

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 7TH DECEMBER 2009

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chairman], R ANGEL, MRS A BEADLE, M BRINE, W CORDWELL, MRS B HOUGHTON, A R MULCUCK, D H NUNN, B D STONE, MRS A THROSSELL & MRS J F THWAITES.
MRS S J KAVANAGH [Clerk of the Council]

Also in Attendance: Co. Cllr. Homewood, Bor. Cllr Mrs C Grant and PCSO Sayer

401. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

402. **APOLOGIES**

Apologies were RECEIVED from Cllr. Newman. The previously notified reason for absence was **APPROVED** and **ACCEPTED** and is recorded in the absence book ref. 51.

The Chairman moved that the report from the neighbourhood policing team be taken next to enable the officer to return to his duties.

403. **REPORTS FROM NEIGHBOURHOOD POLICING TEAM/COMMUNITY WARDEN**

PCSO Sayer reported on the following matters:-

- **Crime figures** for November totalled 10; 3 shoplifting (all at One Stop), 2 shed breaks, 1 pushbike taken from outside One Stop, 1 theft of keys and a van, 3 criminal damage.
- **Neighbourhood Task Team** have been active concentrating on Primrose Drive, Cobdown Sports Club Pavillion and the alleyway in Golding Close.

Two Members of the Council raised parking issues with the officer, which he was aware of but will look into again.

404. **DECLARATION OF INTERESTS**

Cllr. Stone declared a personal interest in item 412 as he is a member of the Tonbridge & Malling Borough Council Planning Committee. He requested it be **NOTED** that his comments and decisions on planning applications at this meeting are a preliminary view and, in accordance with the Code of Conduct, he will look at all applications afresh at Borough Council level. Cllr Cordwell declared a personal interest in item 415 as he was involved in the incident.

405. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 2nd NOVEMBER 2009**

The minutes of the meeting held on 2nd November 2009 were **CONFIRMED** and **SIGNED**.

406. **MATTERS ARISING**

(a) Ditton May Day Fete

Cllr Mulcuck reported that the last meeting was poorly attended. Cllr Stone advised that he had spoken to many organizations such as Brownies, Guides, Scouts, Starlite Dance School, Air Cadets and all were keen to participate. The Police, police dog show, Fire Brigade and a brass band have said they would attend also. Cllrs Stone and Mulcuck asked if the Parish Council could provide funding of up to £1,000.00 to cover costs of putting on the arena events.

Cllr Mrs Beadle asked if Ditton Minors could contribute to the costs involved. Cllr Stone said that Ditton Minors would have contributed towards costs if they were not charged for the hire of the pitches.

Discussion took place on funding and community involvement.

RESOLVED to defer a decision on whether funds could be provided to enable the event to go ahead until the January meeting, when the Council would have a better idea of its financial position.

407. **MINUTES OF MEETINGS HELD DURING NOVEMBER 2009**

(a) For Confirmation

(i) COMMUNITY CENTRE COMMITTEE, 9th NOVEMBER 2009

The above minutes were presented by Cllr. Beadle and **CONFIRMED** and **SIGNED** as a correct record.

RECOMMENDATION

1. Length of bans given to two Kilbarn Club Members [Page 173, Item 358]

RESOLVED this item be held-over and discussed under the appropriate heading of item 415.

(ii) PLANNING, HIGHWAYS & TRANSPORTATION COMMITTEE, 16TH NOVEMBER 2009

The above minutes were presented by Cllr. Mulcuck and **CONFIRMED** and **SIGNED** as a correct record.

Cllr Mulcuck asked that details of the bus route along Woodlands Road to the hospital be put in the next Gazette.

(iii) OPEN SPACES & AMENITIES COMMITTEE, 16TH NOVEMBER 2009 –

The above minutes were presented by Cllr. Mrs Thwaites and **CONFIRMED** and **SIGNED** as a correct record.

RECOMMENDATION

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

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

RESOLVED to **RATIFY** the recommendation.

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

1. Financial Regulations – Amendment [Page 187, Item 395]

RESOLVED to **RATIFY** the recommendation.

2. Policy for Reporting Staff Salaries at Full Council Meeting [Page188, Item 396]

RESOLVED to **RATIFY** the recommendation.

3. Reinstatement of Firework Night in 2010 [Page 188, Item 398]

Discussion took place on the costs and insurance implications of holding the firework display.

RESOLVED to defer the decision until January, when the Councils financial position for next year will be clearer.

(b) For Noting(i) DITTON TWINNING ASSOCIATION, 5TH NOVEMBER 2009

The above minutes were **READ** and it was **NOTED** Cllr Mrs Anne Throssell would like to receive the Agenda and Minutes for the Twinning Association meetings in future.

408. **CORRESPONDENCE**

The following correspondence circulated at the meeting was **READ** and **NOTED**:-

(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> <u>Letter of Thanks</u>
Mrs L Short:	
(b) <u>For Decision</u>	
KALC:	<u>Chairmanship Training Day, 13.1.2010</u> NOTED members wishing to attend should notify the Clerk by 8 th January 2010.
Miss Holmes – Executive Officer of the Kent Lieutenancy:	<u>Invitation to Chairman to Civic Service 22.4.2010</u> NOTED the Chairman is unable to attend and the Vice-Chair and Mrs Beadle will attend on behalf of the Council.
Kent Fire & Rescue:	<u>Integrated Risk Management Plan 2010/13</u> NOTED members can respond to this consultation on line.
Kent Police:	<u>Letter of Introduction from New District Chief Inspector</u> READ and NOTED . The Clerk read out a draft response that she had prepared regarding the lack of a replacement Police officer for Ditton since PCs Roddick and Dalton left the area.

RESOLVED TO SEND THE CLERKS RESPONSE.

The Chairman moved that an additional item of correspondence be **READ**:-

Mr A Piper:

E-Mail regarding item in Gazette

An e-mail from Mr Piper was **READ** - he thought the wording used stating that the election was called following a valid request by a parishioner, was inaccurate. He said it should have said "10 Parishioners. It was **NOTED** that the words used were accurate because it stated that "a valid request was made by a parishioner". A valid request has to be supported by 10 parishioners.

RESOLVED TO ADVISE MR PIPER ACCORDINGLY.

409. **FINANCE**(a) Accounts Received

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

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

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

Salaries:	Gross Pay: 17205.43	Net Pay:	13002.14
DPC Imprest A/C:	Reimbursement		2,109.58
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
Clive Stanley Associates:	Webmaster Services from 28.08.09 to 26.11.09		247.50

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

The following accounts paid between meetings were **APPROVED**:-

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

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

Todd Miller & Joe Loss	Friday 18 th December 2009	2,514.50
Orchestra:		
Todd Miller & Joe Loss	Saturday 19 th December 2009	2,585.00
Orchestra:		
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 Carman Curtains	133.73	
Piano Tuning	47.00	
Emergency Caretaking	430.15	
Bar Stock	100.55	
Twinning 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
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Ditton Infant School:	Annual Donation		200.00
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Pop-In-Club:	Annual Donation		125.00
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(f) Accounts for Payment – Community Centre

BBp Plumbing:	Investigating Hot Water Problem		50.00
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Chubb Electronic Security:	Annual Contract – D C Hall Alarm	106.54	122.52
		Vat <u>15.98</u>	

Cobra Insurance:	Commercial Combined –Time on Risk	58.66	161.59
	IPT	2.93	
	Insurance Fee	<u>100.00</u>	

Connaught Compliance Gas:	Emptying F & E Tank - too much water	77.98	89.68
		Vat <u>11.70</u>	

Cube Plumbing & Heating:	Repairs to Office/Bar Heating & Replace Ball Valve to Header Tanks	409.00	470.35
		Vat <u>61.35</u>	

Edwardes Bros [Dulwich]:	Stage Light Tubes	19.50	22.42
		Vat <u>2.92</u>	

Initial Washroom Solutions:	Towel Rental - December 2009	62.54	71.92
		Vat <u>9.38</u>	

Kent Catering Services Ltd:	Repair to Water Heater – Oaken Hall	147.00	169.06
		Vat <u>22.06</u>	

Kent County Council:	Cleaning Materials	54.46	62.63
		Vat <u>8.17</u>	

Record UK Limited:	Maintenance to Automatic Doors	90.00	233.45
	Repairs to automatic Door – West Kent WI	<u>113.00</u>	
		203.00	
	Vat <u>30.45</u>		

South East Water:	Water Rates 1.10.2009 to 31.03.2010		561.00
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Southern Water:	Wastewater 23.04.09 to 14.10.08		838.17
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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	140.00	
	Re Angle Spot Lights – Kilnbarn Club	45.00	
	Reinstalling Power Point under TV in KB	<u>75.00</u>	
		260.00	
		Vat <u>39.00</u>	299.00
Kent County Council:	Cleaning Materials	48.20	
	Safety Boots	<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 – Kilbarn 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

The following direct debits paid during October 2009 were **READ, NOTED** and **APPROVED**:-

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

A copy of the report had been previously circulated to all Members. It was **NOTED** there were no matters arising that would need to be brought to the attention of Councillors. The Auditor reiterated his previous advice that consideration needs to be given to increasing the Council's reserves when setting the precept for 2010/2011.

(j) Estimates Meeting

Members were advised that the estimates meeting scheduled to take place on 14th December, would now take as soon as the details of the tax base are received.

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

County Councillor Homewood reported on the following items:-

- Funding Applications – they are currently being processed
- Crossing/Refuge on A20 near the Drill Hall – the application has been refused by Kent Highways because of the cost is far greater than the funds available.

- Kent & Medway Fire Authority – he will be visiting Larkfield Fire Station on Monday and he may be able to arrange a further visit for members of this Council if they would like to visit the Station.

Cllr Mulcuck thanked Co Cllr Homewood for the grant he approved towards lighting in the Heritage Centre.

Borough Councillor Mrs Grant reported that she was in the process of compiling a report on highway drainage in the village.

Borough and Parish Councillor Stone reported that he had had discussions about why the boundary change had been brought forward to 2010 when the Parish Council were expecting it to be in 2011. He REPORTED that TMBC had made this decision in October but did not inform the Parish Council until early December – after the budgets had been prepared. He apologised on behalf of the Borough Council, for this delay.

411. REPORTS FROM COMMUNITY POLICE/WARDEN

This item was dealt with earlier in the meeting under Minute No. 403.

412. 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 RESOLVED NO OBJECTION
TM/09/02697/FL	Two detached houses with garages (substitution of plots A & B approved under TM/08/00088/FL)	45 Bradbourne Lane RESOLVED NO OBJECTION PROVIDED THE ROOFS DO NOT EXCEED THE HEIGHT OF THOSE ON THE ORIGINAL APPLICATION
TM/09/02636/FL	Renovation of existing offices	Park Farm, B/bne Lane RESOLVED NO OBJECTION
TM/09/02732/FL	Erect PVC conservatory to rear of property	22 Fernleigh Rise RESOLVED NO OBJECTION
TM/09/02822/TPOC	Pine Tree – Cut back branch overhanging driveway (TPO 12-06-21)	Land Opposite 3 Cobdown Park RESOLVED NO OBJECTION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL

The Chairman moved that two additional, date sensitive applications be considered:-

TM/09/02899/FL	Change of use of garage to storage in association with catering business	56 Primrose Drive RESOLVED THIS COUNCIL OBJECTS TO THIS APPLICATION BECAUSE COMMERCIAL USE OF THIS PREMISES WOULD LEAD TO INCREASED VOLUME IN TRAFFIC IN A RESIDENTIAL AREA.
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TM/09/02555/FLA Single storey lounge/kitchen/garage extension 43 Acorn Grove
(resubmission of TM/06/00291/FL)
RESOLVED NO OBJECTION

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

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

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
APPROVED

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
NO OBJECTION

TM/09/02201/AT Free Standing Sign Vacant Plot Adjoining
6 Mills Road
GRANTED EXPRESS CONSENT

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
APPROVED

(c) 'B' Lists

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

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

(d) Joint Transportation Board

READ and **NOTED**.

(e) Kent Highways – West Kent Parish Seminar 24/11/2009

Cllr. Beadle's report, which had previously been circulated, was **READ** and **NOTED**. The Chairman thanked Cllr Beadle for attending the seminar and compiling the report.

(f) Plans for Comment – Delegated Power during December

RESOLVED delegated power be given to the Clerk in consultation with the Chair of the Planning Committee to deal with planning applications received for comment during the Christmas recess.

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

It was **NOTED** that the roof at the New Road Recreation Ground changing rooms is in a very poor state of repair and is leaking. A quotation from Top 2 Bottom had been received.

Discussion took place and it was suggested it would be preferable to replace the roof rather than repair it, if the funds can be found. The Chairman asked Co Cllr Homewood if he had any funding left that could assist with this project. Cllr Homewood said he may be able to find some money if the Council could match fund. The clerk will e-mail details to Cllr Homewood.

RESOLVED if Co Cllr Homewood can provide a grant towards the new roof then the balance of the cost of the new roof be found from the Open Spaces and Amenities Committee's Property Maintenance budget.

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

There were no matters arising.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50 the Chairman moved that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

415. **INCIDENT IN KILNBARN CLUB**

(a) Communication from Cllr. Cordwell

READ and **NOTED**.

(b) Communication from Resident

READ and **NOTED**.

(c) Membership Bans

Following consideration of the above communications, discussion took place on the various, conflicting accounts of this incident.

RESOLVED to write to the two Kilnbarn Club members concerned advising them that the ban will be lifted immediately but their behaviour will be monitored for a period of 12 months and any inappropriate behaviour would lead to the ban being reinstated.

(d) CCTV – Quotation

A quotation was **READ** but the exact requirements were not clear.

RESOLVED to defer this item to the next Community Centre Committee meeting in January.

416. **CLOSURE**

The meeting closed at 9.25pm.

Chairman
4th January 2010