

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF THE ANNUAL PARISH COUNCIL MEETING OF DITTON PARISH COUNCIL, TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY, 9th MAY 2007 AT 7.30PM

Ditton Community Centre
Kilnbarn Road
Ditton
AYLESFORD
Kent ME20 6Q

[Mrs] Sue Kavanagh
Clerk of the Council

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2nd May 2007

PART I

1. OPENING OF MEETING
2. APOLOGIES
3. DECLARATION OF ACCEPTANCE OF OFFICE & UNDERTAKING TO OBSERVE THE CODE OF CONDUCT - ALL MEMBERS
4. DECLARATION OF UNDERTAKING TO OBSERVE STANDING ORDERS AND FINANCIAL REGULATIONS
5. ELECTION OF CHAIRMAN FOR 2007/2008
6. ELECTION OF VICE-CHAIRMAN FOR 2007/2008
7. DECLARATION OF ACCEPTANCE OF OFFICE - CHAIR & VICE-CHAIR
8. APPOINTMENT OF COMMITTEES FOR 2007/2008
 - [a] Planning - 11 Members
 - [i] MEMBERSHIP
 - [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee



[b] **Community Centre - 7 Members**

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[c] **Open Spaces & Amenities - 7 Members**

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[d] **Personnel Committee - 6 Members** (Committee Chairs + 2 Members)

- [i] MEMBERSHIP
- [ii] ELECTION OF CHAIR

Vice-Chair to be elected at the first Meeting of the Committee

[e] **Finance & Administration - Chair & Vice-Chair of Council & All Committee Chairs**

Vice-Chair to be elected at the first Meeting of the Committee

[f] **Allotment Managers [3]**

9. **APPOINTMENT OF K A P C REPRESENTATIVES**

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PART II

10. **DECLARATION OF MEMBERS' INTERESTS**

11. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 2ND APRIL 2007**

12. **MATTERS ARISING**

13. **CONFIRMATION & SIGNING OF MINUTES OF EXTRAORDINARY PARISH COUNCIL MEETING HELD 16TH APRIL 2007**

14. **MATTERS ARISING**

15. **MINUTES OF MEETINGS HELD DURING APRIL 2007** - For Confirmation & Signing
- (a) **Community Centre Committee Meeting, 11th April 2007** - herewith
 - (b) **Planning Committee Meeting, 16th April 2007** - herewith
 - (c) **Open Spaces & Recreation Grounds Committee, 16th April 2007** - herewith
 - (d) **Notes of Meeting held with Residents & Partner Authorities, 18th April 2007** For Noting
 - (e) **Notes of Meeting with Architect and Quantity Surveyor re. Cedar Room** - copy herewith

16. **CORRESPONDENCE**

(a) **For Noting**

NALC:	<u>Annual Conference & Exhibition, 5-7th October 2007</u>
	<u>'Local Council Review', Vol 59, No. 1 – May 2007</u>
T&MBC:	<u>Minutes of Meetings 2007 Vol 1, Dec 7th (06) -Feb 14th</u>
	<u>Performance and Finance Booklet 2006/08</u>
	<u>'Here & Now' April/May 2007, Issue 2</u>
MAVB:	<u>Letter of Thanks</u>
Rural Kent:	<u>'Oast to Coast'</u>
Mentor Services:	<u>Legal Update Issue 19, Spring 2007</u>
Gullands:	<u>'News' Issue 8</u>
KAPC:	<u>Minutes of Area Meeting held 22nd March 2007</u>
Press Publishing:	<u>Local Councils 'Update' Issue 90, April 2007</u>
Ditton Bowls Club:	<u>Letter of Thanks</u>
ROSPA:	<u>International Play Safety Conference 14th June 2007</u>
T & M Crime and Disorder Partnership:	<u>'Newsletter' March 2007, Issue 2</u>
CPRE:	<u>'Kent Voice', Spring 2007</u>
	<u>Kent Diary Summer 2007</u>

East Malling & Larkfield Parish Council:	<u>Proposed Extinguishment of Public Footpath MR493 (Part)</u> (Copy of communication sent to KCC)
T & M Crime Prevention Panel:	<u>Minutes of Meeting held 26th February 2007 and Agenda for Meeting on 30th April</u> (copy previously forwarded to Council's representative, Cllr. Stone)
Kent Wildlife Trust:	<u>'Wild Kent', Spring 2007</u> <u>'Natural World', Spring 2007</u>
Clerks and Councils:	<u>'Direct', May 2007 - Issue 51</u>
(b) <u>For Decision</u> [Copies herewith]	
Residents of St Peter's Court:	<u>Scheme Managers</u>
Ditton C of E Junior School:	<u>Funding for Library</u>

17. **FINANCE**

(a) **Accounts Received**

DAMARA:	Photo Copies	41.00
Driveright:	Gazette Advert	28.00
Ditton Infants School:	February & March Maintenance	219.12
Ditton Junior School:	March Maintenance	310.03
Ditton Minors FC:	Water & Energy Account	56.58
Ditton Petanque Club:	Annual Fees	50.00
Ditton Short Mat Bowls:	Photo Copies	37.00
Mrs Goodhew:	Fencing Repairs	108.67
Multi Sport Users:	Hire Fees	852.00

(b) **Accounts for Payment**

Salaries:	April 2007	Gross: 14503.63	Net: 10785.02
DPC Imprest A/C:	Reimbursement of April expenses		2251.17*
Kent County Council:	Superannuation Subs - April		2732.64

Aon Limited:	Allianz Cornhill Commercial Policy		6827.54
Astra Security:	Additional Padlock & Keys	69.26	
		Vat <u>12.11</u>	81.37
AquAid Limited:	Annual Cooler Rental	52.00	
	Water and Sanitisation	<u>55.00</u>	
		107.00	
		Vat <u>18.73</u>	125.73
British Telecom:	Telephone Line for OSA Alarm System	43.98	
		Vat <u>7.69</u>	51.67
City Electrical Factors:	Small Gland Pack	4.85	
		Vat <u>0.85</u>	5.70
Cooks Garden Machinery:	Chain Saw Bar Maccat & Saw Chains	68.29	
		Vat <u>11.95</u>	80.24
Craigdene Limited:	Annual Inspection of Play Grounds	100.00	
		Vat <u>17.50</u>	117.50
D C K Beavers:	Preparation of EOY Accounts 2006/2007		2,511.57
EDF Energy:	Street Lighting Maintenance	23.63	
		Vat <u>4.14</u>	27.77
EDF Energy:	NRRG Changing Rooms - re claimed from Minors	27.42	
	Multi Sports/Garages/Guide HQ	<u>240.09</u>	
		267.51	
		Vat <u>43.38</u>	310.89
GB Sports & Leisure:	Nylon Brushes - Swings	44.00	
		Vat <u>7.70</u>	51.70
D C Hudson & Partners:	Fees to date	601.10	
		Vat <u>105.19</u>	706.29
Huntley Cartwright:	Quantity Surveying Services - Cedar Room	500.00	
		Vat <u>87.50</u>	587.50
Kent County Council:	Lease Fee GJ05 GVN - 29/3 - 28/6/07	1071.00	
		Vat <u>187.43</u>	1258.43
Kent County Council:	Refill Fire Extinguisher - Used for Quarry Fire	46.94	
	Stationery	<u>58.69</u>	
		105.63	
		Vat <u>18.49</u>	124.12

Kent Photocopier Service:	Staples for Photocopier – Not covered in Lease Fee	88.20	
		Vat <u>15.44</u>	103.64
M.B. Tree Care:	Cut Down Pine Tree in Quarry		120.00
Monro South:	Round Up & Polyprop Line	64.01	
		Vat <u>11.21</u>	75.22
Mower Plant Services:	Honda Parts	28.59	
		Vat <u>5.00</u>	33.59
Naturescape:	Cornfield Seed Mix	37.45	
		Vat <u>6.55</u>	44.00
Nico Office Limited:	Waste Toner Box for Colour Printer	35.90	
		Vat <u>6.28</u>	42.18
T Parker & Sons Limited:	Rootzone & grass Seed	581.50	
		Vat <u>66.76</u>	648.26
Parker Merchanting:	Safety Boots, Ear Plugs & Spectacles	87.13	
		Vat <u>15.25</u>	102.38
Parkfoot Garages:	Diesel for Parish Vehicle	40.60	
		Vat <u>7.11</u>	47.71
Mr D Pullinger:	Locking Play Area – March & April		50.00
Royal British Legion Industries:	CCTV Camera Signs	276.14	
		Vat <u>48.32</u>	324.46
SSG Emprise:	Key Holder Service – OSA	20.83	
		Vat <u>3.65</u>	24.48
Travis Perkins:	Chipper Hire & General Sundries	117.34	
		Vat <u>20.54</u>	137.88
Three Towns Office Equipment Limited:	Stationery/ Filing Cabinet	169.01	
		Vat <u>29.57</u>	198.58
Unison:	Subscriptions for 2006/07		530.90
Viking Direct:	Ativa Shredder	89.99	
	Less Discount	<u>-50.00</u>	
		39.99	
		Vat <u>7.34</u>	49.31

PARISH COUNCIL IMPREST ACCOUNT - Reimbursement of April Expenses

Carried Forward 1 st April 2007		10.55
Add: PC Reimbursement		<u>5989.45</u>
		6000.00
Deduct: April Expenses		
Voucher Charge	3.25	
Inland Revenue	4764.62	
Postage Stamps	58.20	
OSA Expenses	69.18	
Petty Cash	65.90	
KAPC - Clerks Training Day	58.75	
Presentations - APM	<u>62.59</u>	
	5082.49	
Less Over Reimbursement	<u>-1333.66</u>	<u>3748.83</u>
December 2006- duplicate		
Transfer by Bank		
Sum to be drawn on 9 th May 2007		<u>2251.17*</u>
BALANCE		6000.00

*Sum required to restore balance to £6000

(c) Account Paid Between Meetings

EDF Energy:	Street Lighting Unmetered Supply	65.30	
		Vat <u>3.27</u>	68.57

(d) Direct Debits Paid During March 2007

[i] DITTON PARISH COUNCIL ACCOUNT

01.03.07	WPA Health Care	418.18
05.03.07	02	29.75
05.03.07	RBS Mentor	350.13
12.03.07	Nildram	42.82
20.03.07	Pace Petroleum	23.98
22.03.07	EBS	43.25
28.03.07	Nat West Business Card	92.28

[ii] DITTON COMMUNITY CENTRE BAR ACCOUNT

01.03.07	Sky Business	276.13
12.03.07	Post Office Ltd	87.83
20.03.07	Scottish Courage - Stock	5067.50
22.03.07	Waverleys	525.40
2103.07	AMLD Gaming Machine	156.00
24.03.07	BOC Manchester - Beer Gas	222.08

28.03.07	Walkers Snacks Ltd	230.55
30.03.07	Nat. West Account Charge	55.00

[iii] **DITTON COMMUNITY CENTRE**

30.03.07	Nat. West Account Charge	55.00
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(e) **Investment**

- (i) NOTES OF WORKING PARTY MEETING HELD 16.4.2007 - copy herewith
- (ii) FINANCIAL ANALYSIS - copy herewith
- (iii) CURRENT INVESTMENT VALUES - copy herewith
- (iv) 2007 INVESTMENT STRATEGY - copy herewith

(f) **Bank Mandate**

(g) **Amalgamation of Bank Accounts**

(h) **Authority to Purchase in an Emergency**

Top-up for Cedar Room grant applications - To be approved

(i) **Internal Audit - Third Visit for 2006/2007** [Copy herewith]

(j) **Mileage Surcharge from 2008** - DCK Beavers Ltd [Copy herewith]

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

19. **REPORTS FROM POLICE & COMMUNITY WARDEN**

20. **PLANNING, HIGHWAYS & TRANSPORTATION MATTERS**

(a) **Election of Vice Chairman**

(b) **Plans Received for Comment**

TM.07/01212/TNCA	Prune lower branches and remove dead wood from 1no large Ash tree and remove 1no Hawthorn Tree	Land Adjoining 37 The Stream
TM/07/01133/FL	Two Storey extension	14 Scott Close
TM/07/01270/FL	Conversion of garage to kitchen with associated alterations together with front porch	48 Acorn Grove

TM/07/01353/ORM	Minor amendment of TM/03/03415/FL (erection of 370 dwellings etc.) - revised parking layout for Plot 153 incorporating provision of car ports	Former Frantschach Site Larkfield
TM/07/01208/TPOC	Remove line of conifers completely. alternatively, reduce by approximately 50% to make safe at rear of 427 London Road and removal of 2 overhanging branches of Chestnut tree in 55 Primrose Drive (covered by the Tonbridge & Malling Borough Council TPO No. 1 1992 (ref. 12-06-25) Superseded by ref. 12-06-29 and the Tonbridge & Malling District TPO Aylesford No. 3 1977 (ref. 12-02-30))	427 London Road & 55 Primrose Drive
TM/07/01407/AT	Pole mounted freestanding Board	2 Kiln Barn Road
TM/07/01388/RD	Details of entrance gates submitted pursuant to condition 4 of planning permission TM/03/03415/FL (Erection of 370 dwellings etc.)	Former Frantschach Site New Hythe Lane

21. **Plans Dealt with by Tonbridge & Malling Area Sub C'ttee. 3**

TM/07/00498/FL	Single storey first floor extension	38 Orchard Grove <u>GRANTED</u>
TM/07/00705/TPOC:	Coppice Three Ash stems & allow to regenerate (TPO 12.02.14)	66 Acorn Grove <u>GRANTED WITH CONDITIONS</u>
TM/07/00760/AT	Proposal A: Non-illuminated fascia Sign (Sign 2) on west elevation	Ditton Service Station <u>GRANTED WITH CONDITIONS</u>
TM/07/00760/AT	Proposal B: Non-illuminated fascia Sign (Sign 3) on south elevation	Ditton Service Station <u>REFUSED</u>
TM/07/00948/FL	Two Storey side & rear extension	20 Fernleigh Rise <u>GRANTED</u>

(d) **'B' Lists**

07/14 - 10.4.2007; 07/15 - 17.4.2007

- (e) Agenda, Minutes & Notes of Area 3 Sub Committee
- (f) Planning Enforcement Investigation at 43 New Road Ditton
- (g) Prohibition of waiting Proposals - Bellingham Way, Ditton, Larkfield and East Malling Parishes

21. CODE OF CONDUCT [Copies herewith]

Information from Department for Communities and Local Government & T&MBC

22. DITTON GAZETTE - SUMMER EDITION

23. DITTON COURT QUARRY/RAGSTONE COURT BOUNDARIES

24. PERSONNEL MATTER

25. MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"

26. CLOSURE

N.B: All Meetings of the Council are open to the public and include an adjournment of 15 minutes at approximately 8.30pm to permit members of the public to raise any items for the Council's attention. However, because of the confidential nature of the some of the items on this Agenda, in accordance with Standing Orders 27 & 50, parts of this meeting will exclude the Press and Public.