

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 1st AUGUST 2011

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chairman], MRS A R BEADLE, M D BRINE, W CORDWELL, MRS E DAY, N NEWMAN, A R MULCUCK, D H NUNN, A PIPER, MRS J THWAITES & MRS A THROSSELL
BOROUGH CLLRS MRS J BELLAMY & MRS C GALE
MRS N GREENAWAY [Clerk of the Council]

ALSO PRESENT: PCSO ROBERT SAYER

98. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

99. APOLOGIES

Apologies were **RECEIVED** from Cllr Yearsley. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book ref. 123.

100. DECLARATION OF INTERESTS

Cllr Mulcuck declared a personal interest in item 110 (a) Plans Received for Comment as he lives opposite the company that have made the application.

Cllr Cordwell declared a personal interest in item 110 (d) Planning Enforcement Investigation at Kentish Quarryman as he is a customer of the establishment.

The Chairman moved that Agenda items 10 Neighbourhood Police Report and 11 Section 32, County of Kent Act 1981 – Breach of Ban, be brought forward to enable the police officer to return to his duties.

101. REPORT FROM PARISH WARDEN/COMMUNITY POLICE

PCSO Sayer reported a total of 8 crimes that took place in Ditton during July:-

- 1 minor assault
- 1 x fraud regarding an online payment for a car
- 1 x theft of satellite dish
- 1 x theft of pedal cycle
- 2 criminal damage – 1 fence, 1 vehicle
- 1 x damage to tiles on roof from brick
- 1 x damage to a wheelie bin



PCSO Sayer said he had discussed the Section 32, County of Kent Act 1981 ban that had been issued on 23rd May, with the Clerk, prior to the meeting. He briefly outlined that the offender has breached the ban by coming onto the site several times despite warnings from the KCC Community Warden, himself and PC Becky Ballard and visits to his home. However, there is no other action the police can take as it is a civil matter, not criminal. He advised that the next course of action would be for the Council to take legal advice which may result in the matter going to the civil court who would issue the fine.

102. **SECTION 32, COUNTY OF KENT ACT 1981 – BREACH OF BAN**

RESOLVED to hold this item over until the closed session of the meeting.

103. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 4th JULY 2011**

The minutes of the above meeting, which had previously been **CIRCULATED**, were **CONFIRMED** and **SIGNED** as a correct record.

104. **MATTERS ARISING**

There were no matters arising.

105. **MINUTES OF MEETINGS HELD DURING JULY 2011**

(a) For Confirmation & Signing

(i) COMMUNITY CENTRE COMMITTEE, 11TH JULY 2011

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

RECOMMENDATIONS:

- *Bar Matters – Professional Review* [Page 63, Item 134(c)]

RESOLVED to holdover the above recommendation until later in the meeting.

- *Bars – Repairs to Leaking Heating Pipes* [Page 63, Item 134 (e)]

RESOLVED TO RATIFY THE ABOVE RECOMMENDATION.

(ii) PLANNING COMMITTEE, 18TH JULY 2011

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

It was **NOTED** that a site meeting is to be held at PAPAs to discuss the position of the bins and other concerns raised by residents with Borough Cllr Mrs Bellamy.

RESOLVED members that are available, will attend the site meeting and advise the Clerk if a withdrawal of the objection is to be made.

(iii) OPEN SPACES & AMENITIES COMMITTEE, 18TH JULY 2011 - herewith

RECOMMENDATIONS:

- *Finance – Damaged Manhole Cover* [Page 67, Item 77(b)]

Two quotations to replace the damaged manhole cover were **READ:-**

(A) £590.00 + VAT

(B) £348 00 + VAT for circular cover / £312 +VAT for square cover

RESOLVED TO RATIFY THE ABOVE RECOMMENDATION AND TO ACCEPT QUOTATION (B) FROM TOP TO BOTTOM.

(iv) FINANCE & ADMINISTRATION COMMITTEE, 25TH JULY 2011

RECOMMENDATIONS:

- *CCTV Policy* [Page 72, Item 93]
- *Ditton Gazette - Quotations* [Page 73, Item 95 (b)]

RESOLVED TO RATIFY THE ABOVE RECOMMENDATIONS.

(b) For Noting

The following notes were CIRCULATED, **READ** and **NOTED:-**

(i) TWINNING MEETING, 20TH JULY 2011

106. **CORRESPONDENCE**

(a) For Noting

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

TMBC: Minutes of meeting of Crime Prevention Panel 04.07.2011

KALC: Minutes of meeting held on 28.06.2011
Parish News – Issue 354 May/June 2011

Clerks & Councils: Direct – July 2011 Issue 76

SLCC: 'The Clerk', July 2011. Vol 43, No. 4

Action with Communities
In Rural Kent: Annual Meeting – Thursday 13th October 2011
Oast to Coast – Summer 2011
Rural News – Issue 104

Kenward Trust: Update – Summer 2011
Thank you for donations

Kent Community Health: Real Involvement Newsletter – Issue 12 Summer 2011

Local Councils Update: July 2011 - Issue 141

Age Concern Malling: Wheelchair Accessible Transport Scheme

English Rural: The Bulletin – Summer 2011

Sustainable Gov: 21 July 2011

(b) For Decision

KALC: The Queens Diamond Jubilee – Jubilee Beacons and Sport England Inspired Facilities

RESOLVED NOT TO HAVE A JUBILEE BEACON.

It was **NOTED** that the possible celebrations for the Diamond Queens Jubilee would be discussed later in the meeting.

TMBC: Community Enhancement Fund

Details of the funds available for community projects, which had previously been CIRCULATED, were **READ** and **NOTED**. Cllr Newman advised that the Youth Centre would be submitting an application and it was suggested that it might be suitable funding for fencing for the allotment extension.

Kent Community Health: Invitation to meeting of voluntary and community organisation on the future development of Kent Community Health NHS Trust

RESOLVED Cllr Mrs Day will confirm with the Clerk if she is able to attend this event.

Children with Cancer UK: Request for donation

A request for a donation was **READ**. It was **NOTED** the council had donated to this charity previously.

RESOLVED To advise that the Council will consider this request when it makes its seasonal donations later in the year.

Members agreed that they would make personal donations to this charity in the meantime.

107. **FINANCE**

(a) Accounts Received

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

Castle Colts FC:	Pitch Fees 2011/12	210.00
Ditton Guides & Brownies:	Energy Charges – Guide HQ	10.98
Ditton Gazette:	Adverts	24.00

Ditton Infants School:	Grounds Maintenance Charge	259.20
Ditton C of E Junior School:	Grounds Maintenance Charge	394.80
Horticulture Show:	Refund on unspent allowance	21.70
Multi Sports:	Income	317.00
Photocopy Users:	Charges	123.80

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

Salaries:	Gross: 13045.49	Net:	10129.38
DPC Imprest A/C:	Reimbursement		1401.80
Astra Security:	Padlock for Multi Sports	116.17	
		Vat <u>23.23</u>	139.40
AquAid:	Annual Rental and Water	102.50	
		Vat <u>20.50</u>	123.00
Aaron Beacham:	Repairs to Tractor	56.48	
		Vat <u>11.30</u>	67.78
Domaine Name	Website hosting	70.00	
		Vat <u>14.00</u>	84.00
EDF Energy:	NRRG Changing Room Energy	28.62	
		Vat <u>1.43</u>	30.05
Emprise Services:	July Keyholder	20.83	
		Vat <u>3.65</u>	24.48
Fuelcare:	Red Diesel	663.16	
		Vat <u>33.16</u>	696.32
Grogans Electrical Services:	Water Heater for Grounds man Mess Room	465.00	
	Electrical Work to Mess Room	<u>360.00</u>	
		825.00	
		Vat <u>165.00</u>	990.00
Kent County Council:	Vehicle Hire 08.07.2011 to 07.08.2011	326.00	
		Vat <u>65.20</u>	391.20
Kent County Council:	Stationery, Line Marking & Fencing Pins	133.69	
		Vat <u>26.73</u>	160.42
Mr D Pullinger:	July 2011 – Play Ground Locking		25.00
Mower Plant Services:	Parts for Honda	34.30	
		Vat <u>6.86</u>	41.16

Sage [UK] Limited:	Payroll Cover	305.00	
		Vat <u>61.00</u>	366.00
S Saunders	Buffet for retirement party		210.00
St Peters Parochial Church Council:	1st Instalment Churchyards & Cemeteries		715.50

Breakdown of Expenditure from Imprest Account during July 2011

Brought forward 1 st July 2011		935.09	
Reimbursement		<u>1564.91</u>	
		2500.00	
July Expenses			
Voucher Charge	3.25		
Petty Cash – Bar	85.44		
Petty Cash – PC	54.21		
Horticulture Show Float	300.00		
Community Centre Expenses	227.59		
Bar Expenses	219.91		
Postage Stamps	77.00		
KALC – Training Cllr Day	72.00		
Faversham Glass	<u>58.80</u>	1098.20	
		<u>1401.80*</u>	
		2500.00	

* Reimbursement required on 1st August 2011 to restore balance to £2500.00

c) Cheques Drawn Between Meetings

No cheques were drawn between meetings.

(c) Direct Debits Paid During June 2011

The following direct debits paid during June were **APPROVED, READ** and **NOTED**:-

01.06.2011	Scottish Power	892.00
01.06.2011	Investec Asset	120.72
02.06.2011	Sky Business	517.20
03.06.2011	RBOS Mentor	663.16
10.06.2011	TalkTalk Business	12.00
10.06.2011	Matthew Clark	335.20
14.06.2011	Kent Frozen Food	53.87
20.06.2011	BT	61.23
20.06.2011	BT	56.88
20.06.2011	BT	56.88
20.06.2011	Heineken	3583.35
20.06.2011	TMBC	1111.00
20.06.2011	The Fuelcard	82.01
24.06.2011	BOC Manchester	292.80
27.06.2011	EDF Energy	569.79

27.06.2011	Hive Telecom	14.10
28.06.2011	BT	398.66
29.06.2011	O2	30.00
29.06.2011	GBP Walkers	210.48
29.06.2011	Veolia ES	240.00
30.06.2011	NCS Group	281.52
30.06.2011	NCS Group	90.00

(e) Accounts for Payment – Community Centre

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

Grogans Electrical	Repairs to Light Fitting	40.00	
		Vat <u>8.00</u>	48.00
Kent County Council:	Cleaning Materials	150.89	
		Vat <u>30.18</u>	181.07
Lyreco UK Ltd: Services:	Bleach	22.00	
		Vat <u>4.40</u>	26.40
Poyntell Ltd:	Repair to Fire Door – Don Carman Hall	180.00	
		Vat <u>36.00</u>	216.00
Record UK Ltd:	Planned Maintenance	90.00	
		Vat <u>18.00</u>	108.00
Shand Security Ltd:	SIA Doorman 16 th July 2011	81.00	
		Vat <u>16.20</u>	97.20

Deposit Refunds**OAKEN HALL**

16.07.2011 £500.00

(f) Accounts for Payment – Bar

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

L W Burt:	Report on Leaking Pipes in Kilnbarn Bar	769.81	
		Vat <u>153.96</u>	923.77
County Stocktakers:	Stock Take – 1 st June 2011	200.00	
		Vat <u>40.00</u>	240.00
Emprise Services:	Key Holder July 2011	20.83	
		Vat <u>3.65</u>	24.48
Grogans Electrical:	Repairs to Lighting Behind Bar area – Don Carman Hall	70.00	
		Vat <u>14.00</u>	84.00

Kent County Council:	Cleaning Materials	9.99	
		Vat <u>2.00</u>	11.99
Lansell Soft Drinks:	Water & Soft Drinks	90.34	
		Vat <u>18.06</u>	108.40
Travis Perkins:	Materials for repairs to Kilnbarn Benches	31.57	
		Vat <u>6.31</u>	37.88

(g) 2011 Village Show – Balance Sheet

The balance sheet for the Village Show, which had previously been CIRCULATED, was **READ** and the expenditure **NOTED:-**

<u>Income</u>		<u>Expenditure</u>	
From Ditton Parish Council	300.00	Judges Fees & gifts	87.30
Entry Fees	31.80	Black landscaping material	51.10
		(travel to collect above)	10.00
		Prizes	108.50
		Printing	20.00
		Food covers	25.00
		Class markers	4.44
		Letters & postage	3.76
		Surplus returned to DPC	21.70
	<u>331.80</u>		<u>331.80</u>

108. REPORTS FROM BOROUGH & COUNTY COUNCILLORS

Borough Cllr Mrs Carol Gale REPORTED on the following items:-

- Community Enhancement Fund – applications had already been received from the Church Centre, Ditton Arts Festival, Ditton Youth Centre and Maidstone Mediation.
- TMBC is withholding planning permission in respect of the car park extension for the new hospital at Pembury until issues regarding transport are resolved. Currently there is no bus service from Ditton and voluntary transport is being sought for the outlying rural areas.

Borough Cllr Mrs Jeanette Bellamy REPORTED on the following items:-

- Had requested details of which services were to be transferred to Pembury Hospital to assist in identifying those who would need assistance with transport.
- PAPAs – had been shown around the new building, including refuse disposal. She had requested that residents with concerns and members of the parish council could visit the site the following day to hopefully allay any concerns. Hopefully this would lead to the withdrawal of this application going to Committee on 18th August.
- Cllr Bellamy is on the panel for the Community Enhancement Fund.
- Residents from Fernleigh Rise have contacted her about parking issues and will be contacting the Parish Council.
- The Chairman of the Youth Centre Committee had suggested the possibility of using the Youth Centre as an internet café during the day, when it is not in use and would welcome the Council's thoughts on this. A brief discussion on the merits of this scheme

took place and some concern was expressed over volunteers to staff it and whether it would prevent the Council using the facility if it required to do so.

Cllr Mrs Day said she was concerned about the issue of transport to the new hospital as if voluntary transport was going to be used, bus passes would not be valid and there would be a cost involved. Members were all concerned to hear that no provision for transport had been made when moving services to the new hospital.

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

NOTED this item had been taken earlier in the meeting.

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

(a) **Plans Received for Comment**

TM/11/01730/AT	4 x internally illuminated folded fascia, 1 x internally illuminated totem with fret cut and pushed through molded graphics, 1 x non illuminated entrance gate, 1 x non illuminated welcome sign and 2 x non illuminated double sided directional signs	Ditton Service Strn 675 London Rd
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RESOLVED THIS COUNCIL HAS NO OBJECTION TO THIS APPLICATION.

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

The following plans dealt with by Tonbridge & Malling Area 3 Sub-Committee were **READ** and **NOTED**:-

TM/11/01186/FL	Proposed new windows in front elevation and security fence	Units B & C Link 20 New Hythe Bus Park
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GRANTED SUBJECT TO CONDITIONS

TM/11/01417/RD	Details of landscaping and boundary treatment submitted pursuant to condition 1 of planning permission TM/10/2531/FL (Section 73 variation of TM/05/959 – Erection of a two storey extension to Cobdown House and construction of two additional buildings all for use Classes B1(a) offices, B1(b) research and development, B1(c) light industry, together with associated Parking).	Cobdown House 548 London Road
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APPROVED

TM/11/01084/FL	Change of use and conversion of a former office building and barn to two units of residential accommodation and cessation of lawful use of land for HGV parking.	Knoxes Shaw Farm Kiln Barn Road
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GRANTED SUBJECT TO CONDITIONS

(c) 'B' Lists

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

11/27 - 12.7.2011; 11/28 - 19.07.2011;

(d) Planning Enforcement Investigation at Kentish Quarryman regarding Alleged Unauthorised use of site for hot food takeaway

It was **NOTED** that an investigation had found that a breach of planning control had taken place and the proprietor has been invited to remedy this breach. It was **FURTHER NOTED** that a seafood stall was now operating at the car park of this premises.

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ADJOURNMENT

The proprietors of PAPAs Fish Restaurant gave an explanation of the improvements made to the refuse disposal and delivery arrangements. They confirmed they would be happy to show members around along with residents at a site meeting the next day.

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111. **BEST KEPT GARDEN COMPETITION**

It was **NOTED** that the final judging had taken place and the presentation is on Monday 5th September 2011 at 7.00pm in the Kilnbarn.

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

The Chairman gave a report of the visit and advised that Council members and members of the Twinning Committee had been warmly welcomed and well entertained.

113. **KILNBARN 25 YEAR CELEBRATIONS**

It was **NOTED** that the Kilnbarn would be celebrating its 25 year anniversary and the Social Club had arranged a BBQ and various entertainment on the weekend of Saturday 3rd and Sunday 4th September. The Community Centre Committee had discussed the possibility of having drink promotions on the Saturday of £1.50 per pint for beer and £1.00 per measure for spirits. Discussion took place and some members raised concern about covering operating costs if selling the drinks at a reduced price but it was thought that overall the income for the whole weekend would make a profit.

RESOLVED to sell beer at £1.50 per pint and spirits at £1.00 per measure on the Saturday only, during the anniversary weekend.

114. **QUEENS JUBILEE 2012**

Cllr Mulcuck said he would like the Parish Council to consider a family event, such as a picnic to celebrate the Queens Diamond Jubilee. Discussion took place on what kind of event could be put on.

RESOLVED an article be placed in the next Ditton Gazette asking for suggestions from Community Groups as to what celebration they would like to see in Ditton and Cllr Mulcuck will investigate ideas with the Clerk.

115. **DITTON GAZETTE**

NOTED copy required in mid-August and the next edition will be produced by Popi in early September.

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

There were no matters arising. However, Cllr Mulcuck REPORTED he had been passed information from the Clerk about the possibility of Councils being nil rated for community centres/village halls rather than getting back a percentage of the business rate. He asked for members agreement that he and the Clerk investigate this matter further.

Cllr Mrs Day advised that she had READ and made comment on a document from the Open Spaces Society, CIRCULATED after the agenda, but requiring comment by 12th August. Cllr Mulcuck said he would READ through Cllr Mrs Day's comments and then, if in agreement, he would ask the Clerk to submit them.

The Chairman moved that in view of the confidential nature of the following items, the meeting will be closed to the press and public in accordance with Standing Orders 27 & 50, the remainder of the meeting will exclude the press and public.

117. **SECTION 32, COUNTY OF KENT ACT 1981 – BREACH OF BAN**

It was **NOTED** that the offender had breached the ban several times and had behaved in a disrespectful manner to both the Police and the KCC Warden, when asked to leave the area. Discussion took place and it was **NOTED** that as the Council issued the ban it is its duty to take steps to enforce it, which will involve taking legal advice.

RESOLVED to write to the offender advising that the ban will be extended for a further period of 3 months for breaching the ban on several occasions and advise that the Council is taking legal advice which may result in legal proceedings being taken.

118. **BAR MATTERS - PROFESSIONAL REVIEW**

The recommendation from the Community Centre Committee to have a professional review of the Councils Community Centre and Bar commercial operations was discussed further. It was **NOTED** a quotation to carry out the review of £150.00 per day up to a maximum of five days had been received from a former employee of Kent Audit.

RESOLVED TO RATIFY THE RECOMMENDATION and to accept the quotation for a professional review of the Community Centre and Bar commercial operations to be carried out by Mr Blake at £150.00 per day for a maximum of five days subject to Cllr Beadle drafting terms of reference of what is required.

119. **CONFIDENTIAL MEMORANDUM BOOK**

(a) CM356 Finance – Financial Analysis [Page 62, Item 132(c)]

The above confidential memorandum was **READ, NOTED** and **CONFIRMED**.

Further discussion took place on bar finance and it was **NOTED** that this will be reviewed again at the end of October.

120. **CLOSURE**

The meeting closed at 9.59pm.

Chairman
5th September 2011