

## DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF DITTON PARISH COUNCIL TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 6<sup>th</sup> AUGUST 2007 AT 7.30PM

Ditton Parish Council  
Ditton Community Centre  
Kilnbarn Road  
Ditton  
AYLESFORD  
Kent ME20 6AH

Mrs) Sue Kavanagh  
clerk of the Council

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31<sup>st</sup> July 2007

### **AGENDA**

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATION OF INTERESTS**
4. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 2<sup>nd</sup> JULY 2007**
5. **MATTERS ARISING**
6. **MINUTES OF MEETINGS HELD DURING JULY 2007**
  - (a) **For Confirmation & Signing**

- (i) COMMUNITY CENTRE COMMITTEE, 9<sup>TH</sup> JULY 2007 - circulated

#### *RECOMMENDATIONS*

1. *Kiln Barn Club Takings [Page 85, item 143(a)]*
      2. *Members Purchasing Drinks on behalf of Underage Persons [Page 86, Item 143(f)]*
    - (ii) PLANNING COMMITTEE, 16<sup>TH</sup> JULY 2007 - circulated
    - (iii) OPEN SPACES & AMENITIES COMMITTEE, 16<sup>TH</sup> JULY 2007 - circulated
    - (iv) FINANCE AND ADMINISTRATION COMMITTEE, 23<sup>RD</sup> JULY 2007- Herewith

(v) PERSONNEL COMMITTEE, 30<sup>TH</sup> JULY 2007 - Herewith

*RECOMMENDATION*

1. *Age Discrimination Act Removal of Age Restriction on Parish Vehicle [Page 100, Item 187]*

7. **CORRESPONDENCE**

(a) **For Noting**

Ditton Twinning Association:	<u>Letter of Thanks re. Finance for Twinning Visits</u>
St Peter's Church	<u>Letter of Thanks</u>
Kenward Trust:	<u>'New Life' Issue 2 2007</u>
Ton & Malling Borough Council:	<u>Blue Planet Live</u> <u>Declarations of Interests</u> <u>Corporate Performance Plan 2007/2008</u> <u>'Here and Now' – Aug/Sept 2007, Issue No. 4</u> <u>Green-Lidded Bin – Phase 7, Information Pack</u>
Press Publishing:	<u>'Clerks &amp; Councils Direct' – July 2007, Issue 52</u> <u>'Local Councils Update – July 2007, Issue 93</u>
SLCC:	<u>'The Clerk' – July 2007, Vol 37 no. 4</u>
ERHA:	<u>'The Bulletin', Summer 2007</u>
Ton & Malling Crime Prevention Panel:	<u>Minutes of Meeting held 25<sup>th</sup> June 2007</u>
Kent County Council:	<u>'Inside Track' – 29<sup>th</sup> June 2007, Issue 100</u>
KAPC:	<u>Minutes of Meeting held 14<sup>th</sup> June 2007</u>
NALC:	<u>'Local Council Review' – July 2007, Vol 59 No. 2</u>
CPRE:	<u>'Voice', Summer 2007</u>
Rural Kent:	<u>'Oast to Coast', Summer 2007</u>
Local Works:	<u>Sustainable Communities Bill</u>
Kent Police:	<u>Policing Kent – Plans for 2007/10</u>
West Kent Highways:	<u>Placing of Public Notices for Traffic Regulation Orders</u>

(b) **For Decision** [Copies herewith]

Mr & Mrs Martin:	<u>Bus Stop Opposite T A Centre</u>
Mr B Baker:	<u>Request to Block Book Oaken Hall on a Sunday Afternoon</u>
Ms. F Milne:	<u>Kent Benefits Partnership – Advice Surgery</u>
Kent Highways:	<u>Notice of Presentation Regarding the Reporting of Highway Problems</u>

8. **FINANCE**

(a) **Accounts Received**

Ditton Junior School:	Grounds Maintenance Charge	342.57	
	Sports Day Marking	<u>96.35</u>	438.92
Ditton Infants School:	Grounds Maintenance Charge		112.31
Allotment Holder:	Key Deposit and Rent (part)		8.00
Multi Sport:	Hire Fees		296.00
KMS:	Gazette Advert		60.00
Driveright:	Gazette Advert		28.00
C & F Carpenters:	Gazette Advert		28.00

(b) **Accounts for Payment**

Salaries:	Gross: 14409.20	Net:	10790.38
DPC Imprest:	Account: July Reimbursement		5032.41
AquaAid:	Annual Rent and Water	77.00	
		Vat <u>13.48</u>	90.48
Astra Security Systems:	5 Keys	41.00	
		Vat <u>7.18</u>	48.18
Audit Commission:	2005/2006 Audit Fees	2150.00	
		Vat <u>376.25</u>	2526.25
B T:	OSA Alarm Monitoring	63.28	
		Vat <u>10.28</u>	73.56
Cobra Insurance:	Addition of CCTV		215.34

EDF Energy:	NRRG Changing Rooms	24.60	
	Guide HQ	5.15	
	Multi Sports	61.69	
	Cedar Room	27.85	
	Main Meter	69.92	
		Vat <u>9.46</u>	198.67
G Haffenden	Skip Hire - Allotments	110.00	
		Vat <u>19.25</u>	129.25
Kent County Council:	Superannuation Fund – July 2007		2732.64
Kent County Council:	Lease Fee for Vehicle	1071.00	
		Vat <u>187.43</u>	1258.43
Kent County Council:	Stationery and name Badges	70.32	
		Vat <u>12.31</u>	82.63
Mackelden:	Removal of matting and resurfacing NRRG	1175.00	
		Vat <u>205.62</u>	1380.62
Mower Plant:	Mower parts	139.95	
		Vat <u>24.49</u>	
		164.44	
	Less Credit	<u>18.13</u>	146.31
Netbox5:	Publisher and installation	263.00	
		Vat <u>46.03</u>	309.03
Nico:	HP Laser cartridge	75.89	
		Vat <u>13.28</u>	89.17
Parker Merchanting:	Paint, boots. tap; gloves	107.23	
		Vat <u>18.77</u>	126.00
Parkfoot Garage:	Diesel	41.08	
		Vat <u>7.19</u>	48.27
Popi:	Summer 07 Newsletter	1320.00	
		Vat <u>4.38</u>	1324.38
Sage Ltd:	Annual Payroll Cover	250.00	
		Vat <u>43.75</u>	293.75
Three Towns Stationery:	Leaflet Holder	57.82	
	Envelopes and Duplicate books	<u>68.76</u>	
		125.58	
		Vat <u>22.14</u>	148.72
SSG Emprise:	Keyholding and Alarm Monitoring Grounds out buildings for July	20.83	
		Vat <u>3.65</u>	24.48

Travis Perkins:	Hire of long reach hedge trimmer	26.32	
		Vat <u>4.61</u>	30.93
West-Sole Fencing Ltd:	Fencing, Pear Tree Avenue	7204.00	
		Vat <u>1260.52</u>	8463.52

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

Carried Forward 1 <sup>st</sup> July 2007		476.87
Add: PC Reimbursement		<u>5523.13</u>
		6000.00
Deduct: June Expenses		
Voucher Charge	3.25	
Inland Revenue	3810.85	
Postage Stamps	58.00	
Bastille Exps	121.48	
Petty Cash	66.32	
Gazette Delivery	106.26	
Horticulture Show Exps	350.00	
Bouncy Castle Hire – 21.7.07	385.00	
BKG Expenses	37.00	
CC Expenses	68.00	
Extra Insurance -Chain of Office	<u>26.25</u>	
	5032.41	-5032.41
Balance		<u>967.59</u>
Sum to be drawn on 6 <sup>th</sup> August 2007		<u>5032.41</u>
BALANCE		6000.00

\*Sum required to restore the balance to £6000

### **(c) Direct Debits Paid During June 2007**

#### **[i] DITTON PARISH COUNCIL ACCOUNT**

01.06.07	O2	25.27
01.06.07	WPA Health Care	491.80
05.06.07	Mentor RBIS	350.13
07.06.07	Nildram	42.82
20.06.07	Pace Petroleum	51.94
21.06.07	Euphony Comm. Ltd	16.47
28.06.07	Nat West Business Card	75.90

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

01.06.07	Sky Business	276.13
11.06.07	Post Office	87.83
20.06.07	Scottish Courage – Stock	4828.07
21.06.07	Waverley TBS	555.70
22.06.07	AMLD - Gaming Machine	156.00
26.06.07	BOC Manchester – Beer Gas	222.08
28.06.07	Walkers Snacks Ltd	185.79
30.06.07	Nat West Account Charge	55.00

[iii] **DITTON COMMUNITY CENTRE ACCOUNT**

20.06.07	Tonbridge & Malling BC	1118.00
30.06.07	Nat West Account Charge	55.00

(d) **Accounts for Payment – Community Centre**

ANC Facilities:	Security for football presentations	275.50	
		Vat <u>48.21</u>	323.71
Capital Cleaning (Kent):	Repair to scrubber dryer	49.00	
		Vat <u>8.58</u>	57.58
Chubb Fire & Security:	Service Agreement	119.78	
		Vat <u>20.96</u>	140.74
EDF Energy:	21/03/07-12/07/07	2314.98	
		Vat <u>405.12</u>	2720.10
Edwardes Bros (Dulwich):	Light bulbs and flouresent tubes	69.99	
		Vat <u>12.25</u>	82.24
Initial Washroom Solutions:	Towel Rental 01/08/07 to 31/08/07	58.50	
		Vat <u>10.24</u>	68.74
Kent County Council:	Annual Inspection of fire extinguishers etc.	214.49	
	Stationery	4.70	
	Cleaning materials	126.49	
	Catering urn	38.96	
	Carriage	<u>3.50</u>	
		388.14	
	less Credit Note	<u>38.96</u>	
		349.18	
		Vat <u>61.10</u>	410.28
Polyspec Plastics:	Remove and install new cladding	559.15	
		Vat <u>97.85</u>	657.00
Southern Water:	01/11/06 to 25/04/07		580.87
Veolia Environmental Services:	Refuse Collection 01/06/07 to 30/06/07	146.92	
		Vat <u>25.71</u>	172.63

**DEPOSIT REFUNDS**

<u>Oaken Hall</u>		<u>Don Carman Hall</u>	
14.07.07	300.00	13.07.07	50.00
28.07.07	50.00	20.07.07	50.00
04.08.07	150.00		

(e) **Bar Accounts for Payment**

Bar Imprest Account:	Voucher Charge	3.25	
	Petty Cash	<u>92.87</u>	96.12

Adrian Mecklenburgh:	Post Mix Wine & Syrup	213.83	
		Vat <u>37.43</u>	251.26
High Acres Trading:	Balance re: Bar Counter	678.72	
		Vat <u>118.78</u>	797.50
Kent County Council:	Cleaning Materials	17.70	
		Vat <u>3.10</u>	20.80
Nivek Catering:	Coffee, Straws & Optics	103.05	
		Vat <u>7.06</u>	110.11
Poyntell Ltd:	Work to bar shutters	270.00	
	Fix bracket on bar	<u>45.00</u>	
		315.00	
		Vat <u>55.13</u>	370.13
RHM:	Coffee Filters		37.23
SSG Emprise:	Monthly Keyholding and Alarm Response	30.00	
		Vat <u>5.25</u>	35.25
Silver Spring Minerals:	Cans & Flavoured Water	137.92	
		Vat <u>24.14</u>	162.06

(g) **Parish Accounts**

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

10. **REPORT FROM PARISH WARDEN/COMMUNITY POLICE**

11. **PLANNING MATTERS**

(a) **Plans Received for Comment**

TM/07/02335/FL	Two storey side extension	52 St Peter's Road
TM/07/02459/RD	Details pursuant to Cond. 13 of consent TM/06/02288/FL in respect of remediation measures	New Road Bus. Estate
TM/07/02061/TPOC	Reduce crown of Field Maple	21 Cedar Close
TM/07/01897/FL	Conversion and extension to existing to form four self contained flats	16-18 New Road
TM/07/02354/FL	Fencing to perimeter of units 1-3, bollards to footpath MR95 and knee rails	Units 1-3 Access 4:20 New Hythe Bus. Park

TM/07/01579/FL Replacement of existing storage facility 431 London Road  
**AMENDMENT SHOWING REDUCTION IN HEIGHT OF  
REPLACEMENT STORAGE BUILDING BY 200MM**  
\*Communication from neighbouring resident, copy herewith

TM/07/02801/TPOC One Chestnut tree to be removed from  
centre of garden 72 Acorn Grove

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

TM/07/00842/AT Display of non-illuminated signs  
A) signs 2,4,6,6,7 & 8  
B) signs 1 & 3  
429-431 London Road  
**PROPOSAL A REFUSED  
PROPOSAL B GRANTED**

TM/07/01388/RD Details of entrance gates submitted  
pursuant to cond, 4 of TM/03/03415/FL  
(Erection of 370 dwellings etc)  
Former Frantschach Site  
New Hythe Lane  
**APPROVED**

TM/07/01882/FL Roof conversion and single storey extension 42 Station Road  
**GRANTED WITH CONDITIONS**

TM/07/01955/TPOC Reduce and thin Ash tree by 25%  
[TPO 12-02-14]  
48 Acorn Grove  
**GRANTED WITH CONDITIONS**

TM/07/01375/OA Outline Application for erection of 2 no.  
detached 3/4 bedroom houses with integral  
garage  
429-431 London Road  
**REFUSED**

TM/07/01917/FL Additional External Mechanical and electrical  
plant  
Unit A Link 20  
New Hythe Business Pk  
**GRANTED**

TM/07/00343/FL Single Storey Side Extension  
43 Cobdown Close  
**GRANTED WITH CONDITIONS**

(c) **'B' Lists**

07/27 - 9.07.2007; 07/28 - 16.07.2007; 7/29 - 23.7.2007

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

(e) **Planning White Paper** – CPRE's request for action

(f) **Parish Plan** – Information from Cllr. Mulcuck herewith

12. **NEW CODE OF CONDUCT FOR PARISH & TOWN COUNCILS** [Information previously  
circulated]

(a) **Inclusion of paragraph 12(2)** - Decision required

(b) **Adoption of new Code of Conduct**

13. **DITTON COURT QUARRY** – LNR Status Progress Report
14. **JOINT VENTURE WITH ST PETER’S CHURCH**
15. **EXCLUSION ORDERS**
16. **BEST KEPT GARDEN COMPETITION** – Details of winners and Presentation, herewith
17. **REPORT OF VISIT TO RANG-DU-FLIERS FOR BASTILLE DAY** - Copy of Mayor’s Speech  
herewith
18. **DITTON GAZETTE**
19. **DITTON COURT QUARRY BOUNDARY**
20. **MATTERS ARISING FROM “CORRESPONDENCE FOR NOTING”**

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In view of the confidential nature of the next item, the chairman will move that it is advisable in the public interest that the press and public are instructed to withdraw from the meeting in accordance with Standing Orders 27 & 50.

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21. **KILNBARN CLUB – TEMPORARY SUSPENSION OF MEMBERSHIP**
22. **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.