

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 6th NOVEMBER 2006

PRESENT: CLLRS. J D DAY [Chairman], M J PORTER [Vice-Chair], R ANGEL, R G W BAKER, MRS A BEADLE, J BEADLE, MRS J E DESAVE, J E DESAVE, A R MULCUCK, MRS M MULCUCK, MR B STONE, MRS A THROSSELL & MRS J F THWAITES. CO. CLLR. G ROWE.
MRS S J KAVANAGH [Clerk of the Council] & MRS N GREENAWAY [Admin. Asst.]

316. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

317. **APOLOGIES FOR ABSENCE**

Apologies previously notified were **RECEIVED** and **ACCEPTED** from P C Roddick.

318. **CASUAL VACANCY**

The Chairman **READ** a letter of introduction from Mr Stone who wished to be considered for the casual vacancy.

RESOLVED Mr Stone be co-opted to fill the casual vacancy on this council.

319. **DECLARATION OF INTERESTS**

Cllrs. Day, Mulcuck, Mrs Mulcuck & Mrs Thwaites declared a personal interest in item 327(e) as they are all members of Ditton Bowls Club.

320. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 2nd OCTOBER 2006**

The minutes of the above meeting were **CONFIRMED** and **SIGNED**.

321. **MATTERS ARISING**

There were no matters arising.

322. **MINUTES OF MEETINGS HELD DURING OCTOBER 2006**(a) **Community Centre Committee, 9th October 2006**

The above minutes, which had previously been circulated, were presented by Cllr. DeSave and confirmed as a true record.



(b) **Planning, Highways & Transportation Committee, 16th October 2006** -

The above minutes, which had previously been circulated, were presented by Cllr. Mulcuck and confirmed as a true record

(c) **Open Spaces & Amenities Committee, 16th October 2006** - Circulated

The above minutes, which had previously been circulated, were presented by Cllr. Baker and confirmed as a correct record.

(i) REMOVAL OF DOG LOO [Page 163, Item 291] - Recommendation

Discussion took place.

RESOLVED to investigate usage of the dog loo and monitor any misuse before any decision to remove it is reached.

(ii) SCHOOL CLOCK [Page 162, Item 289(e)]

Members were advised that the grant application has been turned down by Kent County Council, however, Co. Cllr. Rowe is prepared to fund part of the cost from his Member's grant if the Council can find partner funding.

It was **NOTED** that Ditton Junior School has offered a donation of £200 towards the cost and a resident has also offered a donation.

RESOLVED that this Council will make up any shortfall in donations to equal 50% of the cost and this will be financed from the Charities account.

(d) **Personnel Committee, 23rd October 2006**

The above minutes, which had been previously circulated, were presented by Cllr. Mrs DeSave and confirmed as a true record.

Recommendations:

(i) LGPS POLICY AMENDMENTS [Page 166, Item 300(c)]

A further communication from Kent County Council was **READ** and it was **NOTED** that new advice contradicts the previous advice with regards to flexible retirement. The advice now is that, if a scheme member reaches the 85 year rule date before age 60, and the Council allows them to take flexible retirement, it is not possible to reduce their benefits and so the cost of early repayment of the unreduced benefits will fall to the Council.

To ensure that the Council would not be put in this position, the Clerk has suggested that the following wording be added to policy 35(1)a 'Flexible Retirement' as follows:-

after '.....no detrimental effect on the service' insert '**or additional cost to the council**'.

RESOLVED to **RATIFY** the recommended amendments, plus the additional wording as above under policy 53(1)a.

A copy of the amended LGPS Policy is filed with these minutes.

[ii] AGE DISCRIMINATION (Policy Amendments) [Page 168, Item302]

RESOLVED to RATIFY the recommendation to adopt the policy amendments, to comply with the new age discrimination regulations.

(e) **Finance & Administration Committee, 23rd October 2006** - Herewith

These minutes were presented by Cllr. Day and accepted as a correct record.

Cllr. Beadle advised that the interest earned on the investment has now brought it back up to the original £700,000.00.

Recommendations:

[i] CO-OPTION TO FINANCE AND ADMINISTRATION COMMITTEE
[Page 171, Item 307]

RESOLVED to RATIFY the recommendation to co-opt Cllr. Beadle to the Finance and Administration Committee, with immediate effect.

[ii] GENERAL RESERVE RESTORATION [PAGE 172, ITEM 310(c)]

RESOLVED to RATIFY the recommendation to restore the general reserve to £60,000 over the next three years.

[iii] REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS [Page 172, Item 311]

RESOLVED to RATIFY the recommendation to adopt the amendments to the above documents, details of which had previously been circulated.

[iv] AGENDA – SUPPORTING INFORMATION [Page 173, Item 313]

RESOLVED to RATIFY the recommendation and circulate Agenda supporting documents to committee members only.

323. **CORRESPONDENCE**

(a) **For Noting**

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

ROSPA:

'Staying Alive' Autumn 2006

Notice of AGM 2006

KAPC:

Minutes of T & M Area Committee Meeting held 7/9/2006

'Parish News' Issues 319, 18th September 2006 & 320, 24th October 2006

Notice of 59th AGM

Finance Information Day, 18/11/2006

Ton. & Malling Borough Cncl:	<u>T & M Public Transport Panel – 7th November 2006</u> <u>Parish Partnership Panel – Minutes of meeting 14/9/2006 & Notice of Meeting 9/11/2006</u> <u>Summary of Accounts 2005/2006</u> <u>'Here & Now' Issue No 5, Oct/Nov 2006</u> <u>Minutes of Council, Cabinet & Committee Meetings 2006 Vol 4 July 5th – Sept 6th</u> <u>Plastic Recycling</u> <u>Footpath 95 Larkfield/Ditton</u>
ERHA:	<u>Rural Housing – The next generation of affordable homes</u>
Rural Kent:	<u>'Oast to Coast' Autumn 2006</u>
Ditton Infant School:	<u>Letter of Thanks</u>
The Local Channel	<u>The Local Column, Issue 21</u>
Plus Publishing:	<u>'Local Council's Update', Issue 84, October 2006</u>
Big Lottery Fund:	<u>Launch of Breathing Places Phase 2 & Community Libraries Programme</u>
NatWest	<u>Mentor Magazine, Issue 7 Autumn 2006</u> <u>'Legal Update', Issue 17 – September 2006</u>
Kenward Trust:	<u>'New Life', Issue 3 2006</u>
KCVYS:	<u>Rural Youth Conference 'Make it Happen' 11/11/2006</u>
Wouldham Parish Council:	<u>Proposed Loss of Services at Maidstone Hospital</u>
NALC:	<u>'Local Council Review', Vol 59, No 4 – November 2006</u>
SEERA:	<u>Update on the South East Plan, No. 10 – Sept. 2006</u>
Local Works:	<u>Sustainable Communities Bill</u>
Maidstone & Tunbridge Wells NHS:	<u>Annual Report Summer 2006</u>
CPRE:	<u>'Countryside Voice' Autumn 2006</u>

(b) **For Decision**

Maidstone & Tunbridge Wells

NHS: Public Consultation
RESOLVED TO INVITE THE NHS TO GIVE A PRESENTATION IN DITTON IN EITHER THE OAKEN HALL OR SCHOOL HALL

Kent County Council:

Promoting Kentcarshare in Your Parish
RESOLVED TO OBTAIN FURTHER INFORMATION REGARDING THE SUCCESS OF THE PILOT SCHEME AND RESPONSIBILITY FOR CO-ORDINATION OF THE SCHEME LOCALLY.

Towards 2010 – How Does it Affect You
RESOLVED NOT TO ACCEPT THE OFFER TO HAVE A PRESENTATION AS MEMBERS CAN ACCESS THE PRESENTATION INFORMATION AND DVD THROUGH THE KENT COUNTY COUNCIL WEBSITE www.kent.gov.uk

Mr & Mrs Martin:

Bus Stop Opposite T A Centre
The problems experienced by Mr & Mrs Martin due to the location of the bus stop were **READ** and **NOTED**.

RESOLVED TO CONTACT ARRIVA IN AN ENDEAVOUR TO FIND A WORKABLE SOLUTION TO THE PROBLEMS.

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ADJOURNMENT

Mrs Carr of Orchard Grove advised the Council of the difficulties of exiting from Orchard Grove onto the A20 in a motor vehicle and asked if it would be possible to have either a box junction or keep clear area installed at this location.

Members agreed to pass this request onto KCC’s Highways Department.

Mrs Colegate of London Road expressed her concern at the dirty condition of the village, especially in New Road.

Members agreed to pass this on to the Borough Council.

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Ton & Malling Borough Cncl:

Cleaner Borough Campaign – Survey
Cllr. Mrs Thwaites agreed to complete the survey on behalf of the Council.

Kent Youth:

Invitation to Service of Lessons and Carols 2/12/2006
Anyone wishing to attend is asked to contact the Clerk as soon as possible, to ensure a place is reserved.

Leybourne Grange Riding School
for the Disabled:

Invitation to Christmas Nativity & Blessing
8/12/2006

Anyone wishing to attend is asked to contact the Clerk as soon as possible, to ensure a place is reserved.

Ton. & Malling Borough Cncl:

Notice of Parish Partnership Panel Meeting
9/11/2006

Information **READ** and **NOTED** no Member is able to attend.

Frantschach Site- Street Naming

RESOLVED

THIS COUNCIL HAS NO OBJECTION TO THE STREETS AT THIS LOCATION BEING NAMED AFTER FORMER EMPLOYEES OF REED MEDWAY PAPER SACKS FACTORY WITH 40 OR MORE YEARS SERVICE.

Age Concern:

Invitation to Poppin Club Christmas Party
13/12/2006

Anyone wishing to attend is asked to contact the Clerk as soon as possible, to ensure a place is reserved.

CPRE:

Invitation to AGM & Luncheon 17/11/2006

Anyone wishing to attend is asked to contact the Clerk as soon as possible, to ensure a place is reserved.

NALC:

Invitation to Quality Council's to attend "Shaping
Communities" Event 13/2/1007

Details of the programme for the event were **READ** and the cost of £129.25 per delegate was **NOTED**.

RESOLVED

THE CLERK AND EITHER JOHN DAY OR JOHN BEADLE WILL ATTEND THIS IMPORTANT EVENT.

324. **FINANCE**

(a) **Accounts Received**

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

Barfield Farm:	Summer Gazette Advertisement	28.00
C & K Maintenance:	Summer & Autumn Gazette Advertisement	56.00
Ditton Infants School:	Grounds Maintenance	219.12
Ditton Junior School:	Grounds Maintenance	620.06
Ditton Minors FC:	Line Marking – NRRG	44.00
Ditton Petanque Club:	Food	135.00

Ditton Vets FC:	Food Prep	5.00
Ditton Vets FC:	Pitch Fee 2006/07	135.00
Multi Sports:	Income	404.00

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

Salaries:	Gross: 14739.21	Net:	10964.99
Kent County Council:	Superannuation – October 2006		2699.88
DPC Imprest Account:	Reimbursement		5751.67
Aquaid (Kent) Ltd:	Water	18.75	
		Vat <u>3.28</u>	22.03
Cooks Garden Machinery:	Filing Kit	8.34	
		Vat <u>1.46</u>	9.80
CSP Collector Set Printers:	Printing – Autumn Gazette	1375.00	
		Vat <u>240.63</u>	1615.63
Cobra Insurance Brokers:	Commercial Insurance Renewals		9737.05
Ditton Community Centre:	Hall Hire Christmas & New Years Eve Dances		817.00
EDF Energy:	Cedar Rm, Mess Rm & Multi Sports	91.35	
		Vat <u>4.57</u>	95.92
EDF Energy:	Unmetered Street Lights Energy Charges	65.30	
		Vat <u>3.27</u>	68.57
Floodlighting Limited:	100 Floodlighting Coins	38.00	
		Vat <u>6.65</u>	44.65
Kent Association of Parish Councils:	6 x New Councillors Guides		6.00
Kent County Council:	Fire Training	415.00	
		Vat <u>72.63</u>	487.63
Kent County Council:	Pitch Marking Powder & Tape	98.60	
		Vat <u>17.26</u>	115.86
MB Tree Care:	Cut Down Cherry Tree – Centre Car Park		150.00
Mower Plant Services:	Ransome Spares	88.66	
		Vat <u>15.52</u>	104.18
T Parker & Sons (Turf Management)	Charger for Famura Sprayer	38.00	
		Vat <u>6.65</u>	44.65

Parker Merchanting:	Spray & Gloves	17.86	
	Protective Clothing	<u>18.15</u>	
		36.01	
		Vat <u>6.31</u>	42.32
Parkfoot Garage Ltd:	Fuel Account	73.19	
		Vat <u>12.81</u>	86.00
Dean Pullinger:	Locking Play Area - September 2006		25.00
N P Saunders:	Spring Bedding Plants – War Memorial		72.00
Sisis Equipment:	Parts for Spreader	76.04	
		Vat <u>13.30</u>	89.34
Travis Perkins:	General Tools	17.91	
		Vat <u>3.14</u>	21.05
United Balloon Co:	Balloons for Hallowe'en Dance	8.00	
		Vat <u>1.40</u>	9.40
Essex Pyrotechnics:	Firework display 4/11/2006	2500.00	
		Vat <u>437.50</u>	2937.50

Payments Under Section 137 of the Local Government Act 1972

RESOLVED the following payments be made under Section 137 of the Local Government Act 1972.

Ditton C of E Infants School:	Donation to Children's Christmas Party	200.00
Ditton C of E Junior School:	Donation to Children's Christmas Party	200.00

IMPREST ACCOUNT

Carried Forward 1 st October 2006	1227.93
Add: PC reimbursement	<u>4772.07</u>
	6000.00
Deduct: October Expenses	
Voucher Charge	3.25
Inland Revenue	4222.09
Postage Stamps	57.20
Community Centre Expenses	250.00
Graeme Segwick – Trav Exp	85.30
Chain Saw Course Fee	436.50
SLCA Course	195.00
Gazette Delivery	106.26
Halloween Dance Refunds	270.00
Costco Registration	37.60
Refreshment for Band 28.10.06	25.00
Petty Cash	<u>63.47</u>
	5751.67

Sum to be drawn on 6 th November 2006	<u>5751.67</u>
	248.33
BALANCE	6000.00

*Sum required to restore balance to £6000

(c) **Cheque Drawn between Meetings**

The following cheque drawn between meetings was **READ, NOTED & APPROVED:-**

Mr J Riddle:	Chain Saw Course Fee – G Sedwick	430.00
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(d) **Direct Debits - Paid During September 2006**

The following direct debits paid during September 2006 were **READ, NOTED & APPROVED:-**

(i) DITTON PARISH COUNCIL GENERAL ACCOUNT

01.09.2006	WPA	418.18
05.09.2006	Mentor RBS PLC	284.34
07.09.2006	Nildram	42.82
20.09.2006	Pace Petroleum	28.63
07.09.2006	Euphony	15.77
28.09.2006	Business Card	516.09

(ii) COMMUNITY CENTRE BAR ACCOUT

01.09.2006	Sky Business	276.13
11.09.2006	Post Office Ltd	73.14
21.09.2006	Scottish Courage- stock	5727.79
21.09.2006	Waverelys	788.40
22.09.2006	HMC&E – Gaming Machine	121.75
25.09.2006	BOC Manchester – Beer Gas	229.13
28.09.2006	Walkers Snacks	144.10
30.09.2006	Nat West Account Charge	55.00

(iii) COMMUNITY CENTRE ACCOUNT

20.09.2006	T & M BC - Business Rate	1266.00
25.09.2006	EDF Energy	700.00
30.09.2005	Nat West Account Charge	55.00

(e) **Seasonal Donations**

RESOLVED the following seasonal donations be made under Sec. 137 of the Local Government Act 1972:-

- Pop-in-Club, Ditton £125.00
- Age Concern £250.00

The cheques will be drawn at the next meeting on 4th December 2006.

(f) **Audit - Annual Return**

RESOLVED to confirm the Statement of Accounts and **APPROVE** and sign the Statement of Assurance.

(g) **Internal Audit Report - 2nd Visit of Audit Programme**

The report of the 2nd internal audit, which had previously been circulated, was **READ** and it was **NOTED** that the auditor had tested items of income to satisfy himself that all samples tested had been properly identified, recorded and banked. As part of the testing he considered data protection aspects of the various records maintained of hirers and is satisfied that appropriate controls are in place. The auditor also sample tested the bank reconciliations and confirmed the relevant entries and advised that there are no matters of any significance that would need to be reported to councillors.

(h) **Hallowe'en Dance – Balance Sheet**

The balance sheet for the Hallowe'en Dance was **READ** and the profit on ticket sales of £554.06 **NOTED**. **FURTHER NOTED** the profit from the sale of raffle tickets totalled £115.07.

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

County Councillor G Rowe gave a report on the following items:-

- **'Make it Happen'** - Rural Youth Conference to be held at Lenham Community Centre, 11/11/2006
- **Youth Capital Fund** - Details of Fund
- **Youth Opportunities** - Fund details
- **Kent Highway Services** - Information leaflets available for Parish Councils from Contact Centre
- **Tour De France 2007** - Will be travelling though Kent on Sunday 8th July. Parish Councils are being encouraged to organise ancillary events.
- **Public Transport Panel** - Next meeting will be held 7th November 2006 at Kings Hill commencing at 7.30pm. Tonbridge & Malling Youth Forum Members have been invited to state their requests in respect to young peoples needs. That includes the cost of public transport, frequency, timetable and routes to meet their needs and the problems about journeys to school and discipline.

Cllr. Rowe suggested that the issue with the bus stop on the London Road be forwarded to this panel as all the public transport providers attend these meetings.

- **Parish Partnership Panel** - Next meeting will be held Thursday 9th November at Kings Hill. Items for discussion include Neighbourhood Policing, Action with Rural Communities in Kent & Parish Plans and The Government White Paper on Local Government.

- **Tonbridge & Malling Joint Transportation Board** - Next meeting will be held on 4th December 2006 at Kings Hill, commencing at 7.30pm
- **Parish Clock** - Money has been set aside from Cllr Rowe's Members grant fund to support the new clock located at Ditton Junior School but he will be looking for partnership funding.

Borough Councillor Mike Porter reported that this Council's application for a grant towards CCTV has been put forward for consideration, although he will have to declare an interest when the item is discussed.

326. **REPORT FROM PARISH CONSTABLE/COMMUNITY POLICE**

The Chairman read a report from PC Roddick, who was unable to attend this evening, regarding crime figures for Ditton during October 2006.

It was **NOTED** that there has been a 47% reduction in crime over the same period last year.

327. **PLANNING MATTERS**

Cllr. Porter 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

(a) **Plans Received for Comment**

TM/06/01445/AT	Erection of post mounted and banner signs, along with flag poles & revised signage detailing signs actually displayed on site	Former Frantschach Site New Hythe Lane
	RESOLVED NO OBJECTION	
TM/06/03287/FL	Insertion of mezzanine floor to provide office and storage space and installation of window	Gluck Engineering Unit 1 New Hythe
	RESOLVED NO OBJECTION	
TM/06/3246/TPOC	Raising of crown and thinning out; removal of any dangerous branches [TPO 12.06.11]	The Weir 17 Ditton Place
	RESOLVED NO OBJECTION, SUBJECT TO THE TREE OFFICER'S APPROVAL	
TM/06/3246/TPOC	Raising of crown and thinning out; removal of any dangerous branches + slight thinning of adjoining sycamore [TPO 12.06.11] AMENDED DESCRIPTION OF WORKS	The Weir 17 Ditton Place
	RESOLVED NO OBJECTION, SUBJECT TO THE TREE OFFICER'S APPROVAL	

- | | | |
|------------------------------|--|--------------------------------------|
| TM/06/03277/FL | New mezzanine floor and 7 no. new windows on the existing elevation | Unit 15 Access 4:20
New Hythe |
| RESOLVED NO OBJECTION | | |
| TM/06/03297/RD | Details of foul and surface water drainage submitted pursuant to conditions 13 & 14 of permission TM/03/03415/FL: Erection of 370 dwellings etc. | Former Frantschach Site
New Hythe |
| RESOLVED NO OBJECTION | | |

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

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

- | | | |
|----------------|--|---|
| TM/06/01488/RD | Details of refuse storage submitted pursuant to condition 12 of TM/03/03415/FL: Erection of 370 dwellings etc. | Former Frantschach Site
New Hythe
APPROVED |
| TM/06/01784/RD | Details of soft and hard landscaping and children's play space submitted pursuant to conditions 4 & 16 of TM/03/03415/FL: Erection of 370 dwellings etc. | Former Frantschach Site
New Hythe
APPROVED |

(c) **'B' Lists**

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

06/39 - 2.10.2006; 06/40 - 9.10.2006; 06/41 - 16.10.2006

(d) **Agenda, Minutes, Notes etc. of Area 3 Sub-Committee**

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

(e) **Ditton Bowls Club**

It was **NOTED** that the Bowls Club are considering amending their plans, to erect a single storey changing room adjacent to their clubhouse, to enable them to erect a brick built extension.

The Clerk advised that a representative from Tilcon will be visiting the area on 21st November to acquaint himself with the site.

(f) **TM/06/02589/FL - Single Storey front extension**

Communications from a neighbour of the applicant and the Borough Council were **READ** and details of the reasons for granting the application were **NOTED**.

328. **RAGSTONE COURT/DITTON QUARRY BOUNDARY**

Copies of correspondence which had previously been circulated were **READ** and it was **NOTED** that the aerial photographs and Land Certificate have been passed to the Council's solicitor, who will now obtain a copy of the land register entry for the property in question.

The Clerk advised that once received it will be necessary to engage the services of a surveyor to confirm the boundaries.

329. **QUALITY COUNCIL – BENEFITS**

Details of the benefits of Quality Status which had previously been circulated, were **READ** and **NOTED**.

330. **DITTON REMEMBRANCE DAY SERVICES**

Cllr. Mulcuck advised that the rehearsal had gone well and final details were in hand.

Those people wishing to attend the short service at the War Memorial on Saturday 11th November, were asked to arrive at the War Memorial no later than 10.50am.

Members of the public attending the service in the Community Centre on Sunday 12th November 2006 need to be seated in the Oaken Hall by 9.30am.

331. **BONFIRE & FIREWORKS**(a) **Report of Event**

Cllr. Mulcuck gave a report on the success of the firework display and congratulated the Grounds Supervisor and his staff and helpers for all their work in building the bonfire.

Seventeen guys were entered into the Best Guy competition which was judged by Tom Hawkwood, the Community Warden.

Members were advised that the bucket collection raised £1295.13 and the profit from the sale of 'glow' items totalled £514.04.

(b) **Arrangements for 2007**

RESOLVED to hold the event again in 2007.

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

There were no matters arising.

333. **CHAIRMAN'S REPORT**

The Chairman advised Members that, after careful consideration, he has decided not to stand for election next May.

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

334. **CONFIDENTIAL MEMORANDUM BOOK**

(a) **Spinal Point Increases 2007/2008: Ref. CM 337**

Confidential Memorandum Ref: CM 337 was **READ, NOTED** and **CONFIRMED**.

335. **CLOSURE**

The meeting closed at 10.04pm.