

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 5TH OCTOBER 2009

PRESENT: CLLRS. M J PORTER (Chairman), J A BEADLE (Vice-Chair), R ANGEL, MRS A R BEADLE, M D BRINE, A R MULCUCK, N NEWMAN, D H NUNN, MRS A THROSSELL & MRS J F THWAITES. CO. CLLR. P HOMEWOOD & BOROUGH CLLR. MRS C GRANT
MRS S J KAVANAGH (Clerk of the Council) & MRS N GREENAWAY (Admin. Asst.)

281. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

282. **APOLOGIES**

Apologies were RECEIVED from Cllrs. Cordwell and Stone. The previously notified reasons for absence were **APPROVED** and recorded in the absence book ref. 43.

Apologies were also RECEIVED from PC Roddick and PCSO Sayer.

283. **DECLARATION OF INTERESTS**

There were no declarations of interest.

284. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 7TH SEPTEMBER 2009**

The minutes of the meeting held on 7th September 2009 were **CONFIRMED** and **SIGNED**.

285. **MATTERS ARISING**

(a) Casual Vacancy (Page 103, Item 218)

It was **NOTED** that a resident has made a valid application for an election to be held to fill the vacancy and, unless unopposed, the election will be held on Thursday 12th November 2009. The cost of the election will be approximately £2,500 - £3,000 which the parish will have to meet.

286. **MEETINGS HELD DURING SEPTEMBER 2009**

(a) For Confirmation & Signing

(i) COMMUNITY CENTRE COMMITTEE, 14TH SEPTEMBER 2009

The above minutes were present by Cllr. Porter and **CONFIRMED** and **SIGNED** as a true record.

Cllr. Mrs Beadle advised Members that the Community Warden may have access to funding to repair and refurbish the Cedar Room, provided it can be used by youths on some

evenings and weekends. The funding would include a qualified youth leader for 18 months and training for volunteers. Mrs Beadle also advised that the Warden will make a presentation to the Cedar Room Working Party at their meeting tomorrow, Tuesday 6th October.

FURTHER NOTED, if approved, the Warden would like to hold an open meeting on 22nd October in the Don Carman Hall, time to be agreed.

RESOLVED to agree to support this project in principle, subject to the outcome of the presentation and Working Party recommendations.

- (ii) PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE, 21st SEPTEMBER 2009

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

It was **NOTED** that the request to KHS regarding rephrasing of the lights at Ditton Corner whilst the works in Bradbourne Lane and St Peters Road are in progress, has been passed to the person responsible for dealing with this.

- (iii) OPEN SPACES AND AMENITIES COMMITTEE, 21st SEPTEMBER 2009

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

- (iv) FINANCE & ADMINISTRATION COMMITTEE (EXTRAORDINARY MEETING), 28th SEPTEMBER 2009

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

NOTED the Committee recommendation regarding the Review Committee Report will be dealt with in closed session at the end of the meeting.

- (b) For Noting

- (i) TWINNING ASSOCIATION, 24th SEPTEMBER 2009

The above minutes, previously circulated, were **READ** and **NOTED**.

287. **CORRESPONDENCE**

- (a) For Noting

The following correspondence was CIRCULATED , **READ** and **NOTED**:-

Kent County Council: Community Safety Newsletter, June 2009

Local Works: Sustainable Communities Act

KALC: 'Parish News' – Issue 342, September 2009

Mail Publications: 'Downs Mail' – No. 150, October 2009

CIPFA:	<u>'Commissioning Public Services – Partnership Working and Delivery with the third sector</u>
Clerks and Councils:	<u>'Direct' – September 2009, Issue 65</u>
Communicorp:	<u>'Local Councils Update' – Sept 2009, Issue 119</u>
SLCC:	<u>'The Clerk' – September 2009, Vo. 1 No. 5</u>
T & M Community Safety Partnership:	<u>Monthly e-Bulletin</u> <u>'Newsletter, Autumn 2009</u>

(b) For Decision

Rural Kent:	<u>Parish Plans</u>
wished were	Discussion took place as to whether this Council to proceed with compiling a parish plan. Members mindful of the input that would be required from volunteers.

RESOLVED to defer a decision until next year.

Ton. & Malling Borough Council:	<u>Parish Partnership Panel – Request for Agenda Items for Meeting to be held on 5th November 2009</u> NOTED this Council does not have any items for the agenda.
---------------------------------	--

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

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

Invicta Double Glazing:	Gazette Advertisement	60.00
Ditton Junior School:	Grounds Maintenance	806.15
Ditton Infants School:	Grounds Maintenance	232.30
Ditton Short Mat:	Photocopies	7.44
Multi-Sport:	Hire Fees	136.00

(b) Accounts for Payment

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

Salaries:	September	Gross: 14625.11	Net 10978.28
DPC Imprest A/C:	Reimbursement of Expenses		943.97
Kent County Council:	Superannuation - September		3748.48

AquaAid:	Still Water	27.00	
		Vat <u>4.06</u>	31.06
Chubb Electronic Sec. Ltd:	Alarm Contract –Monitoring and Maintenance	605.82	
		Vat <u>90.87</u>	696.69
Ditton Community Centre:	Hire of Hall 18/12; 19/12; 31/12		950.00
EDF Energy:	Changing Rooms NRRG	160.57	
		Vat <u>8.04</u>	168.61
EDF Energy:	Cedar Rooms	155.75	
		Vat <u>7.79</u>	163.54
Emprise:	Keyholding and Alarm Response	20.83	
		Vat <u>3.13</u>	23.96
Ernest Doe & Sons Ltd:	Mower Repairs & Parts	94.85	
		Vat <u>14.20</u>	109.05
Mrs Greenaway:	Reimbursement for Eye Test		10.00
Grogans Electrical Svs:	Repairs to Angle Grinder	30.00	
		Vat <u>4.50</u>	34.50
KAS Welding Supplies:	Welding Mask & Electrodes Messer		95.00
Kent County Council:	Rigger Gloves, Crossbar hooks & Stationery	31.96	
		Vat <u>4.79</u>	36.75
Kent Wildlife Trust:	Annual Subscription		41.00
T Parker & Sons:	Surrey Loam, Grass Seed & Mini-grain	469.56	
		Vat <u>57.96</u>	527.52
R & D Club Supplies:	BKG Trophies & Engraving	53.96	
		Vat <u>8.09</u>	62.05
Sisis Equipment Ltd:	Conveyor Sleeve	60.00	
	Carriage	<u>11.99</u>	
		71.99	
		Vat <u>10.79</u>	82.78
Three Towns Office Equipment:	Ink Rollers for adding Machine	16.05	
		Vat <u>2.40</u>	18.45
Tonbridge & Malling BC:	Contribution towards the Y2 Crewe Summer Scheme		500.00
<u>PROMOTIONS ACCOUNT</u>			
DPC Imprest Account:	Peter Eligate Showband for Hallowe'en Dance		625.00

IMPREST ACCOUNT - Expenditure during September 2009

Brought forward 1 st September 2009		1348.25
Add: PC Reimbursement		<u>1151.75</u>
		2500.00
Deduct September Expenses:		
Voucher Charge	3.25	
Councillor Training	40.00	
Bar Petty Cash	103.74	
PC Petty Cash	71.14	
T & MBC Licence Fee	23.00	
Postage Stamps	69.00	
Travel Expenses	66.39	
Twinning Expenses	114.95	
Trailer Training Course Fee	402.50	
Hep B Injection – Drain Cleaning	<u>50.00</u>	
		943.97
	Balance	<u>1556.03</u>
		2500.00

* Sum to be drawn on 5th October 2009 to return the balance to £2500.00

(c) Direct Debits Paid During August 2009

The following direct debits paid during August 2009 were **READ** and **NOTED**:-

(i) DITTON PARISH COUNCIL GENERAL ACCOUNT

03.08.2009	WPA	608.51
03.08.2009	02	22.63
03.08.2009	Sky Business	402.50
05.08.2009	RBOS Mentor	365.17
07.08.2009	Nildram	41.91
10.08.2009	Post Office Ltd	72.40
14.08.2009	EDF Energy	14.40
20.08.2009	S & N UK	7713.59
20.08.2009	Tonbridge & Malling BC	1200.00
20.08.2009	Red Fuel Cards	111.69
20.08.2009	Tonbridge & Malling BC	74.00
21.08.2009	Waverleys	342.72
24.08.2009	EBS Direct Debits	20.00
24.08.2009	Euphony Comms	9.46
25.08.2009	BOC Manchester	264.50
27.08.2009	EDF Energy	356.89
28.08.2009	NW Business MC	257.30
28.08.2009	Walkers Snacks	209.89

(d) Internal Audit Report

A report of the first visit of the audit programme for 2009/2010 was **READ**. It was **NOTED** that the auditor tested the payment systems, salaries and wages in respect of monthly paid staff and reported there were no matters arising that would need to be reported to the Council.

The auditor noted the most important change of the year to date as the outsourcing of the function bars and how this will develop as the year unfolds.

(e) Investment Report

A copy of an investment analysis, which had previously been circulated, was **READ** and it was **NOTED** that the value of the investment has increased substantially in value since April.

FURTHER NOTED that the two cash accounts, although totalling the correct amount, have been incorrectly analysed. This is currently being amended by UBS.

289. REPORTS FROM BOROUGH & COUNTY COUNCILLORS

Co. Cllr. P Homewood reported on the following matters:-

- Highways Grants – this Council's application for a pedestrian crossing/refuge on the A20 near the Drill Hall and cleaning up of the Ford, and are now in the system for consideration.
- War Memorial – the application for a Members grant towards the cleaning is also in the system for consideration.

It was **NOTED** that it will take approximately two months for a decision to be reached.

290. REPORT FROM COMMUNITY POLICE OFFICER

A report from PC Roddick was **READ** and it was **NOTED** that crime level was low in September with only five low value crimes committed, mainly in the Woodlands Road area.

291. PLANNING, TRANSPORTATION & HIGHWAY MATTERS(a) Plans Received for Comment

No plans had been received for comment.

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

The following plans dealt with by Tonbridge & Malling Area Sub-Committee No. 3 were **READ** and **NOTED**:-

TM/09/01762/FL	Variation of condition 6 of planning permission TM/07/03375/FL (conversion from club to Public House – external and internal alterations) to amend opening hours to 10.00am to 00.30am Sunday to Thursday and 10.00am to 1.30am Friday and Saturdays	Kentish Quarryman <u>REFUSED</u>
TM/09/01499/RD	Details of land contamination submitted pursuant to parts A & B of Condition 7 of planning permission TM/08/03625/FL: Telephone engineering centre with separate Motor Transport Workshop (MOT Testing Centre) and associated storage and parking areas	College Road, Aylesford <u>APPROVED</u>

TM/09/01930/AT	Advertisement Application: Roundabout sponsorship (A) Roundabouts at junctions of A228 and Malling Road Snodland; Melbourne Way, New Hythe Lane and Bellingham Way, Larkfield; and A20 and Cold Harbour Lane, Aylesford	Various Roundabouts in Aylesford & Larkfield <u>REFUSED</u>
TM/09/1930/AT	Advertisement Application: Roundabout Sponsorship (B) roundabouts junctions of New Hythe Lane and Papyrus Way, Larkfield; southern end of Bellingham Way, Ditton; and Mills Road and the South Aylesford Retail Park, Aylesford	Various Roundabouts in Aylesford & Larkfield <u>GRANTED EXPRESS CONSENT WITH CONDITIONS</u>

(c) 'B' Lists

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

09/36 - 7.9.2009

(d) Minutes, Notes, Agenda for Area 3 Planning Committee

The above document was **READ** and **NOTED**.

(e) Kent International Gateway

A letter of thanks from Aylesford Parish Council for this Council's support and attendance at the recent meeting, was **READ** and **NOTED**.

(f) Details of Proposed Road Works in Station Road

Information regarding the above proposed works, which had previously been circulated, was **READ** and **NOTED**.

(g) Applications likely to be reported to Area 3 Planning Committee

NOTED that the following applications are likely to be reported to Area 3 Planning Committee for decision.

(i) TM/09/01733/AT – 4 X FREESTANDING, NON-ILLUMINATED ADVERTISEMENTS AT 429-431 LONDON ROAD

(ii) TM/09/00452/FL – ERECTION OF 6M LIGHT COLUMN WITH LUMINAIRE AT 429-431 LONDON ROAD

Members were advised that this has taken place and two of the free standing advertisements and the erection of a 6m column, have been granted permission.

(h) Kent International Gateway – Details of Dates and Venues for Public Inquiry

Details of dates and venues for the public enquiry were **READ** and it was **NOTED** that all previous objections would be forwarded to the Inspector. **FURTHER NOTED** that Cllr. Stone will attend the inquiry.

(i) Site Meeting re. Diversion of Bridleway MR108

Members were advised that the site meeting will be held on 13th October 2009 at 2.00pm.

292. **REMEMBRANCE DAY**

Cllr. Mulcuck reported that no requests have been made from the organisations for a pre-meeting. Any amendments to the service have been requested from the Revd. Ross Terranova and Cllr. Mulcuck advised that he would deliver the reading.

All other matters are in hand.

293. **MATTERS ARISING FROM CORRESPONDENCE FOR NOTING**

There were no matters arising.

294. **INCIDENT IN THE KILNBARN CLUB**

Details of an incident in the Kilnbarn Club on Friday 25th September 2009, where a Member had two glasses of water thrown over him were **READ** and it was **NOTED** that another Member of the club had written to the Council to express his disgust over the incident and behaviour of the group of youths involved. **FURTHER NOTED** that the Council had been given a copy of a 'facebook' entry in which one of the youths involved was bragging about how he and others had egged the perpetrator on to throw the water.

Unfortunately no-one appears to know, or want to name, the person who threw the water, but it is understood that he is not a member of the Kilnbarn Club.

RESOLVED this Council will not tolerate this kind of behaviour on its premises and the matter be referred to the Community Centre Committee to identify those youths responsible.

RESOLVED that all of the youths involved and identified so far, be advised they are no longer welcome in the club and are banned from entering the premises with immediate effect.

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.

295. **RECOMMENDATION: Review Committee Report** [(F & A Minutes), Page 129, item 279]

Cllr. Porter reminded Members of the need for confidentiality and non-disclosure of the content of the report until the staff have been made aware of any changes to their working practices and contracts. Once this has been completed the document will no longer be confidential and a copy will be circulated to all Members.

Cllr. Beadle invited comments on the report, which had been read by Members before this meeting commenced.

RESOLVED to **APPROVE** and **ADOPT** the report.

The Chairman thanked Cllrs. Beadle, Mrs Beadle, Nunn and Mrs Throssell for their work on the review and the savings that will be made in the future. Sincere thanks were also extended to Mr Lander, although no longer a member of the Council, who was instrumental in the franchising of the function bars which has made a substantial saving for the council.

296. **CLOSURE**

The meeting closed at 8.22pm.

Chairman
2nd November 2009