

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 5th JUNE 2006

PRESENT: CLLRS. J D DAY [Chairman], M J PORTER [Vice-Chairman], R G W BAKER, MRS A BEADLE, J BEADLE, J E DESAVE, A R MULCUCK, MRS M MULCUCK, P A THORPE, MRS A THROSSELL & MRS J F THWAITES. BOROUGH CLLRS. G COURT & MRS SIMPSON, POLICE SARGEANT S CABLE & MR R ANGEL.
MRS S J KAVANAGH [Clerk of the Council] & MRS N GREENAWAY [Admin. Asst]

66. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm and welcomed Borough Councillors Mrs Simpson and Mr Court, Police Sargeant Cable and Mr Angel.

67. **CASUAL VACANCY**

Members were advised that as no election has been called to fill the casual vacancy on this Council it may now be filled by co-option.

The Chairman read a letter of introduction from Mr Angel of Ragstone Court who wished to be considered for the casual vacancy.

PROPOSED by Cllr. Porter, **SECONDED** by Cllr. Baker that Mr Angel be co-opted. **CARRIED UNANIMOUSLY.**

Mr Angel duly signed the Declaration of Acceptance of Office and undertaking to abide by the Code of Conduct adopted by this Council on 22nd April 2002.

68. **APOLOGIES FOR ABSENCE**

Previously notified apologies were **RECEIVED** and **ACCEPTED** from Cllr. Mrs DeSave, Community Warden Tom Hawkwood and P C Roddick.

69. **DECLARATIONS OF INTERESTS & EXPENDITURE**

There were no declarations of interest or expenditure at this point in the meeting.

70. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 3rd MAY 2006**



The minutes of the meeting held on 3rd May 2006 were **CONFIRMED** and **SIGNED**, subject to Cllr. Mrs Throssell's name being deleted from membership of the Community Centre Committee.

The chairman moved that minute item 76, 'Report from Community Police/Warden' be brought forward to enable Police Sargeant Cable to address the Council and return to his policing duties as quickly as possible.

REPORT FROM COMMUNITY POLICE/WARDEN

Police Sargeant Cable gave an overview of his duties and responsibilities as the officer in charge of the Snodland & Malling Neighbourhood Policing Team. He also advised that there is now an answerphone service at Snodland for non-urgent out of hours calls (01622 600975), and dealt with questions from Cllrs. DeSave, Beadle, Day and Thorpe.

71. **MATTERS ARISING**

(a) New Road Business Estate (Page 12, item 16(g))

A further communication from T&MBC's Director of Planning & Transportation was **READ** and his comments **NOTED**.

A letter from Asprey Homes was **CIRCULATED**, **READ** and **NOTED**.

Cllr. Mulcuck requested that his objections be recorded to the way in which the matter has been handled by Tonbridge & Malling Borough Council and the division of funds.

Cllr. Beadle also requested this Council's disappointed be recorded at the way in which the Borough Council seized the opportunity to take some of the funds from this development, which the developer wanted spent in this parish, for another purpose.

72. **MINUTES OF MEETINGS HELD DURING MAY 2006**

Cllr. Mulcuck requested that item (iv) be taken first, as the recommendation contained in these minutes will have an impact on the ratification of the following minutes.

RESOLVED to accede to this request.

(a) **For Confirmation**

(iv) **FINANCE & ADMINISTRATION COMMITTEE, 22nd MAY 2006**

The above minutes were presented by Cllr. Day and accepted as a true record of the meeting.



1. Profit & Loss [Page29, Item 62] – RECOMMENDATION

RESOLVED to RATIFY the recommendation to freeze capital expenditure pending a financial review.

2. Data Protection Act 1998 [Page 30, Item 644] - RECOMMENDATION

RESOLVED to RATIFY the recommendation to adopt the Data Protection Policy and procedures drafted by the Clerk.

(i) COMMUNITY CENTRE COMMITTEE, 8th MAY 2006

The above minutes were presented by Cllr. DeSave and accepted as a correct record.

1. Refurbishment of Kilnbarn Club [Page 18, item 72(c) RECOMMENDATION

The recommendation regarding the expenditure from reserves for the refurbishment of the Kilnbarn Club was not accepted.

(ii) PLANNING COMMITTEE, 15th MAY 2006

The above minutes were presented by Cllr. Mulcuck and accepted as a true record.

Cllr. Mulcuck advised Members that the Texaco Licence application is going to appeal and that Cllr. Beadle and he will attend the hearing.

(iii) OPEN SPACES & AMENITIES COMMITTEE, 15th MAY 2006

The above minutes were presented by Cllr. Baker and accepted as a correct record.

(b) **For Noting**

(i) DITTON FAMILY DAY COMMITTEE, 25th MAY 2006

The above minutes were CIRCULATED, **READ** and **NOTED**. Cllr. Mulcuck informed Members of the joint ventures planned with the Twinning Committee and that he was pleased to see more people attending the meetings.

(ii) DITTON TWINNING ASSOCIATION, 25TH MAY 2006 - Herewith

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

Cllr. Beadle advised that fund-raising was becoming a problem for the Twinning association and the 100 club has floundered because of lack of support.

Cllr. DeSave advised that he felt this is a Council initiative and should be supported financially by the Parish Council.



(c) **For Amendment**

Finance & Administration 27th March 2006 - [Page 434, Item 625(d)]

A request from the Council's Investment Fund Managers to change the word 'yield' to 'income' in the second paragraph of this item, to reflect both growth and interest from the investment was **NOTED**.

RESOLVED to accede to this request.

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

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

Ton. & Malling Boro' Cncl: Minutes of Council, Cabinet & Committee Meetings 2006 Vol. 2. 20.2.2006 - 6.04.2006

Licensing Act 2003: Pace Ditton Xpress Budgens, London Road

Summer Playscheme 2006

Anti-Social Behaviour

Alcohol & Entertainment's Meeting 4.5.2006

Agenda for Annual Meeting

Notice of Meeting of Parish Partnership Panel, 1st June 2006

(Circulated with this Agenda to enable Members wishing to attend to have the information to do so)

Kent County Council: Notes of Local Boards Meetings

Plus Publishing: 'Clerks & Councils Direct' May 2006, Issue 45

'Local Councils Update' May 2006, Issue 79

KAPC: 'Parish News', Issue 316, 2nd May 2006

NALC: 'Local Council Review', Vol 58 No. 1. May 2006

Kent Police: 'Policing Your Area'

'We're Changing', Update June 2006

PCSO's



- NatWest Mentor Services: Legal Update Issue 15 April 2006
- Wildlife Trusts: 'Natural World 2006'
'Wild Kent' Spring 2006
Events In Kent & Medway June – Sept 2006
- Rural Kent: 'Rural News 75'
Minutes of Annual Meeting held 19/10/2006 & Invitation to Strawberries & Cream Meeting on 22/6/2006
- SLCC: Summer Seminars – 'Inside Neighbourhood Governance'
- Malling Volunteer Bureau: Letter of Thanks
- Mr C P Clarke: Priory Park, Ditton (Copy of communication to Mr Martin)

(b) **For Decision** (Copies previously circulated)

- Kent County Council: Public Footpath MR100 – Access to St Peter's Church
Discussion on the proposal to remove the Yorkstone at this location and replace it with a tarmac path with a top dressing of bonded gravel was READ and the PCC's suggestion to replace only the section in front of the church gate was NOTED.

Members were unhappy with the PCC'S suggestion to replace only a small section of the path, unless it was with pavior bricks to match the existing path around the church wall. Members also felt they would like to see the final effect of tarmac and bonded gravel before agreeing to this option.

RESOLVED TO REQUEST A SITE MEETING TO DISCUSS THIS MATTER FURTHER.

- Ton & Malling Boro' Cncl: Green Waste & Cardboard Collection
RESOLVED TO DECLINE THE OFFER OF A PRESENTATION AS THIS COUNCIL HAS RECENTLY HAD ONE.

- Kent Fire & Rescue Svs: Community Safety Day – Larkfield Fire Station
A request for a donation towards prizes for a poster competition involving all local schools, including the two in Ditton, in conjunction with their Community Safety Day on 29th July was READ and NOTED.

RESOLVED TO MAKE A DONATION OF £50 FROM THE CHARITIES ACCOUNT UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972.



Charter 88: Community Decline & Charter 88's Campaign for a Modern Democracy Empowering Citizens and Local Councils
RESOLVED TO OBTAIN FURTHER INFORMATION BEFORE SUPPORTING THIS CAMPAIGN.

Kent Police: Police Community Support Officers
 It was **NOTED** that although there would be no cost to the parish in the first year of employment, parishes would be expected to fund 25% of the costs in the second year and 50% in the third year, with the likelihood of funding being completely withdrawn by the 4th year.

Discussion took place and it was suggested that an attempt be made to find partner funding to employ a PCSO and also the possibility of sharing one with neighbouring parishes.

RESOLVED A DECISION BE HELD OVER UNTIL LATER IN THE YEAR WHEN PARTNER FUNDING HAS BEEN INVESTIGATED.

Ditton Junior School: Release of Funds for Wildlife Garden
 A request for the release of the promised donation of £500 was **READ** and an invitation to attend the Grand Opening of the Wildlife Garden at 2.00pm on 7th July 2006 was **NOTED**.

RESOLVED THAT THE FUNDS BE RELEASED AND PAID FROM THE CHARITIES ACCOUNT UNDER SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972

NOTED that Cllrs. Mulcuck, Mrs Mulcuck and Mrs Throssell will attend and Cllrs. Mrs Thwaites and the Chairman will check their diaries.

74. FINANCE

(a) Accounts Received

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

Allotment Holders:	Deposits on New Key		116.00
C.K. Maintenance:	Gazette Advertisement		62.00
Ditton Guides:	Energy Charges Guide HQ		14.76
Ditton Infants School:	Grounds Maintenance		106.41
Ditton Junior School:	Grounds Maintenance - March	259.48	
	Grounds Maintenance - April	<u>267.14</u>	526.62



KMS:	Gazette Advertisement	60.00
Multi Sports:	Hire Fees	671.00
Pasquales Hair:	Gazette Advertisement	35.00
Photocopy Users:	Income	10.00

(b) **Accounts For Payment****RESOLVED** the following accounts be **ACCEPTED, APPROVED** and **PAID:-**

Salaries:	Gross: 14018.32	Nett: 10310.74
DPC Imprest A/C:	May Reimbursement	5219.06*
Action in Communities:	Membership Fee	35.00
AquAid(Kent):	Water - 10.04.06	12.50 Vat <u>2.19</u> 14.69
Audit Commission:	Audit Fees 2005/05	6982.00 Vat <u>1221.85</u> 8203.85
Forge Engineering:	Steel Chequer Plate for Workshop	65.00 Vat <u>11.38</u> 76.38
G. Haffenden	Skip Hire in Allotments (March) " " " (May)	85.00 100.00 Vat <u>32.38</u> 217.38
Initial Fire & Security:	Repairs to Alarm after Intruder In Vehicle Garage	163.80 Vat <u>28.67</u> 192.47
Kent County Council:	Internal Audit 2 nd & 3 rd Visit	500.00 Vat <u>87.50</u> 587.50
Kent County Council:	Stationery, Fax Machine & Pitch Marker	217.21 Vat <u>38.02</u> 255.23
Kent County Council:	Superannuation Subscriptions - May	2699.88
Kent County Council:	Sacks, Envelopes	18.94 Vat <u>3.31</u> 22.25
Land Tecnic's Ltd:	Oil Filters & Couplings	196.23 Vat <u>34.34</u> 230.57
Lawrence Insurance:	Traders Combined (Gen)	7557.71



Peter Mackelden:	To Break up Toilet Block Base NRRG	1150.00 Vat <u>201.25</u>	1351.25
Mid Kent Water:	Bowls Club , Allotments & Cricket Kiln Barn Recreation Ground Toilet Block NRRG	35.29 37.07 <u>12.30</u>	84.66
Monro South:	Turf & Grass Seed for Cricket Square & Grounds Maintenance	99.84 Vat <u>6.18</u>	106.02
Mower Plant Services:	Oil & Clutch Cable for Mowers Front Adjuster Knobs Parts for Masport 500	24.57 15.00 <u>58.03</u> 97.60 Vat <u>17.09</u>	114.69
National Soc Allotments & Leisure Gardens:	Affiliation Fees	50.00 Vat <u>8.75</u>	58.75
Netbox5 Ltd:	Transfer of Computers Server and 5 Work Stations	60.00 Vat <u>10.50</u>	70.50
Parker Merchanting:	Marker Spray & Safety Boots Gloves, Cable Ties & Coverall	48.27 <u>35.17</u> 83.44 Vat <u>14.60</u>	98.04
T. Parker & Sons (Turf Management):	Overseed Football Pitches	250.00 Vat <u>43.75</u>	293.75
Parkfoot Service Station:	Vehicle Diesel	34.04 Vat <u>5.96</u>	40.00
Mr D Pullinger:	Locking Play Area - May 2006		25.00
RBS Accounting:	To Carry Out Year End Closedown	345.00 Vat <u>60.38</u>	405.38
Sage (UK) Ltd:	1000 x Pay Envelopes	39.00 Vat <u>6.83</u>	45.83
John Shaw:	Belt & Tyres - Toro Mower	198.64 <u>34.76</u>	233.40
Clive Stanley Associates:	Webmaster Services 1 st March - 31 st May		297.00

Top2Bottom:	Emergency Repair to Tractor Shed	140.00	
	Supply & Fit Privacy Screen	<u>325.00</u>	
	Roof After Intruder	465.00	
		Vat <u>81.37</u>	546.37
Three Towns Office Equip:	Fireproof cabinets, Storage Wall Desk, etc.	4060.95	
		Vat <u>710.66</u>	4771.61
Travis Perkins Trading:	Hire of Hammer Drill & Seat & Cover plus PTFE Tape	119.48	
	Materials to repair workshop roof	115.87	
		Vat <u>41.20</u>	276.55

Breakdown of Expenditure from Imprest Account during May 2006

Carried Forward 1 st May 2006		490.82
Add: PC reimbursement		<u>5564.68</u>
		6055.50
Deduct: May Expenses		
Voucher Charge	3.25	
Inland Revenue	5155.31	
Postage Stamps	55.00	
OSA Expenses	16.00	
Welding - Hydraulic Lift	40.00	
SLCC fee return of Portfolio	<u>5.00</u>	
		<u>5274.56</u>
		780.94
Sum to be drawn on 5 th June 2006		<u>5219.06*</u>
BALANCE		6000.00

*Sum required to restore balance to £6000.00

(c) Direct Debits - Paid During April 2006

The following direct debits paid during April 2006 were **READ, ACCEPTED** and **APPROVED**:-

[i] DITTON PARISH COUNCIL ACCOUNT

03.04.06	O2	19.46
03.04.06	WPA Health Care	418.17
05.04.06	RBS Mentor	284.35
07.04.06	Nildram	42.82
20.04.06	Pace Petroleum	15.01
27.04.06	Euphony Communications	13.75
28.04.06	Siemens Financial Services	564.00
26.04.06	Nat West Bank Line	46.50
28.04.06	Nat West Business Card	414.94

[ii] DITTON COMMUNITY CENTRE BAR ACCOUNT

03.04.06	Sky Business	246.75
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10.04.06	Post Office Ltd	58.52
20.04.06	Scottish Courage - Stock	808.83
21.04.06	Beer Cellar	1159.33
24.04.06	AMLD - Gaming Machine	124.00
25.04.06	BOC Manchester - Beer Gas	229.13
28.04.06	Walkers Snacks Ltd	302.40
30.04.06	Nat West Account Charge	55 00

[iii] **DITTON COMMUNITY CENTRE ACCOUNT**

11.04.06	BG CGABS (Gas)	2672.04
20.04.06	Tonbridge & Malling BC - Business Rate	1261.81
25.04.06	Seeboard Energy Elec	980.00
30.04.05	Nat West Account Charge	55.00

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

County Cllr. Geoff Rowe reported on the following matters:-

- **Joint Transportation Board** - At the meeting scheduled to be held on 12.6.06 the following Ditton projects will be reported as planned maintenance: Resurfacing of Pear Tree Ave and Chestnut Walk.
- **Community Warden** - Ditton's Warden, Tom Hawkwood, is undertaking additional duties at Burham, on a temporary basis to assist with cover for their Warden who is on secondment to Swale. Tom's work at Burham means that he is unable to give full-time to Ditton for the time being. Co. Cllr. Rowe requested comments on this matter to be passed to him.

Members expressed concern and disappointment that Kent County Council had neither consulted nor informed the Council of this matter and requested Kent County Council be advised of this Council's dissatisfaction with the way this was handled.

- **Tour De France 2007** - This is scheduled to come to Tonbridge & Malling on Sunday 8th July 2007. Parish Councils are being asked to consider laying on a special village event as part of the celebrations. T&MBC will be contacting Parish Councils in due course. Perhaps Ditton may like to consider involving their twin town.
- **New Road Business Park Housing Development** - The Borough Council's rational for the division of funds and the 15k being given to Larkfield Leisure Centre.
- **'Walks in Kent' Pack** - These are available free of charge from www.kent.gov.uk/explorekent. The Clerk agreed to order packs for the Council

76. **REPORT FROM COMMUNITY POLICE/ WARDEN**

Apologies for absence had previously been RECEIVED from Community Warden Tom Hawkwood and P C Matt Roddick.



77. PLANNING MATTERS(a) Plans Received for Comment

- TM/06/01366/FL New Security Fencing & Gates to Perimeter of Site Target Express Unit 2 Bellingham Way
RESOLVED NO OBJECTION
- TM/06/01160/FL First Floor Rear Extension to existing dwelling: ADDITIONAL INFORMATION- NORTHERN ELEVATION 18 Primrose Drive
RESOLVED NO OBJECTION
- TM/06/01443/FL Double Storey Pitched Roof side extension & single storey pitched roof extension to front porch providing extended facilities 3 Fernleigh Rise
RESOLVED THIS COUNCIL OBJECTS TO THIS APPLICATION AS THERE IS NO PROVISION FOR REAR ACCESS TO THE PROPERTY. IT IS ALSO CONCERNED THAT IF THE NEXT DOOR PROPERTY WERE TO BUILD A SIMILAR EXTENSION UP TO THE BOUNDARY THEN THIS WOULD CREATED A TERRACED EFFECT.
- TM/06/01164 Installation of a tower crane – Photo - Montage showing proposed crane in relation to Building 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 AS IT WOULD IMPAIR THE VISUAL AMENITY OF THE AREA. THIS COUNCIL WOULD ALSO HAVE LIKED MORE INFORMATION ON THE PROPOSED USEAGE AND NECESSITY OF THE CRANE.
- TM/06/01062 First Floor side and single storey rear extension REVISED PLANS SHOWING 1.8M HIGH OBSCURE GLAZED PANELS EITHER SIDE OF PROPOSED BALCONY AREA 45 Ragstone Court
RESOLVED NO OBJECTION
- TM/06/01699/FL Car Park Extension EM Research Stn
RESOLVED NO OBJECTION, HOWEVER THE COUNCIL WONDERED IF IT WOULD BE POSSIBLE TO INCORPORATE A SCHEME TO RECYCLE RAIN WATER WHEN THE DRAINAGE SYSTEM FOR THE CAR PARK IS BUILT.

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

The following decision was **READ** and **NOTED**:-



<p>TM/06/00632/RD Details of drainage submitted pursuant to Condition 8 of planning permission TM/05/01040/FL: Seventeen B1(c) B2 & B8 Buildings with associated yards, parking areas, Hard and soft landscaping</p>	<p>Site 2 and Former DPC Allotments <u>APPROVED</u></p>
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(c) **'B' Lists**

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

06/19 - 08.05.2006; 06/09 - 15.05.2006

(d) **Minutes/Notes/etc. of Area 3 Planning Sub-Committee**

The above document was not available.

(e) **Property Numbering - New Dwelling at Bradbourne Lane**

The new dwelling at this location will be known as 'High Bank, 43 Bradbourne Lane, Ditton, Aylesford, Kent ME20 6PD'.

(f) **Kent Highway Services Parish/Town Council Briefings**

The above briefing will take place on 28th June at the Gravesend Office and will take the format of an open afternoon. A short presentation will be given at 3.30pm and repeated at 5.00pm and 6.30pm.

NOTED no Member is available to attend.

78. **INSURANCE REVIEW**

The Clerk advised that she is currently undertaking a review of all the Council's insurances and has been unhappy for some time with the level of service being given by the current Insurance Broker.

The Clerk advised that she wished to change Brokers and place the Councils insurances with Cobra.

RESOLVED to accede to this request.

79. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"** [Item 8(a)]

There were no matters arising.



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.

80. **PERSONNEL MATTER**

The Clerk advised Members that Mr Paul Rothwell had given in his notice and left the Council's employ on the 28th May 2006. He would, however, be willing to help out and cover weekend evening shifts, if needed.

Several applications have been received to fill the vacant position and a short list drawn up. Interviews have been arranged for this Friday, 9th May.

RESOLVED the interview panel will be the Chair and Vice-Chair of the personnel Committee and the Clerk.

81. **CLOSURE**

The meeting closed at 9.25pm.

Chairman
3rd July 2006

