

**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> NOVEMBER 2007

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

349. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm and thanked Mrs Day for her presentation on the Heritage Centre.

Congratulations were extended to Cllr. Mrs Throssell who this month completes ten years as a Member of Ditton Parish Council.

The Chairman advised Members that PC Roddick is now a father and has a baby daughter. Mother and baby are doing well. PC Roddick asked that his thanks be passed on to the Council for the kind gift.

350. **APOLOGIES FOR ABSENCE**

Apologies were RECEIVED from Cllrs. R Angel, A R Mulcuck, Mrs Throssell and Co. Cllr. Rowe. The previously notified reasons for absence, were **ACCEPTED** and **APPROVED**.

351. **DECLARATION OF INTERESTS**

Cllrs. J and Mrs A Beadle declared a personal interest in item 361 as their daughter is now employed as a solicitor by the firm of solicitors currently being instructed by the Council in the Ragstone Boundary dispute.

Cllr. Mrs Thwaites declared a personal interest in items 353(b) and 355(b) as she is a member of the Heritage Trust.

Cllr. Cordwell declared an interest in items 354(b) as he lives in The Stream.

352. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 3<sup>rd</sup> OCTOBER 2007**

The minutes of the above meeting were **CONFIRMED** and **SIGNED** as a correct record.

353. **MATTERS ARISING**

(a) **Community Wardens** [Page 158, Item 290]

**NOTED**, a reply to this Council's communication is still awaited.

(b) **Ditton Heritage Centre** [Page 159, Item 291(b)(i)]

Details of the Heritage Centre's financial situation was covered in the presentation given earlier in the meeting by Mrs Day, who also circulated their bank statements.

(c) **Cycling Strategy** (Page 168, Item 296(g)) - Reply from T&MBC

A communication from the Chief Engineer was **READ** and it was **NOTED** that he is unaware of any proposals to put cycle lanes in Kilbarn Road, however, Bradbourne Lane has been identified as a potential part of a local cycling network in the draft Cycling Strategy for Tonbridge & Malling, but without any clear proposal as to what this would entail.

A fresh draft is being prepared by the Kent County Council and circulated as part of a consultation exercise. All Parish Councils will be included in the list of consultees.

354. **MINUTES OF MEETINGS HELD DURING OCTOBER 2007**(a) **Community Centre Committee, 8<sup>th</sup> October 2007** - Circulated

The minutes of the above meeting were presented by Cllr. Beadle and, subject to one amendment, were **CONFIRMED** and **SIGNED** as a true record.

(b) **Planning, Highways & Transportation Committee, 15<sup>th</sup> October 2007**

The minutes of the above meeting were presented by Cllr. Porter and, subject to one amendment, were **CONFIRMED** and **SIGNED** as a true record.

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**ADJOURNMENT**

Mr Dickenson and Mr and Mrs Shepherd of Bradbourne Lane attended in connection with the questionnaire regarding the proposed closure of The Ford to traffic. It was **NOTED** that Mr Dickenson had previously circulated inaccurate information to residents asking for their support in opposing the closure of The Ford and had also written to the Parish Council giving his reasons for keeping The Ford open to traffic.

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[i] **THE FORD – DECISION ON CLOSURE** [Page 180, Item 326(b)]

Discussion took place and the result of the questionnaire, which had been circulated to all residents in The Stream and Bradbourne Lane, was **READ**. Twenty nine responses had been received, two of which were opposed to the closure and twenty seven in favour.

Further discussion took place and Members stressed that at no time have the Highways Authority or Parish Council suggested that The Ford would be closed by way of a gate, as stated in Mr Dickenson's circular. It was **NOTED** that neither party would wish to see the conservation area spoiled. The proposal is to place bollards at the edge of the ford which are in keeping with the area and will enable horses to pass through and children to play.

Members voted on the proposal to close The Ford to traffic, taking into account the wishes of the residents. Voting resulted in 4 in **FAVOUR**, 1 **AGAINST** and 2 **ABSTENTIONS**. The proposal was therefore **CARRIED**.

**RESOLVED** to advise the Highway Authority of this Council's decision, which is subject to them using bollards to prevent vehicles using the Ford that are in keeping with the conservation area

(c) **Open Spaces & Amenities Committee, 15<sup>th</sup> October 2007** - Circulated

The above minutes were presented by Cllr. Baker and, subject to the addition of Cllr. Porter's name to the list of attendees, were **CONFIRMED** and **SIGNED** as a true record.

(d) **Personnel Committee, 22<sup>nd</sup> October 2007** - Herewith

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

[i] PROGRESSION PLANNING [Page 187, Item 342(b)]

**RESOLVED** to **RATIFY** the adoption of a Statement of Intent regarding progression planning.

(e) **Ditton Twinning Association, 26<sup>th</sup> September 2007**

**READ** and **NOTED**.

(f) **Joint Meeting with Partner Authorities and Residents, 26<sup>th</sup> September 2007**

**READ** and **NOTED**.

### 355. **CORRESPONDENCE**

(a) **For Noting**

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

Kent County Council: Outcome of Older Person's Strategic Review

Ton. & Malling Borough Cncl: TM Youth Forum

Awards for Gardeners who 'Go Wild'

Summary of Accounts 2006/2007

Mr McCulloch (T&MBC) Bus Stop Dispute – London Road

KAPC: Minutes of Area Meeting held 20<sup>th</sup> September 2007  
Notice of 60<sup>th</sup> Annual General Meeting + encls

ERHA: Investing in Affordable Village Homes

Press Publishing:	<u>'Local Councils Update', Issue 96 – October 2007</u>
Gullands:	<u>'News', Issue 10</u>
Geoff Rowe:	<u>Congratulations re. Joint Initiative</u>
T & M Crime and Disorder Reduction Partnership:	<u>'Newsletter' – September 2007, Issue 4</u>
Barming Parish Council:	<u>Waste Recycling at Allington Incinerator</u>
Standards Board for England:	<u>'Standard', September 2007</u>
Kenward Trust:	<u>'New Life', Issue 3 2007</u>
Kent Youth:	<u>Invitation to a Service of Lessons and Carols</u>

(b) **For Decision**

Ditton Heritage Centre:	<u>Grant Aid</u> A request for a donation towards the re-building of the Heritage Centre toilet block, was <b>READ</b> and it was <b>NOTED</b> that it has been customary for them to receive 50% of the bucket collection made at the annual bonfire night, as they are the main collectors.
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**RESOLVED** to accede to the request and a donation of £750.00 be made from the bucket collection.

Ditton Twinning Association:	<u>Fund Raising</u> A request from the Twinning Association to raffle a Christmas Hamper at each of the Council's Christmas dances, was <b>READ</b> .
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**RESOLVED** to accede to the request.

Ditton Infant School:	<u>Childrens Christmas Party</u> A request from Ditton Infant School for a donation towards the childrens' Christmas party, was <b>READ</b> .
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**RESOLVED** to accede to the request and a donation of £200 be made from the Charities Account under Sec. 173 of the LGA 1972.

Ditton Junior School:	<u>Childrens Christmas Party</u> A request from Ditton Junior School for a donation towards the childrens' Christmas party, was <b>READ</b> .
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**RESOLVED** to accede to the request and a donation of £200 be made from the Charities Account under Sec. 173 of the LGA 1972

Hadlow Tower Action Group:	<u>Request for Support to Save Hadlow Tower</u> <b>RESOLVED</b> to forward a letter of support.
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Leybourne Grange Riding School for the Disabled: Invitation to Annual Christmas Nativity and Blessing Friday 7<sup>th</sup> December 2007  
Anyone wishing to attend is asked to notify the Clerk as soon as possible.

The Chairman asked the Members to accept a late item of correspondence from the Rev'd. Priscilla Payne.

The Rev'd Priscilla Payne: Aspects of Love – 11<sup>th</sup> November 2007  
A request for a reduction in the hire fee for the above function being organised by the Church was **READ** and it was **NOTED** that it is a non-profit making event which needs to sell 150 tickets to break even. **FURTHER NOTED** that ticket sales to date total 130. Discussion took place.

**RESOLVED** that the Council will make up the shortfall in ticket sales to enable the Church to break even.

The Chairman moved that the Police Report be taken next to enable PCSO Lia Bishop to return quickly to her duties.

### 356. **REPORT FROM PARISH CONSTABLE/COMMUNITY POLICE**

**PCSO Lia Bishop** reported on the crime figures for Ditton over the last month which totalled 11: 1 criminal damage, 3 vehicle crimes, including one theft of a vehicle, 2 burglaries and 5 others.

The Chairman thanked Lia for her report and for her work in the parish, which is very much appreciated.

### 357. **FINANCE**

#### (a) **Accounts Received**

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

Ditton Junior School	Grounds Maintenance	342.57
Ditton Infant School	Grounds Maintenance	112.31
Advertisers	Ditton Gazette Adverts	91.00
Ditton Guides	Energy Reimbursement	6.27
Photocopier	Photocopy Charges	10.00
Hirers	Multi Sport Hire Fees	120.00

(b) **Accounts for Payment**

**RESOLVED** the following accounts be **ACCEPTED, APPROVED** and **PAID**, with the exception of the account for Popi, which will be held pending enquiries regarding the quality of the Gazette:-

Salaries:	Gross: 14386.79	Net:	10762.17
Kent County Council:	Superannuation – October 2007		2732.64
DPC Imprest Account:	Reimbursement*		1484.59*
AquAid:	Still Water & Sanitation	46.98	
		Vat <u>8.21</u>	55.19
Astra Security Systems:	6 x Abloy Exec. Keys	44.10	
		Vat <u>7.72</u>	51.82
Audit Commission	2007 Audit Fees	1950.00	
		Vat <u>341.25</u>	2291.25
Cooks Garden Machinery:	Chainsaw Repairs	25.53	
		Vat <u>4.47</u>	30.00
CSP:	Letter Heading	191.27	
		Vat <u>33.47</u>	224.74
DCK Beavers:	VAT Partial Exemption Computation	717.50	
		Vat <u>125.57</u>	843.07
Cobra Insurance:	Computer Policy Renewal	525.00	
	Parish Vehicle	895.65	
	Agriculture Vehicles	872.20	
	Group Personal Accident	<u>1089.45</u>	3382.20
Ditton Comm. Centre:	Hall Hire; 21/12/07	258.00	
	22/12/07	258.00	
	31/1/.07	<u>301.00</u>	817.00
EDF Energy:	NRRG Changing Rooms	23.22	
		Vat <u>1.16</u>	24.38
Gold Star:	Fleece & Polo Shirts	142.50	
		Vat <u>24.94</u>	167.44
Kent County Council:	1 <sup>st</sup> Internal Audit for 2008/2009	340.00	
		Vat <u>59.50</u>	399.50
Kent County Council:	Vehicle Lease Fee	1071.00	
		Vat <u>187.43</u>	1258.43
Kent County Council:	Pitchmarker, Stationery & Sundries	84.40	
		Vat <u>14.77</u>	99.17

Landtechnics:	Grease Nipple and Grease Gun	54.61	
		Vat <u>9.56</u>	64.17
Mower Plant Services:	Mower Parts	46.33	
		Vat <u>8.11</u>	54.44
Parker Merchanting:	Protective Clothing	20.50	
		Vat <u>3.60</u>	24.10
Parkfoot Garage:	Vehicle Diesel	42.55	
		Vat <u>7.45</u>	50.00
Popi:	Ditton Gazette		1579.00
Mr Pullinger:	Locking Playarea – October 2007		25.00
SSG Emprise:	Keyholding & Alarm Response	20.83	
		Vat <u>3.65</u>	24.48
Sisis Equipment:	Front Drive Roller	83.06	
	Carriage	<u>11.99</u>	
		95.05	
		Vat <u>16.63</u>	111.68
Three Towns:	Postage Book, envelopes & white tack	53.61	
		Vat <u>9.38</u>	62.99
Travis Perkins:	Timber, screws, bolt, hinges, tape compression elbow, hose union, compression backplate elbow	125.99	
		Vat <u>22.06</u>	148.05
United Balloon:	Hallowe'en Balloons	32.00	
		Vat <u>5.60</u>	37.60

**IMPREST ACCOUNT** – Reimbursement of October expenditure

Carried Forward 1 <sup>st</sup> October 2007	1456.09
<b><u>Add:</u></b> PC Reimbursement	1043.91
Peter Eligate fee – 27/10/07	600.00
Reimbursement of Raffle Prizes 27/10	<u>57.00</u>
	3157.00
<b><u>Deduct:</u></b> October 2007 Expenses	
Voucher Charge	3.25
Annual Council Photograph	40.00
Postage Stamps	58.00
BT – Admin Line	62.85
Petty Cash	64.85
OSA Expenses	148.38
Bar Expenses	380.08
CILCA Course – Nicola	175.75
Raffle Prizes – Dances 2007	321.29

Autumn Gazette Delivery	111.54	
Peter Eligate – 27/10/07	600.00	
Costco Membership	37.60	
Gift Vouchers - Fireworks	<u>138.00</u>	<u>2141.59</u>

Balance		1015.41
Sum to be drawn on 5 <sup>th</sup> November 2007		<u>1484.59</u> *
		2500.00

\*Sum required to restore balance to £2,500

(c) **Cheque Drawn between Meetings**

There were no cheques drawn between meetings.

(d) **Direct Debits - Paid During September 2007**

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

(i) DITTON PARISH COUNCIL GENERAL ACCOUNT

04.09.2007	WPA	491.80
05.09.2007	Mentor RBS PLC	350.13
07.09.2007	Nildram	42.82
18.09.2007	BT Direct Debits	46.83
18.09.2007	“	56.34
20.09.2007	Pace Petroleum	19.65
20.09.2007	S & N UK	9,269.84
20.09.2007	Tonbridge & Malling BC	1,118.00
21.09.2007	Euphony	16.65
24.09.2007	EBS	46.50
24.09.2007	AML – Gaming Machine Lic.	153.00
24.09.2007	BOC Manchester	235.00
27.09.2007	British Gas	1,039.80
28.09.2007	Walkers Snacks	268.72
28.09.2007	Business Card	102.35

(ii) COMMUNITY CENTRE BAR ACCOUT

03.09.2007	Sky Business	306.68
10.09.2007	Post Office Ltd	87.83
30.09.2007	Nat West Account Charge	55.00

(iii) COMMUNITY CENTRE ACCOUNT

30.09.2007	Nat West Account Charge	55.00
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(e) **Seasonal Donations**

**RESOLVED** the following annual seasonal donations be made under Sec. 137 of the LGA 1972:-

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

(f) **Audit - Annual Return**

The External Auditors' Certificate and opinion, which had previously been circulated, was **READ** and it was **NOTED** that, on the basis of their review, in their 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 which give cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting their opinion which they commented upon are set out below:-

- The Council should review the level of its fidelity guarantee insurance cover. The Audit Commission guideline level is balances plus half the precept. (£931.00)
- The Council is depreciating its fixed assets. The NALC publication "Governance and Accountability is Local Council in England and Wales" states that fixed assets should be recorded at current 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.

It was **NOTED** that a review has been undertaken of the level of the fidelity guarantee insurance and advice sought from this Council's internal auditor regarding increasing the insurance as suggested, but it was agreed that the risk to the council has been managed to such a level that it does not warrant such an increase.

Cllr. Nunn and the Council's accountant advised that depreciating fixed assets is normal practice in accountancy and they do not feel it is necessary, or correct, to change this.

(g) **VAT Partial Exemption 2006-2007 - Analysis**

The above information, which had been previously circulated, was **READ** and it was **NOTED** that the VAT attributable to exempt activities was £3,417.34, which is significantly below the exemption limit of £7,500.

(h) **Increase in Fidelity Guarantee Insurance - Costs**

Details of the cost of increasing the Fidelity Guarantee insurance to the level suggested by Audit Commission, was **READ** and **NOTED**.

(i) **Hallowe'en Dance - Balance Sheet**

The balance sheet for the Hallowe'en Dance was **READ** and the profit of £474.58 **NOTED**. The raffle made a profit of £152.00.

It was agreed that it was a good evening but some people had commented that they preferred the second band to the first.

It was suggested that the people attending the Christmas dances be asked if they would have any objection to the Peter Eligate Showband playing at the Hallowe'en dance as well as the New Year's Eve.

(j) **Credit/Debit Card Purchases**

Detail of costs to enable this Council to accept debit/credit cards was **READ** and it was **NOTED** that it is proposed that cheques will not be accepted by banks in the near future.

Discussion took place.

**RESOLVED** not to proceed with this at the present time, but to review it again once a date for the withdrawal of cheques has been announced.

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

A report was read from Co. Cllr. Rowe, who was unable to attend the meeting.

- The Public Transport Panel scheduled for 6.11.07 has now been cancelled. A date is awaited from West Kent Highways and Arriva who have promised to review the concerns of Mrs Martin of 464 London Road. This will now be dealt with outside the meeting of PTP.
- T&M Youth Action Group's next meeting will be held at Hugh Christie School in Tonbridge commencing at 5.30pm. This meeting is open to the public.
- The Joint T&M Local Board meeting will be held at 7.00pm at Kings Hill. Grant applications will be considered at this meeting. This meeting is open to the public.
- The Joint Transportation Board's next meeting is scheduled for 7.30pm on 3<sup>rd</sup> January 2007 at Kings Hill. Co. Cllr. Rowe would like to be notified of any requests or areas of concern.

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

Dealt with earlier in the meeting.

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**ADJOURNMENT**

Mr J Sellick attended on behalf of his sons in connection with the proposed closure of the Ford, which they both support. Mr Sellick advised that the thought the fireworks were brilliant and he congratulated the staff on their efforts and in clearing up the recreation ground so efficiently and quickly after the event.

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360. **PLANNING MATTERS**(a) **Plans Received for Comment**

TM/07/3739/RD Details pursuant to condition 2 of  
 TM/06/02288/FL in respect of  
 materials

New Road Bus. Est.

**RESOLVED** NO COMMENT

TM/07/3737/RD Details of soakaways, surface water, slab levels, refuse storage and collection, demolition completion, surface water gullies, piling drainage, access road, gradients and traffic calming measures submitted pursuant to conds. 5,6,7,8,9,10,11,15, 17 & 20 of TM/06/02288/FL – Alternative scheme of residential development comprising 9 no. 2 bedroom flats, 20 no. 2 bedroom houses, 66 no. 3 bedroom houses and 1 no. 4 bedroom house (96 dwellings in total), together with the re-alignment of the public right of way (alternative dwelling mix to that approved under TM/05/01013/FL) New Road Bus. Est.  
**RESOLVED** NO OBJECTION SUBJECT TO THEIR BEING ADEQUATE DRAINAGE ARRANGEMENTS FOR THE SURFACE WATER

TM/07/03714/TPOC Prune 1 no. sweet chestnut tree lift crown and thin remaining crown by 20% TPO No.1 1964 (Ref: 12.02.14) 28 Acorn Grove  
**RESOLVED** NO OBJECTION

TM/07/03375/FL Conversion from Club to Public House Details of Location of Extraction Fan 42 New Road  
**RESOLVED** NO OBJECTION

TM/07/03796/LDP Lawful Development Certificate: To reduce the area of balesheds 4 – 8, reclad, re-roof with materials to match those of existing sheds 9-12 Gooseling Grey. Aylesford Newsprint  
**RESOLVED** NO OBJECTION

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

The following decisions were **READ** and **NOTED**.

TM/07/03277/FL Conversion of existing garage to living Accommodation and erection of single storey side extension incorporating replacement garage 57 Scott Close  
**GRANTED WITH CONDITIONS**

TM/07/03219/AT Non-illuminated freestanding sign 429 London Road  
**REFUSED**

TM/07/01897/FL Conversion and extension to existing to form four self contained flats 16-18 New Road  
**REFUSED**

TM/07/00249/FL Change from office to residential 18 New Road  
**REFUSED**

TM/07/03240/AT Free standing display units

613 London Road

**GRANTED**

(c) **'B' Lists**

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

07/40 - 08.10.07; 07/41 - 15.10.07; 07/42 - 22.10.2007

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

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

(e) **TM/07/03346/FL – Tesco DotCom Distribution Centre, Priory Park**

A copy of an Aylesford resident's communication to the Borough Council regarding the above, was CIRCULATED, **READ** and **NOTED**.

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

It was **NOTED** that the Surveyor considers his report and the measurements contained within his report to be accurate.

A copy of this information has now been passed to the residents concerned.

362. **DITTON REMEMBRANCE DAY SERVICES**

All arrangements are in hand.

363. **BONFIRE & FIREWORKS**

(a) **Report of Event**

Everyone agreed it was a great success again this year. The bucket collection at the end of the display raised £1643.11 and the sale of glow items raised £716.62.

Several suggestions were made to improve the smooth running of the event next year and it was agreed that a small working party be formed next year to discuss these ideas.

Comments have been made on the abrupt ending of the event and the Clerk was asked to make enquires with Essex Pyrotechnics to ascertain the reason.

The Chairman extended thanks to all the volunteer helpers for their hard work, which was very much appreciated.

Cllr. Cordwell recorded thanks to the staff for all their hard work before and after the event.

(b) **Arrangements for 2008**

**RESOLVED** to hold the event again next year and to try to obtain sponsorship.

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

There were no matters arising.

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*The Chairman moved that in view of the confidential nature of the following business about to be transacted, it is advisable in the public interest that the press and public be excluded and instructed to withdraw from the meeting in accordance with Standing Orders 27 & 50.*  
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365. **CONFIDENTIAL MEMORANDUM BOOK**

(a) **Spinal Point Increases 2008/2009 Ref. CM 339**

Confidential Memorandum Ref. CM 339 was **CONFIRMED** and **SIGNED**.

(b) **Staff Salaries 2008/2009 Ref. CM 340**

Confidential Memorandum Ref. CM 340 was **CONFIRMED** and **SIGNED**.

(c) **Cost of Living Increase for 2007/2008**

The Clerk advised that the cost of living increase has now been agreed by the employers and unions at 2.475%. This will be backdated to 1<sup>st</sup> April 2007.

366. **CLOSURE**

The meeting closed at 9.25pm

Chairman  
3<sup>rd</sup> December 2007