

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 5<sup>th</sup> MARCH 2007

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, B STONE & MRS A THROSSELL  
MRS S J KAVANAGH [Clerk of the Council] & MRS N GREENAWAY [Admin. Asst]

522. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

The Chairman moved that the Police report be taken at this time to enable the officers to return quickly to their duties.

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

In the absence of community Police Officer, PC Roddick, PC Dalton gave a report on the crime figures for Ditton during February. These totalled 36, which is a decrease of 4 in the same period last year, but an increase in 2 on the January figures:

The crimes included 12 criminal damage, 2 thefts from vehicles, 2 vehicle thefts, 5 burglaries one of which was a commercial premises, 1 attempted, 1 shed and 2 dwellings, plus 14 other crimes.

The crime figures for other areas during February were as follows:-

- Aylesford - 41
- Snodland - 55
- West Malling and Kings Hill - 51

524. **APOLOGIES**

Previously notified apologies were **RECEIVED** and **ACCEPTED** from Cllrs. Mrs Mulcuck and Mrs Thwaites, PC Roddick and County Councillor Rowe.

525. **DECLARATION OF INTERESTS**

Cllrs. Mulcuck & Day declared a personal interest in item 527(b) 'Matters Arising' - Ditton Bowls Club' as they are members of this club. Cllr. Angel declared a personal interest in item 535, as he lives in Ragstone Court.

526. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 5<sup>TH</sup> FEBRUARY 2007**

The minutes of the above meeting were **CONFIRMED** and **SIGNED**, subject to one amendment.

527. **MATTERS ARISING****Ditton Bowls Club, 21<sup>st</sup> Anniversary Celebrations** [Page 273, item 469(b)]

A communication from the Secretary of the Club was **READ** and the responses to the questions raised by the Council were **NOTED**.

**RESOLVED** a donation of £200 be made to the club from the charities account, under section 145 of the Local Government Act 1972, to assist with their celebrations.

528. **MINUTES OF MEETINGS HELD DURING FEBRUARY 2007**(a) **Community Centre Committee, 12<sup>th</sup> February 2007**

Cllr. Beadle presented the above minutes which, subject to two amendments, were **CONFIRMED** and **SIGNED**.

(c) **Planning Committee, 19<sup>th</sup> February 2007**

Cllr. Mrs DeSave presented the above minutes which were **CONFIRMED** and **SIGNED**.

(d) **Open Spaces & Amenities Committee, 19<sup>th</sup> February 2007**

Cllr. Baker presented the above minutes which were **CONFIRMED** and **SIGNED**.

Recommendations:

- (i) REQUEST TO SLIP FORWARD FUNDS {Page 296, Item 514(c)}

**RESOLVED** to **RATIFY** the recommendation to slip forward £1,300.00, to repaint the play equipment at New Road Recreation Ground during 2007/2008.

- (ii) CHURCH FLOODLIGHTING AND UP-KEEP OF CHURCHYARD [Page 296, Item 514(d)]

**RESOLVED** to **RATIFY** the recommendation to pay the £400 outstanding from 2005/2006 from central funds

- (iii) UNPAID MULTI-SPORTS ACCOUNT [Page 296, Item 514(e)]

Discussion took place and it was

**RESOLVED** that a final letter be sent to Mr Hunter to ascertain who is handling the bankruptcy proceedings and who this Council should contact in an endeavour to recover the debt.

- (iv) DOG LOO [Page 297, item 514(d)]

**RESOLVED** to **RATIFY** the recommendation to dispense with the dog loo, as it is no longer used.

(v) PROVISION FOR YOUTHS [Page 297, Item 516]

**RESOLVED** to **RATIFY** the recommendation that that this project should go ahead, subject to funds being found.

(e) **Notes of meetings Re: Cedar Room Grant Application**

Notes of the above meetings, which had been previously circulated, were **READ** and **NOTED**.

(f) **Ditton Twinning Association, 7<sup>th</sup> February 2007**

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

Cllr. Mulcuck advised that a short mat bowls competition is currently being arranged between, France, Belgium and England.

Cllr. Beadle advised that Members have been invited to the Annual Vivre Son Age luncheon in Rang du Fliers on 21<sup>st</sup> March 2007. Anyone wishing to attend should let the Clerk know as soon as possible.

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**ADJOURNMENT**

Residents of Pear Tree Avenue advised Members of a recent burglary to one of their properties and requested an update on the current situation and action taken following their attendance at the last meeting, regarding the anti-social behaviour in Pear Tree Avenue.

The residents were advised that a meeting is being held with the police and other partners the next day to discuss the action taken so far and to agree a format for the public meeting with them on Thursday 8<sup>th</sup> March.

It was reported by one of the residents that one of the garages owned by Russett Homes has a hole in the roof which is made of asbestos.

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529. **CORRESPONDENCE**

(a) **For Noting**

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

Tonbridge & Malling Borough Cncl: 'Here and Now', Feb/March 2007 – Issue 1

Minutes of Tonbridge & Malling Crime Prevention Panel

The Mayor's Sponsored Bike Ride

Notice & Agenda for Meeting of Parish Partnership Panel 8.3.2007

Agenda for Standards Committee meeting  
7/3/2007

CPRE:	<u>Active CPRE Membership</u>
Rural Kent:	<u>'Rural News', Jan/Feb 07 – Issue 80 + encs.</u>
Mrs Sutherland:	<u>Letter of Thanks</u>
Victim Support:	<u>Letter of Thanks</u>
Malling Citizens Advice Bureau:	<u>Letter of Thanks</u>
Kent4Community:	<u>'Inside Track', Issue 92 -12<sup>th</sup> February 2007</u>
Plus Publishing:	<u>'Local Council's Update', Jan/Feb 07, Issue 87/88</u>
Local Works:	<u>Campaign for the Sustainable Communities Bill</u>
Age Concern:	<u>Trek Peru</u>
KAPC:	<u>Agenda for T &amp; M Area Committee, 22<sup>nd</sup> March 2007</u>

(b) **For Decision**

Clive Stanley Associates: Webmaster Services

**RESOLVED** TO RENEW THE WEBMASTER'S CONTRACT FOR A FURTHER TWO YEARS.

CLLR. BEADLE ASKED IF THE WEBSITE HAS A 'HIT' FACILITY AND IF NOT COULD ONE BE ADDED.

Ton. & Malling Borough Cncl: Heritage Open Days

**RESOLVED** TO NOMINATE DITTON HERITAGE CENTRE AND STREAM COTTAGE.

Communities and Local Government: A Revised Model Code of Conduct for Local Authority Members – Consultation  
Members were requested to forward their comments to the Clerk before the 9<sup>th</sup> March 2007 closing date.

The Revd. Priscilla Payne: St Peter's Church Open Air Service and Family Day  
Following the success of the joint venture in 2006, a request has been made to hold a similar event this year on 24<sup>th</sup> June. Revd. Payne also asked if the Council would consider funding the cost of a roundabout, giant game and bouncy castle, as it did last year.

It was **NOTED** that whilst the round-a-bout and bouncy castle were well used last year, the giant game was not popular and hardly used.

Cllr. Mulcuck **PROPOSED** that the request to hold a joint venture be acceded to and the Council fund the cost of a round-a-bout and bouncy castle.

Cllr. Beadle **PROPOSED** an **AMENDMENT** that another piece of equipment of similar cost be hired in place of the giant game.

This was **SECONDED** by Cllr. Baker and **CARRIED UNANIMOUSLY**.

Mrs M Kirchell:

Use of Parish Logo

A request to use the logo for village sign as a logo for DAMARA was **READ** and **NOTED**.

**RESOLVED** to accede to this request.

530. **FINANCE**

(a) **Accounts Received**

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

Ditton Infant School:	Grounds Maintenance	109.56
Ditton Junior School:	Grounds Maintenance	310.03
Ditton Minors FC:	Line Marking –NRRG	33.00
Ditton Vets FC:	Food Prep	30.00
Multi Sports:	Income	780.00
Warmlake Bathrooms:	Gazette Advertisement	60.00

[b] **Accounts For Payment**

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

Salaries:	Gross 14320.09	Net:	10731.67
DPC Imprest Account:	Reimbursement of Expenses		4643.48
Kent County Council:	February Superannuation Payment		2555.89
St Peters Parochial Church Council:	Upkeep of Churchyard 2005/06	200.00	
	Floodlighting Contribution 05/06	200.00	
	Upkeep of Churchyard 2006/07	200.00	
	Floodlighting Contribution 06/07	<u>200.00</u>	800.00

AquAid [Kent]:	January 2007 - Water Supply	18.75	
		Vat <u>3.28</u>	22.03
Gillett & Johnson [Croydon] Limited:	Replacement Village Clock	1840.00	
		Vat <u>322.00</u>	2162.00
G Haffenden:	Allotment Skip	100.00	
		Vat <u>17.50</u>	117.50
Kent County Council:	Quarry Working Party Equipment, Refuse Sack & Stationery	64.46	
		Vat <u>11.29</u>	75.75
Redd Factors Limited:	Landtechnics – Gear Oil	14.08	
		Vat <u>2.46</u>	16.54
National Playing Fields:	Subscriptions		25.00
Parkfoot Garage:	Parish Vehicle Diesel	76.60	
		Vat <u>13.40</u>	90.00
Dean Pullinger:	Locking KBRG Play Area - February		25.00
RBS Software:	Omega Software Annual Maintenance	300.00	
		Vat <u>52.50</u>	352.50
ROSPA:	Water & leisure Management Membership	75.00	
		Vat <u>13.13</u>	88.13
SSG Emprise:	Keyholder Service – OSA – January	20.83	
		Vat <u>3.65</u>	24.48
Clive Stanley Associates:	Webmaster Services 25.11.06 to 23.02.07		275.00
Three Towns Office Equipment Limited:	Stationery	9.53	
		Vat <u>1.66</u>	11.19

**PARISH COUNCIL IMPREST ACCOUNT** – Reimbursement of Expenditure during February 2007

Carried Forward 1 <sup>st</sup> February 2007	468.27
Add: PC reimbursement	6031.73
Add: Raffle Reimbursement	<u>24.22</u>
	6524.22
Deduct: February Expenses	
Voucher Charge	3.25
Inland Revenue	4769.28
Postage Stamps	23.00
Petty Cash	66.77
Surveyors Fees – Ragstone Ct.	176.25
OSA Expenses	14.25
Com Centre Expenses	<u>114.90</u>
	<u>5167.70</u>
	1356.52
Sum to be drawn on 5 <sup>th</sup> March 2007	<u>4643.48</u>
BALANCE	6000.00

\*Sum required to restore balance to £6000

(c) **Direct Debits - Paid During January 2007**

The following direct debits paid during January 2007 were **READ, APPROVED** and **NOTED**:-

## [i] DITTON PARISH COUNCIL ACCOUNT

04.01.07	O2 – Mobile Phone	26.83
02.01.07	WPA Health	418.18
04.01.07	RBS Mentor	350.13
08.01.07	Nildram	42.82
10.01.07	Euphony	18.74
12.01.07	Public Works Loan Board	2,912.40
22.01.07	Pace Petroleum	11.32
23.01.07	Nat West Business Card	49.75
29.01.07	Euphony	7.95
29.01.07	Siemens Financial Services - Copier	564.00
29.01.07	Nat West Business Card	88.81
31.01.07	O2 – Mobile Phone	24.48

## [ii] DITTON COMMUNITY CENTRE BAR ACCOUNT

04.01.07	Sky Business	276.13
09.01.07	Post Office Ltd	58.52
22.01.07	Scottish Courage – Stock	9,284.30
22.01.07	AMLD - Gaming Machine	156.00
03.01.07	Waverleys	735.35
25.01.07	BOC Manchester – Beer Gas	222.08
31.01.07	Nat West Account Charge	55.00

## [iii] DITTON COMMUNITY CENTRE ACCOUNT

10.01.07	BG CGABS	2,235.29
22.01.07	Ton & Malling BC – Business Rate	1266.00
25.01.07	EDF Energy	700.00
31.01.07	Nat West Account Charge	55.00

(d) **Investment**

## (i) REPORT OF MEETING WITH FINANCIAL ADVISOR &amp; INVESTMENT MANAGER

**NOTED** this meeting is not due to be held until 16<sup>th</sup> April 2007.

## (ii) TRANSFER OF INTEREST

The Clerk requested that the interest from the investment be transferred in March instead of April.

**RESOLVED** to accede to this request.

## (iii) GENERAL RESERVE RESTORATION

Members were advised that the interest earned from the investment to date has exceeded expectations. Bearing this in mind the Clerk requested that the sum earmarked for the general reserves be increased from £10,000 to £20,000.

**RESOLVED** to accede to the Clerk's request, provided it does not reduce the original sum invested.

(e) **Architect & Quantity Surveyor Fees**

Members were advised that the grant applications for the Cedar Room rebuilding are well underway. It was **NOTED** that to complete the Stage 1 applications ready to submit, will incur Architect fees of approximately £5,000 and Quantity Surveyors fees of £1,000. It was **FURTHER NOTED** that these fees will be included as part of the Grant Application to be recouped if the applications are successful.

(f) **Appointment of External Auditor for 2006/2007 Audit**

**NOTED** the Audit Commission has advised that their Officer, Mr Alun Williams, has been appointed auditor to Ditton Parish Council for financial year 2006/2007.

(g) **Internal Audit Report on 4<sup>th</sup> Visit for 2006/2007**

The internal audit report, which had been previously circulated, was **READ** and it was **NOTED** that the Auditor reviewed the Standing Orders and Financial Regulations, which he found very comprehensive. He suggested that a reference to the responsibilities of councillors for data protection be added in the section on risk management in the Financial Regulations.

**FURTHER NOTED** he also looked at the third quarter figures for the Community Centre and intends to look at them in more detail at his next visit.

(h) **Valentine Dance 2007 - Balance Sheet**

The balance sheet for the Valentine Dance was **READ** and the small deficit **NOTED**.

Discussion took place and it was **NOTED** that attendance at the Valentine and Hallowe'en dances has dropped significantly in the last few years.

**RESOLVED** less expensive bands be engaged for future Valentine and Hallowe'en dances.

(i) **Bonfire Night 2007 - Balance Sheet**

The balance sheet for the above event was **READ** and a surplus of £474.15 **NOTED**.

(j) **Purchase of Portable CCTV Unit**

Discussion took place on the purchase of a mobile CCTV unit which would be used solely in the parish to monitor trouble spots. It would be moved to specified areas by the police as necessary.

It was **NOTED** that advice had been sought from the the West Kent Police Crime Reduction Officer on the type of equipment needed and also from Snodland Town Council who have already purchased a system.

**RESOLVED** to purchase a mobile CCTV system at a cost of £9,000.00.

### 531. **REPORTS FROM BOROUGH & COUNTY COUNCILLORS**

In the absence of County Councillor Geoff Rowe, the Chairman read his report as follows:-

- Joint Transportation Board At the meeting on 5<sup>th</sup> March 2007 it is to be reported that £44k has been allocated to improve the A20 cycle route from Ditton to Larkfield.
- Coldharbour roundabout The new traffic signal and reconditioning scheme is being reviewed by officers, as Cllr. Rowe has received many resident complaints about these new arrangements.
- Ditton Mobile Library will continue to call at 3 locations in Ditton on Wednesdays, fortnightly as follows:-
  - i) Priory Grove 11-11.25 (alternate with Teapot Lane, Aylesford)
  - ii) Near School 17.45-18.10
  - iii) Woodlands Road 17.45-18.10 (alternate with above)
- Forthcoming dates to note:
  - i) Parish Partnership Panel meets on 8.03.07
  - ii) Tonbridge and Malling Youth Advisory Group is scheduled to meet at 5.30pm on Wednesday 21st March, Samays Youth Centre, Snodland followed by
  - iii) KCC Members Local Board at 7.30pm, same evening and venue
- The planned Public Transport Panel scheduled for 20.03.07 has now been cancelled and Councils are requested to raise any concerns that they have with TMBC for onward transmission to appropriate providers.
- Flooding at the junction of New Road/Kiln Barn Cllr Rowe has had assurances that the road is to be investigated and appropriate action taken. Initially a gully clean operation is to be undertaken.
- Woodlands Parade TMBC have agreed to proceed with enforcement action in order to progress the Woodland Parade parking and environmental improvements, promised a few years ago.

### 532. **REPORT FROM PARISH CONSTABLE/COMMUNITY WARDEN**

This item was dealt with earlier in the meeting.

### 533. **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/07/00477/FL Two Storey Side Extension 19 Wilton Drive  
**RESOLVED** NO OBJECTION
- TM/07/00578/FL Revised details of cycleway along Bellingham Way submitted pursuant to condition 20 of TM/03/03415/FL: Erection of 370 dwellings etc. Former Frantschach Site New Hythe Lane  
**RESOLVED** NO OBJECTION
- TM/07/00478/FL Installation of mezzanine floor and new windows Unit 6 New Hythe Bus Pk  
**RESOLVED** NO OBJECTION
- TM/07/00498/FL Single and first floor extension 38 Orchard Grove  
**RESOLVED** NO OBJECTION

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

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

- TM/06/04139/AT Proposal A: Illuminated fascia sign on west elevation (sign 2) illuminated fascia sign on south elevation (sign 3) and new illuminated free standing double sided directional sign (sign 7)  
  
Proposal B: Illuminated fascia sign on north elevation (sign 1) illuminated fascia on building facing highway (sign 4) illuminated free standing pylon sign (sign 5) non-illuminated double sided welcome sign (sign 6) and new illuminated single sided directional sign (sign 9)  
  
Ditton Service Station  
Proposal A - **REFUSED**  
Proposal B - **GRANTED**
- TM/06/02288/FL Alternative scheme of residential development comprising 9no 2 bedroom flats, 20no 2 bedroom houses, 66no 3 bedroom houses and 1 no four bedroom house (96 dwellings in total) together with the re-alignment of the public right of way (alternative dwelling mix to that approved under planning permission (TM/05/01013/FL) New Rd Bus. Est.  
**GRANTED WITH CONDITIONS**
- TM/07/00026/FL Demolish existing conservatory and construct a single storey rear extension 24 Wilton Drive  
**GRANTED**

(c) **'B' Lists**

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

07/05 - 05.02.2007; 07/06 - 12.02.2007; 07/07 - 19.02.2007

(d) **Agenda, Minutes, Notes of Joint Transportation Board**

It was **NOTED** that funds have been set aside in 2007/2008 for the installation of a bus priority lane at A20/New Hythe Lane (£65,000) and cycle route – Ditton to Larkfield (£44,000).

(e) **Conservation Area Appraisals**

This document, which had previously been circulated, was **READ** and **NOTED**.

Cllr. Mulcuck requested that the developer of the New Road Business Estate is made aware that the entrance to the site is in the conservation area.

(f) **Regional Housing Strategy Review 2007** - Consultation

Cllr. Mulcuck agreed to peruse this document and draft comments on behalf of the Council.

534. **REVIEW OF THE QUALITY COUNCIL SCHEME** - Information from NALC

Members were advised that the Local Government and Public Involvement in Health Bill, which had its First Reading in the House of Commons on 12<sup>th</sup> December 2006, will take forward many of the commitments made in the recent Local Government White Paper, including the extension of the power of well-being. If enacted the Bill is expected to confirm the White Paper commitment to extend the power of well-being to all parish and town councils that satisfy the criteria of the Quality Parish Scheme. This could mean the introduction of a statutory scheme which could effectively succeed the current Quality Council Scheme, which does not have a statutory basis.

In view of the above it has been agreed that existing accreditations will be extended until such time as the new provisions come into effect. It has also been agreed that the requirement of 100% electoral mandate for subsequent re-accreditations will be reduced to 80%.

535. **RAGSTONE COURT/DITTON QUARRY BOUNDARIES**

A communication from the Surveyor, setting out his findings, was **READ** and it was **NOTED** that the residents refused him access to take measurements, therefore, in the absence of any additional information in his opinion it is apparent that these residents have encroached upon the land of Ditton Parish Council.

**NOTED** a further communication has been received from the resident requesting a copy of a document showing the legal boundary, together with a copy of the aerial photograph.

**RESOLVED** to instruct this Council's solicitor to provide the information requested.

536. **DITTON ALLOTMENTS**

Legal advice from NALC regarding the proceeds from the sale of superfluous or unsuitable allotment land was **READ** and **NOTED** as follows:-

*“As long as the Council has discharged any debts and liabilities which were incurred in acquiring, adapting or improving the “new” allotment land at Ditton Court Quarry then it can use the surplus for any purpose for which capital money can be applied. Whilst this would include future capital projects/expenditure this would not, in my view, extend to day to day parish running costs.*

*“The same principle applies to interest as that set out for capital receipts above”.*

It was **NOTED** however that interest from capital receipts **can** be used towards parish running costs.

**RESOLVED** to forward a copy of this information to the allotment tenant who queried the legal position.

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

‘Here & Now’, Feb/March 07 – Issue 1

It was **NOTED** that the new street recycling bins have already been installed in Ditton.

538. **DITTON GAZETTE, SPRING EDITION**

The Chairman advised that the spring edition is almost complete, but he is awaiting the Community Warden’s report and the audited accounts and auditors opinion for 2005/2006.

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*Chairman moved that in view of the confidential nature of the following items, the press and public be excluded from the remainder of the meeting in accordance with Standing Orders 27 & 50.*  
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539. **PERSONNEL MATTERS**(a) **Maternity Leave Cover**

Members were advised that Mrs Short has agreed to cover the shifts of the assistant bar manager when she is on maternity leave later this year.

**RESOLVED** Mrs Short will receive the current hourly rate of pay applicable to that particular post, when undertaking these shifts.

(b) **New Member of Staff**

It was a **NOTED** that Mr Brunger has been appointed as the 5<sup>th</sup> part-time member of the caretaking/cleaning staff, in accordance with the Personnel Committee’s resolution at its meeting on 29<sup>th</sup> January 2007 [Page 268, item 458(b)]. His duties will also

include odd jobs in the Centre and assisting with the grounds work during busy periods and sickness and holidays.

540. **CLOSURE**

The meeting closed at 10.12pm.

Chairman  
2<sup>nd</sup> April 2007