

## DITTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF DITTON PARISH COUNCIL,  
HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY, 3<sup>rd</sup>  
MAY 2006

PRESENT: CLLRS. J D DAY [Chairman], R G W BAKER, MRS A BEADLE, J BEADLE, MRS J E DESAVE & J E DESAVE(until 9.05pm), A R MULCUCK, MRS M MULCUCK, P A THORPE, MRS A THROSSELL & MRS J F THWAITES  
MRS S J KAVANAGH [Clerk of the Council], MRS M GRANTHAM [Community Centre Administrator] & MRS N GREENAWAY [Administrative Assistant]

### PART I

#### 1 OPENING OF MEETING

The Chairman opened the meeting at 7.30pm and welcomed all Members to the first meeting in the new municipal year.

The Chairman **READ** a letter, received today from Cllr Mrs Jeannette Thorpe giving her resignation from the Council owing to work commitments.

**RESOLVED** to accept Mrs Thorpe's resignation and to thank her for her contribution to the Council and to declare a casual vacancy.

#### 2 APOLOGIES

Previously notified apologies were received and accepted from Cllrs. Porter, Mrs Thorpe, PC Matt Roddick and Tom Hawkwood (Community Warden).

#### 3 ELECTION OF CHAIRMAN FOR 2006/2007

Cllr. Day was **NOMINATED** by Cllr. Mulcuck and **SECONDED** by Cllr. Mrs De Save.

There being no further nominations, Cllr. Day was duly elected Chairman of the Council for 2006/2007.

#### 4 ELECTION OF VICE-CHAIRMAN FOR 2006/2007

Cllr. Porter was **NOMINATED** by Cllr. DeSave and **SECONDED** by Cllr. Baker.

There being no further nominations, Cllr. Porter was duly elected Vice-Chairman of the Council for 2006/2007.

#### 5 DECLARATION OF ACCEPTANCE OF OFFICE - CHAIRMAN

Cllr. Day duly signed the declaration of acceptance of office and undertaking to abide by the code of conduct adopted by this Council on 22<sup>nd</sup> April 2002.

6 **APPOINTMENT OF COMMITTEES FOR 2006/2007**

The following committee appointments were made:-

[a] **Planning - 11 Members**

[i] MEMBERSHIP

Cllr. R G W Baker	Cllr. Mrs M Mulcuck
Cllr. Mrs A Beadle	Cllr. A R Mulcuck
Cllr. J Beadle	Cllr. P A Thorpe
Cllr. Mrs J E DeSave	Cllr. Mrs A Throssell
Cllr. J E DeSave	Cllr. Mrs J F Thwaites
VACANCY	

[ii] ELECTION OF CHAIR

Cllr. Mulcuck was **NOMINATED** by Cllr. Mrs Thwaites and **SECONDED** by Cllr. Thorpe.

There being no further nominations, Cllr. Mulcuck was duly elected Chairman of the Planning Committee for 2006/2007.

Vice-Chairman to be elected at the first Meeting of the Committee.

[b] **Community Centre - 8 Members**

[i] MEMBERSHIP

Cllr. R G W Baker	Cllr. A R Mulcuck
Cllr. Mrs A Beadle	Cllr. P A Thorpe
Cllr. Mrs J E DeSave	Cllr. M J Porter
Cllr. J E DeSave	

[ii] ELECTION OF CHAIR

Cllr. DeSave was **NOMINATED** by Cllr. Mrs DeSave and **SECONDED** by Cllr. Baker.

There being no further nominations, Cllr. DeSave was duly elected Chairman of the Community Centre Committee for 2006/2007.

Vice-Chairman to be elected at the first Meeting of the Committee.

[c] **Open Spaces & Amenities - 7 Members**

[i] MEMBERSHIP

	Cllr. Mrs M Mulcuck
Cllr. R G W Baker	Cllr. P A Thorpe
Cllr. J E DeSave	Cllr. Mrs A Throssell
Cllr. A R Mulcuck	Cllr. Mrs J F Thwaites

[ii] ELECTION OF CHAIR

Cllr. Baker was **NOMINATED** by Cllr. Mrs Thwaites and **SECONDED** by Cllr. DeSave.

There being no further nominations, Cllr. Baker was duly elected Chairman of the Open Spaces & Amenities Committee for 2006/2007.

Vice Chairman to be elected at the first Meeting of the Committee.

[d] **Allotment Managers [3]**

Allotment Managers were confirmed as:

Cllrs. Baker (**Chair**), Mulcuck and Mrs Thwaites

[e] **Finance & Administration - Chair & Vice Chair of Council & All Committee Chairs**

Cllr. R G W Baker	Cllr. Mrs DeSave
Cllr. J D Day ( <b>Chair</b> )	Cllr. A R Mulcuck
Cllr. J E DeSave	Cllr. M J Porter ( <b>Vice-Chair</b> )

Vice-Chairman to be elected at the first Meeting of the Committee.

[f] **Personnel Committee - 6 Members**

[i] MEMBERSHIP

Cllr. R G W Baker	Cllr. J E DeSave
Cllr. J Beadle	Cllr. A R Mulcuck
Cllr. Mrs J E DeSave	Cllr. M J Porter

[ii] ELECTION OF CHAIR

Cllr. Mrs DeSave was **NOMINATED** by Cllr. DeSave and **SECONDED** by Cllr. Baker.

There being no further nominations, Cllr. Mrs DeSave was duly elected Chairman of the Personnel Committee for 2006/2007.

Vice-Chairman to be elected at the first Meeting of the Committee.

Cllr. A R Mulcuck agreed to remain as this Council’s representative for a further year but would welcome assistance from another member when it is necessary for a meeting to be attended.

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**PART II**

8 **DECLARATION OF MEMBERS’ INTERESTS**

There were no declarations of interest.

9 **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 3RD APRIL 2006**

The Minutes of the above meeting were **CONFIRMED** and **SIGNED** as a correct record.

10 **MATTERS ARISING**

(a) **Texaco Garage - Licence Application** [Page 447, Item 640(e)]

(i) DETAILS OF HEARING DATE AND INVITATION TO BE REPRESENTED

It was **NOTED** that Cllrs. Beadle and Mulcuck will attend the hearing to support this Council’s objection to the licence application.

(ii) COPIES OF RESIDENTS LETTERS OF OBJECTIONS TO THE LICENSING OFFICER

**READ** and **NOTED**.

11 **MINUTES OF MEETINGS HELD DURING APRIL 2006**

(a) **Community Centre Committee Meeting, 10th April 2006**

The above minutes were presented by Cllr. DeSave and **CONFIRMED** and **SIGNED**.

(b) **Planning Committee Meeting, 19<sup>th</sup> April 2006**

The above minutes were presented by Cllr. Mulcuck and **CONFIRMED** and **SIGNED**.

(c) **Open Spaces & Recreation Grounds Committee, 19<sup>th</sup> April 2006**

The above minutes were presented by Cllr. Baker and **CONFIRMED** and **SIGNED** as a true record subject to the wording on page 460, item 671.(c)(i) being altered to read “trim further trees”.

RECOMMENDATION

- (i) EMPLOYMENT OF SUMMER PART-TIME GROUNDS PERSON [Page 362, item 674]

**RESOLVED** to defer a decision on employing a part-time grounds person until after the Grounds Staff work schedule has been completed and reviewed.

12 CORRESPONDENCE

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

(a) **For Noting**

Ton. & Malling Borough Council:	<u>'Here &amp; Now', April/May 2006 – Issue No. 2</u>
Ditton Heritage Centre:	<u>Letter of Thanks</u>
Kenward Trust:	<u>Letter of Thanks</u>
1 <sup>st</sup> Ditton Scout Group:	<u>Letter of Thanks</u>
Victim Support:	<u>Letter of Thanks</u>
Malling Citizens Advice Bureau:	<u>Letter of Thanks</u>
Ditton Infant School	<u>Letter of Thanks</u>
Plus Publishing:	<u>'Local Councils Update' April 2006, Issue 78</u>
KAPC:	<u>Minutes of Meeting held 16<sup>th</sup> March 2006</u>
Award Productions:	<u>'For Queen &amp; Country', Celebrating 80 Years</u>
Local Works:	<u>Campaign for Sustainable Communities</u>
Consumer Council for Water:	<u>'Drought Update, Spring 2006</u>
Unity Business Press:	<u>'Public Sector &amp; Local Government' Magazine, March 2006</u>
Mr P J S Hills:	<u>Enquiry re. Council Tax &amp; Clerk's reply</u>
DEFRA:	<u>Clean Neighbourhoods &amp; Environment Act 2005 – A Parish Council Guide to Environmental Enforcement</u>
CPRE:	<u>'Voice', Spring 2006 + encls</u>

Kent Parish Councils: 'News' Edition 2 -April 2006

Nat West: 'Mentor News' Spring 2006, Issue 6

Kent Co. Playing Fields Assoc: Agenda & 79<sup>th</sup> Annual Report & Accounts

Kent County Council: Notice of Local Board Meeting, 10<sup>th</sup> May 2006

(b) **For Decision**

NALC: **RESOLVED** Local Vision Conference, 1<sup>st</sup> & 2<sup>nd</sup> June 2006  
 NO MEMBERS WILL ATTEND THIS CONFERENCE

13 **FINANCE**

(a) **Accounts Received**

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

Ditton Vets FC: Food Preparation  
5.00

Multi Sports : Income  
264.00

Ditton Petanque Club: Food  
45.00

(b) **Accounts for Payment**

Salaries:	April 2006	Gross: 13857.69	Net:
10190.10			
DPC Imprest A/C:	Reimbursement of April expenses		
5564.68*			

Kent County Council: Superannuation Subs - April  
2699.88

AquAid (Kent):	Annual Rental & Sanitation & Water	94.50	
	Supply	Vat <u>16.54</u>	111.04

Astra Security:	78 Keys & Lock for Allotments & Bowls Club	420.06	
		Vat <u>73.51</u>	493.57

Collectors Set Printers Limited:	Printing Spring Gazette	1203.38	
		Vat <u>210.59</u>	1413.97

The Glass Works:	Laminate for School Clock	50.00	50.00
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Craigdene Limited:	Annual Inspections to two Play Areas	100.00	
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		Vat <u>17.50</u>	117.50
EDF Energy:	Unmetered Supply - Street Lighting	65.30	
		Vat <u>3.27</u>	68.57
FCS:	Spraying of Ragwort in Quarry	540.00	
		Vat <u>94.50</u>	634.50
Kent County Cncl:	Lease Fee for Council Vehicle	1071.00	
	Stationery	<u>38.30</u>	
		1109.30	
	Less Credit	<u>5.10</u>	
		1104.20	
		Vat <u>193.25</u>	1297.45
Kent County Playing Fields Association:	Annual Subscriptions		20.00
Parker Merchanting:	Safety Boots for Graeme Sedgwick	11.95	
		Vat <u>2.09</u>	14.04
T Parker & Sons	Grass Seed & Esteem - Grounds Maintenance	616.00	
	Top Dressing - Grounds Maintenance	363.32	
		Vat <u>101.38</u>	1080.70
Parkfoot Garage Ltd:	Vehicle Diesel	75.15	
		Vat <u>13.15</u>	88.30
Mr D Pullinger:	Locking Play Area - April 2006		25.00
Sage (UK) Ltd:	Payroll Upgrade to Version 12	180.00	
		Vat <u>31.51</u>	211.51
Seeboard Energy:	Changing Rooms - NRRG	20.17	
	Multi Sports & Cedar Room	<u>228.12</u>	
		248.29	
		Vat <u>40.93</u>	289.22
Travis Perkins:	Repairs to Water Pipe - Allotments	30.64	
		Vat <u>5.36</u>	36.00

PARISH COUNCIL IMPREST ACCOUNT - Reimbursement of April Expenses

Carried Forward 1 <sup>st</sup> April 2006		1049.00
Add: PC reimbursement		<u>4951.00</u>
		6000.00
Deduct: March Expenses		
Voucher Charge	3.25	
Inland Revenue	4840.38	
Postage Stamps	55.00	
Com Centre Expenses	39.01	

OSA Expenses	7.34	
Unison Subscriptions	439.20	
Delivery of Gazettes	75.00	
Repairs to School Clock Face	<u>50.00</u>	<u>5509.18</u>
		490.82
Sum to be drawn on 3 <sup>rd</sup> May 2006		<u>5509.18*</u>
BALANCE		6000.00

\*Sum required to restore balance to £6000

(c) **Account Paid Between Meetings**

The following account paid between meetings was **READ, APPROVED** and **NOTED**:-

HM Customs & Excise: Vat due to 31.03.06	1844.04
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(d) **Direct Debits Paid During March 2006**

The following Direct Debits paid during March 2006 were **READ, APPROVED & NOTED**:-

[i] DITTON PARISH COUNCIL ACCOUNT

01.03.06	WPA Health Care	380.50
03.03.06	02	20.88
06.03.06	RBS Mentor	284.34
10.03.06	Nildram	42.82
20.03.06	Pace Petroleum	27.39
22.03.06	EBS	40.00
28.03.06	Nat West Business Card	115.99
27.03.06	Euphony	19.61

[ii] DITTON COMMUNITY CENTRE BAR ACCOUNT

01.03.06	Sky Business	246.75
13.03.06	Post Office Ltd	58.52
21.03.05	The Beer Seller	397.43
20.03.06	Scottish Courage - Stock	5132.68
22.03.06	H MC & E Gaming Machine	124.00
24.03.06	BOC Manchester - Beer Gas	229.13
28.03.06	Walkers Snacks Ltd	186.49
30.03.06	Nat. West Account Charge	55.00

[iii] DITTON COMMUNITY CENTRE

31.03.06	Nat. West Account Charge	55.00
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(e) **Internal Audit Report**

The internal Audit report on the third visit of the 2005/2006 Audit programme, which had been previously circulated, was **READ** and the following issues raised:-

- The introduction of a tender register, as a form of control in bringing together in one place details of tenders and estimates
- Details of cheque payments being attached as a schedule to the minutes, saving time in preparing each set of minutes.
- Data Protection audits.

**RESOLVED** that Kent Audit be asked to carry out the annual Data Protection Audits and a tender register be set up.

(f) **Amended Accounts & Audit Regulations** – Communication from RBS

Members were advised that the Accounts and Audit Regulations have been amended and the deminimus level for auditing Councils has risen to £1m with effect from the 2005/2006 accounts. This means the Council will no longer have an obligation to prepare full SORP compliant accounts and will be brought back under the 'lighter touch' regime applicable to medium sized 'Band B' councils with a consequent significant saving in audit fees.

The Clerk advised that because of the Council's business activities, she would recommend that the Council continues to have the Financial Statements prepared in broadly similar lines as previously, but with the removal of the particular requirements for the complexity of Capital Charges and the details for compliance with FRS17 (Pension Liabilities).

**RESOLVED** to adopt the Clerk's recommendations as outlined above.

(g) **'Ditton Songs Of Praise' – Joint Venture 25<sup>th</sup> June 2006 – Fund Allocation**

The Clerk advised that the organisers of the event would like to hire a Coco Bouncy Castle at £80.00, a Jenga giant game at £10.00, a snakes and ladders giant game at £10.00 and a 14 seat carousel at £140.00.

**RESOLVED** to hire all of the above and the cost be met from the charities account, under Section 137 of the Local Government Act.

14 **REPORTS FROM BOROUGH & COUNTY COUNCILLORS**

Co. Cllr Geoff Rowe reported on the following items:-

- **County Lengthman Scheme:** In the light of the experience of the scheme, so far, it is being found necessary to review it.
- **The Parish Partnership Panel:** next meets on Thursday , June 1st. Agenda items should be sent to [allison.parris@tmbc.gov.uk](mailto:allison.parris@tmbc.gov.uk) asap.
- **Police Accountability:** As from 1<sup>st</sup> April 2006 Tonbridge and Malling is being managed from the West Kent Area Police Unit based in Tonbridge. Chief Supt. Mark Salisbury (formerly Commander of Maidstone and Malling), has been appointed as Area Commander. Chief Inspector Martin Very, a resident of Eccles, has been appointed as District Commander for Tonbridge and Malling.

The Home Secretary has agreed that Kent and Medway should remain as a strategic force, in its own right and does not need to amalgamate. Sgt. Steve Cable remains as supervising officer of the neighbourhood team, based at Snodland.

Police are more than happy to continue to liaise with parish councils and attend meetings etc. Contact via Chief Inspector Simon Wilshaw (based at Tonbridge).

([simon.wilshaw@kent.pnn.police.uk](mailto:simon.wilshaw@kent.pnn.police.uk)).

- **The next meetings of the Tonbridge and Malling Youth Advisory Board (5.30pm) and KCC Local Board (7.30pm)** will be held on Wed 10th May at West Malling Primary School. Anyone from Ditton PC is invited to attend. Any requests for 2006/07 grant applications are now being encouraged.
- **Try Angle Awards:** Nominations for young people 10-18 years are requested for their achievements or contributions to their community in a whole variety of areas.
- **Other dates involving Parish Council representatives.**
  - Monday, May 12th - Joint Transportation Board.
  - Tuesday, June 15<sup>th</sup> - Disability Working Party.
  - Tuesday, June 20th - Public Transport Panel.
- **Hearing in respect of licencing application by Texaco Garage** tomorrow at 14.15 at Gibson Building, TMBC.
- **TMBC & KCC** currently working on pilot scheme on neighbourhood issues with community groups and parish councils.

## 15 **REPORTS FROM POLICE & COMMUNITY WARDEN**

PC Matt Roddick and Community Warden Tom Hawkwood were unable to attend the meeting but PC Roddick had sent in the following report:

### Ditton Crime figures for April 2006:

Total crime: 34  
 Burglary - 6 (all of which were to commercial or outhouses ie sheds, garages etc)  
 Criminal Damage - 6  
 Vehicle Crime - 3

### Last month total crime : 38

Burglary	4
Criminal Damage	14
Vehicle Crime	6

He further REPORTED that the crime figures had reduced this month. A police contact box will be in place at the community centre tomorrow, to enable residents to bring matters of concern to the attention of the local police. A concerted effort was made last month to publicise how, when, where and what crime to report and to who. This has been made via the

Ditton website and an article in the Gazette and Kent Messenger. PC Roddick will also be issued with a mountain bike shortly.

16 **PLANNING, HIGHWAYS & TRANSPORTATION MATTERS**

(a) **Election of Vice Chairman**

Cllr. Mrs DeSave was **NOMINATED** by Cllr. Mulcuck and **SECONDED** by Cllr. Mrs Beadle.

There being no further nominations, Cllr. Mrs DeSave was duly elected.

(b) **Plans Received for Comment**

TM/06/1139/FL Part Single & Part Two Storey Rear Extension 61 Cobdown Close  
**RESOLVED** THIS COUNCIL OBJECTS TO THIS APPLICATION AS IT WOULD LEAVE NO REAR ACCESS TO THE PROPERTY AND IF THE NEXT DOOR PROPERTY WERE TO HAVE A SIMILAR EXTENSION IT WOULD LEAD TO A TERRACED EFFECT.

TM/06/01164/FL Installation of a tower crane Unit 2 Site G Bellingham Way  
**RESOLVED** THIS COUNCIL OBJECTS TO THIS APPLICATION AS IT WOULD NOT LIKE TO SEE SUCH A LARGE CONSTRUCTION AS A PERMANENT FIXTURE IN THIS LOCATION.

TM/06/01160/FL First Floor Rear Extension 18 Primrose Drive  
**RESOLVED** NO OBJECTION.

(c) **Plans Dealt with by Tonbridge & Malling Area Sub C'ttee. 3**

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

TM/06/00782/TNCA Selective removal of some trees and reduction of others by one third to one half Village Green New Road  
**NO OBJECTION**

TM/05/0487/FL Construction of underpass to all weather training gallop Kiln Barn Farm  
**GRANTED WITH CONDITIONS**

TM/06/00832/FL Single Storey Side Extension 12 Fernleigh Rise  
**GRANTED WITH CONDITIONS**

TM/06/00792/FL Conversion of existing garage into study 6 Cedar Close  
**GRANTED WITH CONDITIONS**

(d) **'B' Lists**

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

06/14 - 10.04.2006; 06/15 - 18.04.2006

(e) **Agenda, Minutes & Notes of Area 3 Sub Committee**

It was **NOTED** that there were no items relating to Ditton.

(f) **Maidstone Local Development Framework - Sustainable Construction Supplementary Planning Document**

**READ** and **NOTED**.

(g) **New Road Business Estate** - Communication from Planning & Transportation Director

The communication from the Planning and Transportation Director which had previously been **CIRCULATED** was **READ** and his comments on the donation to leisure facilities in Ditton, **NOTED**.

**RESOLVED** to write again expressing this Council's extreme disappointment at the distribution of the contribution to the leisure facilities. Also to write to the developer and Borough Councillors enclosing copies of the relevant correspondence on this matter.

(h) **Kent Aggregate Imports - Minerals and Waste Development Framework**

It was **NOTED** that this document was available to download if any members wished to read it.

(i) **Meeting with Kent Highways Parish Liaison Officers**

Cllrs Day, Beadle, Baker and Mulcuck would be happy to attend a meeting with the KCC Highways Parish Liaison Officers on Thursday 8<sup>th</sup> June 2006. The Clerk will confirm this date.

(j) **Planning Enforcement Investigation at Medway House**

It was **NOTED** that a Planning Enforcement Investigation had taken place at Medway House and a breach of planning control had occurred by the displaying unauthorised adverts, It was further **NOTED** that the owners have been given 28 days to make an application to rectify the situation.

17 **LOCAL GOVERNMENT PENSION SCHEME - GOVERNANCE & COMMUNICATION POLICY STATEMENTS**

The Clerk will **READ** this document and **REPORT** on any items of importance.

18 **SECURITY** – Requested by Cllr. DeSave

Quotations for CCTV and upgrading of the alarm systems were **READ**.

**RESOLVED** in view of the expense involved in installing CCTV, to look at this item again later in the year when setting next years budgets and to consider applying for a grant towards the cost. Also to refer the upgrading of the community centre alarms back to the Community Centre Committee and the alarms for the Grounds Staff areas back to the Open Spaces and Amenities Committee, for further consideration.

19 **MATTERS ARISING FROM “CORRESPONDENCE FOR NOTING”**

Cllr Mulcuck NOTED that Borough Green Parish Council had implemented Speed Watch. It was suggested it would be useful to contact Borough Green Parish Council to enquire whether Speed Watch had had an impact on the speed of traffic in their village.

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*In view of the confidential nature of the business about to be transacted, the Chairman moved that the press and public be excluded from this part of the meeting in accordance with Standing Orders 27 & 50.*

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20. **PERSONNEL MATTER**

The Clerk **REPORTED** that a new Assistant Bar Manager had successfully been recruited and had started today.

21 **CLOSURE**

The meeting was closed at 9.35pm.

Chairman  
5<sup>th</sup> June 2006