

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY 5<sup>TH</sup> JANUARY 2011.

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

409. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

410. **APOLOGIES**

Apologies were RECEIVED from Cllrs. Brine and Mrs Houghton. The previously notified reasons for absence were **APPROVED** and are recorded in the absence book Ref. 96.

411. **DECLARATION OF INTERESTS**

Cllr. Stone declared a personal interest in item 420 'Planning Matters' and requested it be **NOTED** that his comments and decisions on planning applications at this meeting are a preliminary view and, in accordance with the Code of Conduct, he will look at all applications afresh at Borough Council level.

Cllrs. Stone, Newman, Hatcher and Mrs Thwaites declared a personal interest in item 421 'Turkey Run' as they are acquainted with the organiser of the event.

412. **REPORT FROM NEIGHBOURHOOD POLICING TEAM/COMMUNITY WARDEN**

PCSO Sayer reported on crime committed in Ditton during December 2010 and it was **NOTED** that a total of 8 crimes were reported to Police during the month. These crimes consisted of 1 house burglary during the daytime, 1 theft from a building site, 1 attempted theft from a building site, 1 theft from a motor vehicle, 1 theft from a shop, 1 criminal damage to a motor vehicle, 1 public order offence and 1 criminal damage to a shop window.

413. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 6<sup>th</sup> DECEMBER 2010**

The minutes of the above meeting were **CONFIRMED** and **SIGNED** as a true record.



414. **MATTERS ARISING**

- (a)
- T&MBC Churchyard & Cemeteries Allocation
- [Page 174, Item 391(a)(iv)]

Notes of meeting held with the Rev'd Ross Terranova and the Rev'd Priscilla Payne, which had been previously circulated, were **READ** and **NOTED**. **FURTHER NOTED** that they wish to accept this Council's offer to pass over to the Church the full amount of grant received from the Borough Council towards the Churchyard and Cemetery, under the terms set out in the minutes of the meeting of Parish Council on 6<sup>th</sup> December 2010 [Page 174, minute 391(a)(iv)].

Discussion took place and it was **NOTED** that it had previously been agreed that the Church would not be expected to pay the hire fee for the Oaken Hall for the Remembrance Day Service.

- (b)
- Ditton Gazette
- [Page 183, Item 397]

Discussion took place on the future layout of the Ditton Gazette and it was **PROPOSED** by Cllr. Cordwell, **SECONDED** by Cllr. Mrs Throssell, that the Gazette be published in A5 format.

**PROPOSED** by Cllr. Stone, **SECONDED** by Cllr. Newman, that it remains as an A4 publication.

VOTING on the amendment resulted in 5 IN FAVOUR, 5 AGAINST and 2 ABSTENTION.

VOTING on the first proposal resulted in 6 VOTES IN FAVOUR, 5 AGAINST. The proposal that the Gazette be reduced to A5 format was therefore CARRIED.

**RESOLVED** that the next two editions of the Gazette be published in A5 format and this be reviewed again after the second edition has been published, to gauge resident's comments on the new format.

415. **MINUTES OF COMMITTEE MEETINGS HELD DURING DECEMBER 2010**

- (a)
- Finance and Administration Committee, 13<sup>TH</sup> December 2010

**Recommendation:**

ESTIMATES FOR FINANCIAL YEAR 2011/2012 [Page 185, Item 406]

**RESOLVED** to **APPROVE** and **ADOPT** the 2011/2012 estimates as set out in the minutes of the Finance and Administration Committee meeting held on 13<sup>th</sup> December 2010 [Page 186, Minute 406] giving a total precept requirement of £208,633.84.

416. **CORRESPONDENCE**

- (a)
- For Noting

The following correspondence was CIRCULATED at the meeting and **READ** and **NOTED**:-

Kent Police: Tonbridge & Malling Crime Prevention Panel

Kenward Trust: 'Update' Winter 2010

Rochester Bridge Trust:	<u>Annual Review 2009-2010</u>
Local Councils:	<u>'Update', Issue 134 – December 2010</u>
Local Works:	<u>Sustainable Communities Act</u>
Ditton Infant School:	<u>Letter of Thanks</u>
Ditton Junior School:	<u>Letter of Thanks</u>
Heart of Kent Hospice:	<u>Letter of Thanks</u>
Rural Kent:	<u>'Rural News' Issue 98, December 2010</u>
“ “	<u>'Oast to Coast', Winter 2010</u>
Kent Air Ambulance:	<u>Letter of Thanks</u>
KAPC:	<u>Parish News – Issue 351, December 2010 + encs</u>
Kent Wildlife Trust:	<u>'Wild Kent' Winter 2010 + encs</u>
	<u>'Natural World', Winter 2010</u>
	<u>'Events Diary, February – May 2010</u>

(b) For Decision

No correspondence for decision had been received.

#### 417. **FINANCE**

(a) Accounts Received

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

Residents:	Allotment Rents	32.25
Ditton Petanque Club:	Adjustment re. food provision	23.01
UK Power Networks:	Wayleave	3.45
Ditton Infants School:	Grounds Maintenance	122.20
Ditton Junior School:	Grounds Maintenance	372.48
Multi Sport	Hire Fees	296.00

(b) Accounts For Payment

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

Salaries:	Gross: 15936.54	Net	12315.16
DPC Imprest A/C:	Reimbursement of December Expenses		962.16*
Kent County Council:	Superannuation - December 2010		3581.82
Astra Security:	1 Cylinder & 1 Mortice Key	8.90 Vat <u>1.56</u>	10.46
Clive Stanley Associates:	Webmaster Services 20.9 – 31.12.2010		297.00
Eden Park (STMS) Ltd:	Line Marker Solid Tyres 3 Gallon Tank	313.00 Vat <u>54.78</u>	367.78
Emprise:	Keyholding December	20.83 Vat <u>3.65</u>	24.48
J & W Construction:	1 <sup>st</sup> Interim Payment – Cedar Rooms	25000.00 Vat <u>4375.00</u>	29375.00
Kent County Council:	Internal Audit 8/11/2010	260.00 Vat <u>45.50</u>	305.50
Kent County Council:	Vehicle Lease Fee	326.00 <u>57.05</u>	383.05
Kent County Council:	Snow Shovel, Jug Kettle	41.63 Vat <u>7.29</u>	48.92
Lyreco UK Ltd:	Bulbs	39.50 Vat <u>6.91</u>	46.41
Peeks Ltd:	NYE Blowers Poppers Carriage	50.65 5.50 Vat <u>9.83</u>	65.98
Popi:	Printing Christmas Gazette		1135.00
Mr Pullinger:	Playarea Locking – December		25.00
Sevenoaks Stag:	Manual Handling Training	60.00 Vat <u>10.50</u>	70.50
Three Towns Office Equipment Ltd:	Postage Book, Receipt Book	22.36 Vat <u>3.90</u>	26.26
Travis Perkins Co. Ltd:	Workshop supplies	54.84 Vat <u>9.60</u>	64.44

Imprest Account – Breakdown of Expenditure during December 2010

Brought forward 1 <sup>st</sup> December 2010	354.02
Reimbursement	<u>2145.98</u>

	2500.00	
<b>December Income</b>		
New Years Eve Act	1500.00	
Friday Raffle Reimbursement	98.82	
Saturday Raffle Reimbursement	<u>66.00</u>	
	4164.82	
<b>December Expenses</b>		
Voucher Charge	3.25	
RBL Poppy Wreaths	16.50	
Bar Expenses	148.03	
Credit Card Reimbursements	42.00	
Allotment Skip	152.75	
Postage Stamps	137.50	
Petty Cash	107.66	
Donation – Symbolics Heart Kent Hospice	50.00	
Donation – Symbolics Kent Air Ambulance	50.00	
NYE Act	1500.00	
Bar Petty Cash	68.47	
Cllrs & Staff Evening	<u>350.82</u>	<u>2626.98</u>
		1537.84
Sum Required to restore balance		<u>962.16*</u>
		2500.00

\* Sum to be drawn on 5<sup>th</sup> January 2011 to return the balance to £2500.00

(c) Direct Debits - Paid During November ~~200~~2010

The following Direct Debits were **READ, NOTED** and **APPROVED**:-

[i] DITTON PARISH COUNCIL ACCOUNT

01.11.2010	WPA Health	505.87
01.11.2010	02	24.11
03.11.2010	Sky Business	506.43
03.11.2010	RBS Mentor	365.17
09.11.2010	Opal Connect Ltd	42.82
22.11.2010	Heineken UK Ltd	3120.32
22.11.2010	Tonbridge & Malling BC	1137.00
22.11.2010	Fuelcard Company	92.92
22.11.2010	Tonbridge & Malling BC	67.00
25.11.2010	EDF Energy	675.80
29.11.2010	Matthew Clark	257.05
29.11.2010	Walkers Snacks	190.81
29.11.2010	Hive Telecom Ltd	13.21
29.11.2010	Veolia Es UK	190.35
30.11.2010	NCS Office Systems	165.84

(d) Christmas Dances - Balance Sheet

The balance sheet was CIRCULATED at the meeting and showed a profit on ticket sales of £2,514.55 and a profit from raffle ticket sales of £608.55.

Discussion took place.

**RESOLVED** to place an item on the Finance and Administration Committee's next agenda to enable discussion on the price of tickets for 2011 dances.

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

Borough Councillor Stone reported on the following matter:-

Emergency Finance Meeting – T&MBC are calling an emergency meeting for next Tuesday 11<sup>th</sup> January 2011, but no further details are available.

419. **REPORT FROM NEIGHBOURHOOD POLICING TEAM/COMMUNITY WARDEN**

Dealt with earlier in the meeting.

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

(a) Plans dealt with by Planning Committee Chairman & Clerk during December Recess

The following plan dealt with by the Clerk and Chairman of the planning committee during the December recess, was **READ** and **NOTED**:-

TM/10/03335/FL	Renewal of consent for change of use of land and buildings to the keeping and training of horses, erection of a stable building and isolation stable, horse walker, change of use of barn to provide associated office and storage and trainers accommodation, use of existing barn for general storage use including eg: hay and feed stuff, creation of parking area and landscaping	Kiln Barn Farm
	<b>NO OBJECTION</b>	

(b) Plans Received for Comment

**NOTED** no plans for comment had been received.

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

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**NOTED** no decisions had been received.

(d) 'B' Lists

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

10/47 - 29.11.2010; 10/48 - 06.12.2010; 10/49 - 15.12.2010; 10/50 - 20.12.2010

(e) Agenda, Minutes, Notes etc. of Area 3 Planning Committee

**NOTED** the above document had not been received.

421. **TURKEY RUN** - Complaints

Members were advised of a complaint from a resident of Cherry Orchard regarding inconsiderate and dangerous parking in Kilnbarn Road by spectators and people participating in the above event.

It is also understood that the organisers had a tent on the recreation ground selling alcohol at this event.

Discussion took place and Members were advised that with such a large event it is most likely that the organiser would have needed a licence from T&MBC to hold the event and this would have included the requirement for a parking plan. They most certainly would have required a licence to sell alcohol.

**RESOLVED** they be advised of the following conditions which will apply to future bookings:-

1. Advice must be sought from the Borough Council regarding a licence for these events and, if appropriate, a copy will be a requirement for acceptance of bookings for future events.
2. A solution must be found to the parking problems incurred in 2010 and a parking plan submitted to the Council.
3. Permission must be obtained in advance from the Council for any structures i.e. tents/marquees being erected on the recreation ground.
4. In accordance with the conditions of hire **NO** alcohol whatsoever can be sold, served or consumed on the premises (including Kilnbarn recreation ground) other than that purchased from the Council's own bar facilities.
5. Strict observance of the maximum capacity of 100 people in the Don Carman Hall.

422. **INSURANCE CLAIM**

Members were advised of the current situation and that all relevant documentation has been forwarded to this Council's insurers.

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

Cllr. Mulcuck requested that Kent Highways be asked to consider putting Bradbourne Lane and St Peter's Road on the secondary road salting list during heavy snowfall, as this route was impassable during the last heavy snowfall.

424. **CLOSURE**

The Chairman closed the meeting at 8.27pm.

Chairman

200  
7<sup>th</sup> February 2011