

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 7TH DECEMBER 2009 AT 7.30PM

Ditton Community Centre
Kilbarn Road
Ditton
AYLESFORD
Kent ME20 6AH

Tel: 01732 844749
Email: clerk@dittonparishcouncil.gov.uk
Website: www.dittonparishcouncil.gov.uk

Sue Kavanagh
Clerk of the Council
30th November 2009

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATION OF INTERESTS**
4. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 2ND NOVEMBER 2009**
5. **MATTERS ARISING**
 - (a) Ditton May Day Fete – Decision required on going ahead [Page 168, Item 348]
6. **MINUTES OF MEETINGS HELD DURING NOVEMBER 2009**
 - (a) For Confirmation
 - (i) COMMUNITY CENTRE COMMITTEE, 9th NOVEMBER 2009 – Circulated
 - (ii) PLANNING, HIGHWAYS & TRANSPORTATION COMMITTEE, 16TH NOVEMBER 2009 - Herewith
 - (iii) OPEN SPACES & AMENITIES COMMITTEE, 16TH NOVEMBER 2009 –
herewith

RECOMMENDATION

1. Five Year Plan [Page 184, Item 386]

Capital purchases over £1,000 to be included in budgets instead of five year plan

(iv) FINANCE AND ADMINISTRATION COMMITTEE, 23rd NOVEMBER 2009 –
herewith

RECOMMENDATIONS

1. Financial Regulations – Amendment [Page 187, Item 395]
2. Policy for Reporting Staff Salaries at Full Council Meeting [Page 188, Item 396]
3. Reinstatement of Firework Night in 2010 [Page 188, Item 398]

(b) For Noting

(i) DITTON TWINNING ASSOCIATION, 5TH NOVEMBER 2009

7. **CORRESPONDENCE**

(a) For Noting

Local Councils:	<u>'Update' November 2009, Issue 121</u>
KALC:	<u>'Parish News', October 2009, Issue 343</u>
NALC:	<u>Annual Report & Accounts 2008-2009</u>
Mr A Piper:	<u>Letter of Thanks</u>
Clerks & Councils:	<u>'Direct' November 2009, Issue 66</u>
National Fair Play:	<u>Fair Play for Children</u>
Kent ARA:	<u>'Kent Active' Autumn 2009, Vol. 4 No. 36</u>
Kent County Council:	<u>Update for T&MBC Parish Partnership Panel</u>
Tonbridge & Malling Borough Council:	<u>Street Monitor School – December Newsletter</u> <u>War Memorials</u>
Johnathan Shaw MP:	<u>'Newsletter', Winter 2009</u>
SLCC:	<u>'The Clerk' November 2009, Vol. 41 No. 6</u>
Kent Highways:	<u>Introducing a Permit Scheme Into Kent</u>
Kent Wildlife Trust:	<u>'Wild Kent', Winter 2009/10</u>
Natural World:	<u>Winter 2009</u>
Tonbridge & Malling Crime Prevention Panel:	<u>Minutes of Meeting held 21st September 2009</u>

Mrs L Short: Letter of Thanks

(b) For Decision

KALC: Chairmanship Training Day, 13.1.2010

Miss Holmes – Executive Officer of the Kent Lieutenancy: Invitation to Chairman to Civic Service 22.4.2010 – copy herewith

Kent Fire & Rescue: Integrated Risk Management Plan 2010/13 – copy herewith

Kent Police: Letter of Introduction from New District Chief Inspector - copy herewith

8. FINANCE

(a) Accounts Received

Allotment Rent:	Allotment Holders	168.00
Ditton Infant School:	Grounds Maintenance	116.15
Ditton C of E Junior School:	Grounds Maintenance	354.20
Ditton Minors FC:	Marking Pitch – NRRG	63.25
Ditton United FC:	Pitch Fees 2009/0	105.00
Ditton Gazette:	Advertiser Fees	322.50
Multi Sports:	Hire Fees	301.50
St Johns Ambulance:	Refund of Course Fees – Course Unavailable	593.40

(b) Accounts for Payment

Salaries:	Gross Pay: 17205.43	Net Pay:	13002.14
DPC Imprest A/C:	Reimbursement		
KCC:	Superannuation Payment November		4017.40
Astra Security:	Keys for Multi Sports	54.90	
		Vat <u>8.24</u>	63.14
AquAid [Kent]:	Water Supply	27.00	
		Vat <u>4.06</u>	31.06
Emprise Services plc:	November Keyholder Fee	20.83	
		Vat <u>3.13</u>	23.96

Flexibulk:	Grass Grid and Pins	205.00	
		Vat <u>30.75</u>	235.75
Gillett & Johnston:	Repairs to Junior School Clock	105.00	
		Vat <u>15.75</u>	120.75
Grogans Electrical SVS:	Repairs to Church Floodlights	35.00	
		Vat <u>5.25</u>	40.25
G Haffenden:	Allotment Skip – 6.11.09	130.00	
		Vat <u>19.50</u>	149.50
Kent Photocopy Services:	Photocopy Charges 24.7.09 to 8.10.09	97.12	
		Vat <u>14.57</u>	111.69
Kent County Council:	Line Marking - Football Pitches	64.44	
	Road Traffic Cones – Remembrance Day	<u>54.90</u>	
		119.34	
		Vat <u>17.91</u>	137.25
Parker Merchanting:	Work Boots & Overalls	31.88	
		Vat <u>4.78</u>	36.66
Peeks of Bournemouth Ltd:	Raffle Tickets – Parish Dances	107.52	
		Vat <u>16.13</u>	123.65
Mr D Pullinger:	Playground Locking – November		25.00
Sage [UK]:	Pay Envelopes	21.00	
		Vat <u>3.15</u>	24.15
N P Saunders:	Flowers for War Memorial		60.00
Society of Local Council Clerks:	Annual Subscription		190.00
South East Water:	Kilbarn Recreation Ground	41.81	
	Changing Room NRRG	<u>3.94</u>	45.75
South East Water:	Bowls Club & Allotment Water		657.47
Three Towns Office Equip:	Stationery	63.19	
		Vat <u>9.47</u>	72.66
David Stephens:	Remembrance Day Service		206.00
United Balloons & Gas:	Halloween Dance Balloons	9.00	
		Vat <u>1.35</u>	10.35
West-Sole Fencing:	Repairs to Quarry Fence – Damaged by Car	750.00	
		Vat <u>112.50</u>	862.50

(c) Accounts Paid Between Meetings

Miss Croucher:	Cancelled Wedding 2011 – Return of Deposit	500.00
Miss Walton:	Cancelled Wedding 2010 – Return of Deposit	500.00

(d) Ditton Parish Council Promotions Account

Todd Miller & Joe Loss Orchestra:	Friday 18 th December 2009	TBC
Todd Miller & Joe Loss Orchestra:	Saturday 19 th December 2009	TBC
DPC Imprest A/C:	Peter Eligate New Years Eve	1500.00

DITTON PARISH COUNCIL IMPREST ACCOUNT - Expenditure November 2009

Brought forward 1 st November 2009		1395.40
Add: PC Reimbursement		<u>1104.60</u>
		2500.00
Deduct November Expenses:		
Voucher Charge	3.25	
Stamps	138.00	
Post Office Collections	72.40	
Caretakers Polo Shirts	51.29	
Cleaning Don Garman Curtains	133.73	
Piano Tuning	47.00	
Emergency Caretaking	430.15	
Bar Stock	100.55	
Twining Expenses	75.00	
CLr Expenses	8.50	
Poppy Wreaths	16.50	
Cancelled Wedding Deposit Refunds	450.00	
Cancelled Hire Fee	402.00	
Petty Cash	64.75	
Bar Petty Cash	76.46	
Flowers – Liz Short	20.00	
Flowers – Julie Shephard	<u>20.00</u>	
		<u>2109.58*</u>
		390.42
		- <u>2109.58</u>
		<u>2500.00</u>

* Sum to be drawn on 7th December 2009 to return the balance to £2500.00

(e) Seasonal Donations from Charities Account

(i) UNDER SECTION 142 LOCAL GOVERNMENT ACT 1972

Age Concern:	Annual Donation	250.00
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(ii) UNDER SECTION 137 LOCAL GOVERNMENT ACT 1972

Ditton C of E Junior School:	Annual Donation		200.00
Ditton Infant School:	Annual Donation		200.00
Pop-In-Club:	Annual Donation		125.00

(f) Accounts for Payment – Community Centre

BBp Plumbing:	Investigating Hot Water Problem		50.00
Chubb Electronic Security:	Annual Contract – D C Hall Alarm	106.54	
		Vat <u>15.98</u>	122.52
Cobra Insurance:	Commercial Combined –Time on Risk	58.66	
	IPT	2.93	
	Insurance Fee	<u>100.00</u>	161.59
Connaught Compliance Gas:	Emptying F & E Tank - too much water	77.98	
		Vat <u>11.70</u>	89.68
Cube Plumbing & Heating:	Repairs to Office/Bar Heating &	409.00	
	Replace Ball Valve to Header Tanks	Vat <u>61.35</u>	470.35
Edwardes Bros [Dulwich]:	Stage Light Tubes	19.50	
		Vat <u>2.92</u>	22.42
Initial Washroom Solutions:	Towel Rental - December 2009	62.54	
		Vat <u>9.38</u>	71.92
Kent Catering Services Ltd:	Repair to Water Heater – Oaken Hall	147.00	
		Vat <u>22.06</u>	169.06
Kent County Council:	Cleaning Materials	54.46	
		Vat <u>8.17</u>	62.63
Record UK Limited:	Maintenance to Automatic Doors	90.00	
	Repairs to automatic Door – West Kent WI	<u>113.00</u>	
		203.00	
		Vat <u>30.45</u>	233.45
South East Water:	Water Rates 1.10.2009 to 31.03.2010		561.00
Southern Water:	Wastewater 23.04.09 to 14.10.08		838.17
Clive Stanley Associates:	Webmaster Services from 28.08.09 to 26.11.09		247.50
Start Engineering [Southern]:	Repairs to Scrubber Drier	168.50	
		Vat <u>25.28</u>	193.78
Tonbridge & Malling Borough Council:	Annual Premises Licence		180.00

United Flooring Limited:	Floor Repairs – Stain Removal paid by Hirer from Deposit	175.00 Vat <u>26.25</u>	201.25
Veolia ES [UK]:	October Refuse Disposal	154.00	
Zurich Insurance	Local Policy Insurance IPT	2686.35 <u>134.32</u>	2820.67

Oaken Hall

16.11.09	50.00
18.11.09	50.00
19.11.09	50.00
21.11.09	50.00
27.11.09	97.50
28.11.09	105.00
05.12.09*	50.00
05.12.09 *	100.00
06.12.09*	50.00

Don Carman Hall

20.11.09	50.00
28.11.09	35.00
29.11.09	50.00
04.12.09*	50.00
05.12.09*	50.00

* Subject to inspection

(g) Accounts for Payment – Bar

Aircool Systems UK:	Maintenance of Kilnbarn Refrigeration Equipment	149.00 Vat <u>22.35</u>	171.35
Edwardes Bros:	60w Lamps	9.20 Vat <u>1.38</u>	10.58
Grogans Electrical Services:	Installation of New Time Clock – 50% to Allbars Re Angle Spot Lights – Kilnbarn Club Reinstalling Power Point under TV in KB	140.00 45.00 <u>75.00</u> 260.00 Vat <u>39.00</u>	299.00
Kent County Council:	Cleaning Materials Safety Boots	48.20 <u>39.00</u> 87.20 Vat <u>13.08</u>	100.28
J. Lee:	Repairs to Cash Register – Kilnbarn Club		67.50
Nivek Catering Supplies:	White Napkins – Petanque Food	31.92 Vat <u>4.79</u>	36.71
Silver Springs:	Soft Drinks	57.26 Vat <u>8.59</u>	65.85
Tonbridge & Malling Borough Council:	Premises Licence – Kilnbarn Club		180.00
Emprise Services PLC:	November 2009 – Keyholder	20.83 Vat <u>3.13</u>	23.96

(h) Direct Debits - Paid During October 2009

01.10.2009	WPA Health	608.51
01.10.2009	Sky Business	450.80
05.10.2009	Mentor	365.41
05.10.2009	Southern Electric	849.40
08.10.2009	Nildram	41.91
20.10.2009	BT Direct Debits	70.71
20.10.2009	S & N UK Ltd	3835.93
20.20.2009	Tonbridge & Malling B.C.	1200.00
20.10.2009	Red Fuelcards	90.45
20.10.2009	Tonbridge & Malling B.C.	74.00
21.10.2009	Waverleys	196.81
21.10.2009	Euphony	15.59
22.10.2009	EDF Energy	71.90
23.10.2009	Siemens Financial Services	552.00
27.10.2009	EDF Energy 1 Ltd	440.45
28.10.2009	Walkers Snacks Ltd	188.85
28.10.2009	Nat. West Business MC	285.53
30.10.2009	O2	28.81

(i) Internal Audit Report – 2nd Visit of Annual Programme - copy herewith

(j) Estimates Meeting

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

10. **REPORTS FROM COMMUNITY POLICE/WARDEN**

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

(a) Plans Received for Comment

TM/09/02703/FL	Additional living accommodation together with rear dormer and roof lights	6A Woodlands Road
TM/09/02697/FL	Two detached houses with garages (substitution of plots A & B approved under TM/08/00088/FL)	45 Bradbourne Lane
TM/09/02636/FL	Renovation of existing offices	Park Farm, B/bne Lane
TM/09/02732/FL	Erect PVC conservatory to rear of property	22 Fernleigh Rise
TM/09/02822/TPOC	Pine Tree – Cut back branch overhanging driveway (TPO 12-06-21)	Land Opposite 3 Cobdown Park

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

TM/09/01957/FL	Change of use – residential flat to be used as a community facility for a period of 12 months	106 Aberly Drive
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TM/09/02473/TNCA	Mature Thuja – Remove lowest scaffold branch remove ivy and undertake safety inspection and cut back tall Lawson Cypress screen	The Rectory 2 The Stream
TM/09/02201/AT	Free Standing Sign	Vacant Plot Adjoining 6 Mills Road
TM/09/02402/RD	Details pursuant to Cond. 3 of TM/05/00959/FL (Erection of a two storey extension to Cobdown House and construction of two additional buildings all for use Classes B1(a) offices, B1(b) research and development, B1(c) light industry together with associated parking) in respect of Archaeological Watching Brief.	Cobdown House

(c) 'B' Lists

09/45 - 9.11.2009; 09/46 - 16.11.2009; 09/47 - 24.11.09;

(d) Joint Transportation Board

(e) Kent Highways – West Kent Parish Seminar 24/11/2009 – Cllr. Beadle's report herewith

(f) Plans for Comment – Delegated Power during December

12. **CHANGING ROOM AT NEW ROAD RECREATION GROUND** - Quotation for urgent roof repair

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

14. **INCIDENT IN KILNBARN CLUB**

(a) Communication from Cllr. Cordwell

(b) Communication from Resident

(c) Membership Bans

(d) CCTV – Quotation

15. **CLOSURE**

N.B: All Meetings of the Council are open to the public and include an adjournment to permit members of the public to raise any items for the Council's attention, however, due to the confidential nature of some of the items on the Agenda parts of this meeting will exclude the Press and Public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.