

## DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE ANNUAL PARISH COUNCIL MEETING OF DITTON PARISH COUNCIL, TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY, 9th MAY 2011 AT 7.30PM

Ditton Community Centre  
Kilnbarn Road  
Ditton  
AYLESFORD  
Kent ME20 6AH

[Mrs] Sue Kavanagh  
Clerk of the Council

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3rd May 2011

### PART I

1. OPENING OF MEETING
2. APOLOGIES
3. DECLARATION OF ACCEPTANCE OF OFFICE & UNDERTAKING TO OBSERVE THE CODE OF CONDUCT - ALL MEMBERS
4. DECLARATION OF UNDERTAKING TO OBSERVE STANDING ORDERS AND FINANCIAL REGULATIONS - ALL MEMBERS
5. ELECTION OF CHAIRMAN FOR 2011/2012
6. ELECTION OF VICE-CHAIRMAN FOR 2011/2012
7. DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR & VICE-CHAIR
8. APPOINTMENT OF COMMITTEES FOR 2011/2012
  - [a] Planning - 11 Members
    - [i] MEMBERSHIP
    - [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee



[b] **Community Centre - 7 Members**

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[c] **Open Spaces & Amenities - 7 Members**

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[d] **Personnel Committee - 6 Members** (Committee Chairs + 2 Members)

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[e] **Finance & Administration - Chair & Vice-Chair of Council & All Committee Chairs**

Vice-Chair to be elected at the first Meeting of the Committee

[f] **Allotment Managers [3]**

9. **APPOINTMENT OF K A L C REPRESENTATIVES**

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**PART II**

10. **DECLARATION OF MEMBERS' INTERESTS**

11. **DECLARATION OF THREE CASUAL VACANCIES**

12. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 4<sup>th</sup> APRIL 2011**

13. **MATTERS ARISING**

14. **MINUTES OF MEETINGS HELD DURING APRIL 2011** - For Confirmation & Signing

(a) **Community Centre Committee Meeting, 11<sup>th</sup> April 2011** - herewith

(i) MATTERS ARISING

Wedding Bookings [Page 273 (Adjournment)]

(b) **Planning Committee Meeting, 18<sup>th</sup> April 2011** - herewith

(c) **Open Spaces & Recreation Grounds Committee, 18<sup>th</sup> April 2011** - herewith

RECOMMENDATION:

(i) BARBED WIRE, HOLLY BUSH & STEPS ONTO RECREATION GROUND [Page 278,  
Item 621(b)  
Copy of draft letter to be available at the meeting.

15. **CORRESPONDENCE**

(a) **For Noting**

Mentor:	<u>Legal Update, April 2011</u>
Twinning Committee:	<u>Minutes of Meeting held 28.3.2011</u>
Local Councils:	<u>'Update', April 2011 - Issue 138</u>
KALC:	<u>'Parish News', March 2011 - Issue 353</u> <u>Minutes of Area Meeting held 17.3.2011</u>
Rural Kent:	<u>'Rural News', April 2012 - Issue 101</u>
Heart of Kent Hospice:	<u>'Reflections', Spring 2011</u>
Marie Curie Cancer Care:	<u>Letter of Thanks</u>
Ditton Heritage Centre Ltd:	<u>Letter of Thanks</u>
Trafford Hall:	<u>Low-Cost Training Courses for Volunteers</u>
Ditton Twinning Association:	<u>Minutes of Meeting Held, 27.4.2011</u>
Kent Forum:	<u>First Briefing, Edition 1 April 2011</u>

(b) **For Decision** [Copies herewith]

KALC: Motions for AGM

Future Code of Conduct

Kent County Council:

Kent Minerals & Waste Development Framework  
Stakeholder Meetings 8<sup>th</sup> and 11<sup>th</sup> June 2011

16. **FINANCE**

(a) **Accounts Received**

Hirers:	Multi Sport	579.00
Aylesford Pterodactyls:	Cricket Pitch Hire	330.00
Ditton Minors:	Pitch Fees	70.30
Damara:	Photocopies	87.60

(b) **Accounts for Payment**

Salaries:	April 2011	Gross: 14903.50	Net:	11473.47
DPC Imprest A/C:	Reimbursement of April expenses			945.84*
Kent County Council:	Superannuation Subs - April 2011			TBA
AquAid:	3 x 19 Litre Still Water	20.25		
		Vat <u>3.88</u>		24.13
A Beacham Farm Svcs::	Tractor Repairs	53.00		
		Vat <u>10.60</u>		63.60
Emprise:	Keyholding and Alarm Response	20.83		
		Vat <u>3.65</u>		24.48
Grogans Elec. Svcs:	Electrical Works Cedar Room	40.00		
		Vat <u>8.00</u>		48.00
KALC:	Annual Subscription	1040.00		
		Vat <u>208.00</u>		1248.00
Kent County Council:	Internal Audit Fee 9.3.2011	300.00		
		Vat <u>60.00</u>		360.00
Kent County Council:	Vehicle Lease Fee 8.3.11 to 7.4.11 & 8.4.11 to 7.5.11	652.00		
		Vat <u>130.40</u>		782.40

Kent County Council:	Stationery	64.26	
		Vat <u>12.86</u>	77.12
Lyreco:	Memory Sticks, paper & Receipt Book	92.21	
		Vat <u>18.44</u>	110.65
Parker Merchanting:	Gaffer Tape, Lube Spray etc.	42.74	
		Vat <u>8.55</u>	51.29
T Parker & Sons Ltd:	20kg. Grass Seed		213.90
Playdale:	Annual GPRS Fee	200.00	
		Vat <u>40.00</u>	240.00
Mr Pullinger:	Play Area Locking		25.00
Sage (UK) Ltd:	Invoices Envelopes and Pay Slips	112.20	
		Vat <u>22.44</u>	134.64
Scarbutts:	Spring Gazette		938.00
Tonbridge & Malling Borough Council:	Annual Lighting Maintenance	120.00	
		Vat <u>24.00</u>	144.00
Travis Perkins:	Hire of Compactor & Equipment	40.19	
	Rawbolt Plated Loose Bolts etc.	51.37	
		Vat <u>18.30</u>	109.86

PARISH COUNCIL IMPREST ACCOUNT - Reimbursement of April Expenses

Brought forward 1 <sup>st</sup> April 2011		2018.13
Reimbursement		<u>481.87</u>
		2500.00
B/fwd 2008/09	284.73	
Less 2009/10	-58.79	
Plus 2010/11	540.30	
Adjustment October 2010	-38.00	
Adjustment March 2011	<u>170.64</u>	<u>898.88</u>
Over Reimbursed		3398.88

**April Expenses**

Voucher Charge	3.25
Unit 5 – Act 14 <sup>th</sup> May 2011	525.00
Additional Float for Function Bars	1000.00
Post Office – Stamps	82.00
C.C. Deposit Refund	47.50
Personal Licence Fee	37.00
Petty Cash - PC	68.56

Petty Cash – Bar	<u>81.41</u>	<u>-1844.72</u>
		1554.16
Sum require to restore balance		<u>945.84*</u>
		2500.00

*\*Sum to be drawn on 9<sup>th</sup> May 2011 to restore balance to £2500.00*

(c) **Account Paid Between Meetings**

No Accounts were paid between meetings.

(d) **Direct Debits Paid During March 2011**

DITTON PARISH COUNCIL ACCOUNT

01.03.2011	Hive Telecom Ltd	13.18
01.03.2011	Investec Asset Finance	120.72
02.03.2011	02	30.00
02.03.2011	Sky Business	517.20
03.03.2011	RBOS Mentor	365.17
11.03.2011	EDF Energy 1 Ltd	10.61
15.03.2011	TalkTalk Business	43.73
17.03.2011	BT Direct Debits	56.88
17.03.2011	BT Direct Debits	57.23
17.03.2011	BT Direct Debits	60.88
21.03.2011	Heineken UK Ltd	1757.92
21.03.2011	Fuelcard Co	86.24
25.03.2011	Matthew Clark Wholesale	257.70
24.03.2011	EDF Energy 1 Ltd	1127.47
28.03.2011	BT Direct Debits	368.53
28.03.2011	Veolia Es UK	194.40
29.03.2011	G GBP Walkers Snacks	171.39
29.03.2011	Hive Telecom Ltd	16.52
30.03.2011	02	30.00
31.03.2011	NCS Group	510.37

(e) **Notification of Annual Audit 20<sup>th</sup> June 2011**

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

18. **REPORTS FROM POLICE & COMMUNITY WARDEN**

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

(a) **Election of Vice Chairman**

(b) **Plans Received for Comment**

No plans have been received

(c) **Plans Dealt with by Tonbridge & Malling Area Sub C'ttee. 3**

TM/11/00393/FL Change of use from residential care home  
to residential dwelling

1 Bell Lane  
**GRANTED**

(d) **'B' Lists**

11/13 - 4.4.2011; 11/14 - 11/4/2011; 11/15 - 18.4.2011

(e) **Agenda, Minutes & Notes of Area 3 Sub Committee**

(f) TM/11/00823/TNCA - T1-T12 - Communication from Resident, copy herewith

20. **DECISIONS MADE BY THE PARISH COUNCIL** - Requested by Cllr. Cordwell

21. **DITTON GAZETTE - SUMMER EDITION**

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

23. **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