

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 7th MARCH 2011

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chairman], 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]

533. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm

534 **APOLOGIES**

Apologies were RECEIVED from Cllrs. Brine and Mrs Houghton. The previously notified reasons for absence were **APPROVED** and recorded in the absence book Ref. 104.

535. **DECLARATION OF INTERESTS**

Cllr. Stone declared a personal interest in item 544 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. Mulcuck and Mrs Thwaites declared personal interests in item 540(b) Ditton Bowls Club as they are members of the club.

Cllrs. Nunn, Hatcher, Stone and Mrs Thwaites declared personal interests in item 539(a)(v)4 Cedar Room lease as they members of the Youth Centre Steering Committee.

The Chairman moved that the police report be taken next to enable the officer to return to his duties.

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

PCSO Rob Sayer reported on the following matters:-

- **Crime figures for February** – these totalled 5; 1 assault, 1 arson attack on a vehicle, 2 house burglaries and 1 driving off without paying for fuel.
- **Motorbike nuisance** – was reported to the police in the Quarry Nature Reserve over the last weekend.

Cllr. Nunn advised the officer of an unreported entry into a residential property in Ditton one evening during February when the occupants were in.

537. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 7th FEBRUARY 2011**

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

538. **MATTERS ARISING**

(a) Annual Parish Meeting – Achievement Awards [Page 223, Item 469(b)]

Nominations for achievement awards were **READ** and **NOTED**.

RESOLVED the Chairman will present the awards to each person nominated.

The Clerk will prepare the certificates.

(b) Royal Wedding Commemorative Mugs [Page 224, Item 472]

It was **NOTED** that the price previously obtained from the internet could not be bettered.

Discussion took place and it was agreed that the cost of purchasing sufficient mugs would be too expensive at this time.

RESOLVED not to proceed with purchasing mugs for the royal wedding, but to consider this for the Queens 60th celebrations in 2012.

(c) Parish Partnership Panel

Cllr. Mulcuck gave a précis of the presentations given at the recent Parish Partnership Panel meeting which he attended. He advised he found the presentation very useful and informative.

539. **MINUTES OF MEETINGS HELD DURING FEBRUARY 2011**

(a) For Confirmation & Signing

(i) COMMUNITY CENTRE COMMITTEE, 14th, FEBRUARY 2011

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

(ii) PLANNING COMMITTEE, 21st FEBRUARY 2011 - Herewith

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

(iii) OPEN SPACES & AMENITIES COMMITTEE, 21st FEBRUARY 2011 - Herewith

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

RECOMMENDATION

1. *Damaged Manhole Cover* [Page233, Item 502(c)]

RESOLVED to **RATIFY** the recommendation to replace the cover as soon as funds are available.

Cllr. Stone questioned the amount agreed by this Committee at its last meeting to be charged for the hire of three football pitches by a regular hirer for a football tournament.

Considerable discussion took place and it was explained that the date of the tournament is outside of the football season at Ditton and the cost applied is the current charge for tournaments and casual hire of pitches.

RESOLVED the current hire charge quoted will apply to this booking.

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

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

- (v) FINANCE AND ADMINISTRATION COMMITTEE, 28TH FEBRUARY 2011 - Herewith

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

RECOMMENDATIONS

1. *Investment Report* [Page 239, Item 524(d)]

RESOLVED to **RATIFY** the recommendation to withdraw a further £20,000 from the investment to fund capital expenditure.

2. *Investment Strategy* [Page 241, Item 528]

RESOLVED to **RATIFY** the recommendation and adopt the draft as this Council's investment strategy for 2011/2012.

3. *Adverse Weather Policy* [Page 241, Item 529]

RESOLVED to **RATIFY** the recommendation and adopt the draft as this Council's adverse weather policy.

4. *Cedar Room Lease* [Page 241, Item 531]

Considerable discussion took place and it was suggested that the following addition to clause 2(e) be included:-

'In the event that the lessee does not carry out the repairs nominated, the lessors have the right to enter onto the said premises and carry out the repair invoicing the lessee for the same'.

RESOLVED to RATIFY the recommendation, subject to the inclusion of the above addition to clause 2(e), and forward the draft lease to the Youth Centre Committee for their comments.

(vi) REVIEW COMMITTEE, 3RD MARCH 2011

Cllr. Beadle gave a report on the review committee meeting held on 3rd March 2011.

RECOMMENDATION

RESOLVED to RATIFY the recommendation to take the function bars back into the Council's control.

(b) For Noting

(i) DITTON TWINNING ASSOCIATION, 17TH FEBRUARY 2011

READ and NOTED.

540. **CORRESPONDENCE**

(a) For Noting

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

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

John Ranger:

Ditton Bowls Club

A request for the fence along the boundary of the Bowls club and recreation ground to be replaced was **READ** and it was **NOTED** that the fence has suffered damage over many years and now is beyond any further repairs.

RESOLVED THE CONDITION WILL BE MONITORED AND SUBJECT TO CONFIRMATION OF OWNERSHIP, THE FENCE REPLACED AS SOON AS FUNDS ARE AVAILABLE.

A further request to excavate a trench along the public footpath to enable the club to make a connection to the main sewer was **READ** and it was **NOTED** that currently their toilet facilities are connected to a cesspit.

RESOLVED TO ACCEDE TO THE REQUEST SUBJECT TO COMPLIANCE WITH RELEVANT HEALTH AND SAFETY REGULATIONS.

The Chairman moved that two further items of correspondence received that day be taken.

Audit Commission:

Appointment of External Auditor

It was **NOTED** that the external Auditor for the 2010/2011 Audit will be Ms. Jackie Bellard from the Commissions Bolton office.

Liz Rickaby:

British Legion Industries

An invitation to attend a presentation on the Legions five year strategy on 15th March was **READ & NOTED**.

Cllr. Mulcuck agreed to attend with the Clerk.

541. **FINANCE**(a) Accounts Received

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

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

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	<u>7.22</u>	
		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	250		
	<u>59.00</u>		<u>-1465.42*</u>
		517.34	
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

The following accounts paid between meetings were **READ, NOTED** and **APPROVED**:-

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

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

[i] DITTON PARISH COUNCIL ACCOUNT

04.01.2011	Sky Business	506.43
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

(e) Internal Audit Plan for 2011/12

A copy of the internal audit plan for 2011/2012 which had been previously circulated, was **READ, NOTED** and **APPROVED**.

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

Borough Councillor Stone reported on the following items:-

- Bellingham Way – although T&MBC were reluctant to proceed with the request to open up this access to traffic, as East Malling & Larkfield and Aylesford Parish Councils have expressed their support for this and County Councillor Trudie Dean has secured funding for a feasibility study, they are likely to progress it.
- Parish Elections – anyone wishing to stand for election must collect their nomination papers from the Borough Council offices. It will no longer be permitted for them to be sent out to parish council Clerks as in the past.

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

Dealt with earlier in the meeting.

544. **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
RESOLVED NO OBJECTION		

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

The following decision was **READ** and **NOTED**:-

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 <u>APPROVED</u>
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(c) 'B' Lists

The following 'B' List was **READ** and **NOTED**:-

11/6 - 15.2.2011

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

NOTED these documents were not available.

(e) Agenda, Minutes of Joint Transportations Board

Cllr. Mulcuck gave a précis of the above document and noted the postponement of the Public Inquiry for the A21 Tonbridge to Pembury Dualling scheme and the remodelling of the West Malling Station forecourt.

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

Cllr. Mulcuck offered to obtain further information on The Queen Elizabeth II Fields Challenge.

Cllr. Newman enquired if Popi had sent in their updated quotation for the new style gazette.

546. **CLOSURE**

The Chairman closed the meeting at 9.05pm.

Chairman
4th April 2011