

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF DITTON PARISH COUNCIL TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 6th APRIL 2009 AT 7.30PM

Ditton Parish Council
Ditton Community Centre
Kilnbarn Road
Ditton
AYLESFORD
Kent ME20 6AH

(Mrs) Sue Kavanagh
Clerk of the Council

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31st March 2009

A G E N D A

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF MEMBERS' INTERESTS**
4. **CONFIRMATION AND SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 2nd MARCH 2009**
5. **MATTERS ARISING**
 - (a) Emergency Planning [Page 264, Item 533(b)] - suggested date for meeting.
 - (b) Donations [Page 266, Item 543(e)] – Communication re. MAVB.
6. **MINUTES OF MEETINGS HELD DURING MARCH 2009**
 - (a) For Confirmation
 - (i) COMMUNITY CENTRE COMMITTEE – 9TH MARCH 2009
 - (ii) PLANNING, HIGHWAYS & TRANSPORTATION COMMITTEE – 16TH MARCH 2009
 - (iii) OPEN SPACES & AMENITIES COMMITTEE – 16TH MARCH 2009
 - (iv) FINANCE & ADMINISTRATION COMMITTEE – 23rd MARCH 2009, herewith

Recommendations [Copies herewith, unless previously received]

1. Operational Review – Committee Terms of Reference [Page 284, Item 580]
2. Staff Recruitment Policy [Page 284, Item 581(a)]
3. Document Retention Policy [Page 284, Item 581(b)]
4. Information Security Policy [Page 284, Item 581(c)]
5. Complaints Procedure [Page 284, Item 581(d)]

(b) For Noting

- (i) TWINNING ASSOCIATION, 25th March 2009
- (ii) DITTON MAY DAY FETE, 20.1.2009 and 5.3.2009 - copies herewith

7. **CORRESPONDENCE**

(a) For Noting

ROSPA:	<u>'Staying Alive' , February 2009</u>
Clerks and Councils:	<u>'Direct' , March 2009 – Issue 62</u> <u>'Local Councils Update' , March 2009 – Issue 113</u>
Tonbridge & Malling Borough Cncl:	<u>Leisure and Arts Strategy 2008 -2013</u> <u>Minutes of of Meetings 2009 Vol 1</u> <u>'Here and Now' , Spring 2009</u> <u>Programme of Meetings 2009</u> <u>Parish Partnership Panel</u>
Management Today:	<u>'Not Just Business as Usual'</u>
Rural Kent:	<u>'Oast to Coast' , Winter 2008</u> <u>'Rural News' No. 89, March 2009</u>
NALC	<u>'Local Council Review' , Vol 60 No. 6 – March 2009</u>
PSLG Building:	<u>'Public Sector & Local Government Building, March 2009</u>
KALC:	<u>'Parish News' Issue 338 – 11th March 2009 + encls</u> <u>Membership Information + encls</u>
NatWest Mentor:	<u>'Legal Update, Issue 23 – March 2009</u>

NatWest Mentor:	<u>Mentor Environmental – ‘It Pays to be Green’</u>
Standards Board for England:	<u>‘Town & Parish Standard, Issue 4 – February 2009</u>
SLCC:	<u>‘The Clerk’, March 2009 – Vol41 No2</u>
CPRE:	<u>‘Viewpoint’, Spring 2009</u> <u>‘Countryside Voice’, Spring 2009</u> <u>‘Houses and Gardens 2009’</u>
T & M Crime Prevention Panel:	<u>Minutes of Meeting held 23rd February 2009</u>
Kent County Council:	<u>Kent Health Watch</u>
Ditton Scouts:	<u>Letter of Thanks</u>
(b) <u>For Decision</u>	
Rt. Hon. Ed Balls MP:	<u>Consultation on Young People and Alcohol</u>
Kent County Council:	<u>Commons Act 2006 – Common Land/Village Green Seminar, 14th May 2009</u>
KALC:	<u>Power of Well Being – Survey of Training Needs</u>

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

9. **REPORTS FROM COMMUNITY POLICE OFFICERS**

10. **FINANCE**

(a) Accounts Received

Allotment Holder:	Track Key	8.00
Ditton Infants School:	Grounds Maintenance	112.64
Ditton Junior School:	Grounds Maintenance	687.16
Kent County Council:	PROW	704.60
Multi Sports:	Income	822.10

(b) Accounts for Payment

Salaries:	Gross: 15872.83	Net: 11887.57
DPC Imprest Account:	Reimbursement	1775.74

Kent County Council: Superannuation – March 4010.89

Donations from Charities Account under Local Government Act 1972 Sec 142:

Malling Volunteer Bureau: £200
 Victim Support: £100
 Malling Citizens Advice: £100

Donations from Charities Account under Local Government Act 1972 Sec.137:

Heart of Kent Hospice: £100
 1st Ditton Scouts: £300
 Kent Air Ambulance: £250
 Children with Leukaemia: £100
 Ditton Junior School £500

Chubb Electronic Security Ltd:	Works to Grounds Area Intruder Alarm	114.87	
		Vat <u>17.23</u>	132.10
CPRE:	Renewal of Membership		29.00
Craigdene Limited:	Inspection of two new play areas	230.00	
		Vat <u>34.50</u>	264.50
Ditton Electrical Contracts:	Replace Floodlights – Multi Sports	608.35	
		Vat <u>91.26</u>	699.61
Emprise Services PLC:	Keyholder – OSA	20.83	
		Vat <u>3.13</u>	23.96
Ernest Doe & Sons Ltd:	Oil & Grease	18.63	
		Vat <u>2.79</u>	21.42
EDF Energy:	Cedar Rooms & Multi Sports Energy	417.53	
		Vat <u>62.63</u>	480.16
Gillett & Johnston:	Repairs to Junior School Clock	170.00	
		Vat <u>25.50</u>	195.50
Mrs M Grantham:	Contribution towards glasses		75.00
K.A.S:	Grinding Discs & Gas Cylinder		18.04
Kent County Council:	Internal Auditor 03.11.08	260.00	
	Internal Auditor 18.12.08	<u>340.00</u>	
		600.00	
		Vat <u>90.00</u>	690.00
Kent County Council:	Stationery, Broom Handles & Pitch Marker	366.80	
		Vat <u>26.23</u>	393.23
NALC:	Subscription to LCR		13.50
Mid Kent Memorials:	Cleaning Panels of War Memorial	350.00	
		Vat <u>52.50</u>	402.50

Moreprint:	Embroidered Polo Shirts	100.20	
		Vat <u>15.03</u>	115.23
Parker Merchanting:	Boots, Soap & Dispenser	58.08	
	Latex Gloves, Multi Wipe	40.26	
		Vat <u>14.75</u>	113.09
Playdale Playgrounds Ltd:	Agorespace Sportswall & Tarmac	10652.00	
	Timber Litter Bin – Adventure Trail	<u>322.00</u>	
		10974.00	
		Vat <u>1646.10</u>	12620.10
Popi:	Parish Council Letterheads	190.00	
		Vat <u>28.50</u>	218.50
Mr Dean Pulliger:	Locking Playarea – March 2009		25.00
John Shaw:	Wheel Stud & Nut	47.14	
		Vat <u>7.08</u>	54.22
Travis Perkins:	General Sundries	91.34	
		Vat <u>13.70</u>	105.04
Three Towns Office Equip:	Stationery	66.64	
		Vat <u>9.99</u>	76.63
Viking Direct:	Brother Fax Machine	145.64	
		Vat <u>21.85</u>	167.49
West Sole Fencing:	Pear Tree Avenue Gate Lock & Keys	57.00	
		Vat <u>8.55</u>	65.55

PARISH COUNCIL IMPREST ACCOUNT – Expenditure during March 2009

Carried Forward 1 st March 2009		1822.36
Add: PC Reimbursement		<u>677.64</u>
		2500.00
Deduct: March Expenses		
Voucher Charge	3.25	
OSA Expenses	735.16	
PC Petty Cash	110.12	
Postage Stamps	208.86	
Bar Petty Cash	66.94	
CC Expenses	179.60	
Training – Finance	150.55	
Bar Exps	301.26	
Flowers – Car Park Incident	<u>20.00</u>	
		<u>1775.74</u>
		724.26
	Sum to restore balance	<u>1775.74</u> *
		2500.00

*Sum to be drawn on 6th April 2009 to restore balance to £2500.00

(c) Direct Debits Paid During February 2009

[i] DITTON PARISH COUNCIL ACCOUNT

02.02.09	WPA Health Care	573.48
02.02.09	02	26.81
03.02.09	Sky Business	393.75
09.02.09	Post Office Ltd	72.40
04.02.09	RBS Mentor	365.17
09.02.09	Nildram Ltd	41.91
20.02.09	S & N UK Ltd	3,347.73
20.02.09	Red Fuelcards	31.07
20.02.09	Euphony	14.34
20.02.09	Tonbridge & Malling BC	101.00
23.02.09	Waverley	114.40
23.02.09	EBS Direct Debits	20.00
24.02.09	BOC Manchester	258.75
26.02.09	EDF Energy	1,195.45

(e) Family Day - End of Year Balance Sheet, copy herewith

(f) Internal Audit Report of 4th Visit

(g) Notice of Annual Audit for Year Ending 31st March 2009

11. **PLANNING MATTERS**

(a) Plans Received for Comment

TM/09/00451/TPOC	Ash A – Remove some upper branches overhanging the stream and shape to balance – reduce by one third; Ash B – Remove three boughs over stream and cut back bulk over garden. Reduce by one third; Willow – re-pollard and reduce by one third. Remove some main branches and shape (TPO ref. 12.06.05) REVISED DESCRIPTION	42 St Peter's Road
TM/09/00364/FL	Conservatory with dwarf wall to the rear of the property	169 Woodlands Road
TM/09/--358/RD	Details of external materials and contamination submitted pursuant to conds. 2 & 5 of TM/04/0581/FL (Change of use to dwelling for use in association with equine/horse training establishment	Kiln Barn Farm

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

TM/09/00121/FL	Proposed new chiller	Unit 1 Link 20 Belingham Way <u>GRANTED WITH CONDITIONS</u>
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TM/09/00090/FL Front porch extension

1 Knox Cottages
Kiln Barn Road

GRANTED WITH CONDITIONS

(c) 'B' Lists

09/10 - 9.2.2009; 09/11/16.03.2009; 09/12 - 24.04.2009

(d) Tonbridge & Malling Local Development Framework: Managing Development and the Environment Development Plan (Publication Version, March 2009)

(e) Site Meeting 31.3.2009, Ref. TM/08/03519/FL – Four New Lock up Garages, Pear Tree Avenue (Chairman to report)

12. **COMMUNITY GOVERNANCE REVIEW** – Communication from T&MBC, copy herewith

13. **ANNUAL PARISH MEETING**

(a) Final details

(b) Chairmen's Reports

14. **RISK MANAGEMENT REVIEW**

15. **FAMILY DAY COMMITTEE**

(a) Future of Committee

(b) Future use of Funds Held

16. **COMMUNITY DAY**

(a) Progress Report from Ditton Minors FC, if available

(b) Request for £200 towards Arena Events

17. **DITTON GAZETTE** - Advertisement Costs

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

The Chairman to move that, in view of the confidential nature of the business about to be transacted, the remainder of the meeting be closed to the press and public in accordance with Standing Orders 27 & 50.

19. **PERSONNEL MATTER**

20. **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, as some of the items on this Agenda are confidential, parts of this meeting will exclude the Press and Public in accordance with Standing Orders 27 & 50.