

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 3rd DECEMBER 2007

PRESENT: CLLRS. M J PORTER [Chairman], J BEADLE [Vice-Chairman], R ANGEL, R G W BAKER, MRS A BEADLE, W CORDWELL, M LANDER, A R MULCUCK, D H NUNN, B D STONE, MRS A THROSSELL & MRS J F THWAITES
MRS S J KAVANAGH [Clerk of the Council] AND MRS N GREENAWAY [Admin. Asst.]

409. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

410. **APOLOGIES**

Apologies were RECEIVED from Cllr. Brine. The previously notified reason for absence was ACCEPTED and APPROVED.

411. **DECLARATION OF INTERESTS**

Cllr. Lander declared a personal interest in item 421(a) item as he is acquainted with the residents concerned.

Cllrs Beadle and Mrs Beadle also declared an interest in item 421(a) as their daughter works for the firm of solicitors handling the case.

Cllr Mulcuck declared an interest in item 415(b) as he assisted with the building of the first stable at Leybourne Grange.

Cllr Stone declared a prejudicial interest in item 415(b) as he is on the planning committee that approved the scheme and he was involved in the discussions at the Borough Council for the 2008 &-2 Crewe Summer Scheme.

The Chairman moved that Agenda item 10 be taken next to enable PC Matt Roddick and Community Warden Steve Cross to return to their duties.

412. **REPORT FROM COMMUNITY POLICE OFFICER**

PC Roddick reported on the crime figures for November which totaled 10:

- 5 burglaries
- 5 others



October crime figures totalled 14. The crime figures for November last year totalled 22.

PC Roddick also advised that Operation Undergo will be in force soon where officers are paid overtime to work Friday and Saturday evenings on foot/bike to try to prevent the usual increase in burglaries that happen at this time of year.

It was **NOTED** that PC Roddick will be moving to the office at East Malling. He asked members if they thought it would be beneficial for him and PCSO Lia Bishop to work from an office at the Community Centre, subject to his superior's approval. Members agreed this would be preferable but at the moment there was no available space in the Community Centre. Cllr Stone advised he had discussed with Insp Gian Chahal the possibility of using the empty shop at Woodlands Parade for a Police Office. The provision of an office for the police will be considered by the Cedar Room Working Party.

Community Warden Steve Cross introduced himself as part of the Response Team and explained that he is covering Ditton and East Malling. He **REPORTED** that he had held a successful litter pick and property marking exercise in East Malling, which had gone down well with the youth and he hoped to hold similar exercises in Ditton. It was **NOTED** that he is currently monitoring the parking problems at the schools in Ditton, in particular the Infants school.

412. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 5th NOVEMBER 2007**

The minutes of the meeting held on 5th November 2007 were **CONFIRMED** and **SIGNED**.

413. **MATTERS ARISING**

(a) Accounts for Payment - Popi Account [Page 196, Item 357(b)]

RESOLVED to pay the Popi account for the printing of the last gazette.

The Clerk advised that she was having difficulty finding sufficient copy for the gazette. Cllr Mulcuck agreed to contact local clubs for input into future gazettes and Members were asked for their assistance in providing items.

(b) The Ford [Page 192, Item 354(b)(i)] - Email from Kent Highways

The Chairman **READ** an e-mail from KHS and it was **NOTED** that they are looking to process the traffic order to close the Ford subject to funds being available.

(c) Bonfire & Fireworks [Page 202, Item 363]

An explanation from the pyrotechnics for the abrupt ending of the firework display, was **READ** and **NOTED**.

414. **MINUTES OF MEETINGS HELD DURING NOVEMBER 2007**(a) For Confirmation(i) COMMUNITY CENTRE COMMITTEE, 12TH NOVEMBER 2007

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

1. *Resignation of Committee Member*

It was **NOTED** that, due to other commitments, Cllr. Stone feels he is unable to give sufficient time to the work of the Community Centre Committee and has decided to step down to enable another Member with more time to take his place.

The Chairman asked for nominations. Cllr Nunn was **NOMINATED** by Cllr Mrs Thwaites and **SECONDED** by Cllr Porter. Cllr Lander was **NOMINATED** by Cllr Cordwell and **SECONDED** by Cllr Baker. Cllr Lander declined the nomination therefore Cllr Nunn was duly elected as a member of the Community Centre Committee.

(ii) PLANNING, HIGHWAYS & TRANSPORTATION COMMITTEE, 19TH NOVEMBER 2007

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

(iii) OPEN SPACES & AMENITIES COMMITTEE, 19TH NOVEMBER 2007

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

1. *Cutting of London Road Grass Verges [Page 220, Item 399] – Recommendation*

RESOLVED to **RATIFY** the recommendation.

(iv) FINANCE AND ADMINISTRATION COMMITTEE, 26TH NOVEMBER 2007

The above minutes were presented by Cllr. Porter and **CONFIRMED** as a true record.

Cllr Cordwell asked why the bar price increases were not referred to the Community Centre Committee. It was **NOTED** that immediate action was required following a communication from the Internal Auditor.

(b) For Noting(i) DITTON TWINNING ASSOCIATION, 31ST OCTOBER 2007

Circulated, **READ** and **NOTED**.

(ii) DITTON FAMILY DAY COMMITTEE, 7th NOVEMBER 2007

Circulated, **READ** and **NOTED**. Cllr Mulcuck said that further clarification was needed on what clubs are to be involved in the Community Sports Day. The Clerk advised that Mr Dennison of Ditton Minors will be contacting the other clubs.

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

The following correspondence was CIRCULATED, **READ** and **NOTED**.

CPRE:	<u>'Countryside Voice', Autumn 2007</u>
	<u>'Kent Voice', Autumn 2007</u>
ROSPA:	<u>'Staying Alive', November 2007</u>
Tonbridge & Malling Crime Prevention Panel:	<u>Minutes of meeting held 17th September 2007</u>
NALC:	<u>'Local Council Review', Volume 58, No. 4 Nov. 2007</u>
SLCC:	<u>'The Clerk', November 2007</u>
Press Publishing:	<u>'Local Councils Update', Nov. 2007 – Issue 97</u>
KAPC:	<u>'Parish News', Issue 328 – 5th November 2007</u>
Liberal Democrats:	<u>Press Release - Road Signage</u>
Ton. & Malling Borough Cncl:	<u>Parish Partnership Panel</u>
	<u>'Here & Now, Winter 2007</u>
Clerks and Councils:	<u>'Direct', November 2007 – Issue 54</u>
Marilyn Grantham:	<u>Letter of thanks</u>

(b) For Decision

Kent Police Authority:	<u>Policing Kent 2008/09 Survey</u>
RESOLVED	MEMBERS TO GIVE THEIR RESPONSES TO THE OFFICE BY THE END OF THE MONTH OR SUBMIT THEM THEMSELVES.
Leybourne Grange Riding Centre For the disabled:	<u>Request for support</u>
RESOLVED	TO WRITE TO THE PLANNING AUTHORITY COUNCILLORS AND LOCAL MP, SUPPORTING THE RIDING CENTRE, ADVISING THEM THAT THIS

COUNCIL IS VERY CONCERNED THAT THIS VALUABLE FACILITY MAY BE LOST BECAUSE OF THE PROPOSED DEVELOPMENT.

Ton. & Malling Borough Cncl: 2008 Y-2 Crewe Summer Scheme
RESOLVED TO SUPPORT THIS SCHEME WITH A DONATION FROM THE CHARITIES ACCOUNT.

CIPFA: Invitation to attend 'An Introduction to Treasury Management in Local Government, 24th January 2008
 IT WAS **NOTED** NO MEMBERS ARE AVAILABLE TO ATTEND THIS SEMINAR.

Kent Fire & Rescue Service: Integrated Risk Management Plan 2008/09
RESOLVED CLLR MULCUCK WILL READ THE DOCUMENT. CLLRS ANGEL AND NUNN WILL COMPLETE THEIR COMMENTS ON LINE.

416. **FINANCE**

(a) Accounts Received

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

Allotment Holders:	Annual Rents	77.00
Ditton Infants School:	Grounds Maintenance	112.31
Ditton Junior School:	Grounds Maintenance	342.57
Ditton Minors FC:	Water Charges	24.38
Multi Sports:	Income	502.00
Short Mat Bowls:	Photocopies	9.40
Sale of Glow Items:	Firework Night	1218.22
Haslimann Taylor:	Donation from Bryant Homes for Fireworks	3685.00

(b) Accounts for Payment

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

Salaries:	Gross Pay: 20037.69	Net Pay:	14587.22
DPC Imprest A/C:	Reimbursement		628.57
KCC:	Superannuation Payment November		3267.73
Age Concern:	Donation Under LGA 1972 Sec. 137		250.00

Pop In Club:	Donation Under LGA 1972 Sec. 137		125.00
AquaAid:	Water for Cooler	38.94	
		Vat <u>6.82</u>	45.76
Astra Security:	Chain for Workshop	15.68	
	3 Kasp Keyed Alike Padlock	<u>37.05</u>	
		52.73	
		Vat <u>9.22</u>	61.95
Ditton Community Centre:	Hire of Hall - Valentines Dance		270.00
Ditton Infant School:	Donation to Children's Party		200.00
Ditton C of E Juniors:	Donation to Children's Party		200.00
Essex Pyrotechnics Ltd:	Firework Display – 3 rd Nov2007	2625.00	
		Vat <u>459.38</u>	3084.38
Farmura Limited:	Inline Strainer – Sprayer	13.50	
		Vat <u>2.36</u>	15.86
G Haffenden Skip Hire:	Allotments	100.00	
	Bonfire Night	110.00	
	Community Centre – Flooring	<u>90.00</u>	
		300.00	
		Vat <u>52.50</u>	352.50
Kent County Council:	Superwhite Powder	34.00	
	Stationery	<u>47.50</u>	
		81.50	
		Vat <u>14.26</u>	95.76
MAB Groundscare:	Stihl KM 100R – Strimmer and Attachments	570.71	
		Vat <u>99.87</u>	670.58
Mid Kent Water:	Bowls Club/Allotments	170.72	
	Kilnbarn Recreation Ground	50.93	
	New Road Recreation Ground	<u>13.85</u>	235.50
Parker Merchanting:	Workforce Hi-Viz Jacket	10.50	
	Lawn Rakes	<u>58.71</u>	
		69.21	
		Vat <u>12.11</u>	81.32
Parkfoot Garage Limited:	Diesel for Parish Vehicle	85.11	
		Vat <u>14.89</u>	100.00
Peeks Bournemouth Ltd:	Christmas Decorations	289.27	
		Vat <u>50.62</u>	339.89
Mr D Pullinger:	KBRG Playground Key Holder - November		25.00

Sage [UK] Limited:	Payslips	49.00	
		Vat <u>8.58</u>	57.58
Sisis Equipment:	Spares for Tru Spreader	96.54	
		Vat <u>16.89</u>	113.43
David Stephens:	Audio Services – Firework Night	593.00	
	Audio Services - Remembrance Day	<u>179.50</u>	772.50
Travis Perkins:	Hire of Rotavator	32.49	
	Hire of Tower lights/Extension Leads	142.18	
	Hasp & Staple	2.01	
	Materials for Allotment Shelter	119.49	
	Materials for Allotment Shed & Posts	<u>211.59</u>	
	For Village Green	507.76	
		Vat <u>88.88</u>	596.64
Viking Direct:	Stationery & Ink Cartridges	71.07	
		Vat <u>12.44</u>	83.51
Watling Tyre:	Tube & Battery for Toro Mower	110.00	
		Vat <u>19.24</u>	129.24
SSG Emprise Limited:	November 2007 – Keyholder Fee	20.83	
		Vat <u>3.65</u>	24.48

(c) Accounts Paid Between Meetings

There were no accounts paid between Meetings

[d] Ditton Parish Council Promotions Account

Todd Miller & Joe Loss	Friday 21 st December 2007	1900.00	
Orchestra:		Vat <u>332.50</u>	2232.50
Todd Miller & Joe Loss	Saturday 22 nd December 2007	2050.00	
Orchestra:		Vat <u>358.75</u>	2408.75
DPC Imprest A/C:	Peter Elligate New Years Eve		1400.00

DITTON PARISH COUNCIL IMPREST ACCOUNT - Expenditure November 2007

Carried Forward 1 st November 2007	1015.41
Add: PC Reimbursement	<u>1484.59</u>
	2500.00
Deduct: November 2007 Expenses	
Voucher Charge	3.25
Postage Stamps	154.00
Petty Cash	71.69
OSA Expenses	126.58
Bar Wages	16.87
Community Centre Expenses	99.68

Bank Refund – G Sedgwick	100.00	
Flowers – M Grantham	25.00	
Parish Council - Poppy Wreath	16.50	
Toilet Freshners	35.94	
Food for Helpers - Fireworks	<u>15.00</u>	<u>664.51</u>
	Balance	1835.49
Sum to be drawn on 3 rd December 2007		<u>664.51</u> *
		2500.00

*Sum required to restore the balance to £2500.00. Inland Revenue now paid by BACS

(e) Accounts for Payment – Community Centre

Cobra Insurance Brokers:	Insurance Cover for CCTV		142.77
Connaught Gasforce Ltd:	Thermo Coupling – Kilbarn Club & Parish Office Boiler	23.00 Vat <u>4.03</u>	27.03
Lloyds TSB Commercial Finance:	Peter Dorrell – SportsClean	43.50 Vat <u>7.61</u>	51.11
Edwardes Bros [Dulwich]:	GLS 40w Lamps	5.00 Vat <u>0.87</u>	5.87
Initial Fire & Security:	Carman Hall Alarm – Annual Charge	93.94 Vat <u>16.44</u>	110.38
Kent County Council:	Cleaning Materials & Vacuum Part	129.12 Vat <u>22.59</u>	151.71
Mid Kent Water Ltd:	Water Consumption to 23.10.07 Standing Charge to 31.03.08	599.89 <u>18.90</u>	618.79
Tonbridge & Malling BC:	Premises Licence – Ditton Community Centre		180.00
United Flooring Limited:	Lay Polyflor FX Carman Hall/Corridor Less Skip Hire	3121.10 <u>-90.00</u> 3031.10 Vat <u>530.44</u>	3561.54
United Flooring Limited:	Lay Polyfor FX to Side of Stage Repairs to Oaken Hall Floor	305.04 <u>190.00</u> 495.04 Vat <u>86.63</u>	581.67
Veolia Environmental:	October Refuse Disposal	179.32 Vat <u>31.38</u>	210.70
Yell Limited:	Advert Yellow Pages – Maidstone	122.40 Vat <u>21.42</u>	143.82

Deposit Refunds

Oaken Hall		Don Carman Hall	
15.11.07	100.00	17.11.07	50.00
23.11.07	100.00	24.11.07	50.00
24.11.07	50.00	01.12.07	50.00
24.11.07	60.00		
25.11.07	50.00		
29.11.07	50.00		
01.12.07*	50.00		
01.12.07*	70.00		
02.12.07*	50.00		

* Subject to inspection

(f) Accounts for Payment - Bar

Joe Lee:	Till Rolls		51.00
R J Hunt:	Cleaning Trap & Urinals - Kilnbarn	97.50	
	Club Gents Toilets	Vat <u>17.06</u>	114.56
Kent County Council:	Cleaning Materials	31.00	
		Vat <u>5.43</u>	36.43
Adrian Mecklenburgh:	Post Mix Syrup & Wine	213.83	
		Vat <u>37.43</u>	251.26
Silver Springs Mineral Water:	Soft Drinks	18.75	
		Vat <u>3.28</u>	22.03
SSG Emprise Limited:	Key Holder Service – November 2007	30.00	
		Vat <u>5.25</u>	35.25
Tonbridge & Malling BC:	Premises Licence – Kilnbarn Club		180.00

(g) Direct Debits - Paid During October 2007

The following direct debit payments made during October, were **READ, APPROVED** and **NOTED**:-

[i] DITTON PARISH COUNCIL GENERAL ACCOUNT

01.10.2007	WPA Health	491.80
03.10.2007	Mentor	350.13
03.10.2007	O2	27.82
03.10.2007	Sky Business	306.68
04.10.2007	BT Direct Debits	51.10
04.10.2007	BT Direct Debits	278.52
05.10.2007	Nildram	42.82
08.10.2007	Post Office Ltd	52.70
22.10.2007	Pace Petroleum	15.00
22.10.2007	EBS Direct Debits	43.25
22.10.2007	Euphony	11.53
22.10.2007	EDF Energy	68.57

22.10.2007	S & N UK Ltd	3453.60
22.10.2007	Tonbridge & Malling BC	1118.00
22.10.2007	AMLD – Gaming Machine Licence	156.00
23.10.2007	Siemens Financial Services	564.00
25.10.2007	BOC Manchester	235.00
29.10.2007	Nat. West Business Account	117.88
29.10.2007	Walkers Snacks Ltd	215.44
31.10.2007	Nat. West Account Charge (Bar)	55.00
31.10.2007	Nat. West Account Charge (CC)	55.00

(h) Cheque Signing at Meetings

It was **NOTED** that members find it difficult to concentrate when signing cheques during meetings.

RESOLVED three members will sign the cheques at the end of each meeting. If not enough signatories are available on the night, then Councillors that are available during the day will sign them on the following day.

(i) Internal Audit Report – 2nd Visit of Annual Programme

The report was **READ** and it was **NOTED** that he concentrated on the various aspects of purchasing and there were no matters arising that needed to be brought to the Council's attention.

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

Borough Councillor Stone gave a report on the following items:-

- Parish Partnership - A presentation on Neighbourhood policing was given by Kent Police. It was noted that crime is down by 6% across the Borough and all Neighbourhood policing vacancies have now been filled.
- Parking on Pavements – this is a policing matter and not a Borough Council matter.
- Medway Valley Partnership – gave a presentation at the Parish Partnership meeting and highlighted the work it is undertaking with Ditton Court Quarry and the quest to have it designated as a Local Nature Reserve.
- KCC Footpath (Public Rights of Way) Grants Funding of up to £5,000 is available for works to public footpaths and bridleways.
- Climate Control Consultation – Feedback deadline is 11th January 2008.
- Planning Briefing - The Borough Council is planning to hold a briefing for Councillors and this is expected to take place in January 2008.
- Bus Pass - Kent County Council will be rolling out a new 5 year bus pass for over 60's next April which will allow them to travel free within the County after 9.30am.

- Polytunnels – A ruling on planning approval for polytunnels was considered by the Borough Council and it was agreed that each one will be judged on its own merits.
- Neighbourhood Watch - There are now 6 schemes operating in Ditton
- Ditton Parade Enhancements - A meeting is soon to take place with the owner.
- Re-Naming of Woodlands Parade - Cllr. Stone advised that he is supporting the requests to re-name it Holtwood Parade. Residents will now be consulted.

418. **REPORTS FROM COMMUNITY POLICE/WARDEN**

This item was dealt with earlier in the meeting.

419. **PLANNING MATTERS**

Cllr. Stone 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

It was NOTED that no plans for comment have been received during the last fourteen days.

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

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

TM/07/00727/FL	First floor rear extension & conservatory to side	23 Ditton Place <u>GRANTED WITH CONDITIONS</u>
TM/07/03473/FL	Proposed two storey side extension to create garage and first floor bathroom	67 Primrose Drive <u>REFUSED</u>

(c) 'B' Lists

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

07/45 - 12.11.2007; 07/46 - 19.11.2007

(d) Update on South East Plan – Inspectors Report

The Chairman advised that he had **READ** this report and **NOTED** that it is recommended that the overall rate of house building for the South East be increased from 28,900 to 32,000 per year.

- (e) Kent Highway Services - Invitation to Presentation and Demonstration of the new Assessment Model PIPKIN (Prioritising Investments Programmes for Kent's Integrated Network)

Cllr Mrs Beadle will attend this presentation.

- (f) Agenda for Joint Transportation Board Meeting

It was **NOTED** that there were not matters relating to Ditton.

- (g) Proposed Extinguishment of Public Footpath MR493 (part) Ditton and Proposed Diversion of Public Footpath MR493 (Part) Ditton

Cllr. Mulcuck advised that this diversion is not now going ahead.

Cllr Mulcuck advised that he, along with other members of the Open Spaces Committee, will inspect this footpath and if any work is needed he will refer it back to the Committee for them to consider obtaining one of the KCC PROW grants.

420. **REMEMBRANCE DAY SERVICE, 11TH NOVEMBER 2007**

A communication from Sqn Ldr E J Bates CEng MIEE Branch Chairman, Royal Air Forces Association regarding the Remembrance Day Service was **READ** and **NOTED**.

RESOLVED to pass a copy of this letter to the Rev. Ross Terranova and Mr Mace and to call a sub-committee meeting where the content of the service can be discussed.

421. **DITTON COURT QUARRY**

- (a) Ragstone Court Boundary

NOTED, no further information was available for the meeting.

- (b) Rear Access from Ragstone Court onto the Quarry Land

The Solicitor has advised that having examined the title deeds and plans, there does not appear to be any legal right of way for the owners and occupiers of the properties which abut Ditton Court Quarry to access the quarry land. The solicitor advises that this Council should investigate the current situation with regard to the access that is currently being enjoyed without express permission and consider whether the Council should be taking steps now to stop any claims of prescriptive rights of way being claimed in the future.

It was **NOTED** that several options are available to the Council as to how they may stop prescriptive rights from being acquired. Discussion took place.

RESOLVED to ask the solicitor what costs would be incurred for a legal letter to be sent to the residents and if it would be acceptable, in the meantime, for the Council to write to the residents to advise that they do not have a legal right of access into the quarry from their properties.

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

Cllr Baker suggested it would be beneficial for the item in the RoSPA Staying Alive publication, about CO2 alarms to be relayed in the next gazette.

423. **CLOSURE**

The meeting closed at 9.00pm.

Chairman
7th January 2008