

DITTON PARISH COUNCIL

MIUTES OF THE ANNUAL PARISH COUNCIL MEETING OF DITTON PARISH COUNCIL, HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY, 6TH MAY 2009

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chairman], MRS A R BEADLE, M D BRINE, M LANDER, A R MULCUCK (until 8.45pm), D H NUNN, M J PORTER, MRS A THROSSELL & MRS J F THWAITES
MRS S J KAVANAGH [Clerk of the Council], MRS N GREENAWAY [Admin. Asst.]

PART I**1. OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

2. APOLOGIES

Apologies were RECEIVED from Councillors Angel, Baker and Cordwell. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 027. Apologies were also RECEIVED from Co. Cllr. Rowe and PC Roddick.

The Chairman moved that the Neighbourhood Policing Report be taken next to enable the Officer to return to his duties.

3. REPORTS FROM NEIGHBOURHOOD POLICING TEAM & COMMUNITY WARDEN

PCSO Rob Sayer advised that the reported crime in Ditton during April 2009 totalled 8: 4 thefts and 4 criminal damage.

4. ELECTION OF CHAIRMAN FOR 2009/2010

Cllr. Porter was **NOMINATED** by Cllr. Mulcuck and **SECONDED** by Cllr. Mrs Thwaites. There being no further nominations, Cllr. Porter was duly **ELECTED** Chairman of the Council for 2009/2010.

5. ELECTION OF VICE-CHAIRMAN FOR 2009/2010

Cllr. Beadle was **NOMINATED** by Cllr. Mrs Thwaites and **SECONDED** by Cllr. Brine. There being no further nominations, Cllr. Beadle was duly **ELECTED** Vice-Chairman of the Council for 2009/2010.

6. DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR & VICE-CHAIR

Cllrs. Porter and Beadle duly signed their Declaration of Acceptance of Office in the presence of the Clerk.



7. **APPOINTMENT OF COMMITTEES FOR 2009/2010**

The following Committee Members were appointed for 2009/2010.

[a] **Planning - 11 Members**

[i] MEMBERSHIP

Cllr. R Angel	Cllr. Mulcuck
Cllr. R G W Baker	Cllr. Nunn
Cllr. Mrs A R Beadle	Cllr. B D Stone
Cllr. M Brine	Cllr. Mrs A Throssell
Cllr. W Cordwell	Councillor Mrs Thwaites
Cllr. M Lander	

[ii] ELECTION OF CHAIR

Cllr. Mulcuck was **NOMINATED** by Cllr. Mrs Throssell and **SECONDED** by Cllr. Beadle. There being no further nominations, Cllr. Mulcuck was duly **ELECTED** Chairman of the Planning Committee for 2009/2010.

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

[b] **Community Centre - 7 Members**

[i] MEMBERSHIP

Cllr. Mrs A R Beadle	Cllr. W Cordwell
Cllr. J Beadle	Cllr. M Lander
Cllr. M Brine	Cllr. D H Nunn

[ii] ELECTION OF CHAIR

Cllr. Beadle was **NOMINATED** by Cllr. Nunn and **SECONDED** by Cllr. Mrs Beadle. There being no further nominations, Cllr. Beadle was duly **ELECTED** Chairman of the Community Centre Committee for 2009/2010.

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

[c] **Open Spaces & Amenities - 7 Members**

[i] MEMBERSHIP

Cllr. R Angel	Cllr. B D Stone
Cllr. RGW Baker	Cllr. Mrs A Throssell
Cllr. A R Mulcuck	Cllr. Mrs J F Thwaites

[ii] ELECTION OF CHAIR

Cllr. Baker was **NOMINATED** by Cllr. Mrs Thwaites and **SECONDED** by Cllr. Mulcuck. There being no further nominations, Cllr. Baker was duly **ELECTED** Chairman of the Open Spaces and Amenities Committee for 2009/2010.

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

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

[i] MEMBERSHIP

Cllr. Mrs A Beadle	Cllr. A R Mulcuck
Cllr. R G W Baker	Cllr. M J Porter
Cllr. J A Beadle	Cllr. Mrs A Throssell

Cllrs. Porter and Mrs Throssell were elected as the non committee chair members.

[ii] ELECTION OF CHAIR

Cllr. Mrs Beadle was **NOMINATED** by Cllr. Porter and **SECONDED** by Cllr. Mulcuck. There being no further nominations, Cllr. Mrs Beadle was duly **ELECTED** Chairman of the Personnel Committee for 2009/2010.

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

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

Cllr. R G W Baker	Cllr. A R Mulcuck
Cllr. Mrs A R Beadle	Cllr. D H Nunn
Cllr. J A Beadle	Cllr. M J Porter (Chairman)

Cllr. Nunn was also elected to this committee in view of his financial experience.

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

[f] Allotment Managers [3]

Cllr. R G W Baker	Cllr. A R Mulcuck	Cllr. Mrs J F Thwaites
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[g] Sub-Committees (Current)

(i) INVESTMENT SUB-COMMITTEE (Currently 4 Members)

Cllr. J A Beadle	Cllr. Mrs J F Thwaites
Cllr. A R Mulcuck	Clerk of the Council
Cllr. D H Nunn	

(ii) HEALTH & SAFETY SUB-COMMITTEE (4 Senior staff Members & 2 Members)

Cllr. Baker	Health and Safety Officer
Cllr. Cordwell	Bar Manager
Clerk of the Council	Caretaking Supervisor

(iii) REVIEW COMMITTEE (Currently 5 Members + Clerk)

Cllr. Mrs A Beadle	Cllr. D H Nunn
Cllr. J A Beadle	Cllr. B D Stone
Cllr. M Lander	Clerk of the Council

(iv) CEDAR ROOM

Cllr. Mrs A R Beadle
Cllr. J A Beadle

Cllr. A R Mulcuck
Health & Safety Officer

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

(a) Kent Association of Local Councils

Cllr. A R Mulcuck and Cllr. Mrs Beadle

(b) T & M BC Parish Partnership

Cllr. A R Mulcuck and Cllr. Mrs A R Beadle

(c) T & M Crime Prevention Panel

Cllr. B D Stone (subject to his agreement).

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PART II

9. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interest.

10. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 6th APRIL 2009**

The minutes of the meeting held on 6th April 2009 were **CONFIRMED** and **SIGNED** as a true record.

11. **MATTERS ARISING**

(a) Power of Well Being – Survey of Training Needs [Page 290, item 591(b)]

Information on the Power of Wellbeing, which had previously been circulated, was **READ** and it was **NOTED** that to qualify the Council has to be accredited a 'Quality' Council and the Clerk and 80% of the Members have to be trained in the use of the power.

RESOLVED that investigations be made to see if it is possible to hold the training for councillors in-house.

(b) Ditton Gazette [Page 297, item 601]

A spreadsheet, comparing this Council's advertising fees with other local Council magazine charges, which had previously been circulated, was **READ** and **NOTED**. Discussion took place.

RESOLVED to increase advertising costs in the Ditton Gazette, commencing with the Autumn edition, as follows:-

1/8 Page £30; 1/4 Page £40.00; 1/2 Page £70.00

(c) Emergency Planning [Page 287, item 589(a)]

Cllr. Beadle gave a précis of the meeting held earlier in the week with the KCC Emergency Planning Officer.

RESOLVED to move forward with developing an emergency plan for Ditton and an item be placed in the Ditton Gazette advising parishioners of the project and asking for volunteers etc.

12. **MINUTES OF MEETINGS HELD DURING APRIL 2009**

(a) Community Centre Committee Meeting, 15th April 2009

The above minutes, which had previously been circulated, were presented by Cllr Beadle and **CONFIRMED** and **SIGNED**.

(i) MATTERS ARISING

1. Portable Appliance Testing (PAT)

Members were advised that, as an employer and owner of a public building, Portable Electrical Appliance Testing (PAT) is required under health and safety regulations, however no regulation is laid down regarding frequency of testing. It is left to the employer/owner to determine frequency of tests depending on the usage and age of electrical equipment and likelihood of damage.

RESOLVED to continue to have the tests undertaken annually.

(b) Planning Committee Meeting, 20TH April 2009

The above minutes, which had previously been circulated, were presented by Cllr Mulcuck and **CONFIRMED** and **SIGNED**.

(c) Open Spaces & Amenities Committee, 20TH April 2009

The above minutes, which had previously been circulated, were presented by Cllr Mrs Thwaites and **CONFIRMED** and **SIGNED**.

(d) May Day Fete, 4th May 2009

Minutes of the above meeting, which had previously been circulated, were **READ** and **NOTED**.

13. **CORRESPONDENCE**(a) For Noting

The following items or correspondence were CIRCULATED, **READ** and **NOTED**:-

Volunteer Centre, Malling Area:	<u>Letter of Thanks</u>
KALC:	<u>Minutes of Area Meeting held 19.3.2009</u>
Clerk's and Council's Direct:	<u>'Local Councils Update'</u>
Kent County Council:	<u>Clean Kent Campaign</u>
Tonbridge & Malling Crime Prevention Panel:	<u>Minutes of Meeting held 23.2.2009</u>
Clive Blundell, 1 st Ditton Scouts	<u>Letter of Thanks</u>
Local Works:	<u>Reviving Communities</u>
Rural Kent:	<u>'Oast to Coast', Spring 2009</u>
Kenward Trust:	<u>'New Life', Spring 2009 + encls.</u>
ROSPA:	<u>'Staying Alive', May 2009</u>
Kent Air Ambulance Trust:	<u>Letter of Thanks</u>
Equity & Human Rights Commission:	<u>Public Sector Duties</u>
Ditton C of E Junior School:	<u>Letter of Thanks</u>
Kent Wildlife Trust:	<u>Events Diary, June – September 2009</u>
	<u>'Natural World, Spring 2009</u>
	<u>'Wild Kent', Spring 2009</u>

(b) For Decision

The Rev'd Priscilla Payne:	<u>Community Day Support</u> A request for continued support for the Community Day on 28 th June was READ and NOTED .
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RESOLVED TO SUPPORT THE CHURCH IN THIS JOINT EVENT AND PROVIDE A BOUNCY CASTLE AND ROUNDABOUT, AT A COST OF £200, TOGETHER WITH HELP ON THE DAY.

RESOLVED THE ABOVE EQUIPMENT BE PURCHASED UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972 AND PAID FOR FROM THE CHARITIES ACCOUNT.

Tonbridge & Malling Borough Cncl: Community Governance Review – Stakeholder Consultation

RESOLVED TO REITERATE THIS COUNCIL'S PREVIOUS COMMENTS ON THE PROPOSED BOUNDARY CHANGE.

Local Works: The Sustainable Communities Act
INFORMATION WAS **READ** and **NOTED**.

14. **FINANCE**

(a) Accounts Received

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

Ditton Junior School:	Grounds Maintenance	343.58	
Ditton Guides:	Guide HQ Energy Reimbursement	30.25	
Advertisers:	Ditton Gazette Adverts	193.00	
Ditton Short Mat Bowls:	Photocopies	22.86	
Malling Footcare:	Gazette Advertisement	35.00	
Ditton Infants School:	Grounds Maintenance	112.64	
Hirers:	Multi Sport Income	<u>502.25</u>	1239.58

(b) Accounts for Payment

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

Salaries:	April 2008	Gross: 15450.41	Net: 11599.29
DPC Imprest A/C:	Reimbursement of April expenses		926.68
Kent County Council:	Superannuation Subs – April		3762.43
AquAid:	Water and Sanitisation	70.73	
		Vat <u>10.62</u>	81.35
Design and Media:	Local Nature Reserve Sign	480.00	
		Vat <u>72.00</u>	552.00

EDF Energy:	NRRG – Ditton Minors FC to reimburse	136.73	
		Vat <u>6.84</u>	143.57
Emprise:	Keyholding and Alarm Response April	20.83	
		Vat <u>3.13</u>	23.96
Fuelcare:	1000 Litres Gasoil	492.50	
		Vat <u>24.63</u>	517.13
JSN Ltd:	Machine Parts	97.96	
		Vat <u>14.69</u>	112.65
KAS Welding:	Cutting Discs for workshop		25.00
KALC:	Annual Subscription	1020.00	
		Vat <u>153.00</u>	1173.00
Kent County Council:	Internal Audit 9/3/2009	260.00	
		Vat <u>39.00</u>	299.00
Kent County Council:	Vehicle Lease Fee 29/3 – 28/6/09	1071.00	
	Stationery	41.86	
	Ring Binders, Cleaning items	<u>44.41</u>	
		1157.27	
		Vat <u>173.59</u>	1330.86
Kentec Tool Hire:	Barreto Rotavator Hire	90.00	
	Delivery & Collection	8.00	
		Vat <u>14.70</u>	112.70
Trevor May:	Multi sport resurfacing – Initial payment	4325.00	
	Interim Invoice	10041.00	
		Vat <u>2154.90</u>	16520.90
Monro South:	Spray Suits and Chemicals	37.95	
		Vat <u>5.70</u>	43.65
Netbox5	MFE Anti Spam	129.47	
	Delivery	15.00	
		Vat <u>21.65</u>	166.14
Popi:	Spring Gazette		1895.00
Nico:	Printer Cartridges	101.26	
		Vat <u>15.19</u>	116.45
T Parker & Sons:	Overseed Pitches	400.00	
		Vat <u>60.00</u>	460.00
Mr Pullinger:	Play Area Locking April		25.00

Ton. & Malling B.C:	Street Lighting Maintenance & Bulb Replacement	315.90	
		Vat <u>47.39</u>	363.29
Travis Perkins:	Fence Panel, Washers	62.77	
		Vat <u>9.42</u>	72.19
Unison:	Union Subscriptions (deducted from staff salaries)		552.38

PARISH COUNCIL IMPREST ACCOUNT – Reimbursement of April Expenses

Carried Forward 1 st April 2009		724.26	
Add: PC Reimbursement		<u>1775.74</u>	
		2500.00	
Deduct: April Expenses			
Voucher Charge	3.25		
Staff Gift – 20 years service	29.00		
Bar Petty Cash	106.16		
Bar Expenses	<u>788.27</u>		
		<u>926.68</u>	
		1573.32	
	Sum to restore balance	<u>926.68*</u>	
		2500.00	

*Sum to be drawn 15th April 2009 to restore balance to £2500.00

(c) Accounts Paid Between Meetings

No accounts were paid between meetings.

(d) Direct Debit Payments During March 2009

The following direct debits paid during March 2009 were **ACCEPTED** and **APPROVED**:-

02.03.2009	WPA Health	573.48
02.03.2009	NW Business	247.63
03.03.2009	Sky Business	402.50
04.03.2009	RBOS Mentor	365.17
04.03.2009	Walkers Snacks	306.12
04.03.2009	02	23.32
10.03.2009	Nildram	41.91
16.03.2009	Post Office Ltd	90.51
17.03.2009	BT Direct Debits	51.60
17.03.2009	BT Direct Debits	51.30
17.03.2009	BT Direct Debits	61.30
20.03.2009	S & N UK Ltd	5416.88
20.03.2009	Red Fuelcards	102.92
23.03.2009	EBS Direct Debits	20.00
23.03.2009	WaverleyTBS	347.57
24.03.2009	Euphony Comms	11.03
25.03.2009	BOC Manchester	264.50
26.03.2009	BT Direct Debits	53.80
26.03.2009	BT Direct Debits	295.14

26.03.2009	EDF Energy 1 Ltd	1064.08
30.03.2009	Walkers Snacks	218.77
30.03.2009	NW Business	277.22

(e) Investment - Communication from UBS regarding Management Fees.

It was **NOTED** that in recognition of the inconvenience caused by the change of investment management of the Council's portfolio last year, UBS will be reducing the management charges by 50% from 6th April 2009 to 5th April 2010.

(f) Internal Audit

A report of the Internal Auditor's fifth visit for 2008/2009 was **READ** and it was **NOTED** there were no matters arising that would need to be brought to the attention of the Council.

FURTHER NOTED that the auditor reiterated his concern at the adequacy of the Council's reserves, however, he was pleased to see that the Council's investment, which had fallen significantly for most of the year, had increased slightly in March 2009.

(g) Statement of Accounts for Financial year 2008/2009 -

NOTED that, to date, the statement of accounts have not been received. **FURTHER NOTED** it will now be necessary to call an extraordinary meeting of the council to approve the accounts when received, to ensure they are returned to Audit Commission by the deadline of 1st June 2009.

(h) External Audit for Financial Year 2008/2009

(i) ANNUAL RETURN – STATEMENT OF ACCOUNTS

NOTED that the accounts have not yet been received, therefore the Annual return cannot be completed.

(ii) ANNUAL GOVERNANCE STATEMENT

NOTED that the accounts have not yet been received, therefore the Annual Governance Statement cannot be completed.

15. REPORTS FROM BOROUGH & COUNTY COUNCILLORS

(a) Borough Councillor Mrs Grant apologised for missing the last few meetings due to her attendance at Borough Council meetings. Mrs Grant advised that the Borough Council are looking at their meeting schedules with a view to changing the dates as they appear to be clashing with many parish council meetings.

(b) County Councillor Rowe had previously tendered his apologies for being unable to attend the meeting but had supplied a report which was read by Cllr. Porter.

- **The Community Governance Review**, which gives a proposal to amend Ditton's Parish Boundaries, is seeking written views on the proposals by 15th July.

- **Inside Track** (Issue 141) is being sent out and should be received shortly.

- **Parish Partnership Panel** – The next meeting is scheduled to be held at Kings Hill on Thursday 21st May, commencing at 7.30pm.
- **Public Notices** have been issued to enable the proposed parking regulations at Bradbourne Lane Junction with London Road (A20) and Orchard Grove Junction with Cobdown Close to be issued.
- **Issues raised with Kent Highway Services:**
 1. Flooding issues along Priory Road
 2. Installation of a crossing on the A20 by Papas
 3. Extensive parking problems along Fernleigh Rise – this was raised by a resident and following a meeting with Kent Highway Services they are looking into various options regarding this.

It was **NOTED** that Cllr. Rowe will not be putting himself forward for re-election in June and he wished Members of the Parish Council and its staff all the very best of wishes for the future and said “it has been a pleasure and a privilege to have had the opportunity to serve as a County Councillor for the last 10 years”.

It was **NOTED** the Clerk has written to Co. Cllr. Rowe advising him of the Councillors and Staff’s sadness at losing such a valued and dedicated County Councillor who will be hard to replace.

16. **REPORTS FROM NEIGHBOURHOOD POLICING TEAM & COMMUNITY WARDEN**

Dealt with earlier in the meeting under Minute No. 3.

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

(a) Election of Vice Chairman

Cllr. Mrs Throssell was **NOMINATED** Cllr. Brine and **SECONDED** by Cllr. Nunn. There being no further nominations Cllr. Mrs Throssell was duly **ELECTED** Vice-Chair of the Planning Committee for 2009/2010.

(b) Plans Received for Comment

TM/09/00793/FL Conversion of Garage to Habitable Room 39 St Peter’s Road
RESOLVED NO OBJECTION, SUBJECT TO THE CONDITION THAT IT IS USED FOR DOMESTIC PURPOSES ONLY AND NOT AS A BUSINESS PREMISE.

TM/09/00858/RD Details of flood resilience strategy submitted pursuant to condition 8 of planning permission TM/08/03625/FL (Telephone engineering centre with separate Motor Transport Workshop [MOT Testing Centre] Former Caradon Doors and associated storage and parking areas College Road, Aylesford
RESOLVED NO OBJECTION

(c) Plans Dealt with by Tonbridge & Malling Area Sub C'ttee. 3

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

TM/09/00400/FL	Front porch construction	594 London Road <u>REFUSED</u>
TM/09/0358/FL	Details of external materials and contamination submitted pursuant to conds 2 & 5 of TM/04/03581/FL	Kiln Barn Farm <u>APPROVED</u>

(d) 'B' Lists

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

09/14 - 5.04.2009; 09/15 - 14.4.2009; 09/16 - 20.4.2009

(e) Planning Enforcement Investigation, 69 Primrose Drive

NOTED the Borough Council's Chief Planning Officer has advised that following an inspection of the premises and Council records, it is apparent that there may have been a breach of planning control at the site. **FURTHER NOTED** that the matter is now subject to further investigation and an enforcement file has been opened.

(f) Kent County Council – Temporary Road Closures

Details of temporary Road Closures in the Boroughs of Tonbridge & Malling, Maidstone and Tunbridge Wells during the next few months were **READ** and it was **NOTED** that in Ditton Woodlands Road will be closed from Primrose Drive to Birch Crescent, on 7th July for 4 working days between the hours of 9.00am and 16.30pm.

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

Members were advised that the deadline for items for the Summer Gazette will be 14th June 2009. This will enable advertising to be included in the magazine for the joint Church and Parish Council Community Day on 28th June 2009

19. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"**(a) Tonbridge & Malling Cycling Routes

Cllr, Mulcuck advised that the document proposed a cycle route from the A20 along Bradbourne Lane through the Research Centre to East Malling.

RESOLVED to request further details or a site meeting with the Borough Council, as it is felt the route along Bradbourne Lane would be far too narrow to install a cycle lane.

(b) 3rd Age Fitness Equipment

Cllr. Mulcuck drew Members attention to an article in the KALC news regarding the installation of the above equipment in a recreation ground in the Hythe and Broomfield Parish.

The Chairman moved that in view of the confidential nature of the following items, the press and public be excluded from the remainder of the meeting in accordance with Standing Orders 27 and 50.

20. **CONFIDENTIAL MEMORANDUM BOOK**

Confidential Memorandum reference number CM 344 was **READ** and **CONFIRMED** and **SIGNED** as a correct record.

21. **PERSONNEL MATTER**

Members were advised that a part-time member of the caretaking staff had given in her notice and will leave on 15TH May 2009.

RESOLVED that, as the Council is approaching the quieter time of the year for weekday bookings, this Member of staff will not be replaced at this time but the situation will be monitored and reviewed at the end of the summer.

22. **CLOSURE**

The meeting closed at 8.51pm.

Chairman
1st June 2009