

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 6th APRIL 2009

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chairman], R G W BAKER, MRS A R BEADLE, W CORDWELL, M LANDER, A R MULCUCK, D H NUNN, MRS A THROSSELL AND MRS J F THWAITES.
MRS S J KAVANAGH [Clerk of the Council], MRS N GREENAWAY [Admin. Assist.]

585. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

586. APOLOGIES FOR ABSENCE

Apologies were RECEIVED from Cllrs. Brine and Angel. The previously notified reasons for absence were approved and are recorded in the Absence Book ref. 23.

587. DECLARATIONS OF MEMBERS' INTERESTS

Cllr. Nunn declared a personal interest in item 595(e) as he lives in Pear Tree Avenue.

588. CONFIRMATION AND SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 2nd MARCH 2009

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

589. MATTERS ARISING

(a) Emergency Planning [Page 264, Item 533(b)] - suggested date for meeting.

Following this Council's agreement to invite the KCC Emergency Planning Assistant, Rebecca Blackburn, to address the Council regarding a community self help plan template, it was **NOTED** that she is available week commencing 20th April 2009 or week commencing 4th May 2009.

RESOLVED to invite her to address the council on Tuesday 5th May 2009 at 10.30am.

Cllrs. Beadle, Mrs Beadle, Cordwell, Lander, Mulcuck and Mrs Throssell agreed to attend. Cllr Mrs Thwaites advised that she will also attend if possible.

(b) Donations [Page 266, Item 543(e)] – Communication re. MCAB.

It was **NOTED** that Malling Citizens Advice Bureau has now closed and therefore they regret they cannot accept this Council's donation of £100. They suggest the Council may wish to review the donation and direct it to one of the neighbouring Citizens Advice Bureaux who are continuing to provide a service.



RESOLVED that, as the Malling Bureau has closed, the £100 donation will be placed back into the charities account.

590. **MINUTES OF MEETINGS HELD DURING MARCH 2009**

(a) For Confirmation

(i) COMMUNITY CENTRE COMMITTEE – 9TH MARCH 2009

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

The recommendation regarding a junior membership to the Kilnbarn Club was **READ** and after consultation with legal representatives and staff it was

RESOLVED to amend the resolution as follows:-

‘Children under 16 years of age, accompanied by a responsible adult will not be required to pay a guest fee, but in accordance with the current rules they will be required to leave the club at 9.00pm. Children aged 16 to 18 years of accompanied by a responsible adult will not be required to pay a guest fee before 9.00am but if they wish to remain in the Kilnbarn Club after 9.00pm they will be charged the appropriate guest fee’.

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

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

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

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

(iv) FINANCE & ADMINISTRATION COMMITTEE – 23rd MARCH 2009

The above minutes were presented by Cllr. Beadle and, following the deletion of Cllr. Porter from the list of attendees, were **CONFIRMED** and **SIGNED** as a correct record.

Recommendations

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)]

RESOLVED to **RATIFY** the RECOMMENDATION to **APPROVE** and **ADOPT** the above documents.

(b) For Noting

(i) TWINNING ASSOCIATION, 25th March 2009

The above minutes were **READ** and **NOTED**.

(ii) DITTON MAY DAY FETE, 20.1.2009 and 5.3.2009

The above minutes were presented by Cllr. Mulcuck and **READ** and **NOTED**.

591. **CORRESPONDENCE**

(a) For Noting

The following correspondence, which was CIRCULATED at the meeting, was **READ** and **NOTED**.

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>
Mr D Stevens:	Letter of Thanks to Ground staff for their excellent maintenance work on the village green.
(b)	<u>For Decision</u>
Rt. Hon. Ed Balls MP:	<u>Consultation on Young People and Alcohol</u> READ and NOTED .
Kent County Council:	<u>Commons Act 2006 – Common Land/Village Green Seminar, 14th May 2009</u> Information READ and NOTED no-one is able to attend.
KALC:	<u>Power of Well Being – Survey of Training Needs</u> Discussion took place and Members wished to have more information on the Power of Well Being before deciding on training needs.

RESOLVED THE CLERK TO OBTAIN FURTHER INFORMATION ON THE POWER AND REFER THIS ITEM BACK TO THE COUNCIL AT THE NEXT MEETING.

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

NOTED County Cllr. Rowe had previously given is apologies for absence, but had asked that a copy of 'Inside Track' be forwarded to the Council for discussion.

593. **REPORTS FROM COMMUNITY POLICE OFFICERS**

NOTED apologies had previously been received from the neighbourhood Policing Team who had been unable to send a representative to the meeting.

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

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

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

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

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

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

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

Donation from Charities Account under Local Government Act 1972 Sec.144:

Ditton Heritage Centre	£600
------------------------	------

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	174.80	
		Vat <u>26.23</u>	201.03
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	
	Underpayment of previous invoice	10.00	
		Vat <u>28.50</u>	228.50
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
Wayte Binding:	Binding 2 volumes of minutes		70.00
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

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

[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

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

The Family Day Committee balance sheet, which had previously been circulated, was **READ** and **NOTED** as follows:-

<u>INCOME</u>		<u>EXPENDITURE</u>	
Cash in Hand 1/4/2009	839.58	Horticulture Show	175.50
Ditton Village Show	37.80	Returned to Parish Council	192.30
Drawn from P C Allowance	330.00	Christmas Party Chocolates	54.00
		Cash in Hand	785.58
	<u>1207.38</u>		<u>1207.38</u>

(e) Internal Audit Report of 4th Visit

The internal auditor's report of his fourth visit, which had previously been circulated, was **READ** and it was **NOTED** that there were no matters arising that would need to be brought to the attention of councillors. **FURTHER NOTED** that he agrees with the Council's intention regarding the investment.

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

NOTED that Notice of the Annual Audit for year ending 31st March 2009 has been received and the date of the audit given as 1st June 2009. This means the Notice of Audit and Summary of Rights must be displayed from 16th April 2009 and the accounts available for inspection no later than 30th April 2009.

595. 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
RESOLVED NO OBJECTION, SUBJECT TO THE APPROVAL OF THE TREE OFFICER

TM/09/00364/FL Conservatory with dwarf wall to the rear of the property 169 Woodlands Road
RESOLVED NO OBJECTION

TM/09/00358/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
RESOLVED NO OBJECTION SUBJECT TO THE BOROUGH COUNCIL'S APPROVAL OF THE TECHNICAL DETAILS

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

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

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

(c) 'B' Lists

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

09/10 - 9.2.2009; 09/11/16.03.2009; 09/12 - 24.03.2009

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

Cllr. Mulcuck advised that he has read the document and the only comment he has to make is to request that the newly designated Local Nature Reserve be included in the next update.

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

It was **NOTED** that Cllrs. Mulcuck and Nunn attended the site meeting. Cllr. Nunn reported that there are restrictive covenants on the land and the matter is now with the resident's solicitors.

596. COMMUNITY GOVERNANCE REVIEW

A communication from the Borough Council regarding this Council's response to the Community Governance Review was **READ** and it was **NOTED** that they are unable to accede to this Council's request to widen the review.

597. **ANNUAL PARISH MEETING**(a) Final details

The Clerk reported that the final details are all in hand and a laptop and projector have been loaned to the Council for Dr Michelle Fountain's presentation on the Local Nature Reserve.

(b) Chairmen's Reports

Chairman were reminded to ensure that a copy of their speech is handed to the Clerk before the annual parish meeting.

598. **RISK MANAGEMENT REVIEW**

A review of the risk management for Ditton Parish Council was undertaken by Members.

Cllr. Lander complimented the Clerk on the summary document

RESOLVED that the Council is confident that the risks affecting the Council are being adequately managed.

RESOLVED to approve, sign and date the risk management summary.

599. **FAMILY DAY COMMITTEE**(a) Future of Committee

Cllr. Mulcuck advised that the Committee has not met for approximately two years and are not involved in this years May Day Fete. He asked the Council to consider whether the committee should be disbanded and the funds used for other purposes.

Discussion took place and it was **NOTED** that the Committee is part of the Parish Council and is made up of councillors, staff and volunteers.

RESOLVED that as the committee has not met for two years, it be wound up with immediate effect.

(b) Future use of Funds Held

RESOLVED the funds currently held by the committee be transferred to the charities account to be used for other charitable purposes.

RESOLVED that members of the Family Day committee be advised of the Councils decision and thanked for all their help in the past.

600. **COMMUNITY DAY**(a) Progress Report from Ditton Minors FC

NOTED no report had been received.

(b) Request for £200 towards Arena Events

Considerable discussion took place regarding responsibility for the event and any costs involved.

RESOLVED that any application for funds should be made in writing to the Council with full details of the proposed expenditure and a covering invoice and receipt.

v

601. **DITTON GAZETTE**

A request for a review of the advertisement rates for the Ditton Gazette was **READ** and **NOTED**.

RESOLVED to obtain further information on costs currently being charged for advertisements in similar magazines and this be brought to the next meeting of the Council.

602. **MATTERS ARISING FROM “CORRESPONDENCE FOR NOTING”**

Cllr. Mulcuck drew Members attention to an article in the Local Council Review regarding business rates and asked that it be circulated to those interested.

The Chairman moved 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.

603. **PERSONNEL MATTER**

A request from a member of part-time staff for permission to undertake a temporary post with another employer for four hours per week on the understanding that it would not interfere or conflict with the duties or hours of work of the post held with this Council, was **READ** and **NOTED**.

RESOLVED to accede to the request.

604. **CLOSURE**

The meeting closed at 8.45pm.

Chairman
6th May 2009

