

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 2nd AUGUST 2010

PRESENT CLLRS M J PORTER [Chairman], M D BRINE, P HATCHER, MRS B HOUGHTON, A R MULCUCK, N NEWMAN, D H NUNN, M J PORTER, B D STONE, MRS A THROSSELL AND MRS J F THWAITES
MRS S J KAVANAGH [Clerk of the Council]

171. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

172. APOLOGIES

Apologies were RECEIVED from Cllrs. Mrs Beadle and J A Beadle. The previously notified reasons for absence were **APPROVED** and are recorded in the absence book ref. 81.

173. DECLARATION OF INTERESTS

Cllrs. Newman, Hatcher, Stone and Mrs Thwaites declared a personal interest in item 187 as they are on the steering committee of the youth centre project.

Cllr. Stone declared a personal interest in item 183 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.

The Chairman moved that the Police and Councillor reports be taken next to enable them attend other duties and meetings.

174. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

Co. Cllr. Peter Homewood reported on the following matters:-

- **Highways Grant** – he has £25,000 to be used for highway projects and requested suggestions from the Council for highway improvements in the parish. All suggestions to be emailed to him.
- **Highway repairs in Woodlands Road** – This road is in a very poor condition and will require more than surface dressing.

Borough Cllr. Barry Stone gave a report on the following matters:-

- **Academy Status** – 14% of Kent Schools have applied for academy status.



- **Planning Conditions** – currently the building inspector can change or remove any planning conditions placed on an application, if he feels they are inappropriate, without any consultation with planning officers or other interested parties.

175. **REPORT FROM COMMUNITY POLICE & WARDEN**

PC Ballard report on the following:-

- **Crime Figures** – Crimes committed during July totalled 9. These offences were broken down as 4 thefts, 4 thefts from motor vehicles 3 of which were unlocked and 1 criminal damage.
- **Off Road Bikes** – 2 section 59 warnings were issued to off road bikers on the footpath leading to Hermitage Lane.
- **Forthcoming Operations/patrolling** – these include safer number plate operation, joint patrolling and ASB foot patrolling.

Cllr. Stone requested a timescale of how long it will take for the CCTV to be moved to a new location once a request has been made to the police. *PC Ballard agreed to find out and report back to the Clerk*

176. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 5th JULY 2010**

The minutes of the meeting held on 5th July were **CONFIRMED** and **SIGNED** as a correct record.

177. **MATTERS ARISING**

- (a) Cheque signatories & Electronic Payments [Page 52, Item 131(a)(iv)]
 - (i) DEBIT CARD

This item was held over and will be referred to the Finance and Administration Committee meeting on 27th September 2010.

178. **MINUTES OF MEETINGS HELD DURING JULY 2010**

- (a) For Confirmation & Signing
 - (i) COMMUNITY CENTRE COMMITTEE, 12TH JULY 2010

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

RECOMMENDATION:

- *Bar Matters – Security Locking* [Page 61, Item 145(b)]

RESOLVED to **RATIFY** the RECOMMENDATION to employ a security guard to accompany lone members of staff when leaving the building at the end of a late night shift.

(ii) PLANNING COMMITTEE, 19TH JULY 2010

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

(iii) OPEN SPACES & AMENITIES COMMITTEE, 19TH JULY 2010 - circulated

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

Cllrs. Stone and Newman advised that they wished it to be recorded that they had declared a personal interest in item 269, page 68, but that this had been omitted from the minutes.

The Clerk was asked to enquire when the meeting regarding the provision of a snow plough will be held with Kent Highways.

(b) For Noting

(i) PUBLIC OPEN MEETING 14TH JULY 2010

Notes of the public meeting, which had previously been circulated, were **READ** and **NOTED**.

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CORRESPONDENCE

(a) For Noting

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

SLCC:	<u>'The Clerk', July 2010. Vol 43, No. 4</u>
Rural Kent:	<u>'Oast to Coast', Summer 2010</u>
KAPC:	<u>Parish News, Issue 348, 29.6.2010</u>
	<u>Minutes of Area Meeting held 17.6.2010</u>
Medway Valley Partnership:	<u>'Newsletter', Summer 2010</u>
Ditton Heritage Centre:	<u>Letter of Thanks</u>
T & M Community Safety Partnership:	<u>'Month Bulletin'</u>
Kent Highways:	<u>Copy Correspondence re. The Ford</u>
Victim Support:	<u>'Kent Newsletter', July 2010</u>
Local Councils:	<u>'Update', July 2010 – Issue 129</u>

Tonbridge & Malling BC: 'Spotlight on our Performance', 2010/2011

Rev'd Ross Terranova: War Memorial – Crucifix

Ditton Church Pre-School - Copy of
correspondence sent to resident

Mr Jamie Balfour: Winston Churchill Travelling Fellowship 2011

(b) For Decision - Copies herewith

Kent County Council: Public Path Diversion Order 2010 – MR108 (Part) East
Malling, & Ditton
Information **READ** and it was **NOTED** that the Council had previously commented that it had no objection to the diversion.

Tonbridge & Malling BC: Draft Statement of Licensing Policy – Consultation
READ, discussed and **NOTED** this Council has no comment to make.

Mr Copping: Mobile CCTV
A communication from a resident in Priory Grove, regarding the proposed placement of a CCTV camera near his property, was **READ** and new information on the siting of mobile CCTV's was **NOTED**.

Discussion took place on the proposed site in Priory Grove and whether it was still needed at this location.

RESOLVED to clarify with the police whether there is still a need to put a CCTV in Priory Grove.

The Chairman moved that the two following additional date sensitive items of correspondence be taken.

Tonbridge & Malling BC: Parish Partnership Panel – Request for agenda items
RESOLVED the following items be put forward for inclusion on the agenda:-

- 106 Agreement for highway improvements, New Road/Kilnbarn Road – what are the proposals, will the Parish Council be consulted and when will the works be undertaken.

- Ex Reeds Site – It is understood that the Leader of the Council and Leader of the Opposition have stated that they do not wish to see any further domestic development on the ex Reedpack site and will make every endeavour to block any such future development on the site. Have they documented this and if not would they be prepared to do so.

Mrs Shinia Fernadez: Arts Festival 11th September 2010
A request to have a Marquee on the Village Green to house an interactive art and craft playshop was **READ** and **NOTED**.

RESOLVED to accede to the request subject to the usual conditions and the church not being in use that day for a wedding or other service.

180. **FINANCE**

(a) Accounts Received

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

C & F Carpenters:	Gazette Advertisement	35.25
Copy Shoppe:	Gazette Advertisement	47.00
Ditton Infants School:	Grounds Maintenance	122.20
Ditton Junior School:	Grounds Maintenance	372.48
Ditton Petanque:	Food Preparation	24.51
Ditton Vets:	Pitch Hire – April	70.00
Horticulture Show:	Return of Float and Balance of Prize Money	57.94
Mrs V Doe:	Marking Up Running Track - KBRG	25.00
Multi Sports:	July Income	299.00

(b) Accounts for Payment

A query was raised on the invoice for DCK Beavers Ltd for the end of year closedown and account preparation and the Clerk was instructed to request a detailed breakdown of the unit costs.

RESOLVED the following accounts be **ACCEPTED**, **APPROVED** and **PAID**, with the exception of the account for DCK Beavers:-

Salaries:	Gross 16175.08	Net 12210.53
DPC Imprest A/C:	Reimbursement	961.16*
Kent County Council:	Superannuation – July 2010	3616.06
Aquaid [Kent]:	Annual Rental & Water	89.00
	Vat <u>15.57</u>	104.57
Chubb Fire Ltd:	Servicing Fire Alarm System (Grounds)	135.75
	Vat <u>23.76</u>	159.51

DCK Beavers Ltd:	Annual Closedown & Account Prep.	1957.60	
		Vat <u>342.58</u>	2300.18
Emprise Services:	Key Holder Service – July 2010	20.83	
		Vat <u>3.65</u>	24.48
Kent County Council:	Vehicle Lease fee 29/06/10 to 28/09/10	1071.00	
		Vat <u>187.43</u>	1258.43
Kent County Council:	Fencing Pins & Stationery	134.88	
		Vat <u>23.60</u>	158.48
Kent County Playing Fields Association:	Annual Subscription		20.00
Kent Photocopier Svs:	Copy Charges	131.14	
		Vat <u>22.95</u>	154.09
Popi Design & Print:	2300 Copies of the Parish Magazine – Summer Edition		1895.00
Mr D Pullinger:	July 2010 – Play Ground Locking		25.00
Sage (UK) Ltd:	Annual Cover Fee	295.00	
		Vat 51.63	346.63

(c) Cheques Drawn Between Meetings

No cheques were drawn between meetings.

Breakdown of Expenditure from Imprest Account during July 2010

Brought Forward 1 st July 2010		462.10
Add: PC Reimbursement		<u>2037.90</u>
		2500.00
July Expenses:		
Voucher Charge	3.25	
Petty Cash – Bar	115.06	
Petty Cash – General	41.27	
Parts for Water Bowser Pump	29.99	
1 st A Pest Control – Kilnbarn	82.25	
Community Centre Expenses	364.50	
Post Office – Stamps	73.00	
Emergency Wages	69.38	
Petty Cash – General	97.16	
Mr Manser BKG Judge Fees	36.00	
Flowers (MG & AB)	<u>50.00</u>	<u>961.16*</u>
		1538.84
Sum to be drawn 2 nd August		<u>961.16*</u>
*Sum drawn 2 nd August to restore balance to		2500.00

(d) Direct Debits Paid During June 2010

The following Direct Debits paid during June 2010, were **APPROVED**:-

01.06.10	WPA Health Care	505.87
01.06.10	Investec Asset Fin	118.21
02.06.10	O2	26.67
03.06.10	Sky Business	460.60
03.06.10	Mentor RBOS	357.40
04.06.10	EDF Energy	0.11
07.06.10	Nildram	42.82
17.06.10	BT Direct Debits	54.07
17.06.10	BT Direct Debits	53.72
17.06.10	BT Direct Debits	58.20
21.06.10	Hive Telecom Ltd	18.65
21.06.10	Heineken UK Ltd	5231.06
21.06.10	Red Fuel Cards	146.16
21.06.10	Tonbridge & Malling BC	1137.00
21.06.10	Tonbridge & Malling BC	67.00
25.06.10	EDF Energy – Gas	586.42
28.06.10	Walkers Snacks	255.66
28.06.10	BT Direct Debit	57.30
28.06.10	BT Direct Debit	256.27
30.06.10	O2	21.75

(e) Accounts for Payment – Community Centre

RESOLVED the following Community Centre accounts be **ACCEPTED, APPROVED & PAID**:-

4D-Learning Limited:	50% Hire Fee Refund		500.00
Initial Washroom Solutions:	Annual Cabinet Rental	66.23	
		Vat <u>11.59</u>	77.82
Kent County Council:	Mop Wringer & Hand Soap	58.95	
		Vat <u>10.31</u>	69.26
Veolia Environmental:	June – Refuse Lifts	200.00	
		Vat <u>35.00</u>	235.00
Travis Perkins:	Macadam, shingle/gravel	77.10	
		Vat <u>13.50</u>	90.60

Deposit Refunds

OAKEN HALL	DON CARMAN HALL
17.07.10 50.00	30.07.10 110.00
26.06.10 120.00 (re-issued cheque – name change)	

(f) Accounts for Payment - Bar

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

Emprise Services plc:	July Key Holder Service	20.83
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		Vat <u>3.65</u>	24.48
Silver Spring Soft Drinks:	Soft Drinks	40.97	
(g) <u>Bank Mandate</u>		Vat <u>7.17</u>	48.14

Members were advised that as a result of recent changes to Council membership, it has become necessary for a new bank mandate to be completed and lodged with the bank.

RESOLVED that National Westminster Bank PLC be requested to continue to act as the Council's bankers and a new bank mandate be completed and forwarded to the bank.

(h) Internal Audit

(i) REPORT OF FINAL VISIT OF 2009/2010

A report of the final internal audit for 2009/2010, which had previously been circulated, was **READ** and it was **NOTED** the auditor has completed all the testing required to enable him to complete and sign his part of the Annual Return. **FURTHER NOTED** there were no matters arising from his work that would require him to answer 'No' to any of the questions in Part IV of the annual return.

(ii) END OF YEAR REPORT 2009/2010

A copy of the end of year report which had previously been circulated, was **READ** and **NOTED**. Cllr. Stone congratulated the Clerk and the staff on another excellent Internal audit report.

(i) Photocopy Charges to the Public

Information previously circulated regarding photocopy charges was **READ** and **NOTED**. Discussion took place.

RESOLVED no change will be made to the current charges for black copies which will remain at 6p per A4 single side copy and 12p per A3 single side copy to local clubs and organisations and 12p per A4 single side copy and 24p per single side copy to other Members of the public.

Further discussion took place regarding the charges to be made for colour copies and it was **PROPOSED** by Cllr. Nunn that colour copies are charged at 25p per A4 single side copy and 50p per A3 single side copy for local clubs and organisations and 50p per A4 single side copy and £1 per A3 single side copy to other members of the public. This was **SECONDED** by Cllr. Mrs Houghton. Voting resulted in 9 **IN FAVOUR**, 1 **ABSTENTION**. The proposal was therefore **CARRIED**.

(j) 2010 Village Show – Balance Sheet

The balance sheet was **READ** and **NOTED** as follows:-

<u>Income</u>		<u>Expenditure</u>	
From Ditton Parish Council	300.00	Judges Fees & gifts	89.96
Entry Fees	36.50	Black landscaping material	52.35

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Prizes	
Printing	10.00
Surplus returned to DPC	57.94
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336.50	336.50

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

Dealt with earlier in the meeting under Minute number 174.

182. **REPORT FROM PARISH WARDEN/COMMUNITY POLICE**

Dealt with earlier in the meeting under Minute number 175.

183. **PLANNING, HIGHWAYS & TRANSPORTATION MATTERS**

(a) Plans Received for Comment

NOTED no plans for comment had been received during the past fourteen days.

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

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

TM/10/01349/FL	Two Storey Side Extension	21 Orchard Grove <u>GRANTED WITH CONDITIONS</u>
TM/10/01377/FL	Replacement Garage	31 Scott Close <u>GRANTED WITH CONDITIONS</u>
TM/10/1203/FL	Demolition of existing fire damaged single storey restaurant & takeaway. Construction of non single storey restaurant and takeaway to replace fire damaged building	Papas Fish Restaurant 497 London Road <u>GRANTED WITH CONDITIONS</u>
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 <u>GRANTED LISTED BUILDING CONSENT</u>

(c) 'B' Lists

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

10/27 - 12.7.2010; 10/28 - 19.7.2010

(d) Agenda/Minutes/Notes/etc. of Area 3 Planning Sub-Committee

READ and **NOTED**.

(e) Ditton Character Area Appraisal

Cllr. Newman gave a verbal report of the meeting held at the offices of Tonbridge & Malling Borough Council and advised that the purpose of the appraisal is to identify characteristics of areas within parishes including building types, noise and traffic pollution etc. The parishes

involved have been asked to highlight the characteristics in their area and will be given a voice in deciding what is right and fit for their village. The Officer involved with this project will visit the areas with Members at dates and times to be agreed during September. Part of the appraisal process will be to undertake a public consultation.

Once completed, the appraisal will be consulted when planning applications are considered and can lead to restrictions being imposed on development.

Members who would like to be a part of this important project, which will shape the future of the parish, are asked to visit the parish office to look at the map and advise the Clerk of the areas they would be interested to be involved with.

(f) Delegation of Planning Comments During August Recess

RESOLVED that, during the August recess, comments on planning applications be delegated to the Clerk in consultation with the Chairman of the Planning committee.

(g) County Councillor Highways Grant

Several suggestions were put forward for consideration for a highways grant and these included cleaning of the Ford and provision of two salt bins in Cobdown Close.

Members were asked to forward any further suggestions to the Clerk as soon as possible.

184. **BEST KEPT GARDEN COMPETITION**

Details of winning gardens were **NOTED**. **FURTHER NOTED** a presentation to the top three places will be held in The Kilnbarn on Monday 6th September at 7.00pm.

It was **NOTED** by the judge that some of the gardens nominated were not worthy of recognition.

RESOLVED that, in future, Members be advised that they do not have to nominate any gardens in their area if they feel there aren't any good enough.

185. **REPORT OF VISIT TO RANG-DU-FLIERS FOR BASTILLE DAY**

The Chairman gave a report of the visit and advised they had been warmly welcomed, the weather was good and they were entertained well.

186. **DITTON GAZETTE**

It was agreed that Cllrs. Brine, Mulcuck and Stone will meet on the evening of 3rd August to discuss the future format of the Ditton Gazette.

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ADJOURNMENT

Community Warden, John Newton, attended on behalf of the Cedar Room Youth Centre Steering Committee to inform the Council of the progress of the project and ask for financial support to enable them to apply for grant funding.

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187. **CEDAR ROOM – YOUTH CENTRE PROJECT**

Two communications from Members of the steering committee regarding funding for the project were **READ** and **NOTED**.

Members were reminded that the building inspector has given his approval for the building to continue to be used until September when it will be thoroughly surveyed.

Discussion took place and it was felt that there was insufficient time at this meeting to discuss the matter thoroughly and reach a decision on the future of the building.

RESOLVED to call an extra ordinary meeting of the full council on Monday 16th August at 7.30pm, to discuss this one item.

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

A letter from the Rev’d Ross Terranova requesting that the crucifix on the war memorial is replaced with an empty cross when it is eventually replaced was **READ** and **NOTED**.

RESOLVED the Rev’d Ross Terranova be advised that the war memorial is a listed building and as such cannot be changed in any way. Any works carried out have to be with listed building approval and restored and repaired to be the same as it was when first listed.

189. **CLOSURE**

The meeting closed at 9.42pm

Chairman
6th September 2010

