

## DITTON PARISH COUNCIL

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

PRESENT: CLLRS. J A BEADLE [Vice-Chairman], R ANGEL, RGW BAKER, MRS A R BEADLE, A R MULCUCK, D H NUNN, B D STONE, MRS A THROSSELL and, MRS J F THWAITES  
MRS S J KAVANAGH [Clerk of the Council], MRS N GREENAWAY [Admin, Asst].

### 130. OPENING OF MEETING

The Vice-Chairman opened the meeting at 7.30pm.

### 131. APOLOGIES FOR ABSENCE

Apologies were RECEIVED from Cllrs. Brine, Cordwell, Lander and Porter. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 35.

### 132. DECLARATIONS OF INTERESTS

Cllr. Stone declared a personal interest in item 140 Planning Matters and 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 and consider them solely on the basis of evidence placed before him at that meeting.

Cllr. Stone also declared an interest in item 142 as the Cedar Room is the Guide Headquarters and he is related to the Guide Leader.

### 133. CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1<sup>st</sup> JUNE 2009

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

### 134. MATTERS ARISING

(a) The Power of Well-Being Training [Page 35, Item 71]

The Chairman advised that 10 members of the council have now attended training in the Power of Well Being, however, at least one other councillor needs to attend training to reach the required 80%.

It was agreed that this Council should strive to meet the qualification criteria to be able to use this power which would give much wider scope for larger projects.

The Chairman stressed the importance of attaining 80% of members trained and urged the remaining councillors to attend the next training course when it is arranged.



(b) Ditton May Day Fete [Page 36, Item 73]

## (i) COMMUNICATION FROM DITTON MINORS FOOTBALL CLUB,

A communication from Ditton Minors Football Club regarding the 2010 football tournament was **READ** and it was **NOTED** that they are willing to pay for pitch marking etc.

## (ii) DITTON MAY DAY FETE 2010 – DECISION WHETHER TO GO AHEAD

Cllr. Mulcuck advised that he would like to see a fete held in 2010. Discussion took place and Cllr. Nunn advised that from his observation this year's fete was not a success, there were only 5/6 stalls and hardly anyone attended.

Cllr. Stone advised that he has been in contact with several local organisations who have expressed an interest in taking part next year and felt it is too early to make a decision. He felt this should be reviewed in September/October when there will be a clearer picture of support from local organisations.

**RESOLVED** to review this in September.

*The Chairman moved that the police report be taken next to enable the officer to return to his duties.*

135. **REPORT FROM COMMUNITY POLICE/PARISH WARDEN**

PCSO Sayer reported on the crime figures for Ditton during June as follows:

Total crime 5: 1 attempted theft from a vehicle; 1 theft from a van; 1 minor damage to a fence; 2 other crimes.

It was **NOTED** that a person has been arrested for the attempted theft from a vehicle.

PCSO Sayer advised that the focus of patrol work has been anti-social hot spots in Primrose Drive and Woodlands Road. These priorities are regularly reviewed and the three current priorities will be:

- Parking in Primrose Drive
- Nuisance vehicles in the Quarry
- Anti Social Behaviour in Pear Tree Avenue

It was also reported that the police would like to know of any local events taking place to enable them to take part wherever possible.

The following matter was raised by Councillors:-

- Mobile CCTV

136. **MINUTES OF MEETINGS HELD DURING JUNE 2008**

(a) **For Confirmation**

- (i) COMMUNITY CENTRE COMMITTEE, 8
- <sup>TH</sup>
- JUNE 2009

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

The recommendation to consider making a donation to the RSPCA was rejected due to financial restraints.

- (ii) EXTRAORDINARY PARISH COUNCIL MEETING, 15
- <sup>TH</sup>
- JUNE 2009

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

- (iii) PLANNING COMMITTEE, 15
- <sup>TH</sup>
- JUNE 2009

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

- (iv) OPEN SPACES & AMENITIES COMMITTEE - 15
- <sup>TH</sup>
- JUNE 2009

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

Cllr. Mulcuck requested the resolution regarding the allotment path (Page 57, item 114) be rejected, as this has been on the list for 3 years and the work needs to be undertaken without any further delay.

Cllr. Mulcuck was advised that under standing orders a resolution cannot be overturned for six months, however, the resolution states that this item will be revisited in September when he will have the opportunity to put his concerns to the committee at that time.

Cllr. Baker advised that a site meeting had been held to assess the situation regarding the seat on the village green and it is proposed that the new seat will be moved away from the tree roots.

- (iv) PERSONNEL COMMITTEE, 29
- <sup>TH</sup>
- JUNE 2009

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

(b) **For Noting**

- (i) TWINNING MEETING, 3<sup>RD</sup> JUNE 2009 - **READ** and **NOTED**.  
 (ii) MAY DAY FETE, 9<sup>TH</sup> JUNE 2009 - **READ** and **NOTED**.

137. **CORRESPONDENCE**(a) **For Noting**

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

KALC: 'Parish News - Issue 240, 5<sup>th</sup> June 2009 + encls  
Councillors Information Day , 29<sup>th</sup> July 2009

Tonbridge & Malling Borough Council:	<u>Parish Partnership Panel, Minutes, Notes etc.</u> <u>'Summer Playscheme 2009' &amp; 'Activate 2009'</u>
Kent Police Authority:	<u>Policing Kent 2009/12</u>
Ton. & Malling Crime Prevention Panel:	<u>Minutes of meeting held 20<sup>th</sup> April 2009</u>
Clerk's and Council's	<u>Local Council's Update' – Issue 116, June 2009</u>
“	<u>'Direct', July 2009 – Issue 64</u>

(b) **For Decision** (copies herewith)

Rev'd Ross Terranova:	<u>Grant Aid for Church Path</u>
<b>RESOLVED</b>	THAT REGRETFULLY THIS COUNCIL DOES NOT HAVE THE FUNDS TO ASSIST WITH THIS PROJECT .
<b>RESOLVED</b>	THE REV'D TERRANOVA BE ADVISED THAT HE COULD APPLY FOR A COUNTY COUNCIL MEMBERS' GRANT TO ASSIST WITH THE PROJECT.
Rural Kent:	<u>Parish Planning</u> It was <b>NOTED</b> that two councillors had previously attended an information day on parish planning, but the council agreed at that time not to proceed with the development of a parish plan.  Discussion took place and Cllr. Stone advised that he may be able to attend this event held at Ditton Community Centre on 11 <sup>th</sup> July 2009.
NHS West Kent Primary Care Trust :	<u>Invitation to Meeting on 23<sup>rd</sup> July 2009</u>
<b>RESOLVED</b>	TO ENQUIRE IF MRS DAY WOULD BE PREPARED TO ATTEND ON BEHALF OF THE COUNCIL
Kent County Council:	<u>Kent Alcohol Strategy - consultation</u>
<b>RESOLVED</b>	NOT TO RESPOND AS THE INPUT PARISH COUNCILS WOULD BE AFFORDED WOULD BE VERY LIMITED.

## 138. **FINANCE**

### (a) **Accounts Received**

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

Ditton Gazette:	Advertisers	123.00
Ditton Bowls Club:	Photocopy Users	14.40

Ditton Infant School:	Grounds Maintenance	116.15
Ditton Junior School:	Grounds Maintenance & Additional Work	1392.62
Holtwood Football Club:	Pitch Fees 2009/2010	347.00
Multi Sports Users:	Hire Fees	89.00
Media Productions:	Decorating Hall – 5 <sup>th</sup> June 2009	147.42
Pterodactyls Cricket Club:	Balance of Pitch & Centre fees 2009	225.00

(b) **Accounts For Payment**

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

Salaries:	Gross: 15835.12	Net: 11868.06
DPC Imprest A/C:	June Reimbursement	1833.73*
Kent County Council:	Superannuation Subscriptions – June 2008	3680.88
Alan Baxter Partnership:	Professional Fees – Cedar Room	495.00
		<u>74.25</u>
		569.25
Aquaid [Kent]:	Environmental Charges & Water	30.30
		Vat <u>4.55</u>
		34.85
Beacham Farm Services:	Tractor Service	380.53
		Vat <u>57.08</u>
		437.61
Chubb:	Annual Contract	201.50
		Vat <u>30.23</u>
		231.73
DCK Beavers Ltd:	Year End and Account Prep.	1371.40
		Vat <u>205.71</u>
		1577.11
Emprise:	Keyholding/Alarm Response	20.83
		Vat <u>3.13</u>
		23.96
Kent County Council:	Internal Audit 5 <sup>th</sup> Visit	260.00
		Vat <u>39.00</u>
		299.00
Kent County Council:	Linemarking Powder	23.97
		Vat <u>3.60</u>
		27.57
Nico:	Printer Toner Cartridge	74.97
		Vat <u>11.25</u>
		86.22

Open Spaces Society:	Annual Subscription		40.00
Parker Merchanting:	Safety Boots	20.08	
		Vat <u>3.01</u>	23.09
T Parker & Sons:	Spraying with Chemicals	375.00	
	Esteem 2 Ltr	225.00	
		Vat <u>90.00</u>	690.00
Popi:	Summer Gazette	1345.00	
		Vat <u>0.00</u>	1345.00
Mr Pullinger:	Playground Locking – June		25.00
Sage:	Payroll Cover Contract	290.00	
		<u>43.50</u>	333.50
Mr N P Saunders:	Plants for War Memorial and Planters		70.00
Stream Nursery:	Hanging Baskets		211.00
South East Water:	Bowls Club (To be Reimbursed)		35.81

#### **Breakdown of Expenditure from Imprest Account during June 2009**

Carried Forward 1 <sup>st</sup> June 2009		1467.03
Add: PC Reimbursement		<u>1032.97</u>
		2500.00
Deduct: June Expenses		
Voucher Charge	3.25	
Emergency Bar Wages	63.40	
T&MBC Temp. Event Notice	21.00	
Petty Cash Reimbursement	66.75	
KALC. Cllr. Trng.	69.00	
Wood Sign Posts for Quarry	100.00	
Workshop Spares	15.99	
KALC Cllr. Training	220.00	
Bar Petty Cash Reimbursement	91.69	
Petty Cash Reimbursement	56.14	
Deposit Refund	250.00	
Toilet Rolls	39.10	
Deposit Refund	50.00	
Annual Photographs	42.00	
Beer Order (Cobra)	517.21	
Deposit Refund (replacement Chq)	100.00	
Postage Stamps	69.20	
Reference Book	<u>59.00</u>	
		<u>1833.73</u>
		666.27
Balance		<u>1833.73*</u>
		2500.00

\*Sum to be drawn on 7<sup>th</sup> July 2008 to restore balance to £

2500.00

(c) **Direct Debits - Paid During May 2009**

The following direct debits paid during May 2009, were **APPROVED & NOTED**:-

01.05.09	WPA Health	608.51
01.05.09	02	22.69
01.05.09	Sky Business	454.25
06.05.09	RBOS PLC Mentor	365.17
08.05.09	Nildram	41.91
12.05.09	Post Office	72.40
20.05.09	S & N UK Ltd	7614.15
20.05.09	Tonbridge & Malling Borough Cncl	1200.00
20.05.09	Red Fuelcards	79.29
20.05.09	Tonbridge & Malling BC	74.00
21.05.09	Euphony Communications	14.02
21.05.09	Waverley TBS	1775.86
26.05.09	BOC Manchester Acc	264.50
27.05.09	EBS Direct Debits	20.00
27.05.09	EDF Energy 1 Ltd	909.54
28.05.09	NW Business Card	318.60
29.05.09	Walkers Snacks	267.20

The Chairman asked the Council to accept a report from the Internal Auditor received the day after the agenda was published.

**RESOLVED** to accede to the request.

(d) **Internal Audit Report of 6<sup>th</sup> Visit and Annual Report**

It was **NOTED** that the visit completed the Audit programme for 2008/2009 and there were no matters arising from the audit that would need to be brought to the attention of the council.

The annual Internal Audit report was **READ** and it was **NOTED** that the auditor is satisfied that, based on testing, the financial systems provide accurate financial information.

**FURTHER NOTED** that his testing confirms that the systems operate effectively, are sound and are not, as far as his testing indicates, open to the possibility of fraud and corruption. It was also **NOTED** that he reviewed elements of corporate governance, data protection and risk assessment.

Cllr. Stone congratulated the staff on an excellent report and suggested the report be included in the next edition of the Gazette.

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

Co. Cllr. Homewood introduced himself and advised that as he was only elected 4 weeks ago he did not have a great deal to report on this month, he did however report on the following matters:-

- Members grants - £10,000 to grant to any worthwhile projects in his 4 areas and £25,000 which has been ring fenced for highway projects.

Matters raised with Co. Cllr. Homewood by Members of the Council were:

- Signage for the culvert
- County Councillors pay increase

Borough Cllr. Stone reported on the following matters:-

- Resurfacing works in Woodlands Road – this work will commence on 7<sup>th</sup> July 2009 and will take approximately 4 – 5 days to complete.
- Aylesford Incinerator – part of the site likely to become an amenity site.
- M20 Junctions 4 – 7 – Kent County Council is to support the introduction of variable speed control for this section of the motorway at busy times of the day.
- Pear Tree Avenue, garages – the issues regarding this matter has been compounded as the garage in question has been sold on again. The Borough Council is to meet to discuss this next Thursday.
- Planning Application – the owner of Pinions Pet Shop's application to build on land at the rear of the shop/house has not yet been determined.
- Wheelie Bins – there is an ongoing problem of wheelie bins being left on the footway in Station Road and also parking issues. Cllr. Stone advised that he has approached Cobdown Club to see if the residents could use their car park for parking and storage of wheelie bins.

#### 140. **REPORT FROM COMMUNITY POLICE/PARISH WARDEN**

This item was dealt with earlier in the meeting [Page 60, item 135]

#### 141. **PLANNING MATTERS**

##### (a) **Plans Received for Comment**

- |                 |  |                   |
|-----------------|--|-------------------|
| TM/09/00985/FL  | Extension to kitchen/lounge and single storey garage   | 18 Woodlands Road |
| <b>RESOLVED</b> | NO OBJECTION BUT WOULD COMMENT THAT THERE WOULD NOT APPEAR TO BE A REAR ACCESS TO THE PROPERTY FOR A WHEELIE BIN ETC.  |                   |
|                 |  |                   |
| TM/09/01228/FL  | Construction of new side and rear two storey extension and low level boundary wall   | 553 London Road   |
| <b>RESOLVED</b> | NO OBJECTION BUT WOULD COMMENT THAT THE PROPOSED SIDE WALL OF THE EXTENSION IS VERY CLOSE TO THE WALL OF THE SIDE ACCESS ROAD AND WOULD HOPE THAT THIS WALL WOULD NOT BE WEAKENED BY THE BUILDING WORK AND THAT THE ACCESS ROAD WOULD NOT BE BLOCKED DURING THE BUILDING WORK. |                   |

TM/09/01499/RD	Details of land contamination submitted pursuant to parts A & B of condition 7 of permission TM/08/03625/FL: Telephone engineering centre with separate Motor Transport Workshop (MOT Testing Centre) and associated storage and parking areas	Former Caradon Doors & Windows College Road
<b>RESOLVED</b>	NO COMMENT	
TM/09/01521/FL	Variation of cond. 3 of TM/91/01205/FL to allow premises to be open for business until 22:00 hrs Monday – Sunday including Bank Holidays	7 Woodlands Parade
<b>RESOLVED</b>	NO OBJECTION PROVIDED THAT THE NEIGHBOURING RESIDENTS HAVE BEEN GIVEN AMPLE OPPORTUNITY TO COMMENT ON THIS APPLICATION	

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

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

TM/09/01074/TPOC	Remove Goat Willow growing too close to property	35 Acorn Grove <b><u>GRANTED CONSENT</u></b>
TM/09/00858/RD	Details of flood resilience strategy submitted pursuant to TM/08/03625/FL (Telephone engineering Centre with separate Motor Transport Workshop [MOT Testing Centre] and associated storage and parking areas)	Former Caradon Doors College Road <b><u>APPROVED</u></b>
TM/09/01011/RD	Details of material submitted pursuant to cond. 2 of TM/03/01309/FL: Demolition of existing dwelling and replacement dwelling (as renewed by TM/06/01834/FL)	Bramley House Kiln Barn Road <b><u>APPROVED</u></b>

(c) **'B' Lists**

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

09/24 - 15.6.2009; 09/25 - 22.6.2009

(d) **Tree Preservation Order No. 2 2009 – 429 London Road**

Notification of confirmation of the above Order on 10<sup>th</sup> June 2009 was **READ** and **NOTED**.

142. **CEDAR ROOM**

Cllr. Mrs Beadle read a report of a meeting of the working party held on 23<sup>rd</sup> June 2009.

Following a report from a structural engineer, requested by the Borough Council's building control surveyor, quotations have been requested to carry out the works required to repair the building.

When received the quotations will be submitted to the Community Centre Committee.

143. **DITTON GAZETTE**

A communication from St. Peter's and St Paul's Pre-School was **READ** and it was **NOTED** that they are disappointed that their editorial was not included in the Gazette for the second issue running.

Discussion took place and Members agreed that the content of the Gazette ought to be monitored by the Council.

The Clerk advised that it is difficult to include all copy received, as one additional item could mean trying to fill four pages.

Cllr. Mulcuck suggested that perhaps the typeface could be reduced to enable more items to be included and asked if it was necessary to include a Chairman and Clerk report in each edition.

**RESOLVED** the Clerk and Cllr. Brine be asked to keep a list of copy/adverts etc., received for the Gazette and highlight those to be included to enable the Council to monitor what is being published in each edition.

**RESOLVED** to write a letter of apology to the Pre-School and perhaps include their editorial on the front page of the next edition.

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

Parish Partnership Panel - Cllr. Stone advised that the Parish Partnership Panel meetings, which he attends, will meet quarterly in future. The next meeting will be held on 10th September 2009 and items for the agenda must be submitted by 12<sup>th</sup> August 2009.

The Regional Assembly (SEERA) - Cllr. Mulcuck advised that the dissolving of The Regional Assembly (SEERA) and the changes at regional level on the newly formed regional partnership SEEC, will mean that parish and town council's will no longer be represented on the partnership.

**RESOLVED** to enquire whether it is the County Council's intention to consult parish and town councils on the new South East plan.

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The Chairman moved that in view of the confidential nature of the following item, the press and public be excluded from the meeting in accordance with Standing Orders 27 & 50.  
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145. **CONFIDENTIAL MEMORANDUM BOOK REF: CM345**

This was not available.

146. **BAR MATTERS**

(a) Bar Franchise - Review Committee Recommendation

Cllr. Beadle **READ** an interim report from the Review Committee regarding the above matter and the committee's recommendation to franchise the functions bars. A copy of the report is filed with these minutes.

Discussion took place and it was **NOTED** that the bar office will need to be converted to a kitchenette to enable food to be prepared for sale in the Kilnbarn Club, as the current facilities would be unavailable after 1<sup>st</sup> September.

**RESOLVED** to enter into an agreement to franchise the function bars to Allbars from 1<sup>st</sup> September 2009 and the Memorandum of Agreement be signed and the parish seal affixed to the document at the next meeting of the Council.

(b) Complaint from Casual Bar Staff Member

Members were advised of receipt of a letter of complaint from a member of senior casual bar staff against another member of senior casual bar staff and a Member of the Council. Details of the complaints are recorded in the Confidential Memorandum Book Ref. CM 346.

The Chairman informed the Council that meetings had been held with the people concerned.

**RESOLVED** that as the senior member of casual bar staff admitted a serious breach of the rules this member of staff be advised that, under the terms of his contract, his services will no longer be required.

It was **NOTED** that the complaint regarding a Member of the Council has been dealt with by the Vice-Chairman.

(c) Breach of Confidentiality

Members were advised that there has been a serious breach of confidentiality by a member of the Review Committee. The Member responsible for the breach has been identified.

Considerable discussion took place.

**RESOLVED** to seek advice from the Monitoring Officer and act in accordance with the Officer's advice.

It was agreed by the Review Committee that no further review meetings would be held until the this matter has been dealt with.

147. **CLOSURE**

The meeting closed at 9.55pm.

Chairman

70  
3<sup>rd</sup> August 2009