

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 4<sup>TH</sup> APRIL 2011

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chairman], MRS A R BEADLE, W CORDWELL, A R MULCUCK, N NEWMAN, D H NUNN, MRS A THROSSELL, MRS J F THWAITES & P HATCHER (FROM 8.05PM)  
CO CLLR PETER HOMEWOOD, MRS N GREENAWAY [Deputy Clerk]

575. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

576. **APOLOGIES FOR ABSENCE**

Apologies were RECEIVED from Cllr. Stone. The previously notified reason for absence was **APPROVED** and recorded in the absence book Ref. 107. Cllr Hatcher gave apologies for his late arrival.

A letter from Cllr Mrs Houghton was READ and it was **NOTED** that she wished to resign from the Council. It was further **NOTED** that a casual vacancy did not need to be declared as a Parish Election was to take place next month.

Apologies were also RECEIVED from PCSO Sayer.

577. **DECLARATIONS OF MEMBERS' INTERESTS**

Cllr Newman declared a personal interest in item 587(a)&(b) Cedar Room project and lease as he is a member of the Youth Centre Steering Committee. Cllrs Beadle, Mrs Beadle, Mulcuck and Porter declared a personal interest in item 582(b) Correspondence for Decision – letter from Twinning Association as they are members of the Twinning Committee.

***The Chairman moved that the reports from the Borough and County Councillor be brought forward to enable the County Councillor to attend to other matters.***

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

Co Cllr Peter Homewood advised that he still had funding available from last year's Highway Grant and there would be new funding for this year, giving a total of about £40,000.00, for Highway projects this year. However, it was unlikely that this funding would be available after this year so it was important that it is used by the four parishes he represents.



Cllr Homewood also advised he would have his £10,000.00 member's grant and any requests for funding should be e-mailed to him.

Finally, Cllr Homewood reported that KCC had so far recovered £10million of the £50million from the Icelandic Bank, and it was hoped more would follow.

No report from the Borough Councillor was available.

579. **CONFIRMATION AND SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 7<sup>th</sup> MARCH 2011**

The minutes of the above meeting were **CONFIRMED** and **SIGNED**.

580. **MATTERS ARISING**

There were no matters arising.

581. **MINUTES OF MEETINGS HELD DURING MARCH 2011**

(a) Community Centre Committee – 14<sup>th</sup> March 2011

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

(b) Planning, Highways & Transportation Committee – 21<sup>st</sup> March 2011

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

(c) Open Spaces & Amenities Committee – 21<sup>st</sup> March 2011

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

582. **CORRESPONDENCE**

(a) For Noting

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

Heart of Kent Hospice: Letter of Thanks

Victim Support: Letter of Thanks

Kent Air Ambulance Trust: Letter of Thanks

Local Councils: 'Update', March 2011, Issue 137

- Rural Kent: The Future of Village Shops/Post Office and Pubs In Kent – Invitation to event on 11<sup>th</sup> May 2011  
'Oast to Coast', Spring 2011
- Tonbridge & Malling B C: Minutes of Meeting held 3.3.2011
- Ditton Twinning Association: Notes of Meeting held In Rang-du-Fliers
- RBLI: Promoting, Inspiring, Enabling'  
'Warblings', Spring 2011
- (b) For Decision
- Tonbridge & Malling Borough Council: Parish Partnership Panel – Request for Agenda Items  
It was **NOTED** that the next Parish Partnership Panel is to take place on Thursday 26<sup>th</sup> May and items for the agenda are required by 27<sup>th</sup> April.
- Tonbridge & Malling Community Safety Partnership: Action Plan Consultation  
**READ** and **NOTED**.
- Ditton Twinning Association: Family Day, 26<sup>th</sup> June 2011  
A request for beer to be supplied to the French visitors via tokens to be provided by and paid for by the Twinning Association was **READ**. It was **NOTED** that the Twinning Association have asked if these drinks could be supplied at a concessionary price. Any further drinks purchased would be paid for over the bar at the usual rate. Discussion took place and it was **NOTED** that additional drinks purchased by the visitors must be paid for in sterling as it would not be possible to exchange Euros.
- RESOLVED**
- Mr M Fraser, Ditton Harriers: Report in Down's Mail  
It was **NOTED** that this letter had been withdrawn.

***The Chairman moved that three further date sensitive items of correspondence be taken:***

Clive Stanley:

Webmaster Services to Ditton Parish Council

It was **NOTED** that the current arrangement had expired but the webmaster would be happy to continue to provide the same service at the same rate for another term until 31<sup>st</sup> March 2013.

**RESOLVED**

TO ACCEPT THE WEBMASTERS PROPOSAL AND ENGAGE HIS SERVICES UNTIL 31<sup>ST</sup> MARCH 2013.

KCC Youth Service:

Try Angle Award Presentation Evening – 8<sup>th</sup> July 2011, The Angel Centre, Tonbridge  
READ and **NOTED** nominations should be returned to the Area Youth Office by 30<sup>th</sup> April 2011.

TMBC:

Coach of the Year Award 2011  
**READ** and **NOTED** this would be more appropriate for clubs.

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

Dealt with earlier in the meeting.

584. **REPORTS FROM NEIGHBOURHOOD POLICING TEAM**

A report from PCSO Sayer detailing crimes committed in Ditton in March was **READ** and **NOTED** as follows:- Total crime was 11 – this included 1 Assault; 1 Making off without Payment at the Jet Service Station; Theft of Lightening Conductor from Southern Water Sewage works; Attempted Theft of lead from property in The Stream; Theft of takings by Employee of take away fast food company; Theft of Motor Vehicle from Station Road; Theft from a Motor Vehicle; Shoplifting x 2 from the One Stop; and 1 Affray (Public Order) Possession of a knife in public following neighbour dispute.

585. **FINANCE**

(a) Accounts Received

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

Allotments:	Key and Rental	22.75
Ditton Guides:	HQ Rental	57.28

Ditton Infant School:	Grounds Maintenance	124.80
Ditton Junior School:	Grounds Maintenance	760.80
Ditton Vets FC:	Pitch Fee and Changing Rooms	69.00
Phil Grogan:	Advert – Ditton Gazette	35.25
Holtwood Rangers FC:	Pitch Fee	35.00
Multi Sports:	Income	879.30

(b) Accounts for Payment

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

Salaries:	Gross: £ 15562.28	Net: 11956.40
DPC Imprest Account:	Reimbursement	481.87*
Kent County Council:	Superannuation – March	3608.09
Astra Security:	Keys for OSA & CC	38.08 Vat <u>7.62</u> 45.70
CPRE:	Subs for 2011	29.00
Craigdene Limited:	Annual Inspection Play Areas	140.00 Vat <u>28.00</u> 168.00
EDF Energy:	Energy Account	496.16 Vat <u>96.81</u> 592.97
Emprise Services plc	Key Holder Charges for March	20.83 Vat <u>3.65</u> 24.48
Kent County Council:	Line Marking Powder	40.75 Vat <u>8.15</u> 48.90
Mr D Pullinger:	Locking KB Play Area – March	25.00
Clive Stanley:	Webmaster Services to 24 <sup>th</sup> March 2011	148.50
South East Water:	Changing Rooms NRRG	2.37

**PARISH COUNCIL IMPREST ACCOUNT** – Expenditure during March 2011

Brought forward 1 <sup>st</sup> March 2011	517.34
Reimbursement	<u>1982.66</u>
	2500.00

**March Expenses**

Voucher Charge	3.25
OSA Expenses	24.48

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Travelling Exps – A R Mulcuck	17.15	
Bar Expenses – Black Shirts	55.75	
Postage Stamps – Promotions	96.00	
Postage Stamps – TV Licence	145.50	
Bar Petty Cash	66.59	
PC Petty Cash	<u>73.15</u>	
		<u>-481.87</u>
		2018.13*

\*Sum to be drawn on 4<sup>th</sup> April 2011 to restore balance to £2500.00

(c) Direct Debits Paid During February 2011

The following direct debits paid during January 2011 were **READ, NOTED** and **APPROVED**:-

02.02.2011	Sky Business	526.92
03.02.2011	RBOS Mentor	365.17
09.02.2011	Talk Talk Business	42.81
10.02.2011	EDF Energy 1 Ltd	1292.01
11.01.2011	Matthew Clark Wholesale	246.27
15.02.2011	Talk Talk Business	0.26
21.02.2011	Heineken UK Ltd	2543.97
21.02.2011	The Fuelcard Company	120.80
28.02.2011	Walkers Snacks	98.45
28.02.2011	Veolia ES UK	194.40

(d) St Peter's Church and Parish Council Joint Family Day 26<sup>th</sup> June 2011

A request for the Council to provide a roundabout and bouncy castle for the community day, as in previous years, was **READ** and **NOTED**.

**RESOLVED** to fund from the Charities Account, under the Power to promote Well Being (Prescribed Conditions) Order 2008, a roundabout and bouncy castle at a cost of £200.

(e) Internal Audit Report of 4<sup>th</sup> Visit

A report from of the Internal Auditor, which had previously been circulated, was **READ** and it was **NOTED** that the auditor had expressed concern about the reduction in income from the Kilnbarn. He further noted that the return of the function bars in house would hopefully have a positive effect on the bar income.

(f) Assets Register

**READ, APPROVED** and **SIGNED**.

***The Chairman moved that an additional urgent financial matter be considered:-***

(g) Slippage of funds

The Chairman requested that the balance of the funds in the current year's Chairman's Allowance be slipped forward to next year to cover additional costs that are likely to occur.

**RESOLVED** to slip forward unspent funds in the Chairman's Allowance.

586. **PLANNING MATTERS**

(a) Plans Received for Comment

None received to date.

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

The following decisions were **READ** and **NOTED**:-

TM/11/00317/FL	Demolish existing garage to side and construct two storey side extension and conservatory to rear	54 Station Road <b><u>GRANTED</u></b>
TM/11/00240/FL	Conversion of integral garage to habitable accommodation	100 Bell Lane <b><u>GRANTED WITH CONDITIONS</u></b>

(c) 'B' Lists

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

11/9 - 7.3.2011; 11/10 - 15.3.2011

587. **CEDAR ROOM YOUTH CENTRE**

(a) Progress Report

Cllr Newman REPORTED that quotations had been received for the fire alarm system and new electrics. He also advised that Co Cllr Peter Homewood had indicated that he may be able to grant some funds towards these items.

(b) Draft Lease - Youth Centre Committee Response

**NOTED** nothing to report.

588. **ANNUAL PARISH MEETING**

(a) Final details

It was **NOTED** that all the arrangements are in hand for the Annual Parish Meeting.

(b) Chairmen's Reports

The Chairman reminded the Committee Chairs that the Clerk requires a copy of each Chairperson's report to enable them to be filed with the minutes of the meeting.

589. **COMPUTERS**

(a) Completion of Installation of New Equipment

The Deputy Clerk confirmed that the new equipment has been successfully installed.

(b) Disposal of old equipment

It was **NOTED** that the Clerk had suggested that one of the old computers could be housed in the Grounds Staff mess room, together with one of the printers to enable them to write reports etc. It was also suggested that the remaining computers, once wiped clean of all data, be given to the Youth Centre. Discussion took place and concern was expressed that even if the computers are wiped, traces of transactions may still be accessed. It was suggested it would be better to remove and destroy the hard drives and then the youth centre would just need to provide new hard drives. This would mean the Council would need to provide a new hard drive for one computer if it is to be used by the Grounds Staff.

**RESOLVED** to accede to the Clerk's suggestion subject to the existing hard drives being destroyed.

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

There were no matters arising from the Correspondence for Noting.

It was **NOTED** that the latest edition of the Gazette had arrived and copies were CIRCULATED. Cllr Mulcuck asked if any members had any comments to make on the new layout. Members agreed it was more "user friendly".

**RESOLVED** to keep the same format for the next edition and report back any comments from residents on the new format.

591. **CLOSURE**

The meeting closed at 8.27pm.

Chairman  
9<sup>th</sup> May 2011