

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 4th JUNE 2007

PRESENT: CLLRS. M J PORTER, (Chairman), J A BEADLE (Vice-Chairman), R G W BAKER, MRS A R BEADLE, M D BRINE, W CORDWELL, A R MULCUCK, D H NUNN, B D STONE, MRS A THROSSELL & MRS J F THWAITES.

MRS S J KAVANAGH (Clerk of the Council), MRS M GRANTHAM (COMMUNITY CENTRE ADMINISTRATOR) & Mrs N Greenaway (Admin. Assistant).

68. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

69. **APOLOGIES FOR ABSENCE**

Following advice from KAPC, Members were advised that when they are unable to attend a meeting they must give the reason for non-attendance which must be included in the minutes.

Discussion took place and Members were unhappy with this advice as they felt this could be detrimental to their security and privacy.

RESOLVED not accept this advice and to continue to provide a reason for non-attendance to the Clerk but not include it in the minutes.

Apologies, previously notified were RECEIVED and **APPROVED** from Cllr. Lander and County Cllr. Rowe.

70. **DECLARATIONS OF INTERESTS & EXPENDITURE**

Cllrs. Mrs Beadle, Beadle, Mulcuck and Nunn declared a personal interest in item 74(b) as they are members of the Twinning Association.

Cllr. Angel declared a personal interest in item 84 as he lives in Ragstone Court.

The Chairman moved that the Police and Community Warden Reports be taken next to enable them to return to their duties.



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

PC Roddick reported on the crime figures for Ditton over the last month which totalled 14; two criminal damage, one vehicle theft, one distraction burglary, and 10 others. For the same period last year the crime figures for Ditton were twenty six and the previous month's figures totalled 29.

P C Roddick also advised that Ditton has been allocated a PCSO, Lia Bishop, who commences work this week.

Community Warden Tom Hawkwood reported on the drop in youth visibility around the Centre and drop in youth problems in Pear Tree Avenue. He also advised that he is working with others to set up a youth club/drop in centre in the parish.

Members of the Council raised the following matters:-

- Lack of feed back to residents from Neighbourhood Watch co-ordinators in Pear Tree Avenue
- Motorbike seen speeding over Kilnbarn recreation ground and riding around the village at night without lights.
- Parishioners confusion over the roles of Community Wardens and PCSO's.

RESOLVED to include an item in the next Gazette explaining the different roles of wardens and PCSO's.

72. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 9th MAY 2007**

The minutes of the meeting held on the 9th May, were **CONFIRMED** and **SIGNED** as a true record, subject to one amendment.

73. **MATTERS ARISING**

There were no matters arising that do not appear elsewhere on the agenda.

74. **MINUTES OF MEETINGS HELD DURING MAY/JUNE 2007**(a) **For Confirmation**

- (i) COMMUNITY CENTRE COMMITTEE, 14th MAY 2007

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

Cllr. Angel volunteered to assist Cllr. Mrs Beadle with the next cleaning inspection which will take place on 7th June 2007 at 3.00pm.

Cllr. Mulcuck requested that any decision on a smoking shelter (Page 24, item 37) should be made in conjunction with the Open Spaces and Amenities Committee.

(ii) PLANNING COMMITTEE, 21st MAY 2007

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

(iii) OPEN SPACES & AMENITIES COMMITTEE, 21st MAY 2007

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

(iv) EXTRAORDINARY FINANCE & ADMINISTRATION COMMITTEE, 1st JUNE 2007

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

The recommendations from this committee will be dealt with under Item 75, Finance.

(b) **For Noting**

(i) NOTES OF A MEETING WITH PARTNER AUTHORITIES - RE. PROBLEMS IN PEAR TREE AVENUE

The above minutes, which had been previously circulated, were **READ** and **NOTED**:-

(ii) DITTON TWINNING ASSOCIATION, 16th MAY 2007

The above minutes, which had been previously circulated, were **READ** and **NOTED**.

75. **CORRESPONDENCE**

(a) **For Noting**

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

Wildlife Trust: 'Natural World', Spring 2007

'Wild Kent', Spring 2007

Wildlife Events In Kent June 2007 - September 2007

KAPC: 'Parish News' - Issue 324, 30th April 2007

Press Publishing:	<u>'Local Councils Update' - May 2007, issue 91</u>
SLCC:	<u>'The Clerk' - May 2007, Vol 37. No. 3</u>
ROSPA:	<u>'Staying Alive' - May 2007</u>
Kent Police:	<u>Neighbourhood Policing Special</u>
Ton. & Malling Boro' Cncl:	<u>Green Lidded Bin Collection Service</u>

(b) **For Decision**

Kent County Council:	<u>KCC Grants</u> Details of KCC Grants were READ and it was agreed to pass this information on to each committee.
KAPC:	<u>Councillors Information Day, 16th June 2007</u> Details of a councillor training day were READ and NOTED .
Ton. & Malling Boro' Cncl:	<u>Town & Parish Councils Standards Sub-Committee - Vacancies</u> Information regarding vacancies on the above committee was READ and a request for parish councillor nominations NOTED .

RESOLVED TO NOMINATE CLLR. BEADLE.

Rural Kent:	<u>Funding for Parish Plans</u> Details of funding available to councils to assist with the costs of producing parish plans were READ and it was NOTED that Cllrs. Mulcuck and Mrs Thwaites will be attending a training seminar on the preparation of parish plans next month.
Ditton Twinning Association:	<u>Funding</u> A request for funding towards twinning expenses was READ and it was NOTED that the parish council has previously agreed to put funds aside to assist the Twinning Association with meeting costs each year. FURTHER NOTED there is a sum of £1000 for this purpose in this years budget.

RESOLVED THAT, SUBJECT TO FINANCIAL CONTROLS, THE TWINNING ASSOCIATION BE CREDITED WITH THE SUM SET ASIDE FOR USE TOWARDS TWINNING EXPENSES AND THIS SUM BE REVIEWED ON AN ANNUAL BASIS.

Kent Highway Services:	<u>Parish & Town Council Seminar - 26th June 2007</u> An invitation to attend the above seminar at the Village Hotel, Aylesford was READ and it was NOTED that Cllr. Baker will attend.
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76. **FINANCE**(a) **Accounts Received**

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

Ditton Minors FC:	Line Marking and Pitch Fees	455.00
Ditton Guides:	Energy Charges	11.26
Multi Sports:	Hire Fees	258.00
Haffenden Skips Ltd	Gazette Advert	35.00
Ditton Junior School:	Grounds Maintenance	342.57
Ditton Infants School:	Grounds Maintenance	112.31
Mr Curtis:	Gazette Advert	28.00

(b) **Accounts For Payment**

Cllr. Mulcuck raised concern at the cost of the work being undertaken to the path and patio at the Community Centre because the work had not been properly agreed by the committees concerned.

Discussion took place and Cllr. Mulcuck was advised that the work was being carried out as a matter of urgency for health and safety reasons.

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

Salaries:	Gross: 14,561.12	Nett: `	10,842.22
DPC Imprest Account:	May 07 Reimbursement		5,113.15
AquaAid	Still Water	18.75	
		Vat <u>3.28</u>	22.03
Clive Stanley:	Webmaster Services		341.00
Ditton Junior School:	Library Project - Donation under LGA 1972, Section 137		250.00
Ditton Electrical:	Works to Groundsmans Area	298.49	
		Vat <u>52.24</u>	350.73
Gold Star UK:	Staff Polo Shirts (Green)	31.20	
		Vat <u>5.46</u>	36.66

Haffenden Skip Hire:	Path & Patio Repairs 50% CC & OSA	220.00	
		Vat <u>38.50</u>	258.50
D C Hudson & Partner:	Proposed Cedar Room Replacement	1369.80	
		Vat <u>239.71</u>	1,609.51
Land Technics:	Beacon Ring Pole	21.95	
		Vat <u>3.84</u>	25.79
Kent County Council:	Stationery & Sacks	59.75	
	Fire extinguisher refill and repair	28.95	
		Vat <u>15.53</u>	104.23
Kent County Council:	Superannuation May 2007		2,732.64
Kent County Council:	Internal Audit 5 th Visit	250.00	
		Vat <u>43.75</u>	293.75
Mid Kent Water	Bowls Club	87.20	
	Cedar Room	28.35	
	Toilet Block New Road Rec. Grnd	<u>16.55</u>	132.10
Mower Plant Svs:	Mower Parts	13.93	
	Carriage	1.50	
		Vat <u>2.70</u>	18.13
Nico Ltd:	Toner Cartridges	432.60	
		Vat <u>75.71</u>	508.31
Parkfoot Garage Ltd:	Diesel for Pick-up	88.27	
		Vat <u>15.44</u>	103.71
Mr Pullinger:	Play Area Locking		25.00
SSG Emprise:	Keyholding & Alarm Response	20.83	
		Vat <u>3.65</u>	24.48
Stryker Comms. Ltd:	Mobile CCTV Equipment	9032.80	
		Vat <u>1580.74</u>	10,613.54
Travis Perkins Ltd:	Rotavator, paving slabs, sand, trowel cement - Path & Patio repairs 50% CC & OSA Committees	581.82	
	Hire of Abrasive Saw, Breaker Chisel & Diamond Blade - for above	76.95	
	Hire of stump grinder	77.50	
		Vat <u>128.87</u>	865.14

Trident Trailers:	Trailer Parts	20.53	
		<u>3.59</u>	24.12

Breakdown of Expenditure from Imprest Account during May 2007

Carried Forward 1 st May 2007		2251.17	
Add: PC Reimbursement		<u>3748.83</u>	
		6000.00	
Deduct: May Expenses			
Voucher Charge	3.25		
Inland Revenue	4801.22		
Postage Stamps	58.00		
OSA Expenses	118.18		
CC Expenses	150.50		
Stationery	7.00		
Gratuity - Work Experience	<u>25.00</u>		
	5163.15		
Less out of date Cheque	<u>-50.00</u>	<u>5113.15</u>	
		886.85	
Sum to be drawn on 3 rd June 2007		<u>5113.15*</u>	
BALANCE		6000.00	

*Sum required to restore balance to £6000

(c) Direct Debits - Paid During April 2007

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

[i] DITTON PARISH COUNCIL ACCOUNT

02.04.07	Euphony Communications	13.11
02.04.07	WPA Health Care	491.80
03.04.07	02	21.47
04.04.07	RBS Mentor	350.13
10.04.07	Nildram	42.82
20.04.07	Pace Petroleum	21.77
30.04.07	Siemens Financial Services	564.00
28.04.07	Nat West Business Card	148.21

[ii] DITTON COMMUNITY CENTRE BAR ACCOUNT

03.04.07	Sky Business	276.13
11.04.07	Post Office Ltd	70.27
20.04.07	Scottish Courage - Stock	4494.54
23.04.07	Waverley TBS	266.91
23.04.07	AMLD - Gaming Machine	156.00
25.04.07	BOC Manchester - Beer Gas	222.08
30.04.07	Walkers Snacks Ltd	350.66
30.04.07	Nat West Account Charge	55.00

[iii] **DITTON COMMUNITY CENTRE ACCOUNT**

16.04.07	BG CGABS (Gas)	3011.67
20.04.07	Tonbridge & Malling BC - Business Rate	1122.98
25.04.07	Seeboard Energy Elec	980.00
30.04.07	Nat West Account Charge	55.00

(d) **Internal Audit Report (5th Visit) for 2006/2007**

The internal audit report for the 5th visit was **READ** and it was **NOTED** there were no matters of any significance that needed to be brought to the attention of councillors.

(e) **Review of Effectiveness of Internal Control**

The above review which included a review of internal audit, undertaken by the Finance and Administration Committee, was **READ** and the review findings and report were **APPROVED** and **SIGNED**.

(f) **Statement of Internal Control for the Year Ending 31st March 2007**

The above statement of internal control, approved by the Finance and Administration Committee was **READ**, **APPROVED** and **SIGNED**.

(g) **Accounts for Financial Year 2006/2007**(i) **COMMUNICATION FROM ACCOUNTANTS**

A communication from the accountant, which had been previously circulated, was **READ** and **NOTED**.

(ii) **STATEMENT OF ACCOUNTS FOR 2006/2007**

RESOLVED to **APPROVE** and **ADOPT** the Statement of Accounts for 2006/2007, which have been prepared by RBS.

(h) **Annual Return for Year Ended 31st March 2007**

RESOLVED to **CONFIRM**, **APPROVE** and **SIGN** the Statement of Accounts and **CONFIRM**, **APPROVE** and **SIGN** the Annual Governance Statement.

(i) **Investment**

It was **NOTED** that further information regarding the realisation and treatment of investment growth is awaited from NALC.

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

A report from County Cllr. Rowe was read by the Chairman as follows:-

- Parish Partnership Panel - Barry Stone as Ditton's Borough Councillor is a member of this panel so this should give Ditton Parish Council a direct input to both agenda and report.
- Community Day on 21st July - I have received Ditton's grant request for £355 towards the Community Day (towards provision of 2 bouncy castles) and I shall be requesting Loic Flory to process your application and show support.
- Tonbridge and Malling Joint Transportation Board - Next meeting is scheduled to be held on Monday 11th June.
- Parking regulations/Highway Matters - A request for parking regulations in Priory Grove has been considered by officers and no problem has been either established or verified.

Pavinder Jutte at West Kent Highways is now Ditton's dedicated named person for Highway issues.

The following are all to be considered:-

- (i) Acorn Grove/Woodlands Road junction - Corner protection
- (ii) Bradbourne Lane/A20 Junction - Corner protection
- (iii) Cobdown Close/Orchard Grove - Corner protection
- (iv) New Road - Parking concern outside no 94 and school crossing patrol sight lines need to be checked
- (v) Scott Close/New Road junction - Corner protection
- (vi) Fernleigh Rise - bollards requested reference to KCC

Design plans in both of the following cases are being produced.

- (vii) A continuation of bus priority measures is progressing between London Road Ditton and its junction with New Hythe Lane
- (viii) A provision of cycle lane extension from New Hythe Lane, Larkfield to Bell Lane Ditton is also being progressed
- Planning infringements and highway safety issues - The residents of 439 and 441 London Road are still having problems with regards to certain issues in relation to Pinions Pet Shop. I have taken up the highway issues and will ask Barry Stone to work with TMBC to resolve planning issues.
- Open meeting with partners on Wednesday 6th June - I hope to be able to attend the meeting. This project has proved extremely productive and I must congratulate Ditton Parish Council and the Police on the initiative.

- Dates to note

- (i) The Try Angle Awards 2007, presentation evening, is scheduled to be held at the River Centre, Tonbridge at 7pm on Thursday 21st June.
- (ii) The newly formed T&M Joint Local Board is scheduled for 7pm on Thursday 12th July at Kings Hill.

Borough Cllr. Stone reported on the following matters:-

- Final Phase of the Green Bins - there is to be a media campaign to promote awareness
- Grants for the Disabled - these are available from T&MBC towards adaptation and improvement of homes
- New Policing Structure

78. **REPORT FROM COMMUNITY POLICE/WARDEN**

Dealt with earlier in the meeting under item 71.

79. **PLANNING MATTERS**

(a) **Plans Received for Comment**

- | | | |
|----------------|---|---------------------|
| TM/07/01443/FL | Second storey side extension over existing garage | 44 Ragstone Court |
| | RESOLVED NO OBJECTION BUT SUGGEST IT INCORPORATES A PITCHED END GABLE TO PREVENT TERRACING EFFECT. | |
| TM/07/0688/FL | Single and two storey rear extension together with loft conversion and rear dormer
REVISED DESCRIPTION: <i>The previous description read 'Loft conversion incorporating rear dormer and alterations to roof and single storey rear extension</i> | 565 London Road |
| | RESOLVED NO OBJECTION | |
| TM/07/1497/LB | Listed Building Application: Creations of two openings to create a single dwelling | 1 & 2 Sheldon Court |
| | RESOLVED NO OBJECTION | |
| TM/07/01579/FL | Replacement of existing storage facility | 431 London Road |
| | RESOLVED NO OBJECTION | |
| TM/07/01787/RD | Details of surfacing of car park, landscaping and water drainage submitted pursuant to | |

conditions 2,3 & 4 of TM/06/01699/FL: Car
park extension

E.M. Research Strn
New Road, EM.

RESOLVED NO OBJECTION, SUBJECT TO ENGINEERS APPROVAL

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

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

TM/07/0001212/TNCA Prune Lower branches and remove dead
wood from 1 no. large Ash tree and remove
1 no. Hawthorn tree

Land Adjoining
37 The Stream
NO OBJECTION

TM/07/00901/FL Installation of two backup cooling towers above
the tertiary drum filter house

Aylesford Newsprint
New Hythe Lane
GRANTED

(c) **'B' Lists**

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

07/19 - 14.05.2007

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

NOTED these were not available.

80. **COMMITTEES**

(a) **Personnel Committee Meeting 25th June 2007**

A request to change the date of meeting to 30th July, because two Members of this Committee will be unable to attend, was **READ** and **NOTED**:-

RESOLVED to accede to this request.

(b) **Finance & Administration Committee**

It was **NOTED** that this committee is one member short at present.

RESOLVED to change the membership of the Finance and Administration Committee to 'All Committee Chairs, plus one other Member' to enable Cllr. Nunn, who is a Chartered Accountant, to be co-opted to this committee.

(c) **Precept Meetings**

The Clerk suggested that the annual precept meetings, which are normally held in January, be brought forward to the second week in December. This would enable more time to complete the estimates and prepare the precept and accompanying paperwork required by the Borough Council. It will also avoid the need to move other committee meetings back a week in January to accommodate the precept meetings.

RESOLVED to move these meetings forward to the second Monday in December.

81. **DITTON GAZETTE**

A communication from Mr Day was **READ** and it was **NOTED** that he no longer wishes to continue editing the Ditton Gazette.

Discussion took place and Cllr. Brine, who is employed by the Kent Messenger, offered to undertake the editing of the Gazette, provided the Council could supply him with a copy of the appropriate software.

RESOLVED to accept Cllr. Brine's offer to edit the Gazette for a trial period and Cllrs. Mulcuck and Baker agreed to proof read the magazine before it is sent to print.

82. **PHOTOCOPIER**

Members were advised of the malfunction problems being experienced with the photocopier which is leased from KPS and also of their suggestion to change this to a colour copier. The additional costs that would be incurred with changing to a colour copier, were **READ** and **NOTED**. **FURTHER NOTED** the current lease does not expire until July 2009.

Discussion took place.

RESOLVED this council does not have the funds in the budget to consider changing the copier for a colour copier and therefore KPS be asked to repair and maintain the photocopier in proper working order, otherwise they will be in breach of the contract.

83. **COMMUNITY DAY, 21ST JULY 2007**

Details of the events included in the Community Day were **READ** and it was **NOTED** that helpers will be needed on the day.

Discussion took place and the Clerk suggested the Council might like to have a Ditton Parish Council stand.

RESOLVED to have a Parish Council stand, which will be manned by Councillors on a rota system.

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

NOTED no further information was available.

RESOLVED that the solicitor be asked for his advice on the legal steps this Council should now take to progress this matter.

85. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"** [Item 8(a)]

There were no matters arising from correspondence for noting.

86. **CLOSURE**

The meeting closed at 9.35pm

Chairman
2nd July 2007

