

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, 6th MAY 2009 AT 7.30PM

Ditton Community Centre
Kilbarn Road
Ditton
AYLESFORD
Kent ME20 6Q

[Mrs] Sue Kavanagh
Clerk of the Council

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29th April 2009

PART I

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **ELECTION OF CHAIRMAN FOR 2009/2010**
4. **ELECTION OF VICE-CHAIRMAN FOR 2009/2010**
5. **DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR & VICE-CHAIR**
6. **APPOINTMENT OF COMMITTEES FOR 2009/2010**
 - [a] Planning - 11 Members
 - [i] MEMBERSHIP
 - [ii] ELECTION OF CHAIRVice-Chair to be elected at the first Meeting of the Committee
 - [b] Community Centre - 7 Members
 - [i] MEMBERSHIP
 - [ii] ELECTION OF CHAIRVice-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) REVIEW COMMITTEE (Currently 5 Members + Clerk)

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 6th APRIL 2009**

10. **MATTERS ARISING**

- (a) Power of Well Being – Survey of Training Needs [Page 290, item 591(b)]
Information on the power – copies herewith
- (b) Ditton Gazette [Page 297, item 601]
Advertising costs comparison, copy herewith

11. **MINUTES OF MEETINGS HELD DURING APRIL 2009** - For Confirmation & Signing

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

(i) *MATTERS ARISING*

1. Portable Appliance Testing (PAT)

(b) Planning Committee Meeting, 20TH April 2009 - herewith

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

(d) May Day Fete, 4th May 2009 – **For Noting Only**

12. **CORRESPONDENCE**

(a) For Noting

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 [Copies herewith)

The Rev'd Priscilla Payne: Community Day Support

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

Local Works: The Sustainable Communities Act

13. **FINANCE**

(a) Accounts Received

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

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

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.

(f) Internal Audit – report of 5th visit, if available

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

For approval and adoption, if available

- (h) External Audit for Financial Year 2008/2009
 - (i) ANNUAL RETURN – STATEMENT OF ACCOUNTS
For approval and signing, if available.
 - (ii) ANNUAL GOVERNANCE STATEMENT
For approval and signing, if available

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

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

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

- (a) Election of Vice Chairman
- (b) Plans Received for Comment

TM/09/00793/FL Conversion of Garage to Habitable Room 39 St Peter's Road

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] and associated storage and parking areas Former Caradon Doors College Road, Aylesford

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

TM/09/00400/FL Front porch construction 594 London Road
REFUSED

TM/09/0358/FL Details of external materials and contamination submitted pursuant to conds 2 & 5 of TM/04/03581/FL Kiln Barn Farm
APPROVED

- (d) 'B' Lists

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

- (e) Planning Enforcement Investigation, 69 Primrose Drive

- (f) Kent County Council – Temporary Road Closures

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

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

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

19. **CONFIDENTIAL MEMORANDUM BOOK**

20. **PERSONNEL MATTER**

21. **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.