

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF DITTON PARISH COUNCIL TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 6th JUNE 2011 AT 7.30PM

Ditton Parish Council
Ditton Community Centre
Ditton
AYLESFORD
Kent ME20 6AH

**Please note the photographer
will be taking the Annual
Council Photograph at 7.00pm**

(Mrs) Sue Kavanagh
Clerk of the Council

Tel: 01732 844749
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Website: www.dittonparishcouncil.gov.uk

31st May 2011

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **CASUAL VACANCIES**
4. **DECLARATIONS OF INTERESTS & EXPENDITURE**
5. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 5th MAY 2011**
6. **MATTERS ARISING**
7. **MINUTES OF MEETINGS HELD DURING MAY 2011**
 - (a) Community Centre Committee, 16th May 2011 - Circulated
 - (b) Planning Committee, 23rd May 2011 - Herewith
 - (c) Open Spaces & Amenities Committee, 23rd May 2011 - Herewith

RECOMMENDATION

Page 23, item 57: 'Correspondence' 'Open Spaces Society'
8. **CORRESPONDENCE**
 - (a) For Noting

Clerks & Councils: 'Direct', May 2011 – Issue 75

Kent Co. Council: Official Notification of Permanent Warden

Local Councils: 'Update, May 2011 – Issue 139

T & M BC: Community Safety Partnership - DRAFT Action Plan

Maidstone & T. Wells NHS: Keeping in touch with 'Your MTW', Spring 2011

CPRE: Members Guide 2011
 Countryside Voice, Spring 2011

For Decision

NALC: Communities in Action – Conference & Exhibition 22.9.2011

Kent Highways Services: Parish & Town Council Seminar – 12.7.2011

KALC: Provision of Paper or Power Point presentation for AGM

9. **FINANCE**

(a) Accounts Received

Ditton Infant School:	Grounds Maintenance	129.60
Ditton Junior School:	Grounds Maintenance	394.80
Ditton Minors FC:	Pitch Marking NRRG	66.00
Ditton Minors FC:	Energy Charge NRRG	155.79
Ditton Petanque Club:	Annual Lease Fee	50.00
Ditton Vets FC:	Pitch Fees	35.00
Gazette Advertisements:	Income	119.00
Multi Sports:	Income	510.75

(b) Accounts For Payment

Salaries:	Gross: 15215.34	Net:	11711.13
DPC Imprest Account:	May 2011 Reimbursement		0.00
Kent County Council:	Superannuation May 2011		2541.11
Astra Security Systems:	Keys for Bar and Grounds	19.40	
		Vat <u>3.88</u>	23.28

AquAid:	Annual Rental, Sanitization & 3 x Water	119.23	
		Vat <u>23.85</u>	143.08
A Beacham Farm Svcs:	Tractor Service, Repairs & Parts	270.65	
		Vat <u>54.14</u>	324.79
Cobra Insurance:	Traders Combined		7389.81
EDF Energy:	Changing Rooms New Road	148.37	
	Owing from previous bill	1.21	
	(To be reimbursed by DMFC)	Vat <u>6.21</u>	155.79
Emprise:	Keyholding June	20.83	
		Vat <u>3.65</u>	24.48
Ernest Doe:	Ransome mower Parts	19.26	
	General Tools	12.69	
		Vat <u>6.38</u>	38.33
JSN Ltd:	Toro Belts, Filtes, Oil & labour	991.57	
		Vat <u>198.31</u>	1189.88
KALC:	3 x Good Councillors Guides		3.00
Kent Co. Council:	Council and staff name badges	29.70	
		Vat <u>5.94</u>	35.64
Kent County Council:	Repairs to Auxiliary Equipment	27.50	
		Vat <u>5.50</u>	33.00
Kent County Council:	Vehicle Lease Fee 8.5 – 7.6.2011	326.00	
		Vat <u>65.20</u>	391.20
Kent Co. Playing Fields	Annual Subscription		20.00
Kentec Hire Ltd	Hire of Rotavator	128.00	
		Vat <u>25.60</u>	153.60
NAG Ltd:	Allotment Soc. Membership	55.00	
		Vat <u>11.00</u>	66.00
Parker Merchanting:	Speedline Paint & Power Wash	24.72	
		Vat <u>4.94</u>	29.66
Mr Pullinger:	Playground Locking		25.00
Southern Water:	Ditton Bowls Club (to be reimbursed)	81.26	
	Kilnbarn Recreation Ground	38.12	
	Toilet Block NRRG (to be reimbursed)	<u>10.50</u>	129.88
Travis Perkins:	Screws etc.	24.54	
		Vat <u>4.91</u>	29.45

Imprest Account Reimbursement

Brought forward 1 st May 2011	1554.16
Increase in Bar Float 05/04/2011	1000.00
Reimbursement	<u>945.84</u>
	3500.00

May Expenses

Voucher Charge	3.25	
Clerks Course	72.00	
Freezer for Bar	119.99	
Microwave for Bar	203.98	
Deposit Refund	25.00	
KCC Pension	216.04	
Bar Picnic Benches - Sander pads	29.46	
Petty Cash	53.41	
Postage Stamps	82.00	
Centre Polo Shirts	25.80	
Bar Cardboard Cups	<u>31.12</u>	
		<u>862.05</u>
Balance at 31 st May 2011	2637.95	

**No reimbursement is required on 6th June 2011 to restore balance to £2500.00*

(c) Direct Debits - Paid During April 2011

[i] **DITTON PARISH COUNCIL ACCOUNT**

01.04.2011	Sky Business	517.20
05.04.2011	RBOS Mentor	365.17
12.04.2011	Talk Talk	44.40
15.04.2011	Matthew Clarke	314.09
10.04.2011	BT Direct Debits	19.02
20.04.2011	BT Direct Debits	74.90
20.04.2011	Heineken UK Ltd	2198.87
20.04.2011	T&MBC	1113.16
20.04.2011	The Fuelcard Co	99.16
20.04.2011	T&MBC	73.63
26.04.2011	Matthew Clark	255.19
26.04.2011	BNP Paribas Lease	598.03
26.04.2011	BNP Paribas Lease	102.10
27.04.2011	EDF Energy	1051.12
28.04.2011	Walkers Snacks	183.03
28.04.2011	NCS Group	90.00
28.04.2011	NCS Group	90.00
28.04.2011	Hive Telecom	16.73
28.04.2011	Grenkeleasing Ltd	905.62
28.04.2011	Veolia	228.60

(d) Spring Dance Balance Sheet – copy herewith

(e) Bank Mandate - if available

(f) Report of Year End and Final Internal Audit for 2010/2011

- (g) UBS Investment – Signatories – Resolution required
- (h) Statement of Accounts for Financial Year 2010/2011
For approval and adoption
- (i) External Audit for Financial Year 2010/2011
 - (i) ANNUAL RETURN – STATEMENT OF ACCOUNTS
For approval and signing
 - (ii) ANNUAL GOVERNANCE STATEMENT
For approval and signing

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

11. **REPORT FROM NEIGHBOURHOOD POLICING TEAM**

12. **PLANNING & HIGHWAYS MATTERS**

(a) Plans Received for Comment

TM/11/01267/TPOC	Fell belt of Poplar trees and kill stumps (adj: 38A Bradbourne Lane) potential Damage to property	38A Bradbourne Lane
TM/11/00285/OA	Outline application for the demolition of the Erection of warehouse development (Class B1c/B2/B8 & Assoc. Works AMENDED PLANS 16.05.11	SCA Packing Papyrus Way
TM/11/0108/FL	Change of use and conversion of a former Office building & barn to two units of Residential accommodation and cessation of Lawful use of land for parking HGV's	Knoxes Shaw Farm
TM/11/01104/FL	Conservatory to Side Elevation	37 The Stream
TM/11/00848	External illuminated Signage to New Papas Fish Restaurant	497 London Road

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

TM/11/00823/TNCA	T1-T3 Reduce Ash tree by 25% and reshape T4 -T11 Reduce Sycamore by 25% and Reshape & T12 Sycamore, remove lower limb Overhanging fence (all on boundary with St Peter's Church)	Rear of 39-43 The Stream
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(c) 'B' Lists

11/19 - 16.05.2011

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

13. **FOCUS SURVEY**

14. **ITEMS REQUESTED BY MEMBERS**

(a) Recreation Ground and Kilnbarn – Cllr. Brine

(b) Website Refreshing – Upgrading Search Engine Profile – Review Committee

(c) Outstanding Contribution Awards - Review Committee

15. **FAMILY DAY JOINT VENTURE WITH THE CHURCH – 26TH JUNE 2011** - Helpers

16. **YOUTH CENTRE**

(a) Lease

(b) Councillor Representation on Steering Committee

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

18. **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, however, due to the confidential nature of some of the items of business parts 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.