	61.65
Twinning Exp	58.00

Bar Advert in Kent Messenger	193.88	
Gas for Kilnbarn BBQ – 15/5/10	25.99	
Polo Shirts for Bar Staff	97.42	
Reimbursement for Fabric for Remembrance Day Table Cloth	37.17	
Stamps for Mail Drop (200)	64.00	
KCC Supplies Cleaning Materials	82.68	
Hep 'B' injection – Grounds man	75.00	
Annual Councillors Photograph	47.00	
TMBC –Change of Gaming Machine Permit to Kilnbarn	10.50	
TMBC – Change to Kilnbarn Licence	<u>10.50</u>	-1290.75
		1209.25
		<u>1290.75*</u>
		2500.00

\* Sum to be drawn on 7<sup>th</sup> June 2010 to return the balance to £2500.00

(c) Direct Debits - Paid During April 2010

The following Direct Debits paid during April 2010 were **APPROVED, READ** and **NOTED:-**

[i] **DITTON PARISH COUNCIL ACCOUNT**

01.04.2010	WPA Health	505.87
01.04.2010	Sky Business	460.60
07.04.2010	RBOS Mentor	357.40
07.04.2010	Nildram	42.82
20.04.2010	Heineken UK Ltd	3383.74
20.04.2010	T&MBC	1138.38
20.04.2010	The Fuelcard Co	58.43
20.04.2010	T&MBC	69.75
21.04.2010	Waverley TBS	242.99
22.04.2010	BT Direct Debits	75.63
22.04.2010	Euphony Comms	18.35
22.04.2010	EDF Energy	194.92
23.04.2010	Siemens Fin. Services	564.00
24.04.2010	EBS Direct Debits	20.00
28.04.2010	Walkers Snacks	195.01
28.04.2010	NW Business MC	182.13
29.04.2010	02	31.35
29.04.2010	EDF Energy	1113.96

(d) Bank Mandate

It was **NOTED** that the new bank mandate had been signed by members.

**RESOLVED** this be **APPROVED** for submission to the bank.

(e) Statement of Accounts for Financial year 2009/2010

The Statement of Accounts for financial year 2009/2010, prepared by this Council's accountants DCK Beavers, were **READ**.

**RESOLVED** the accounts be **APPROVED, ADOPTED** and **SIGNED**.

(f) External Audit for Financial Year 2009/2010

## (i) ANNUAL RETURN – STATEMENT OF ACCOUNTS

The Annual Return for year ending 31<sup>st</sup> March 2009 was **READ** and **NOTED**.

**RESOLVED** to **APPROVE** and **SIGN** the Statement of Accounts.

## (ii) ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement was **READ** and completed.

**RESOLVED** the Annual Governance Statement be **APPROVED** and **SIGNED**.

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

Borough Cllr Stone had sent an e-mail to say he had nothing to **REPORT**.

Co Cllr Homewood advised he had just returned to duties, following compassionate leave and therefore had nothing to **REPORT**, however he was happy to listen and take any queries back to County Council. Cllr Newman said he would speak to Cllr Homewood on another occasion about funding for the youth project. Cllr Mulcuck asked if there would be any funds available towards the production of the Heritage Centre Book. Cllr Homewood said he would possibly be able to make a contribution and asked for details and a request to be forwarded.

68. **REPORT FROM NEIGHBOURHOOD POLICING TEAM**

Dealt with earlier in the meeting.

69. **PLANNING & HIGHWAYS MATTERS**(a) Plans Received for Comment

TM/10/01070/FL	Part Two / Part first floor side extension	29 St Peter's Road
		<b>RESOLVED NO OBJECTION</b>

TM/10.01112/LB	Removal of failed cement render on north-facing wall, repair of water damaged oak structure, removal of redundant brick flue stack and maintenance work	48 The Stream
		<b>RESOLVED NO OBJECTION</b>

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ADJOURNMENT

Mr T and Mr M Papa-Adams attended the meeting to listen to the Council's comments and answer any questions about their application to demolish and rebuild Papa's Fish Restaurant. Cllr Mulcuck advised that queries raised were noise from the extraction units, rubbish collections, deliveries and reduction in car parking spaces. Members were advised that the extraction units would be internal and sound proofed and turned off when the restaurant closes, they will try to liaise with their refuse collectors to ensure it is not done at unsociable hours and they will look into moving the bins away from any houses. They will also see if the plans can be adjusted so that early deliveries can be received through the front of the building. They advised that the car parking spaces should be the same with the exception of one lost because of slight extension to the takeaway area. Messrs Adams thanked the Council for their time and members thanked them for the information about the application.

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TM/10/01203/FL

Demolition of existing fire damaged single storey restaurant and takeaway.  
Construction of non single storey restaurant and takeaway to replace fire damaged building

Papa's Fish Restaurant  
497 London Road

**RESOLVED** NO OBJECTION SUBJECT TO THE LOSS OF PARKING SPACES BEING MINIMAL, THAT THERE IS NO INCREASE IN NOISE FROM THE NEW EXTRACTION UNITS AND THAT THEY ARE SOUNDPROOFED AND THAT EARLY MORNING DELIVERIES ARE ABLE TO BE RECEIVED THROUGH THE FRONT OF THE BUILDING AND THE REFUSE BINS ARE LOCATED AWAY FROM THE REAR OF THE PREMISES TO AVOID DISTURBANCE TO THE PROPERTIES LOCATED BEHIND THE BUSINESS.

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

It was **NOTED** that no plans dealt with by Area 3 had been received.

(c) 'B' Lists

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

10/18 - 10.5.2010

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

It was **NOTED** that there was nothing relating to Ditton.

(e) Tree Preservation Order No. 10 2010

It was **NOTED** that a new Tree Preservation Order had been made on land at the front of 431/439 London Road.

(f) TM/10/0036/CA 425 London Road – Withdrawal of Conservation Area Application

**READ** and **NOTED**.

(g) Property Naming – New Dwelling at Park Farm, Bradbourne Lane

It was **NOTED** that a new property at Park Farm in Bradbourn Lane will be known as The Library.

(h) Public Notice – Proposed Prohibition and Restriction of Waiting, Ditton

**READ** and **NOTED** that a public notice had been issued in respect of the proposed prohibition and restriction of waiting on the junctions of Fernleigh Rise with Bell Lane.

(i) KCC Statement of Community Involvement: Draft for Consultation

It was **NOTED** that this document was not accessible through the website given.

70. **FAMILY DAY JOINT VENTURE WITH THE CHURCH – 27<sup>TH</sup> JUNE 2010**

It was **NOTED** that any help on the day would be much appreciated. It was **FURTHER NOTED** that Cllrs John and Audrey Beadle would be assisting along with Sue and Mike Kavanagh. Co Cllr Homewood said he would try to attend the event.

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**The Chairman to move that *due to the confidential nature of the following items of business the remainder of the meeting will exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.***

71. **PERSONNEL MATTERS** – Report on Interviews

The Clerk **REPORTED** that several very good candidates had been interviewed for the post of part-time Assistant Bar Manager and a gentleman had been appointed. It was **NOTED** that the person employed to fill one of the part-time cleaner/caretaker vacancies was now unable to take up the post due to ill-health. However, it was **FURTHER NOTED** that one of the other candidates that had attended an interview for the bar job had been offered the vacant position of cleaner/caretaker and was to attend an induction tomorrow to see if she would like the job.

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

Cllr Mulcuck advised that there was a forthcoming New Councillors Information Day that may be of interest to the new members. Cllr Newman said he will see if he is able to attend.

Cllr Mulcuck said there was information from KALC about speed limits being introduced in villages. It was **NOTED** that East Malling and Larkfield Parish Council had installed a 'speed indicator device' on New Hythe Lane which seemed to be effective at making motorists slow down. The Clerk will investigate the cost of such a device.

Cllr Newman **REPORTED** that the youth council had submitted their application for funding last Friday and thanked the Clerk for putting the excellent presentation folder together.

Cllr Mulcuck advised that he had attended a funding seminar and registered the Council with 'Kent Can' for funding information.

73. **CLOSURE**

The meeting closed at 8.43pm.

Chairman  
5<sup>th</sup> July 2010