

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 2nd APRIL 2007

PRESENT: CLLRS. J D DAY [Chairman], M J PORTER [Vice-Chairman], MRS A BEADLE, J BEADLE, MRS J E DESAVE, J E DESAVE, A R MULCUCK, B STONE, MRS A THROSSELL & MRS J F THWAITES. COMMUNITY WARDEN TOM HAWKWOOD.
MRS S J KAVANAGH [Clerk of the Council], MRS N GREENAWAY [Admin. Asst].

586. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm and read a letter from Cllr. Mrs Mulcuck who advises that she will not be standing for re-election in May.

He also read a letter from The Revd. Ross Terranova inviting all Members to a special service of Anglican churches in the Malling area to be held at St Peter's Church, Ditton. The Service will be dedicated to the abolition of slave labour and will be held on Sunday 13th May 2007 at 6pm. The Rev. Simon Burton-Jones, Rector of St Nicholas, Chislehurst will be speaking and the Service will be followed by refreshments in the Church Centre.

587. **APOLOGIES FOR ABSENCE**

Previously notified apologies were RECEIVED and ACCEPTED from Cllrs. R Angel, R G W BAKER, Mrs M Mulcuck, County Councillor G Rowe and PC M Roddick.

588. **DECLARATIONS OF MEMBERS' INTERESTS & EXPENSES**

There were no declarations of interests.

589. **CONFIRMATION AND SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 5th MARCH 2007**

The minutes of the meeting held on 5th March 2007, as circulated, were READ, CONFIRMED and SIGNED.

590. **MATTERS ARISING**

- Website 'Hit' Facility [Page 302, item 529(b)] - copy of information herewith

Previously circulated details of the 'Hit' facility provided by Nildram as part of their service, was READ and NOTED.



- Multi-Sports Hire - Outstanding Account 2005 [Page 300, item 528 (d)(iii)]

It was **NOTED** that details of the outstanding debt have been forwarded to the Official Receiver.

591. **MINUTES OF MEETINGS HELD DURING MARCH 2007**

(a) **Community Centre Committee - 12th March 2007,**

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

(b) **Planning, Highways & Transportation Committee - 19th March 2007,** herewith

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

(c) **Open Spaces & Amenities Committee - 19th March 2007,** herewith

The above minutes were presented by Cllr. Mrs Thwaites and **APPROVED, CONFIRMED** and **SIGNED**

- *Tractor Loan [Page 325, item 570(a)] - Recommendation*

It was **NOTED** that the interest on the Tractor is fixed at 4.3% and the interest currently being earned on the capital in Treasury Reserve is 4.69%.

RESOLVED not to approve the recommendation to settle the debt from treasury reserve.

- *Ditton Court Quarry - Unspent Budget [Page 326, Item 571(a)] - Recommendation*

RESOLVED to **RATIFY** the recommendation to slip forward the unspent funds in the Ditton Court Quarry budget to F/Y 2007/2008, to assist with costs of achieving LNR status.

(d) **Finance & Administration Committee - 27th March 2007,** herewith

- *Dance Tickets - Price Increase [Page 330, Item 583] - Recommendation*

RESOLVED to **RATIFY** the committee recommendation to increase the price of the Christmas and New Year Dances by £1.00 this year.

The Clerk advised that the Beverley Big Band booked for the Hallowe'en Dance will only play for two hours maximum. This is split into three sessions: Two forty five minute sessions and one half hour session to finish. If the dance starts at 8.15pm, this will leave one hour and forty five minutes to fill.

RESOLVED that, if possible, a second band be booked to fill in the during the breaks.

Members were advised of another band, 'Rod Stevens and the Mad Hatter Band', which would cost £1,327.00 for a 6 piece band and one vocalist and £1,496 for a 7 piece band and 2 vocalists. A demo CD has been received and once this has been approved a decision will be made on whether to book them for the Valentine's Dance in 2008.

- *Complimentary Tickets [Page 330, Item 583] - Recommendation*

RESOLVED that, as from this year, all retiring Councillors who have been a Member of the Council for five consecutive years, may receive complimentary tickets to Council dances for themselves and their partners for three years after they leave office.

(e) **Partnership Meeting with Residents, 8th March 2007**

Notes of the above meeting which had previously been circulated, regarding issues in Pear Tree Avenue, were **READ** and **NOTED**.

- *Visual Audit*

Cllr. Stone gave a report on the visual audit which took place on 28th March and was well attended by the Police, Councillors, Russett Homes, Community Warden and Residents.

A copy of the notes of the audit is filed with these minutes and will be circulated to all Members and others who attended.

Cllr. Stone reported that the CPO for Woodlands Parade has been put on hold at present as it has been discovered that it only included the area above the parade of shops where the parish notice board is sited and the lower end of the parade at the exit from the rear of the shops and not the rear car park.

RESOLVED if the Borough Council is unable to secure the consent of the owner of the land to permit barbican fencing to be erected at the rear of Woodlands Parade, which is not covered under the CPO, then Members of this Council will endeavour to arrange a meeting with him to discuss permission being granted to them.

RESOLVED to consult residents on the proposals to close off the top entrance in Pear Tree Avenue, which leads through to Kilbarn recreation ground, as advised by the Crime Reduction Officer.

It was **NOTED** that a further site meeting is to be held with John Dicker (T&MBC), Clare West (Russett Homes) & PC Blackmore (Crime Reduction Officer) to discuss various issues raised in the audit. This meeting will take place on 4th April 2007 at 9.00am and Members are invited to attend.

Cllr. DeSave congratulated all involved with this matter, which has had a very positive outcome.

The Chairman moved that the Community Warden's report be taken next to enable him to return quickly to his duties.

592. **REPORTS FROM COMMUNITY POLICE OFFICER & WARDEN**

Community Warden, Tom Hawkwood, gave a report on the crime figures in Ditton on behalf of PC Roddick as follows:-

There were 19 reported crimes during March, which are lowest figures in the surrounding areas. The crime figures for the previous month totalled 36 and there were 33 reported crimes over the same period last year.

The crimes committed in March included 1 burglary, 4 criminal damage and 6 thefts from vehicles which consisted mainly of satellite navigation systems.

- *Nominated Neighbour Scheme*

It was **NOTED** that the Warden and Police Officer are working to introduce the 'nominated neighbour scheme' in the parish. This scheme identifies people 'at risk' and enables them to nominate a neighbour who will undertake to vet any unsolicited visitors.

- *Youth Club*

The Warden is working with Cllr. Stone and others, including the local schools, to provide a youth Club and drop in Centre in the parish. A meeting has been arranged with the Parochial Church Council to ascertain if the Church Centre could initially accommodate the club. Resident Trevor Walker has agreed to manage the youth club with the backing of a committee.

The Warden advised that he is pleased the partnership is working well and is already on the way to achieving the aim.

593. **CORRESPONDENCE**

(a) **For Noting**

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

Tonbridge & Malling Boro' Cncl: Dog Control Orders

Parish Council Elections - 3.5.2007 - copy of presentation

Revised Election Timetables

KAPC:	<u>Membership Information Pack 2007/2008</u> <u>Publications Order Form</u>
	<u>Clerks' Information Day 16.5.2007</u>
	<u>Parish News, Issue 323 - 12th March 2007 + encls</u>
Kenward Trust:	<u>'New Life, Issue 1 2007</u>
Press Publishing:	<u>Clerks and Councils 'Direct'</u> <u>Local Councils 'Update'</u>
St Peter's Church	<u>Letter of Thanks</u>
Ditton Bowls Club:	<u>Letter of Thanks</u>
CPRE:	<u>'Voice', Spring 2007</u>
NALC:	<u>'Local Council Review' - Vol. 58 no. 6, March 2007</u>
Community & Environmental Affairs:	<u>Nationwide Awards for Voluntary Endeavour</u>
National Policing Improvement Agency:	<u>Notification of Formation of New Policing Body</u>

(b) **For Decision**

Local Crime Community Sentence: Request to Make a Presentation to Members
READ and NOTED.

RESOLVED NOT TO REQUEST A PRESENTATION AT THIS
TIME

Tonbridge & Malling Borough Cncl: Parish Partnership Panel - Agenda Items

RESOLVED TO REQUEST THE FOLLOWING ITEM BE ADDED
TO THE AGENDA:-
'THE PROVISION OF A LOCAL WASTE
RECYCLING SITE BE PROVIDED ON THE 20/20
SITE'

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

A report from County Councillor Geoff Rowe, who was unable to attend the meeting, was CIRCULATED, **READ** and **NOTED** as follows:-

- Parish Partnership Panel - the next meeting of the Parish Partnership Panel is scheduled to be held on Thursday 31st May 2007 at Kings Hill. Agenda items must be submitted to allison.parris@tmbc.gov.uk no later than 20th April.
- St. Peters Court - A meeting was held with the residents on 29th March 07 to advise them of some possible changes being brought about through the Government's 'Supporting People' Programme. A consultation is being held which will consider replacing the on site Scheme Managers with floating support and a review of the Community Alarm/Lifeline scheme. These new arrangements may affect all people on Community alarm schemes and not only residents of Russet Homes.
- Cllr. Rowe intends to closely monitor these plans and asks the Parish Council to let him know if the Members have any thoughts on this.
- Grants - The new financial year gives Councils the opportunity, yet again, to apply for Small Community Capital Grants through the Local Board and also for grants through local County Council Members. No processing, however will take place until after the Borough and Parish Council elections on May 3rd. Some support with the Ditton Youth Club would certainly be something that could be considered and Cllr, Rowe advises that he would be more than happy to discuss this in due course.
- Road Drainage - Cllr. Rowe has been promised that work on the New Road/Kiln Barn Road road drainage problems will be progressed by gully clearance and some temporary works. This will be followed later by a more permanent solution.
- Woodlands Parade - The legal process is still being actioned BUT it will be some months yet before a resolution is reached.

Members expressed concern at the proposals under consideration to replace the on site Scheme Manager at St Peter's Court with floating support and review of the Community Alarm/Lifeline scheme.

Cllr. Stone advised that he has received further information on this which Members are welcome to have a copy of.

RESOLVED a copy of the information, received by Cllr. Stone, be circulated to all Members and they forward any comments to the Clerk who will pass them onto County Councillor Rowe.

Borough Councillor Porter advised that he will not be standing for re-election to the Borough Council in May but that Cllr. Stone has agreed to stand. Cllr. Porter asked Members to give Cllr. Stone their support and said that "Cllr. Stone will serve the parish well if elected".

595. **REPORTS FROM COMMUNITY POLICE OFFICERS**

This item was dealt with earlier in the meeting.

596. **FINANCE**(a) **Accounts Received**

The following accounts received during March 2007 were **READ** and **NOTED**:-

Ditton Infants School:	Grounds Maintenance	109.56
Ditton Guides:	HQ Rent to 30.01.08	23.02
Ditton Junior School:	Grounds Maintenance	620.06
Ditton Minors FC:	Line Marking NRRG	44.00
Ditton Twinning Assoc:	50% of Income from Christmas Fayre - to be reimbursed to Family Day Committee	386.25
First Class Football:	Hire of Multi Sports	90.00
Haffenden Skips:	Gazette Advertisement	28.00
Multi Sports Hire:	Income	1461.50

(b) **Accounts for Payment**

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

Salaries:	Gross: 14258.86	Net:	10536.13
DPC Imprest A/C:	Reimbursement		5989.45*
Kent County Council:	Superannuation		2843.87
AquAid [Kent]:	Water	12.50	
		Vat <u>2.19</u>	14.69
CPRE:	Subscription		27.00
CSP Collector Set Printers:	Printing A4 Parish Letter Heads	171.01	
		Vat <u>29.93</u>	200.94

Cooks Garden Machinery:	Chain Oil & Chain Shaw Equip	81.13	
		Vat <u>14.20</u>	95.33
Cobra Insurance:	Policy AV/51170 Broker Fee		595.00
Craigdene Limited:	Training Seminar for Clerks & Parish Cllrs	100.00	
		Vat <u>17.50</u>	117.50
Ditton Bowls Club:	Donation Towards 21 st Anniversary Celebrations		200.00
Floodlighting Limited:	Additional Charge - Change of Coin Box	41.00	
		Vat <u>7.18</u>	48.18
D C Hudson:	Fees - Cedar Room Grant Applications	1601.70	
		Vat <u>280.30</u>	1882.00
Kent Association of Parish Councils:	2007/08 Subscription 3 X Local Council Review	916.50 40.50	
		Vat <u>160.39</u>	1176.39
Kent County Council:	Internal Audit - 4 th Visit of 6 2006/7	250.00	
		Vat <u>43.75</u>	293.75
Kent County Council:	Pitch Marker & Stationery	96.10	
		Vat <u>16.82</u>	112.92
Land Tecnic:	Fault Finding - MF 2225 Tractor Oil & Can	50.00 <u>39.57</u> 89.57	
		Vat <u>15.67</u>	105.24
Parkers Merchanting:	Hand Cleanser, Latex Gloves, & Hazard Tape	49.16	
		Vat <u>8.61</u>	57.77
Parkfoot Garages Limited:	Diesel	73.82	
		Vat <u>12.92</u>	86.74
Playground Installations Ltd:	Repainting NRRG Play Equipment	850.00	
		Vat <u>148.75</u>	998.75
POPI:	Printing Spring Gazette		1579.00
Mr D Pullinger:	Keyholder for KBRG Playarea		25.00
SSG Emprise:	Key Holder for OSA Alarms	20.83	
		Vat <u>3.65</u>	24.48

Travis Perkins:	Sundries & Hire of Roller & Hilti	164.62	
	Less Credit	<u>5.20</u>	
		159.42	
	Vat	<u>27.91</u>	187.33

PARISH COUNCIL IMPREST ACCOUNT – Expenditure during March 2007

Carried Forward 1 st March 2007		1356.52	
Add: PC Reimbursement	4643.48		
Emergency Reimbursement	<u>500.00</u>	6500.00	
Deduct: March Expenses			
Voucher Charge	3.25		
Inland Revenue	4768.63		
Travel Exps – Conference	53.00		
Postage Stamps	55.00		
Reimbursement -Family Day	632.25		
Community Centre Expenses	62.57		
OSA Expenses	405.00		
Petty Cash	138.45		
Valentines Balloons	14.10		
Parish Telephone Accounts	155.34		
Delivering Ditton Gazette	106.86		
Portrait of the Queen	<u>95.00</u>	<u>6489.45</u>	
		10.55	
Sum to be drawn on 2 nd April 2007		<u>5989.45</u>	
BALANCE		6000.00	

*Sum required to restore balance to £6000

(c) **Direct Debits – Paid During February 2007**

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

[i] DITTON PARISH COUNCIL ACCOUNT

01.02.07	WPA Health Care	418.18
02.02.07	RBS Mentor	350.13
07.02.07	Nildram Ltd	42.82
27.02.07	Euphony	18.95
28.02.07	Nat West Debit Card	725.31

[ii] DITTON COMMUNITY CENTRE BAR ACCOUNT

01.02.07	Sky Business	276.13
05.02.07	Post Office Ltd	70.27
20.02.07	Scottish Courage - Stock	5665.32
21.02.07	Waverley TBS	957.70

22.02.07	AMLD - Gaming Machine	156.00
23.02.07	BOC Manchester - Beer Gas	229.13
28.02.07	Walkers Snacks Ltd	241.40
25.02.07	Nat. West Account Charge	55.00

[iii] DITTON COMMUNITY CENTRE

25.02.07	Nat. West Account Charge	55.00
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(d) **Family Day End of Year Balance Sheet**, copy herewith

The Family Day end of year balance sheet was **READ** and **NOTED** as follows:-

INCOME		EXPENDITURE	
Cash in Hand 1/4/2006	636.86	Horticulture Show	290.75
Drawn from P C Allowance for Horticulture Show	245.60	Tins of sweets for Helpers	10.00
Horticulture Entry Fees	45.15	Poster Competition sweets	20.00
Sale of Selection Packs to School	93.00	Vouchers for Poster Competition	72.00
Income from Christmas Fair	386.25	Vouchers for Guy Competition & mini chocs	18.00
Refund of Hire of Hall	153.00	Refreshments for Bonfire Helpers	12.00
		Selection Boxes (Christmas Party)	198.00
		Hire of Hall for Christmas Fair 25/11/2006	153.00
		Cash in Hand	786.11
	<u>1559.86</u>		<u>1559.86</u>

(e) **Appointment of External Auditor**

NOTED the Audit Commission have advised that the external Auditor for Financial Year 2006/2007 will be Mr Alun Williams.

597. **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/07/00948/FL Two storey side & Rear Extension 20 Fernleigh Rise
RESOLVED NO OBJECTION

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

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

TM/07/00378/FL	Insertion of mezzanine Floor over part of floor area for office use and insertion of new windows	Unit 7 New Hythe Bus. Park <u>GRANTED</u>
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(c) **'B' Lists**

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

07/10 - 12.03.07; 07/11 - 19.03.2007

(d) **Creating an NHS for the Future**

Notes of the above Seminar held on 9th March 2007, which was attended by Mrs Day were **READ** and **NOTED**.

RESOLVED thanks be extended to Mrs Day and her offer to attend other seminars on behalf of the Council be gratefully accepted.

(e) **Kent Highway Services - Fault Reporting**

It was **NOTED** that highway faults can be reported to the call centre on 08458 247 800 or via the website www.kent.gov.uk. Faults can, however, still be reported on report cards, which are available from the parish office or main district library.

RESOLVED the contact details be placed on the parish website and included in the next Ditton Gazette

598. **YOUTH FACILITY - FORMATION OF COMMITTEE** - (Cedar Room)

Notes of a meeting held on 21st March, were **READ** and **NOTED**.

Cllr. Stone advised that a meeting has also been held with Aylesford School and Mr B Clout who is the Youth Development Officer at Kent County Council.

It was **NOTED** that several people have offered their services to run and help with the youth club and it now requires a steering committee to be set up to progress the project. Committee members should include councillors, resident volunteers, youths, church representatives and school representatives. Each of the three local schools have agreed to have one representative on the steering committee and the Revd. Priscilla Payne has agreed to be the church representative on the committee. Cllr. Beadle agreed to be a council representative and it was suggested that any other Member/s willing to be on the Committee should contact either the Clerk or Cllr. Stone.

To ascertain the youth interest in the formation of a youth club and gauge the size of accommodation that will eventually be required, a consultation form was circulated with the Ditton Gazette. If the response in returning the forms is low, Cllr. Stone and the Community Warden will visit the schools and help the pupils to complete the consultation forms.

It was **NOTED** the Junior school has offered the youth club a table tennis table and Aylesford School has offered several other items of equipment .

- *Cedar Room Rebuild*

The Clerk advised that initial estimates for the rebuilding of the Cedar Room were thought to be in the region of £600,00, however, the quantity surveyors estimate received two days before the first grant application had to be submitted totalled £1,034,136.00. The maximum that can be raised from the two grant applications is £750,000.

Following several telephone calls it became apparent that there were no other grants that could be tapped into in the time available, so emergency talks were held with the quantity surveyor and the Architect to try to bring the costs down. It seems the application criteria, for an environmental and sustainable building, increases the costs considerably. However, following discussions with the Architect and Quantity Surveyor, the costs were reduced to £835,000 which includes VAT and professional fees to enable the first application to be submitted on time.

A meeting has now been arranged with the Architect and Quantity Surveyor to review the project and assess a realistic build cost or the type of building that can reasonably be built for the £835,000. This meeting will be held on 11th April 2007 in the council chamber commencing at 2pm. Members of the Working Party are invited to attend.

599. **ANNUAL PARISH MEETING**

NOTED that the Audit Commission has still not completed this Council's 2005/2006 Audit, therefore the accounts for 2005/2006 will have to be circulated 'subject to audit'.

The speaker has been confirmed and all other details have been finalised.

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

A communication from the residents concerned was **READ** and their comments **NOTED**.

RESOLVED to await further information from the solicitor before deciding how to respond and, in the meantime, the Council will view the planning application mentioned in the above communication.

601. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"**

There were no matters arising.

602. **CLOSURE**

The meeting closed at 9.26pm.

Chairman
9th May 2007