

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 7TH FEBRUARY 2005

PRESENT: CLLRS. J D DAY [Chairman], R G W BAKER, J BEADLE, MRS J E DESAVE, J E DESAVE, A R MULCUCK, MRS M MULCUCK, P A THORPE, MRS A THROSSELL & MRS J F THWAITES. CO. CLLR. G ROWE (from 8.20pm).
MRS S J KAVANAGH [Clerk of the Council]

517. **OPENING OF MEETING**

The Chairman opened the meeting and thanked the representatives of the Junior School Council for their excellent and informative presentation of projects to create a pond and wildlife area within the school grounds and to become an 'Eco' school.

518. **APOLOGIES**

Apologies previously notified were **RECEIVED** and **ACCEPTED** from Cllrs. Mrs A Beadle, Mrs J A Petts and M J Porter.

519. **DECLARATION OF INTERESTS**

There were no declarations of interest at this point in the meeting.

520. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 5TH JANUARY 2005**

The above minutes, which had been previously circulated, were **CONFIRMED** and **SIGNED**.

521. **MATTERS ARISING**

(a) **NHS Shaping your Local Health Services – Review of Orthopaedic Services**

It was **NOTED** that Cllr. Day attended the meeting in connection with the above matter on 14th January but is still awaiting information to enable him to prepare a report. Cllr. Day was able, however, to confirm that there will be Accident and Emergency facilities at both hospitals.

522. **CONFIRMATION & SIGNING OF MINUTES OF EXTRAORDINARY PARISH COUNCIL MEETING HELD 17TH JANUARY 2005**

The above minutes, which had been previously circulated, were **CONFIRMED** and **SIGNED**.

523. **MATTERS ARISING**

There were no matters arising.

524. **MINUTES OF MEETINGS HELD DURING JANUARY 2005**

(a) **Community Centre Committee, 10th January 2005**

The above minutes were presented by Cllr. DeSave and accepted as a correct record.

Cllr. DeSave requested that the matter of staffing bars for large functions be referred back to the March meeting of the Community Centre Committee.

(b) **Finance & Administration Committee, 17th January 2005**

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

[i] **POND & WILDLIFE AREA – REQUEST FOR FINANCIAL ASSISTANCE**

Members expressed their pleasure at the excellent example being set by the Junior School Council representatives and their dedication to create a pond and wildlife area within the school grounds and slo to become an ‘Eco’ school.

RESOLVED that an initial grant of £500 be made to this project under Section 137 of the Local Government Act 1972 and consideration be given to making a further donation at the end of the financial year, when the Council will have a clearer picture of its financial situation.

(c) **Planning Committee, 24th January 2005**

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

(d) **Open Spaces & Amenities Committee, 24th January 2005**

The above minutes were presented by Cllr. Mrs Thwaites and **CONFIRMED** as a correct record, subject to Cllr. Thorpe being added to the list of Members present.

The Chairman moved that item 12 be taken next to enable PC Graham Ford to return to his policing duties.

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

P C Graham Ford apologised for missing some of the previous meetings and reported on the following matters:-

- Crime in Ditton
- Break-in at the Kilnbarn Club
- Operation Cubit

Members raised the following matters with PC Ford:-

- Police Response to break-in at Kilnbarn Club
- Progress with catching those responsible for the break-ins
- Parking on Footways
- Cycle Lane
- New Licensing Law

526. **CORRESPONDENCE**

(a) **For Noting**

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

St Peters PCC:

Repair/Refurbishment of Gates to Churchyard

Ton. & Malling Borough Council: Standards Committee - Agenda for 26th January 2005 and Minutes of meetings held between 18th March & 26th January 2005 + Annual Report 2004

Parish Partnership Panel – Notice of Meeting to be held on 10th March 2005 and Minutes of Meeting held 14th October 2004

Minutes of Meetings Held 28th Sept – 9th December 2004

Licensing Act 2003 – Licensing Policy for T&MBC

Ditton Heritage Centre Ltd: Letter of thanks

Ditton Over 60's Club: Letter of Thanks

Maidstone Weald NHS: 'New Year Patient Link', Issue 2

'Talking Point, December 2004

South West Kent NHS: Annual Public Health Report 2003-2004

ROSPA: 'Staying Alive' Winter 2005

Nationwide: Awards for Voluntary Endeavour

Kent Children's Information Svcs: EYDCP 'News' Spring 2005

Kent County Council: Joint Select Committee Response to the Consultation on Women's and Children's Services

Kilnbarn Club Social Committee: Minutes of Meeting held 10th January 2005

Action with Communities in Rural Kent: Defra's New Rural Social & Community Programme

Maidstone & Malling Police: Press Releases

Kent Police: Policing Kent, Have your say on our Services

Clerks & Councils: 'Direct' January 2005, Issue 37

MPH Direct Ltd: Suppliers Guide & Yearbook 2005
Guideposts Trust

KAPC: Minutes of Meeting held 9th December 2005

Local Councils: 'Update' January 2005, Issue 63

Jonathan Shaw MP: Maidstone Hospital – Response to this Council's letter regarding the future of some Services currently provided at Maidstone - copy herewith

(b) For Decision

Ton. & Malling Borough Council: The Environment Act 1995 – Local Air Quality Management

Members were requested to complete the comment section of the leaflet and return it to the Clerk as soon as possible to enable her to return them to the Borough Council by the 18th February 2005.

Heritage Open Days 2005

Details of the 2005 Heritage Open Days were **READ** and **NOTED** as the 10th & 11th September. **FURTHER NOTED** that the Borough Council wish to be notified of any properties or activities which may want to participate.

RESOLVED TO NOMINATE THE HERITAGE CENTRE

Action with Communities in
Rural Kent:

Kent Village of the Year Competition 2005

RESOLVED NOT TO ENTER THIS YEAR BUT TO MAKE AN EARLY START ON AN APPLICATION FOR 2006 AND INVOLVE THE JUNIOR SCHOOL PROJECTS AND LOCAL PEOPLE.

527. **FINANCE**

(a) **Accounts Received**

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

Multi Sports Users:	Income:	224.00
Photocopies:	Income	5.00
Guide HQ:	Energy Charges	28.23

(b) **Accounts For Payment**

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

Salaries:	Gross	12517.52	Net:	9490.16
DPC Imprest A/C:	Reimbursement			5290.44
AquAid (Kent):	Still Water		5.99	
			Vat <u>1.05</u>	7.04
CC Auto Service:	Service to Toyota		128.00	
	MOT + Parts		<u>67.00</u>	195.00
D K Skips Ltd:	Allotment Skips		210.00	
			Vat <u>36.75</u>	246.75
Dennis:	Ride On Parts		108.56	
			Vat <u>18.99</u>	127.55
Gullands:	Legal Fee		1600.00	
			Vat <u>280.00</u>	1880.00
Kent County	Stationery & Sacks		107.50	

Council:		Vat <u>18.81</u>	126.31
Land Technics Ltd:	Air Filters & Nuts	24.70	
		Vat <u>4.33</u>	29.03
Lloyds TSB Commercial Finance Ltd:	Dark Knight Security for Static Guards - Bonfire & Firework Display 2004	70.00	
		Vat <u>12.25</u>	82.25
Monro South:	Twine – Football Marking	12.50	
		Vat <u>2.19</u>	14.69
Mower Plant Services:	Service to Honda HRH 535	90.88	
	Service to Gang Mowers	1081.77	
	Service to Hedge Cutter	<u>33.00</u>	
		1205.65	
		Vat <u>210.99</u>	1416.64
Nico Office Limited:	Service Call - Tally Printer	65.00	
		Vat <u>11.38</u>	76.38
Nildram Limited:	ADSL Line 8.1.05 - 7.2.05	37.00	
		Vat <u>6.48</u>	43.48
Parkers Merchanting:	Gloves & Floor Tape	24.16	
		Vat <u>4.23</u>	28.39
Parkfoot Garages:	Toyota Fuel	34.04	
		Vat <u>5.96</u>	40.00
Rural Community Council:	Membership Fee	35.00	
	Oast to Coast Fee	<u>10.00</u>	45.00
Seeboard:	Unmetered Street Light Units	41.72	
		Vat <u>2.09</u>	43.81
Seeboard:	Changing Rooms – NRRG	7.82	
	Multi Sports, Mess Room etc.	<u>226.39</u>	
		234.21	
		Vat <u>11.71</u>	245.92
Society of Local Council Clerks:	Membership Renewal		130.00
Travis Perkins:	Repairs to Footpath & Bench	36.49	
		Vat <u>6.39</u>	42.88
United gas & Balloon:	Christmas Balloons & Gas	105.98	
		Vat <u>18.55</u>	124.53
Walter Newbury:	Binding Parish Minutes		80.86

West Malling Garage:	Rectify Steering Fault – Toyota	307.98	
		Vat <u>53.90</u>	361.88

Imprest Account – Breakdown of Expenditure during January 2005

INCOME January 2005

	1737.6
Balance carried forward 1st January 2005	4
	<u>4262.3</u>
Add: PC reimbursement	<u>6</u>
	6000.0
	0

EXPENDITURE January 2005

Voucher Charge	3.25	
	4531.1	
Inland Revenue	2	
Postage Stamps	98.00	
Community Centre Exps	229.80	
Wages	205.31	
Emergency Board Up - KB Club	128.37	
Petty Cash	72.09	
	5290.4	
Flowers - Clerk AQA Pass	<u>22.50</u>	4
Balance	709.56	
	5290.4	
Sum required to restore balance to £6000.00	<u>4</u>	
	6000.0	
	0	

(c) **Promotions Account**

Jack Hawkins Band: Valentine Dance 12.2.05	1850.00	
	Vat <u>323.75</u>	2173.75

(d) **Accounts Paid During January 2005**

The following account paid between meetings, was **READ, ACCEPTED** and **NOTED**:-

Customs & Excise: Vat Payment 1.10 – 31.12.2005	987.18
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(e) **Direct Debits – Paid During December 2004**

The following Direct Debits paid during December 2004 were **READ, APPROVED** and **NOTED**:-

[i] **DITTON PARISH COUNCIL ACCOUNT**

01.12.04	02	18.45
06.12.04	WPA	351.99
07.12.04	Mentor	284.35
08.12.04	Information Commissioners	35.00 (Data Protection Fee)
22.12.04	Nat West Bank Line	56.25

20.12.04	Euphony	15.69
20.12.04	Nat West Business Card	67.65

[ii] DITTON COMMUNITY CENTRE BAR ACCOUNT

01.12.04	Sky Business Centre:	227.95
13.12.04	Post Office Ltd	73.14
20.12.04	Scottish Courage: Stock	8,357.68
21.12.04	The Beer Sellet	937.28
22.12.04	HMC&E –Gaming Machine	124.00
24.12.04	BOC Manchester: - Beer Gas	199.75
31.12.04	Nat West Account Charge	55.00

[iii] DITTON COMMUNITY CENTRE ACCOUNT

20.12.04	Tonbridge & Malling BC	1541.00
31.12.04	Nat West Account Charge	55.00

(f) Audit 2003/2004

(i) Auditors Report

The external Auditors report, previously circulated, was **READ** and the comments **NOTED**. **FURTHER NOTED** that there were no significant amendments required and most changes were in connection with disclosure requirements.

(ii) Accountants Comments on above Report

A response from the Council's accountants to the Auditors report, which had been previously circulated, was **READ** and **NOTED**.

(g) Kent County Council Pension Fund Actuarial Valuation 2004

Information **READ** & **NOTED**.

(h) Application for Borrowing Approval F/Y 2005/2006 for Ride On Mower

RESOLVED that borrowing approval be applied for under Schedule 13, para 1 (b) of the Local Government Act 1972 to purchase a Ride on Mower during the next financial year and the finance be arranged through the Public Works Loan Board.

(i) Internal Auditors Report on visit 25th January 2005

A report regarding the internal auditor's recent visit was **READ** and his comments regarding the payroll records were **NOTED**. **FURTHER NOTED** that he worked on receipts and payment systems and undertook sample testing of each and found no matters arising from this work which required drawing to the Council's attention.

(j) Condition of Clerk's Printer - Repair or Replace

The Clerk reported that repairs to the printer in her office will cost approximately £300 and that the engineer has advised that it is wearing out and he cannot guarantee that it will require more repairs in the near future. It was **NOTED** that his advice is that it is not worth repairing and it would be more cost effective to purchase a new printer.

Details of a comparative printer costing £515.00 + vat were viewed and **NOTED**.

RESOLVED to purchase a new Konica Minolta Magicolor printer at a cost of £515 +vat.

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

County Cllr. G Rowe reported on the following matters:-

- Consultation re S E Plan – Meeting 15th February 2005 at University of Greenwich, Kings Hill, commencing at 7.00pm and 7pm on 14th March 2005 at Maidstone Town Hall.
- Consultation Conference with Parish and Town Councils - 18th February 2005, Ramada Hotel, Maidstone – Topics will be South East Plan and the Future delivery of Kent’s Highway Service after 31st March 2005.
- The formal consultation on Trauma and Orthopaedics in the Maidstone & Tunbridge Wells Health Trust started today and will run for 12 weeks.
- Public Transport Panel next meets on 22nd March 2005.
- Disability Working Party next meets on 14th February 2005 at Tonbridge Castle at 7.30pm.
- Aylesford & East Malling School refurbishment and rebuilding projects will commence in March and is scheduled for completion for the 2006 autumn term.
Aylesford School will have Sports College Status and will be able to offer outreach in sports development.
- Aylesford School will be holding a Nostalgia Day on 26th February 2005. The School Governors are compiling a Book of Memories and would like to hear from any students who attended prior to 1970. They would particularly like to hear from those who were students during the war years.
- Mobile Library Stops – Near Ditton Junior School and in Woodlands Road – the library van will visit every Wednesday between 17.45 and 18.10, alternating between the stops each week.
- Kent Minerals & Waste Development Framework - Community Involvement
- Capital and Local Members Grants
- Mentoring Project with young people – Mrs Augar will be running the project in conjunction with the Police with funds from a Local Members Grant and the project will focus on young people and their attitude to the police as anti-social behaviour.
- Quarry Business Park – Application for 24 hour working

Members raised the following subjects with County Cllr. Rowe:-

- Junior School project to create pond and wildlife area within the school grounds
- New Licensing arrangements, Laws and 24 hour opening
- Dedicated bus lanes

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

Dealt with earlier in the meeting.

530. **PLANNING MATTERS**

(a) **Plans Received for Comment**

TM/04/04366/RD Details of external materials, landscaping, boundary treatment and

refuse storage, submitted pursuant
to condition 2,3 & 4 of TM/04/00661/FL
(Proposed erection of traditional barn-
hipped, 4 bedroom dwelling and
three car parking spaces)

Clifford Sheldon Clubhouse
572 London Road

RESOLVED NO OBJECTION

TM/05/00249/TPOC Lop overhanging branches of sweet
Chestnut tree (TPO 13.02.01 & 12.06.01) 27 Birch Crescent

RESOLVED NO OBJECTION

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

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

TM/04/04076/FL	Single storey front & side extension (amendment to withdrawn scheme TM/04/03748/FL	11 Nursey Road <u>GRANTED WITH CONDITIONS</u>
TM/04/04036/FL	Change of use from residential Cottage to meeting rooms	Old School Cottage 79 New Road <u>GRANTED WITH CONDITIONS</u>
TM/04/03840/FL	Revised submission for two storey Side extension and first floor rear Extension	44 Orchard Grove <u>GRANTED WITH CONDITIONS</u>

(c) **'B' Lists**

The following 'B' List was **READ** and **NOTED**:-

05/2 - 17.1.2005

(d) **South East Plan - Public Consultation**

- (i) INTRODUCTION - **READ AND NOTED**
[ii] CONSULTATION DRAFT

RESOLVED this document be circulated to all members and their comments be attached and returned to the Clerk to enable her to collate them and forward them to the Regional Assembly by 15th April 2005.

(e) **Community Involvement in the Kent Minerals & Waste Development Framework**

Cllr. Baker agreed to read this document and draft comments for the Planning meeting on 21st February 2005.

(f) **Notice of Planning Enforcement Investigation, 56 Priory Grove**

Notice of the above investigation was **READ** and it was **NOTED** that the site was visited on 12th January 2005. **FURTHER NOTED** that at the time of the site visit it was not clear whether or not a breach of control is occurring and further investigations are taking place.

(g) **A20 Cycleway – Phase 2 - Communication from Kent Highways**

A communication from the West Kent Area Manager for Kent Highways was **READ** and it was **NOTED** that, following an analysis of the current known and expected overspend from schemes that have been, or are about to be, constructed in the remainder of the current financial year, it has been necessary to withdraw Phase 2 of the A20 cycleway from this year's programme of works.

(h) **West Malling Rail Station Car Parking**

Information from WSP, which had been previously circulated to all Members, in connection with the above subject was **READ** and it was **NOTED** that a summary of the proposals and a questionnaire are available for completion on the Borough Council website.

531. **FREEDOM OF INFORMATION ACT 2000 – AUTHORISATION OF THE QUALIFIED PERSON AND AMENDMENTS TO SCHEDULE 12A OF THE LOCAL GOVERNMENT ACT 1972**

A communication from the ODPM informing the Council of authorisation of Qualified Persons under Section 36 of the Freedom of Information Act 2000 (the Act) for Parish and Town Council and Parish Meetings and the Secretary of State's decision to:

Authorise the following officers as the qualified persons for the purposes of Section 36 of the Freedom of Information Act 2000 for parishes in England:

Authority	Primary Authorisation	Secondary Authorisation
(a) Parish & Town Councils :	Clerk to the Council	Chairman of the Council
(b) Parish Meetings :	Chairman of the Parish Meeting	Proper officer of the district Council

RESOLVED that a decision, regarding the fee to be charged for information requested, be referred to the next meeting of the Finance and Administration Committee.

532. **ANNUAL PARISH MEETING, 25th APRIL 2005 – FORMAT**

In accordance with the suggestion made last year to discuss a change to the format of this year's Annual Parish Meeting the following decision was made:-

RESOLVED to have a guest speaker this year, instead of the organisation reports.

As this year marks the 60th anniversary of VE and VJ Day it was suggested that war veterans Mr Des Butters and Mr Len Mace be invited as guest speakers to each give a twenty minute talk on some of their experiences during the Second World War.

533. **DITTON GAZETTE – COPY DEADLINE**

It was **NOTED** that the Chairman is currently putting together the content of the next Ditton Gazette, which is due to be published in March 2005.

All copy for inclusion in this edition must be forwarded to Cllr. Day by the end of February.

534. **TWINNING MATTERS**

(a) **Visit to Rang-du-Fliers 13th & 14th July 2005** - Current situation

It was **NOTED** that due to the requirement for a driver to hold a PSV Licence to drive a 17 seat vehicle on the continent, it has been necessary to cancel the hire of such a vehicle for the above visit. All members of the Council and Twinning Association can be accommodated in private cars and a reservation has been made for six vehicles. It will, however, be necessary for the sixth vehicle to be paid for, as the free trip is only for five vehicles. Regretfully, this will mean that members of DAMARA who expressed an interest in taking part in the visit will have to make their own way there at their own cost.

(b) **Request for Release of funds for entertaining at Visit on 19th March 2005**

A request from the Twinning Association, for the release of £250 from the sum set aside to assist with entertaining visitors from Ditton's twinned village of Rang-Du-Fliers when they visit Ditton on the above date, was **READ** and **NOTED**.

RESOLVED to accede to this request.

535. **FINANCE & ADMINISTRATION COMMITTEE MEETING 28TH FEBRUARY 2005**

Members were advised that the Clerk has been summoned for Jury service for two weeks commencing on 28th February 2005. In view of this she has requested to change the date of the Finance and Administration Committee meeting from 28th February 2005 to 30th March 2005 and hold it immediately following a meeting of the Personnel Committee.

It was **NOTED**, however, that committee members Cllrs. Mrs J E DeSave, JE DeSave and P A Thorpe will be unable to attend on 30th March. Discussion took place.

RESOLVED that the Meeting will go ahead on 28th February 2005 as scheduled and the Clerk will attend with another officer who will take the minutes.

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

Cllr. Mulcuck brought to Members attention the KAPC meeting to be held on 17th March 2005 and enquired if any Members had any issues they wished him to raise.

There were no other matters arising.

The Chairman moved that in view of the confidential nature of the business about to be transacted, the press and public be excluded from the remainder of the meeting in accordance with Standing Orders 27 & 50.

537. **PERSONNEL MATTERS**

(a) **Administrative Assistant**

The Clerk's report of the pre-contract interview with the administrative assistant was **READ** and **NOTED**.

RESOLVED to accept the Clerk's recommendation to extend the probation period for a further three months.

(b) **Bar Manager**

The Clerk advised Members that the bar manager returned to work on 18th January 2005, working daytime shifts only, and will be permitted to return to full duties as from 15th February 2005.

(c) **Terms for Clerk's Jury Service**

The details of the terms of the Clerk's jury service were discussed. It was **NOTED** that the Clerk will attend Council meetings whilst on jury service and also visit the parish office regularly to deal with confidential and complex matters.

RESOLVED the Clerk will receive her normal salary whilst on jury service.

538. **LAND AT BELL LANE**

A report on the current situation was given by the Clerk.

RESOLVED to accede to the developer's request regarding trees, subject to the conditions requested by this Council and set out in their correspondence, up to a maximum reimbursement payment of £2000.00 in the event of the land not being sold to them.

539. **EX-CLEANER/CARETAKER**

Cllr. Beadle gave a report of the current situation and it was **NOTED** that a trial date has been fixed to commence on 11th July 2005. **FURTHER NOTED** witness statements are currently being prepared.

540. **CONFIDENTIAL MEMORANDUM BOOK**

(a) **CM 320: Committee Estimates for Financial Year 2005/2006**

Details of staff salaries for 2005/2006 were **READ & CONFIRMED** as a correct record.

541. **CLOSURE**

The meeting closed at 10.11pm.

Chairman
7th March 2005

