

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 7th MARCH 2011 AT 7.30PM

Ditton Parish Council
Ditton Community Centre
Kilnbarn Road
Ditton
AYLESFORD
Kent ME20 6AH
Tel: 01732 844749

(Mrs) Sue Kavanagh
Clerk of the Council

Email: clerk@dittonparishcouncil.gov.uk
Website: www.dittonparishcouncil.gov.uk

1st March 2011

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATION OF INTERESTS**
4. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 7th FEBRUARY 2011**
5. **MATTERS ARISING**
 - (a) Annual Parish Meeting – Achievement Awards [Page 223, Item 469(b)] - Nominations
 - (b) Royal Wedding Commemorative Mugs [Page 224, Item 472]

Further information, if available.
6. **MINUTES OF MEETINGS HELD DURING FEBRUARY 2011**
 - (a) For Confirmation & Signing
 - (i) COMMUNITY CENTRE COMMITTEE, 14th, FEBRUARY 2011 – Circulated
 - (ii) PLANNING COMMITTEE, 21st FEBRUARY 2011 - Herewith
 - (iii) OPEN SPACES & AMENITIES COMMITTEE, 21st FEBRUARY 2011 - Herewith

RECOMMENDATION

1. Damaged Manhole Cover [Page 233, Item 502(c)]

(iv) PERSONNEL COMMITTEE, 28TH FEBRUARY 2011, Herewith

(iv) FINANCE AND ADMINISTRATION COMMITTEE, 28th FEBRUARY 2011 - Herewith

RECOMMENDATIONS

1. *Investment Report [Page 239, Item 524(d)]*
2. *Investment Strategy [Page 241, Item 528] – copy herewith*
3. *Adverse Weather Policy [Page 241, Item 529] – copy herewith*
4. *Cedar Room Lease [Page 241, Item 531] – copy herewith*

(vi) REVIEW COMMITTEE, 3RD MARCH 2011 – available at meeting.

RECOMMENDATIONS

(b) For Noting

(i) DITTON TWINNING ASSOCIATION, 17TH FEBRUARY 2011

7. **CORRESPONDENCE**

(a) For Noting

Local Councils:	<u>'Update', January/February 2011 – Issue 135/136</u>
NHS West Kent :	<u>Appointment of Chief Executive Designate</u>
Kent ARA:	<u>'Kent Active', Volume 4, Winter 2011, No. 41</u>
Alison Moore:	<u>The Queen Elizabeth II Fields Challenge</u>
Michael Mclean:	<u>TCPA Neighbourhood Planning Conference 29.3.11</u>
Rural Kent:	<u>'Rural News', Issue 99, January 2011</u>
Steve Shaw:	<u>Sustainable Communities Act</u>
Tonbridge & Malling BC:	<u>Minutes of Parish Partnership Meeting held 9/9/2010</u> <u>Activate 2011 – 11.4.2011 – 21.4.2011</u>
Rural Kent:	<u>'Rural News', Issue 100 – February 2011</u>
Clerks & Councils:	<u>'Direct', March 2011 – Issue 74</u>
Mrs D Taylor:	<u>Litter</u>

(b) For Decision - copy herewith

John Ranger:

Ditton Bowls Club

8. **FINANCE**

(a) Accounts Received

Toddler Group:	Photocopies	7.80
Multi-Sports:	Hire fees	555.50
Ditton Short Mat:	Photocopies	15.75
Ditton Junior School:	Grounds Maintenance	380.00
Ditton Minors FC:	Pitch Marking	39.60
DPC:	Sale of scrap metal from Cedar Room	49.00
Ditton Guides & Brownies:	Guide HQ Annual Fee	33.69
Ditton Infant School:	Grounds Maintenance	124.80

(b) Accounts For Payment

Salaries:	Gross 15905.12	Net 12260.46
DPC Imprest Account:	Reimbursement of Expenses	1982.66
Kent County Council:	Superannuation – February 2011	3551.98
Action with Communities In Rural Kent:	Membership 01.04.2011 to 31.03.2012	65.00
Aquaid [Kent]:	Water and Sanitation	50.48
	Vat <u>10.10</u>	60.58
Beacham Farm Services:	Battery	80.10
	Vat <u>16.02</u>	96.12
Ditton Parish Council:	Hire of Hall 14 th May 2011	300.00
Ernest Doe:	Bolts & Grease	23.23
	Vat <u>4.64</u>	27.87
Emprise Services:	Key Holder February 2011	20.83
	Vat <u>3.65</u>	24.48
Marilyn Grantham:	Contribution towards Varifocal	75.00
G Haffenden:	Skip for Cedar/Mess Room	160.00
	Vat <u>32.00</u>	192.00

Inn Confidence Ltd:	BIIAB NCPLH Course – N Greenaway	150.00	
		Vat <u>30.00</u>	180.00
J & W Construction:	Interim Payment 3 – Cedar Room	15000.00	
		Vat <u>3000.00</u>	18000.00
J & W Construction:	Final Payment (Due 21/3)–Cedar Room	8725.00	
		Vat <u>1745.00</u>	10470.00
Kent County Council:	Internal Audit Carried Out 25.01.2011	260.00	
		Vat <u>52.00</u>	312.00
Kent County Council:	Vehicle Lease Fee 8.1.11 to 7.3.11	652.00	
		Vat <u>130.40</u>	782.40
Kent County Council:	Stationery	21.38	
		Vat <u>4.28</u>	25.66
Kent Men of Trees:	Corporate Membership		25.00
Mr D Pullinger:	Locking Kilnbarn Play Area at Weekends		25.00
Mower Plant Services:	Service Masport Mower	222.71	
		Vat <u>44.55</u>	267.26
RBS Software:	Software Maintenance - one year	388.00	
		Vat <u>77.60</u>	465.60
Sue Kavanagh:	Donation towards Varifocals		75.00
Trojan Tree Care:	To reduce the size of Ash Trees in Quarry	280.00	
		Vat <u>56.00</u>	336.00
Travis Perkins:	Brindles for Seat on Village Green	165.92	
	Plaster for Mess Room	7.22	
		173.14	
		Vat <u>34.62</u>	207.76

Under Local Government Act 1972, Section 142

- Victim Support £100.00

Under Local Government Act 1972, Section 144

- Ditton Heritage Centre £100.00

Under the Power to Promote Well Being [Prescribed Conditions] Order 2008

- Kent Air Ambulance £250.00
- Children with Leukaemia £100.00
- Heart of Kent Hospice £100.00
- High Spirit Variety Group £100.00

IMPREST ACCOUNT – Reimbursement of February Expenses

Brought forward 1 st February 2011	991.38	
Reimbursement	<u>991.38</u>	
		1982.76 should be £2500.00#

February Expenses

Voucher Charge	3.25	
Community Centre Expenses	519.36	
OSA Expenses	35.00	
Planning Seminar	72.00	
Kilnbarn Expenses	532.58	
Postage Stamps	110.00	
Bar Petty Cash	134.23	
Word Package – Gazette	<u>59.00</u>	
		-1465.42*
		<u>517.34</u>

Under Reimbursed January 2011 #	<u>517.24#</u>
	1982.66*

*Sum to be drawn on 7th March 2011 to restore balance

(c) Accounts Paid Between Meetings

Chubb Fire Ltd:	Fire Monitoring	432.99	
		Vat <u>86.60</u>	519.59
J W Construction:	Interim Payment 2	15,000.00	
		Vat <u>3,000.00</u>	18,000.00

(d) Direct Debits - Paid During January 2011**[i] DITTON PARISH COUNCIL ACCOUNT**

04.01.2011	Sky Business	505.43
06.01.2011	RBOS Mentor	365.17
07.01.2011	Mathew Clark	289.01
10.01.2011	Hydro-Electric	4,604.64
11.01.2011	Opal Connect Ltd	42.82
12.01.2011	Public Works Loan Board	2,399.63
20.02.2011	Heineken UK LTD	3,459.17
20.01.2011	Tonbridge & Malling BC	1,137.00
20.01.2011	Fuelcard Company	127.89
20.01.2011	Tonbridge & Malling BC	67.00
21.01.2011`	Matthew Clark	260.11
24.01.2011	BT Direct Debits	77.04
25.01.2011	EDF Energy 1 Ltd	195.03
26.01.2011	BNP Paribas Lease	585.57
26.01.2011	BNP Paribas Lease	99.97
27.01.2011	EDF Energy 1 Ltd	1090.97
28.01.2011	GBP Walkers Snacks	231.31
28.01.2011	Veolia	173.90
31.01.2011	Hive Telecom Ltd	13.30
31.01.2011	02	45.08

(d) Internal Audit Plan for 2011/12 – copy herewith

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

10. **REPORT FROM NEIGHBOURHOOD POLICING UNIT/COMMUNITY WARDEN**

11. **PLANNING MATTERS**

(a) Plans Received for Comment

TM/11/00371/FL Demolish existing garage to side and
construct 2 storey side extension and
conservatory to rear. 54 Station Road

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

TM/10/02916/RD Details of contamination validation report
submitted pursuant to condition 7 (parts c
and d) of TM/08/03625/FL: Telephone
engineering centre with separate Motor
Transport Workshop (MOT Testing Centre)
and associated storage & parking areas Former Caradon Doors
& Windows Ltd
College Road
APPROVED

(c) 'B' Lists

11/6 - 15.2.2011

(d) Agenda, Minutes, Notes of Area 3 Planning Committee – if available.

(e) Agenda, Minutes of Joint Transportations Board

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

13. **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 may 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.