

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 2ND JULY 2007.

PRESENT: CLLRS. R G B BAKER, M D BRINE, W CORDWELL, B D STONE, MRS A THROSSELL & MRS J F THWAITES  
MRS S J KAVANAGH [Clerk of the Council] & MRS N GREENAWAY [Admin. Asst]

### 120. OPENING OF MEETING

In the absence of the Chair and Vice-Chair, Cllr. Baker was **NOMINATED** to chair the meeting.

The Chairman moved that item 130 'Report from Community Police/Parish Warden' be taken next to enable PC Roddick to return to his policing duties.

### 121. REPORT FROM COMMUNITY POLICE/PARISH WARDEN

PC Roddick gave a report on the following matters

- Reported crime figures for Ditton during June 2007 which totalled eleven, a reduction of five for the same period last year. The reported crime figures for May 2007 were sixteen.
- Mobile CCTV - this is now in situ in Woodlands Road and is working well, however the ornamental tree at this location is blocking part of the cameras view.
- Police Surgery - for the past few weeks no-one has attended the surgeries, despite extra advertising. PC Roddick asked if Members had any ideas to generate more interest and attendance.
- Exclusion Order - This Order would enable the council and police to exclude anyone from an area where they are causing a nuisance. The Order would be invoked jointly by the parish council and police and would require the council to set guidelines as to what constitutes a nuisance. This would then enable the council to ban people from the community centre and recreation ground for a set period of time. The ban would then be reviewed shortly before expiry.

It was agreed that PC Roddick would obtain further information on exclusion orders and the matter be referred back to the parish council at its meeting in August.

PC Roddick then introduced Ditton's PCSO Lia Bishop.

Cllr. Stone advised that he has received a lot of good feedback for Lia from residents including her high visibility in the village.

122. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs. Angel, Mrs Beadle, Beadle, Lander, Mulcuck, Nunn and Porter. The previously notified reasons for absence were **APPROVED** by the Council.

123. **DECLARATIONS OF INTERESTS & EXPENDITURE**

There were no declarations of interest or expenditure.

124. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 4<sup>TH</sup> JUNE 2007**

The minutes of the meeting held on 4<sup>th</sup> June 2007, were **CONFIRMED** and **SIGNED**.

125. **MATTERS ARISING**(a) **Provision of Household Recycling Centre**

A response from KCC regarding this Council's suggestion for a recycling centre at the site of the Allington Waste Facility on the 20/20 estate was **READ** and it was **NOTED** that this has already received consideration and been discussed with the Borough Council to identify suitable sites. However, such a proposal would need to go through a full planning application process with appropriate public consultation and also consideration being given to alternative sites.

They advise that the current position is that this proposal is very much on their agenda and they are looking to progress the matter later this year.

126. **MINUTES OF MEETINGS HELD DURING JUNE 2007**(a) **For Confirmation**(i) **COMMUNITY CENTRE COMMITTEE, 11<sup>th</sup> JUNE 2007**

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

(ii) **PLANNING COMMITTEE, 18<sup>th</sup> JUNE 2007**

The above minutes were presented by Cllr Mrs Throssell and **CONFIRMED** and **SIGNED** as a true record.

It was **NOTED** that Cllr. Mrs Throssell's suggestion that the new development on land formerly known as New Road Business Estate be named Brampton Field has been

accepted. Thanks were extended to Cllr. Mrs Throssell for researching this and providing the suggestion.

(iii) OPEN SPACES & AMENITIES COMMITTEE, 18<sup>th</sup> JUNE 2007

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

1. Request for fixed locking up time for Kilnbarn playarea

Following a request from a resident of Pear Tree Avenue for a fixed locking up time for the Kilnbarn playarea, the Open Spaces and Amenities Committee suggested a locking up time of 8.00pm each evening.

Discussion took place and it was pointed out that, as the Kilnbarn Club will be open to children up to 9.00pm during the summer months, it would be appropriate for the play area to remain open until 9.00pm also.

**RESOLVED** that the play area will remain open until 9.00pm during the summer months and then revert back to dusk in the Autumn and the resident concerned be advised accordingly.

(b) **For Noting**

(i) FAMILY DAY COMMITTEE 13<sup>TH</sup> JUNE 2007

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

127. **CORRESPONDENCE**

(a) **For Noting**

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

Kent County Council:	<u>Future of Older Persons Services</u>
Rural Kent:	<u>Council Meeting 9/7/2007</u> <u>Rural News , 83 - June 2007</u>
Kent Police Authority:	<u>Safer Kent Awards</u>
KAPC:	<u>'Parish News' - Issue 325, 19<sup>th</sup> June 2007 + encs</u>
KCC & TMBC Joint Local Board:	<u>Agenda for meeting to be held 12<sup>th</sup> July 2007</u>
R W Holder:	<u>Letter of Thanks</u>

- Press Publishing: 'Local Councils Update - Issue 92, June 2007
- T & M B C: 'Here & Now - Issue 3, June/July 2007  
Minutes of Parish Partnership Panel held 31/5/2007 + encs
- Ton. & Malling Crime Prevention Panel: Minutes of Meeting held 30/4/2007
- (b) **For Decision**
- A/Dist. Chief Inspector Gian Chahal: T & M Neighbourhood Police Launch  
An invitation to the above launch was **READ** and **NOTED**, but no Member is able to attend.
- T & M B C: Parish Partnership Panel  
**NOTED** the next meeting will be held on 13<sup>th</sup> September 2007.  
  
**FURTHER NOTED** Cllr. Stone is a member of the panel and will report back any items of interest.  
  
Borough Leisure & Arts Strategy  
This communication was **READ** and **NOTED**.
- KAPC: Training Programme - Summer 2007  
KAPC's training programme for July and August was **READ** and **NOTED**.
- NALC: 'Cracking the Code Conference, 19<sup>th</sup> July 2007  
Information on NALC's training day on the Code of Conduct to be held in Birmingham on 19<sup>th</sup> July 2007 was **READ** and **NOTED**.
- Ms. L Bays: Bonfire Nuisance  
A request for this council to assist with curbing nuisance bonfires was **READ**. It was **NOTED** that the Borough Council's Environmental Health Department have already advised this resident to keep a diary of the dates, times and exact locations of the bonfires, which they will then be able to act upon if appropriate to do so.  
  
It was **NOTED** that there are no byelaws currently in force to control the lighting of bonfires, however, when lighting a bonfire the resident must ensure it does not cause a

nuisance to persons in the vicinity, as this can be deemed to be an offence.

**RESOLVED TO REITERATE THE BOROUGH COUNCIL'S  
ADVICE**

128. **FINANCE**

(a) **Accounts Received**

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

Ditton Bowls Club:	Metered Water Supply	47.59
Holtwood Rangers FC:	Pitch Marking – 16 <sup>th</sup> June 2007	25.00
KAPC:	Refund – Overpayment	27.00
Multi Sports:	Hire Fees	96.00

(b) **Accounts For Payment**

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

Salaries:	Gross: 14623.38	Nett:	11044.64
DPC Imprest A/C:	June Reimbursement		5523.13
Kent County Council:	Superannuation Subscriptions – June 2007		2732.64
AquAid [Kent]:	Still Water & Annual Cooler Rental	29.30	
		Vat <u>5.13</u>	34.43
British Telecom:	Clerks Line	41.36	
	Fax Line	49.26	
	Admin Line	<u>41.41</u>	
		132.03	
		Vat <u>23.09</u>	155.12
Ditton Twinning Assoc:	Donation		1000.00
Hadlow College:	Tuition Fees - Welding Course 1 & 2 For Grounds Staff		1050.00
Haffenden Skip Hire:	Skip Hire	110.00	
		Vat <u>19.25</u>	129.25
Initial Fire & Security:	Annual Charges – Intruder Alarm	182.75	
	Grounds Staff Buildings	<u>31.99</u>	214.74

Kent County Council:	Final Internal Audit for 2006/2007	250.00	
		Vat <u>43.75</u>	293.75
Kent County Council:	Stationery & Line Marker etc.	199.15	
		Vat <u>34.87</u>	234.02
Land Technics:	MF 2225 Parts & Sundries	221.31	
		Vat <u>38.73</u>	260.04
Open Spaces Society:	Subscription due 01/07/07		30.00
Parkfoot Garage Ltd:	Diesel for Parish Vehicle	40.85	
		Vat <u>7.15</u>	48.00
Mr D Pullinger:	Locking Play Area - June		25.00
John Shaw Machinery:	Throttle Cable	21.83	
		Vat <u>3.82</u>	25.65
SSG Emprise:	Alarm Monitoring	20.83	
		Vat <u>3.65</u>	24.48
Stream Nursery:	Plant up 20 x Hanging Baskets	200.00	
	Additional Chains	<u>6.00</u>	206.00
Three Towns Office Equipment:	Ink Roller for Adding Machine	10.08	
		Vat <u>1.76</u>	11.84
Travis Perkins:	Materials & Machine Hire - Patio	212.86	
	Hire of Long Reach Hedge Trimmer	<u>32.90</u>	
		245.76	
		Vat <u>43.03</u>	288.79

### **Breakdown of Expenditure from Imprest Account during June 2007**

Carried Forward 1 <sup>st</sup> June 2007		886.85
Add: PC Reimbursement		<u>5113.15</u>
		6000.00
Deduct: June Expenses		
Voucher Charge	3.25	
Inland Revenue	4614.08	
Postage Stamps	92.00	
OSA Expenses	399.44	
CC Expenses	264.54	
Penfold Amusements - 24/6 for St Peters Church	<u>185.00</u>	
	5558.31	
Less - over reimbursement	<u>-35.18</u>	
	5523.13	<u>5523.13</u>
Balance		476.87

Sum to be drawn on 2nd July 2007	* <u>5523.13</u>
BALANCE	6000.00

\*Sum required to restore balance to £6000

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

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

[i] **DITTON PARISH COUNCIL ACCOUNT**

02.05.07	O2 - Mobile Telephone	32.00
02.05.07	WPA Health Care	491.80
03.05.07	RBS Mentor	350.13
08.05.07	Nildram	42.82
21.05.07	Pace Petroleum	15.88
23.05.07	Nat West Bank Line	40.00
29.05.07	NW Business Card	251.16
31.05.07	Euphony Communications	18.48

[ii] **DITTON COMMUNITY CENTRE BAR ACCOUNT**

02.05.07	Sky Business	276.13
08.05.07	Post Office Ltd	52.70
21.05.07	Scottish Courage - Stock	7135.67
21.05.07	Waverley TBS	1169.02
22.05.07	AMLD - Gaming Machine	156.00
25.05.07	BOC Manchester - Beer Gas	222.08
29.05.07	Walkers Snacks Ltd	383.87
31.05.07	Nat West Account Charge	55 00

[iii] **DITTON COMMUNITY CENTRE ACCOUNT**

22.05.07	Tonbridge & Malling BC - Business Rate	1118.00
31.05.07	Nat West Account Charge	55.00

(d) **Completion of Audit for 2005/2006**

(i) **SERVING OF NOTICE AND ACCOMPANYING INFORMATION**

The Clerk confirmed that the Notice of Completion of Audit, balance sheet and auditor's opinion have been posted on all parish notice boards.

(ii) **AUDITOR'S OPINION**

**NOTED** that, on the basis of the review, the auditor reported that in the Audit Commission's opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to their attention

giving cause for concern that relevant legislation and regulatory requirements have not been met.

(iii) AUDITOR'S COMMENTS

The Auditor commented that the Council should review the level of fidelity guarantee insurance cover, currently £170,000: The Audit Commission guideline level is balances plus half the precept, which would be £880,000.

The Clerk advised that the accountant feels it is not necessary to increase the fidelity guarantee to this level because the level of risk is not there.

The Auditor also commented that the Council is depreciating its fixed assets, however the NALC publication 'Governance and Accountability in Local Council ' states that fixed assets should be recorded at book value. This should be an informed assessment of the open market value of the asset or the cost of reconstructing it in its existing condition. This is usually the insured value.

The Accountant advised that it is normal practice to depreciate fixed assets when preparing the statement of accounts.

It was **NOTED** that this Council's accountant is drafting a response to these comments which will be referred to the next meeting of the council before it is send to the Audit Commission.

(e) **Internal Audit**

(i) REPORT OF FINAL VISIT OF AUDIT PROGRAMME FOR 2006/2007

The internal Auditor's report of his final visit for 2006/2007, which had been previously circulated was **READ** and it was **NOTED** that there were no matters arising.

(ii) 2006/2007 ANNUAL REPORT

The Annual Report for 2006/2007 which had been previously circulated, was **READ** and **NOTED**.

Cllr. Stone congratulated the staff on the excellent audit reports.

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

County Cllr. Rowe reported on the following matters:-

- **Highway Matters** - All items reported at the last meeting relating to highway matters were raised at the last meeting of the Joint Transportation Board. If members have any concerns then he would be more than happy to pass them on.

- **Martin Very the District Area Police Commander for Tonbridge & Malling** - has been appointed Deputy Area Commander for West Kent and promoted to Temporary Supt. His replacement will be Det. Chief Insp. Tony Thomas who will be taking up his post on 16th July. In the meantime Acting Chief Insp. Gian Chahal will be in charge.
- **Joint T&M Local Board meeting** - The first pilot meeting is due to be held at Kings Hill on Thursday, 12<sup>th</sup> July 2007 commencing at 7.00pm. The first major topic will be a discussion around global warming and TMBC and KCC initiatives to assist in moving the agenda forward. Small Community Capital Projects will continue to be considered.
- The next joint local board is planned for Tues. 4th Sept and will be held at the Angel Centre in Tonbridge. If Members have any thoughts for agenda items please let [loic.flory@kent.gov.uk](mailto:loic.flory@kent.gov.uk) know asap.
- **Grants towards Ditton Community Day** - from my KCC Members Fund, has been approved and should shortly be received.
- **Coldharbour Roundabout** - notification has been received advising that a review has been undertaken and some alterations scheduled including lining alterations on the eastbound approach to the Coldharbour roundabout, changing the existing 3 lanes in to 2. This is scheduled to take place on Wednesday 4<sup>th</sup> July 2007 depending on weather.
- **The PACT project** with the police has proved extremely invaluable in partnership working. Co. Cllr. Rowe is led to believe, however, that the CCTV camera erected at Woodlands Parade has had to be taken down due to a tree, privately owned, obscuring its vision, and therefore its value.

Borough Cllr. Stone gave a report on the following matters:-

- **The White Paper on planning and its impact on parish council's** - he advised Members that he will be attending a meeting next week. If residents have any concerns on the impact of the White Paper, they should, in the first instance contact Area 3 planning and speak to Aaron Hill to register their concerns and then follow this up in writing.
- **Allington Incinerator** - 85% of the plant is within the Tonbridge & Malling Borough and the remaining 15% with Kent County Council. Tonbridge & Malling take responsibility for the plant and Health & Safety and the County Council take responsibility for the periphery areas.

#### 130. REPORT FROM COMMUNITY POLICE/PARISH WARDEN

This item was dealt with earlier in the meeting under item 121.



TM/07/0068/FL	Single storey rear extension together with loft conversion and rear dormer	565 London Rd <u>GRANTED PERMISSION</u>
TM/07/01443/FL	Second storey side extension over existing garage	44 Ragstone Court <u>GRANTED WITH CONDIITIONS</u>
TM/07/01497/LB	Listed Building Application: Creation of two openings to create a single dwelling	1 & 2 Sheldon Ct. <u>GRANTED</u>

(c) 'B' Lists

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

07/23 - 11.06.2007; 07/24 - 18.06.2007

(d) Applications to be reported to Area 3 Planning Committee on 5<sup>th</sup> July 2007

Members were advised that the following two applications are to be reported to Area 3 Planning Committee on 5<sup>th</sup> July.

## (i) DISPLAY OF NON-ILLUMINATED SIGNS AT 429 -431 LONDON ROAD

NOTED planning officers are recommending refusal for signs 2,4,5,6,7,8 & 9 and to grant permission, with conditions, for the other signs.

## (ii) REPLACEMENT OF EXISTING STORAGE FACILITY AT 431 LONDON ROAD

NOTED planning officers are recommending approval of this application

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

NOTED these were not available.

(f) Minutes of Joint Transportation Board

The above document was READ and NOTED.

132. CODE OF CONDUCT

Information on the new Code of Conduct for Councillors, which had previously been circulated, was READ and NOTED.

The Clerk advised that the Council needs to consider if it wishes to adopt the model code for parish councils as it stands or include clause 12(2).

As parts of the model code will not apply until the relevant provisions in the Local Government and Public Involvement in Health Bill have been enacted – they are expected to receive the Royal Assent in late July - it would be advisable to wait until after that date before adopting the new code.

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

In accordance with the Council's wishes at the last meeting, the Solicitor was contacted to ask his advice on how this matter should be progressed. The advice received was circulated to all Members of the Finance & Administration Committee, who agreed to instruct the solicitor to progress as advised.

**RESOLVED** to **APPROVE** the action taken.

It was **NOTED** that the resident concerned has now agreed to a surveyor having access to his land to take measurements. It was also **NOTED** that the resident requested a copy of the surveyors report at the same time this Council received it. However, the solicitor's advice in this is that such a request would only be appropriate if it had been agreed that the surveyor would be jointly instructed and the fees met equally by both parties. In the circumstances, the request was refused.

134. **CEDAR ROOM REBUILD**

Members were advised that the application for a grant from WREN Landfill Tax has not been successful. A decision is still awaited from the 'BIG' Lottery application.

135. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"** [Item 7(a)]

There were no matters arising.

136. **EXCLUSION ORDER**

This item was dealt with under Community Police reports. It was **NOTED** at this point that a member of the Kilnbarrow Club was witnessed buying drinks to take outside to give to a minor. The staff on duty had not been informed of this.

The Clerk agreed to look into this and to warn staff to be vigilant.

137. **CLOSURE**

The meeting closed at 9.10pm