

DITTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 9TH MAY 2011.

PRESENT: CLLRS. M J PORTER, J A BEADLE MRS A R BEADLE, M D BRINE, B CORDWELL, A R MULCUCK, D H NUNN, MRS A THROSSELL & MRS J F THWAITES
MRS S J KAVANAGH [Clerk of the Council], MRS N GREENAWAY [Deputy Clerk.]

PART I**1. OPENING OF MEETING**

Cllr. Porter opened the meeting at 7.30pm and welcomed the new Borough Councillor Mrs Carol Gale and congratulated her and Mrs Bellamy on their election as Borough Councillors for Ditton.

Congratulations were extended to Cllr. Mulcuck on achieving 40 years of unbroken service as a parish councillor to Ditton and Cllr. Porter presented him with and inscribed crystal tablet to mark the occasion.

2. APOLOGIES

All Members were present.

3. DECLARATION OF ACCEPTANCE OF OFFICE & UNDERTAKING TO OBSERVE THE CODE OF CONDUCT

All Members declared the undertaking and duly signed the register in the presence of the Clerk.

4. DECLARATION OF UNDERTAKING TO OBSERVE STANDING ORDERS AND FINANCIAL REGULATIONS

All Members declared the undertaking in the presence of the Clerk.

5. ELECTION OF CHAIRMAN FOR 2011/2012

Cllr. Porter was **NOMINATED** by Cllr. Mulcuck and **SECONDED** by Cllr. Brine. There being no further nominations, Cllr. Porter was duly **ELECTED** Chairman of the Council for 2011/2012.

6. ELECTION OF VICE-CHAIRMAN FOR 2011/2012

Cllr. Beadle was **NOMINATED** by Cllr. Porter and **SECONDED** by Cllr. Mrs Thwaites. There being no further nominations, Cllr. Beadle was duly **ELECTED** Vice-Chairman of the Council for 2011/2012.

7. **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR & VICE-CHAIR**

Cllrs. Porter and Beadle duly signed their Declaration of Acceptance of Offices in the presence of the Clerk.

8. **APPOINTMENT OF COMMITTEES FOR 2011/2012**

The following Committee Members were appointed for 2011/2012. The Chairman and Vice-Chairman of the Council are ex-officio members of all standing committees..

[a] **Planning - 11 Members**

[i] MEMBERSHIP (4 Vacancies)

Cllr. Mrs A R Beadle
Cllr. M D Brine
Cllr. W Cordwell
Cllr. A R Mulcuck

Cllr. D H Nunn
Cllr. Mrs A Throssell
Cllr. Mrs J F Thwaites

[ii] ELECTION OF CHAIR

Cllr. Mulcuck was **NOMINATED** by Cllr. Cordwell and **SECONDED** by Cllr. Mrs Thwaites. There being no further nominations, Cllr. Mulcuck was duly **ELECTED** Chairman of the Planning Committee for 2011/2012.

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

[b] **Community Centre - 7 Members (2 Vacancies)**

[i] MEMBERSHIP

Cllr. Mrs A R Beadle
Cllr. J Beadle
Cllr. M Brine

Cllr. W Cordwell
Cllr. D H Nunn

[ii] ELECTION OF CHAIR

Cllr. Nunn was **NOMINATED** by Cllr. Mrs Beadle but he declined nomination due to pressure of other commitments. Cllr. Brine was **NOMINATED** by Cllr. Nunn and **SECONDED** by Cllr. Porter. There being no further nominations, Cllr. Brine was duly **ELECTED** Chairman of the Community Centre Committee for 2011/2012.

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

[c] **Open Spaces & Amenities - 7 Members (4 Vacancies)**

[i] MEMBERSHIP

Cllr. A R Mulcuck
Cllr. Mrs A Throssell

Cllr. Mrs J F Thwaites

[ii] ELECTION OF CHAIR

Cllr. Mrs Thwaites was **NOMINATED** by Cllr. Mulcuck and **SECONDED** by Cllr. Mrs Throssell. There being no further nominations, Cllr. Mrs Thwaites was duly **ELECTED** Chairman of the Open Spaces & Amenities Committee for 2011/2012.

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

[d] Personnel Committee – 7 Members (Chair, Vice-Chair, Committee Chairs + 2 Members)

[i] MEMBERSHIP

Cllr. Mrs A Beadle	Cllr. M J Porter
Cllr. J A Beadle	Cllr. Mrs A Throssell
Cllr. M D Brine	Cllr. A R Mulcuck
Cllr. Mrs J Thwaites	

Cllrs. Mrs Beadle and Mrs Throssell were elected as the non committee chair members

[ii] ELECTION OF CHAIR

Cllr. Mrs Beadle was **NOMINATED** by Cllr. Mulcuck and **SECONDED** by Cllr. Mrs Thwaites. There being no further nominations, Cllr. Mrs Beadle was duly **ELECTED** Chairman of the Personnel Committee for 2011/2012.

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

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

Cllr. Mrs A R Beadle	Cllr. M D Brine
Cllr. J A Beadle	Cllr. M J Porter (Chairman)
Cllr. A R Mulcuck	Cllr Mrs Thwaites

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

[f] Allotment Managers [3]

Cllr. A R Mulcuck Cllr. Mrs J F Thwaites (**Chair**)

9. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

(a) Kent Association of Local Councils

Cllr. A R Mulcuck

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The Chairman requested that the Police report be taken next to enable the office to return to his duties.

10. **NEIGHBOURHOOD POLICING/COMMUNITY WARDEN REPORTS**

PCSO Sayer reported that operation 'Zig Zag' will be undertaken during the next two weeks. Initially a warning given to vehicle owners who park on the zig zag lines outside the two Ditton Schools but further offences will result in fines.

PCSO Sayer also reported on the following crimes in Ditton during April:-

1 x Burglary where cycles were taken; 1x theft from dwelling where money was taken; 1x theft of cycle from garden; 1 x theft of motor vehicle, later recovered burnt out; several penalty notices and fines; 1 x assault on a male.

PART II

11. **DECLARATION OF MEMBERS' INTERESTS**

Cllr. Porter declared a prejudicial interest in item 15(c)(i) as he has access from his back garden onto the recreation ground.

12. **DECLARATION OF FOUR CASUAL VACANCIES**

Four casual vacancies were declared as a result of insufficient candidates standing for election and the resignation of a Member.

Unless an election is called the vacancies will be filled by co-option at the Meeting on 6th June 2011.

13. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 4th APRIL 2011**

The minutes of the meeting held on 7th April 2010 were **CONFIRMED** and **SIGNED** as a true record.

14. **MATTERS ARISING**

There were no matters arising.

15. **MINUTES OF MEETINGS HELD DURING APRIL 2011**

(a) Community Centre Committee Meeting, 11th April 2011

Cllr. Nunn thanked his committee for their support during his term as Chairman and wished Cllr. Brine all the best for the coming year.

The above minutes, which had previously been circulated, were presented by Cllr Nunn and **CONFIRMED** and **SIGNED**.

(i) Wedding Bookings

Cllr. Beadle reported that he had requested and received reports from all staff on duty at the wedding on 9th April and concluded that the wedding was difficult to control, it was noisy but there was no serious trouble. Drink was brought onto the premises and some was consumed outside the Oaken Hall. Some glass was broken in the car park.

The current standing orders that the Council has in place to cope with large weddings are, in general, adequate and do not need to be amended.

(b) Planning Committee Meeting, 18th April 2011

The above minutes, which had previously been circulated, were presented by Cllr Mulcuck and **CONFIRMED** and **SIGNED**.

(c) Open Spaces & Amenities Committee, 18th April 2011

The above minutes, which had previously been circulated, were presented by Cllr Mrs Thwaites and **CONFIRMED** and **SIGNED**.

(i) BARBED WIRE, HOLLY BUSH & STEPS ONTO KILNBARN RECREATION GROUND [Page 278, item 621(b)]

A draft letter and agreement were circulated at the meeting.

RESOLVED the letter and agreement be sent to all residents in Acorn Grove & Cedar Close that have and access onto Kilnbarn Recreation Ground.

(ii) DITTON COURT QUARRY BOUNDARY FENCES [Page 278, Item 622]

Cllr. Mulcuck requested permission for the Open Spaces and Amenities Committee to discuss the possibility of moving the boundary between the business estate and Nature Reserve, when investigating ownership of the fence.

RESOLVED to accede to the request.

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

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

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) <u>For Decision</u>	
KALC:	<u>Motions for AGM</u> No suggestions for motions were put forward.
	<u>Future Code of Conduct</u> A copy of the information from the National Association on the above subject was READ and NOTED .
Kent County Council:	<u>Kent Minerals & Waste Development Framework Stakeholder Meetings 8th and 11th June 2011</u> NOTED Cllr. Mulcuck and the Deputy Clerk will attend the meeting on 8 th June.

17. **FINANCE**

(a) **Accounts Received**

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

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**

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

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			3118.39
AquAid:	3 x 19 Litre Still Water		20.25	
			Vat <u>3.88</u>	24.13

A Beacham Farm Svs:	Tractor Repairs	53.00	
		Vat <u>10.60</u>	63.60
BOC:	Beer Gas	164.00	
		Vat <u>32.80</u>	196.80
Emprise:	Keyholding and Alarm Response	20.83	
		Vat <u>3.65</u>	24.48
Grogans Elec. Svs:	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 Rawbolt Plated Loose Bolts etc.	40.19	
		14.77	
		Vat <u>10.98</u>	65.94

PARISH COUNCIL IMPREST ACCOUNT – Reimbursement of April Expenses

Brought forward 1 st 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 th 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 9th 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) Notice of Annual Audit 20th June 2011

Notice of the appointed date for audit was **READ** and **NOTED**.

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

There were no Borough Councillors present at this point in the meeting.

19. **NEIGHBOURHOOD POLICING/COMMUNITY WARDEN REPORTS**

Dealt with earlier in the meeting.

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

(a) Election of Vice Chairman

Cllr. Mrs Throssell was **NOMINATED** by Cllr. Mulcuck and **SECONDED** by Cllr. Mrs Thwaites. There being no further nominations Cllr. Mrs Throssell was duly **ELECTED** Vice-Chair of the Planning Committee for 2010/2011.

(b) Plans Received for Comment

No plans had been received.

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

The following decision was **READ** and **NOTED**:-

TM/11393/FL Change of use from residential care home to
Residential dwelling

1 Bell Lane
GRANTED

(d) 'B' Lists

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

10/13 - 4.4.2011; 11/14 - 11/4/2011; 11/15 - 18.4.2011

(e) Agenda Minutes Notes of Area 3 Sub – Committee

This document was not available.

(f) TM/11/00823/TNCA – T1 - T12

A communication from a resident in connection with the above application for tree works at the rear of 39-43 The Stream, which had previously been circulated, was **READ** and **NOTED**.

RESOLVED to write to the Borough Council advising that this Council fully supports the resident's concerns and asks that the objections contained in the letter be given full consideration when the application comes before the Planning Committee.

(g) KCC Planning Application Committee – Tuesday 10th May 2011

It was **NOTED** that the planning application for the proposed westerly extension to Hermitage Quarry, Hermitage Lane, Aylesford, will be considered by the Committee on the above date at 10.00am and that officers have recommended permission be granted subject to conditions.

21. **DECISIONS MADE BY THE PARISH COUNCIL**

A Member of the Council expressed his concern that election candidates are crediting themselves with actions and decisions made by this council for political benefit in pre-election publicity, when all decisions are made by the Council as a whole and not by individuals.

22. **DITTON GAZETTE - SUMMER EDITION**

It was **NOTED** that copy for the Summer Gazette is required no later than 23rd May 2011.

RESOLVED an article on the precept and council services be included in this edition.

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

There were no matters arising.

24. **CLOSURE**

The meeting closed at 9.06pm.

Chairman
6th June 2011