

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE ANNUAL PARISH COUNCIL MEETING OF DITTON PARISH COUNCIL, TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY, 7th MAY 2008 AT 7.30PM

Ditton Community Centre
Kilbarn Road
Ditton
AYLESFORD
Kent ME20 6Q

[Mrs] Sue Kavanagh
Clerk of the Council

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30th April 2008

PART I

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **ELECTION OF CHAIRMAN FOR 2008/2009**
4. **ELECTION OF VICE-CHAIRMAN FOR 2008/2009**
5. **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR & VICE-CHAIR**
6. **APPOINTMENT OF COMMITTEES FOR 2008/2009**

[a] Planning - 11 Members

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[b] Community Centre - 7 Members

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[c] Open Spaces & Amenities - 7 Members

- [i] MEMBERSHIP



[ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

- [d] Personnel Committee – 6 Members (Committee Chairs + 2 Members)

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

- [e] Finance & Administration Committee - Chair & Vice-Chair of Council & All Committee Chairs

Vice-Chair to be elected at the first Meeting of the Committee

- [f] Allotment Managers [3]
- [g] Sub-Committees (Current)
 - (i) INVESTMENT SUB-COMMITTEE (Currently 4 Members)
 - (ii) HEALTH & SAFETY SUB-COMMITTEE (4 Senior staff Members & 2 Members)
 - (iii) BAR FINANCE WORKING PARTY (Currently 4 Members)

7. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

- (a) Kent Association of Local Councils
- (b) T & M BC Parish Partnership
- (c) T & M Crime Prevention Panel

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PART II

8. **DECLARATION OF MEMBERS' INTERESTS**

9. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 7th APRIL 2008**

10. **MATTERS ARISING**

11. **MINUTES OF MEETINGS HELD DURING APRIL 2008** - For Confirmation & Signing

- (a) Community Centre Committee Meeting, 14th April 2008 - herewith

(b) Planning Committee Meeting, 21st April 2008 - herewith

(c) Open Spaces & Amenities Committee, 21st April 2008 - herewith

12. **CORRESPONDENCE**

(a) For Noting

Tonbridge & Malling Boro' Cncl: Minutes of Council, Cabinet & Committee Meetings 2008
Vol.1 Dec. 6th (07) to Feb 14th (08)

Budget Statement 2008/2009

Parish Partnership Panel – Minutes of Meeting held
6/3/08

Minutes of Public Transport Panel Meeting held 18/03/08

Tonbridge & Malling Crime
Prevention Panel:

Minutes of Meeting held 25/2/08

DCK Beavers Ltd:

Mileage Charges

Kent Empty Property Initiative:

Spring 2008 Newsletter

Press Publishing:

'Local Council's Update' - April 2008, Issue 102

Kent Air Ambulance:

Letter of Thanks

Victim Support:

Letter of Thanks

Ditton Heritage Centre Ltd:

Letter of Thanks

Fields In Trust (Fit):

Notice of AGM 18/6/2008

KALC:

'Parish News' – Issue 331, 7th April 2008

Minutes of Area Meeting held 20/3/08

Rural Kent:

'Oast to Coast' Spring 2008

Hallmark Scheme Training and Presentation Evening

Wildlife Trust:

'Natural World', Spring 2008

'Wild Kent', Spring 2008

Environment Agency:

Newsletter, April 2008 – 'River Basin Bulletin'

(b) For Decision [Copies herewith]

Mrs E Day: Environmental Policies

13. **FINANCE**

(a) Accounts Received

Aylesford Newsprint:	Donation to Firework Display		80.00
Ditton C E Junior School:	Grounds Maintenance		342.57
Ditton Guides:	Energy Charges – Guide HQ		27.92
Ditton Minors FC:	Energy Charges – NRRG		205.30
Multi Sports:	Income		306.50
Photocopies:	Income		11.20
Gazette Ads:	Lush Gardens	60.00	
	Drive Right	28.00	
	Leisure Hire	<u>35.00</u>	123.00

(b) Accounts for Payment

Salaries:	April 2008	Gross: 15824.24	Net: 11635.45
DPC Imprest A/C:	Reimbursement of April expenses		585.78*
Kent County Council:	Superannuation Subs – April		3760.68
Aquaid:	Sanitisation – Water Dispensers	18.49	
		Vat <u>3.24</u>	21.73
A Beacham Farm Svs:	Tractor Service & Parts	254.23	
		Vat <u>44.49</u>	298.72
EDF Energy:	St. Lighting Maintenance 08/09	23.63	
		Vat <u>4.14</u>	27.77
EDF Energy:	Energy Charge – Changing rooms NRRG	245.60	
		Vat <u>-7.50</u>	205.30
EDF Energy:	Energy Charge – Cedar Rooms	314.48	
		Vat <u>57.73</u>	387.64
Ernest Doe:	Machinery Parts	66.19	
		Vat <u>11.55</u>	77.44
Emprise:	Keyholding & Alarm Response	20.88	
		Vat <u>3.65</u>	24.48

Forge Engineering:	Repairs to Play Equipment KBRG	375.00	
		Vat <u>65.63</u>	440.63
Kent Assoc. Local Cncls:	Annual Subs & LCR		1,197.88
Kent County Council:	4 th Internal Audit Visit	260.00	
		Vat <u>45.50</u>	305.50
Kent Co. Playing Fields Association:	Annual Subscription		15.00
Kentec:	Abrasive Wheels Training	150.00	
	PASMA Mobile Tower Training	250.00	
		Vat <u>70.00</u>	470.00
MAB Groundscare:	Repairs to Honda HRH 536	55.20	
		Vat <u>9.66</u>	64.86
Monro Horticulture:	Spraying products	94.66	
		Vat <u>16.57</u>	111.23
Nat. Soc. of Allotment & Leisure Gardeners Ltd:	Annual Membership Fee 2008/2009	55.00	
		Vat <u>9.63</u>	64.63
Netbox 5:	McAfee Anti-Spam Software Licence	165.00	
		Vat <u>28.88</u>	193.88
Nico Office Ltd:	Value Toner Kit	372.79	
		Vat <u>65.24</u>	438.03
Parkfoot Garage Ltd:	Diesel	42.55	
		Vat <u>7.45</u>	50.00
Popi:	2000 Gazettes	1295.00	
	2000 APM Notices	<u>202.00</u>	1497.00
Mr Pullinger:	Locking of Playarea		25.00
Three Towns:	High Back Typist Chair	48.00	
		Vat <u>8.40</u>	56.40
Travis Perkins Ltd:	8" Road Tow chipper	400.00	
	W/Hoathly Sharpthorne Mix and Blue Circle Mastercrete	73.16	
	Fence Panel & Posts	67.44	
	Hire of Rotovator	39.00	
	Kiln Dried Sand	<u>8.42</u>	
		588.02	
		Vat <u>102.91</u>	690.93
Unison:	Members Subscriptions (deducted from salaries)		548.40

PARISH COUNCIL IMPREST ACCOUNT – Reimbursement of April Expenses

Carried Forward 1 st April 2008		1400.35
Add: PC Reimbursement		<u>1099.65</u>
		2500.00
Deduct: April Expenses		
Voucher Charge	3.25	
OSA Expenses	157.62	
Clerks Course	141.00	
Postage	93.00	
Petty Cash	70.91	
Gazette Delivery	<u>120.00</u>	<u>585.78</u>
		1914.22
Balance		<u>585.78*</u>
		2500.00

*Sum to be drawn on 7th May 2008

(c) Accounts Paid Between Meetings

No Accounts were paid between meetings

(d) Direct Debits & BACS Payments During March 2008

[i] DITTON PARISH COUNCIL ACCOUNT

03.03.08	Sky Business	306.68
04.03.08	WPA	491.80
04.03.08	02	28.56
05.03.08	RBOS Mentor	365.17
18.03.08	BT	48.89
18.03.08	BT	44.54
18.03.08	BT	58.37
19.03.08	Post Office Ltd	52.70
20.03.08	Euphony	23.28
20.03.08	S & N UK Ltd	7,354.47
25.03.08	BOC Manchester ACC	235.00
25.03.08	AML D	156.00
25.03.08	Waverleys TBS	48.53
26.03.08	EBS Direct Debits	23.25
26.03.08	BT	54.08
26.03.08	BT	247.97

[ii] BACS PAYMENTS

05.03.08	Bankline Autopay	1,086.78
12.03.08	“ “	1192.84
18.03.08	Inland Revenue	4,688.01
19.03.08	Bankline Autopay	1191.28
26.03.08	“ “	1163.74

- (e) Investment
 - (i) INVESTMENT STRATEGY FOR 2008/2009 - if available.
 - (ii) CURRENT SITUATION REGARDING FINANCIAL ADVISOR
 - (iii) WORKING PARTY MEETING WITH UBS – 2.00PM MONDAY 19TH MAY 2008
- (f) Internal Audit
 - (i) REPORT OF FOURTH VISIT FOR 2007/2008 [Copy herewith]
 - (ii) PROPOSED AUDIT PLAN FOR 2008/2009 [Copy herewith]
- (g) Statement of Accounts for Financial year 2007/2008 -
For approval and adoption, if available
- (h) External Audit for Financial Year 2007/2008
 - (i) ANNUAL RETURN – STATEMENT OF ACCOUNTS
For approval and signing, if available.
 - (ii) ANNUAL GOVERNANCE STATEMENT
For approval and signing, if available
- (i) Ditton Twinning Association – Request for Release of Funds

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

15. **REPORTS FROM POLICING TEAM & COMMUNITY WARDEN**

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

- (a) Election of Vice Chairman

- (b) Plans Received for Comment

TM/08/01203/FL	Amend condition 6 of planning consent TM/07/03375/FL for sale of alcohol – terminal hour 23.30. Closure of premises terminal hour 00.00	Kentish Quarryman 42 New Road
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- (c) Plans Dealt with by Tonbridge & Malling Area Sub C'ttee. 3

TM/08/00511/FL	Erection of pair of semi-detached houses	35 Bradbourne Lane <u>REFUSED</u>
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TM/08/00642/FL Rear single storey extension

18 Orchard Grove
GRANTED

(d) 'B' Lists

08/15 - 14.4.08; 08/16 - 21.04.2008

(e) Agenda, Minutes & Notes of T & M Area 3 Sub Committee

(f) TM/07/03219/AT– Non-illuminated Freestanding Sign, Pinion Pet Foods
- Appeal Decision

(g) Planning Enforcement Investigation – East Malling Research Station - Alleged unauthorised use as a distribution Centre

17. **DITTON GAZETTE - COPY DEADLINE FOR SUMMER EDITION**

18. **WEBSITE** - Approval of new design

19. **KENT COMMUNITY WARDEN** – notification of temporary warden cover

20. **LETTERHEADING**

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

22. **INCIDENT 9TH APRIL 2008** - Information herewith, for noting

23. **CLOSURE**

N.B: All Meetings of the Council are open to the public and include an adjournment of 15 minutes at approximately 8.30pm to permit members of the public to raise any items for the Council's attention. However, because of the confidential nature of some of the items on this Agenda, in accordance with Standing Orders 27 & 50, parts of this meeting will exclude the Press and Public.