

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY 5TH JANUARY 2005

PRESENT: CLLRS. J D DAY [Chairman], M J PORTER [Vice-Chairman], R G W BAKER, J BEADLE, MRS J E DESAVE, J E DESAVE, A R MULCUCK, MRS M MULCUCK & MRS A THROSSELL
MRS S J KAVANAGH [Clerk of the Council] & MRS N GREENAWAY [Administrative Assistant]

449. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm and wished everyone a Happy and Prosperous New Year.

450. **CASUAL VACANCY**

A communication from Mrs Audrey Beadle requesting to be considered for the Casual Vacancy on this Parish Council, was READ and her previous employment details NOTED.

RESOLVED Mrs Beadle be co-opted to the Parish Council.

Mrs Beadle duly signed the Declaration of Acceptance of Office and undertaking to observe the Code of Conduct adopted by Ditton Parish Council and was invited to join the remainder of the meeting and welcomed as a new Member of the Parish Council.

451. **APOLOGIES**

Previously notified apologies were **RECEIVED** and **ACCEPTED** from Cllrs. Mrs J A Petts, P A Thorpe and Mrs Thwaites.

452. **DECLARATION OF INTERESTS**

There were no declarations of interest.

453. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 6TH DECEMBER 2004**

Minutes of the meeting held on 6th December 2004 were **CONFIRMED** and **SIGNED**.

454. **MATTERS ARISING**

(a) **Footpath Leading to Church Gate** [Page 229, Item 438(b)]

A response from Kent Highways to this Council's communication regarding the condition of the above path was **READ** and it was **NOTED** they advise that,

although Kent County Council owns the path, its maintenance is the responsibility of the Public Rights of Way Office, and not the Highway Unit, and

that all future maintenance issues should be referred them. However due to the possibility of further pedestrian falls, the Highway Unit has given instructions for jet washing of the path to be carried out urgently on this occasion.

455. **CORRESPONDENCE**

(a) **For Noting**

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

Mentor: **Legal Update, Issue 10 December 2004**

1st Ditton Scout Group: **Letter of Thanks**

Dollman Pritchard: **Costcutter 4-5 Woodlands Parade – Licence Transfer**

Kent Wildlife Trust: **Events in Kent, February – May 2005**

Membership Survey 2004
‘Caring for Britain’s Wildlife’

‘Natural World’, Winter 2004

‘Wild Kent’, Issue 3 2004

KRCC: **‘Oast to Coast’ Winter 2004**

‘Rural News’, No. 63 December 2004

Secondment of Crispin Davies to GOSE

Annual Report 2003-2004

Kent County Council: **Notification of New Rights of Way Officer**

Report & Accounts 2004 Superannuation Fund

Pension Forum Minutes

Local Council’s: **‘Update’ December 2004 – Issue 62**

ROSPA: **National Water Safety Congress 2005**

Age Concern: **Letter of Thanks**

Ton & Malling Borough Cncl: **‘Here & Now’ Issue no 6 Dec/Jan 2005**

Youth Support & Development

CPRE: **‘Fieldwork’, December 2004**

Calendar of Events for 2005

SERPA:

Newsletter

Kent Police: Maidstone & Malling Newsletter for Parish Councils – December 2004

Kilbarn Social Committee: Minutes of Meeting held 13th December 2004

KAPC: Parish News No 305, 13th December 2004

Cookies for a Cure

Kent Community Foundation

NALC: Local Council Review - Volume 56 No 5, January 2005

Data Protection: Data Protection Act 1988 – Confirmation of Renewal

Ditton Infant School: Letters of Thanks

Ditton Junior School: Letters of Thanks

Recipients of Christmas Gifts
From Ditton Charities: Letters of Thanks

(b) For Decision

Kent County Council: Creating Environmental Excellence – an overview of the Kent Design Guide

RESOLVED CLLR MULUCK WILL READ THIS DOCUMENT AND REPORT BACK TO THE NEXT PLANNING MEETING

Ton & Malling Borough Council: Fourth Week Contribution to 2005 Summer Playscheme

NOTED AN AMOUNT HAS ALREADY BEEN SET ASIDE IN NEXT YEAR'S BUDGET TO MAKE THIS CONTRIBUTION

Invitation to Tonbridge Housing Strategy Conference 21.01.2005

RESOVLED CLLR MRS DESAVE WILL ATTEND THIS CONFERENCE.

NHS: Invitation to Event on 14th January 2005 to Discuss the Options that have emerged from the recent review to improve orthopaedic Services

RESOLVED CLLR DAY WILL ATTEND THIS MEETING WITH MRS DAY WHO WILL THEN PRODUCE A REPORT. THE CLERK WILL ASK CLLR MRS PETTS IF SHE WISHES TO ATTEND ALSO.

Mrs Eileen Jones
Twinning Association: July 2005

A communication asking if the Parish Council would like the Twinning Association to book a mini-bus on its behalf was **READ** and **NOTED**.

RESOLVED TO ACCEPT THIS OFFER OF A MINIBUS FOR THE PARISH COUNCIL MEMBERS ATTENDING AND TO PAY FOR IT FROM THE TWINNING BUDGET.

The Chairman **MOVED** that the following additional item of correspondence be taken as the date for a response falls before the next meeting of the Council:

Ton. & Malling Crime and
Disorder Reduction Partnership: **Strategic Plan Consultation**

RESOLVED CLLR DAY WILL READ THIS REPORT AND
COMPLETE THE QUESTIONNAIRE.

456. **FINANCE**

(a) **Accounts Received**

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

Multi Sport Users:	Hire Fees	443.00
Ditton 50+ Indoor Bowls:	Photocopies	9.90
Damara:	Photocopies	33.10
Ditton Infant School:	Grounds Work	80.00

(b) **Accounts For Payment**

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

Salaries:	Gross: 12752.96	NETT	9506.01
DPC Imprest A/C:	Reimbursement of November Expenses		4262.36*
AquAid:	3 x Still Water	17.97	
		Vat <u>3.15</u>	21.12
Brandon Hire:	Credit note sent in error and Deducted from payment in December		186.12
BT:	Fax Line	50.25	
	Clerk's Line	41.15	
	2 nd Booking Line	<u>41.23</u>	
		132.63	
		Vat <u>23.20</u>	155.83
Ditton Elect. Contracts:	Electrical Works Scout Hut	475.96	
		Vat <u>83.29</u>	559.25
Ditton Comm. Centre:	Hire of Hall NYE Dance		252.00
Glasdon UK Ltd:	2 x Froggo Litter Bins	596.62	
	2 x Phoenix Seat	<u>710.88</u>	
		1307.50	
		Vat <u>228.81</u>	1536.31
Kent County Council:	Litter Picker, Rigger Gloves		
	Rock Salt	43.40	
	Safety Surface Repair KBRG	<u>637.50</u>	
		680.90	
		Vat <u>119.16</u>	800.06
Land Technics:	Rear Light Fault – Tractor	54.20	
		Vat <u>9.49</u>	63.69

Monro South:	Border Bark	12.48	
		Vat <u>2.18</u>	14.66
Mower Plant:	Drive Belt for Strimmer, 5 Ltrs Oil, Spark Plug Cap	38.91	
		Vat <u>6.80</u>	45.71
Nildram:	ADSL Multiple IP Monthly	37.00	
		Vat <u>6.48</u>	43.48
Parkfoot Garage Ltd:	November Diesel	37.20	
		Vat <u>6.51</u>	43.71
Popi:	Letterheads	210.00	
		<u>36.75</u>	246.75
R & D Club Supplies:	Plaque for Tree planted in Memory Don Carman		30.00
SERPA:	Annual Subscription 2005/2006		20.00
SLCC:	Clerks' Manual 2004	30.00	
	Post & Packing	<u>5.00</u>	35.00
Three Towns Office Equip:	Year Planner, Cloakroom Tickets Tally Rolls	46.81	
		Vat <u>8.17</u>	54.98
Trident Trailers Ltd:	Cable & Jockey Wheel	18.81	
		Vat <u>3.30</u>	22.11

Imprest Account – Breakdown of Expenditure during November 2004

INCOME

Balance carried forward 1st December 2004	208.05
Add: PC reimbursement	<u>5791.95</u>
	6000.00
Peter Eligate - Cheque	1300.00
Chairities Account - Christmas Gifts	750.00
Emergency Reimbursement	2000.00
	10050.00

EXPENDITURE December 2004

Voucher Charge	3.25
Inland Revenue	6012.63
Postage Stamps	89.00
B & Q - Christmas Lights Prize	25.00
Lawrence Ins- Temp Cover for Projector	26.25
Community Centre Decorations	52.15
Purchase of Food - Cllrs & Staff Party	54.08
Ditton Charities	750.00
Peter Eligate - Act New Years Eve	<u>1300.00</u>
	8312.36

246

Balance		1737.64
Sum required to restore balance to £6000.00		<u>4262.36*</u>
		6000.00

*Sum required to restore balance to £5000.00

(c) **Direct Debits - Paid During November 2004**

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

[i] **DITTON PARISH COUNCIL ACCOUNT**

03.11.04	02	24.05
04.11.04	WPA Health Care	351.99
22.11.04	Kuwait	24.40
22.11.04	Nat West Account Charge	53.00
29.11.04	Euphony Communications	11.39
29.11.04	Nat West Debit Card	238.34

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

03.11.04	Sky Business	226.95
09.11.04	Post Office Ltd	58.52
22.11.04	Scottish Courage: - Stock	6797.10
22.11.04	Beer Seller	1411.11
22.11.04	HMC&E – Gaming Machine	124.00
25.11.04	BOC Manchester: - Beer Gas	199.75
29.11.02	Nat West Account Charge	55.00

[iii] **DITTON COMMUNITY CENTRE ACCOUNT**

20.11.02	Tonbridge & Malling BC	1541.00
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(d) **Parish Council Precepts – Communication from TMBC**

Details from the Borough Council of the Parish Council's allocation for 2005/2006 under the Scheme of Financial Arrangements were **READ & NOTED** as follows:-

Basic Allocation @ £232 assuming a minimum of 1,250 adults		8431.00
Cemeteries & Churchyards	1303.00	
Debt Charges		<u>4224.00</u>
		13,958.00

It was **NOTED** that the 2005/2006 Council Tax Base for Ditton has been calculated to be 1731.8.

FURTHER NOTED that precept requirement forms, must be returned by 21st January 2005.

(e) **Audit of Accounts**

[i] **NOTICE OF CERTIFICATION OF COMPLETION OF AUDIT FOR 2003/04 ACCOUNTS**

NOTED that Notice of Certification of Completion of the Audit of Accounts for 2003/2004 has been received from the Audit Commission and that they have not had to issue any report under Section 8 of the Audit Commission Act 1998.

The Clerk confirmed that notice of completion of the Audit, together with the Auditor's Certificate and Opinion, has been posted on noticeboards and placed in the AdScene under Public Notices section, as required.

[ii] **APPOINTMENT OF AUDITOR FROM 1ST APRIL 2004 TO 31ST MARCH 2006**

Confirmation of the extension of the appointment of a District Auditor from the Audit Commission as Auditor to Ditton Parish Council to cover financial years 2004/2005 and 2005/2006 was **READ** and **NOTED**.

(f) **Christmas Dances - Balance Sheet**

The balance sheet for the 2 Christmas Dances and New Year's Eve Dance was **READ** and the profit from ticket sales **NOTED** as £5418.87.

Profit from the sale of raffle tickets at the Christmas dances was **NOTED** as £656.30, which will be paid into the Charities Account.

Members were advised that a raffle and bucket collection, held by guests present at the New Year's Eve Dance, raised £822.13 for the Tsunami Disaster Appeal.

(g) **Family Day Committee Statement of Expenditure on Social Events During Financial Year 2004/05**

The statement which had previously been **CIRCULATED**, was **READ** and **NOTED**.

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

County Councillor, Geoff Rowe, reported on the following matters:-

- TMBC Crime & Disorder Reduction Partnership comments on this are requested by Friday 21st January. It gives a breakdown of criminal activity in Ditton and asks for a response to a series of questions on positive action and focus for 2005/08.
- TMBC Housing Strategy Conference takes place on Friday 21st January at Kings Hill. Anyone interested is invited to attend.
- Consultation on the South East Plan – this is planned by SEERA to run from 24th Jan to 15th April. District Councils have been asked to arrange a public meeting in each District to which Parish Councils and others are to be invited.
- Larkfield Library is to be closed for 4 weeks from Monday 17th January to enable access improvements to be carried out. Special arrangements have been made for anyone who would normally use that Library.
- The proposed Community Warden will hold information on the nominated neighbour scheme and handy van scheme, to assist with making vulnerable resident's homes secure.

Cllr Day expressed concern about the cycle lanes and the condition of many of the road surfaces in Ditton. Co Cllr Rowe said he would welcome photographs of any problem areas to support requests for work on these areas.

Borough Councillor Porter, advised he had nothing to add to the above apart from the matter of the proposed bus lanes on the A20. He had not yet received a reply about his concerns. The Parish Council had not received a reply either.

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

It was **NOTED** that PC Graham Ford was unable to attend the meeting because of other duties.

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

Cllr. Porter requested it be **NOTED** that his comments and decisions on planning applications at this meeting are a preliminary view and, in accordance with the Code of Conduct, he will look at all applications afresh at Borough Council level and consider them solely on the basis of evidence placed before him at that meeting

(a) **Plans Received for Comment**

TM/04/03840/FL	Revised submission for two-storey Side Extension & first floor rear Extension	44 Orchard Grove
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This plan had been looked at, at the December meeting and was included in error.

TM/04/04288/FL	Conservatory <u>RESOLVED NO OBJECTION</u>	22 Ditton Place
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TM/04/04320/FL	Ground Floor extension to form cloak room <u>RESOLVED NO OBJECTION</u>	26 Primrose Drive
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(b) **Plans Dealt with by Tonbridge & Malling Area Sub-C'ttee No. 3**

The following plans dealt with by Tonbridge & Malling Area Sub-Committee No. 3. were **READ** and **NOTED**:-

TM/04/03723/TPOC	Cut back to the crown one Ash tree and remove low branch from one Sycamore tree [TPO 12.06.05]	26 St Peter's Road <u>GRANTED WITH CONDITIONS</u>
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TM/04/03537/FL	Loft conversion with rear and front Dormers	23 Oak Road <u>GRANTED WITH CONDITIONS</u>
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TM/04/03584/FL	Erection of a UPVC rear Conservatory	1 Kilnbarn Cott. <u>GRANTED WITH CONDITIONS</u>
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TM/04/03374/FL	Application under section 73A for A rear conservatory	43 Ragstone Court <u>GRANTED</u>
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TM/04/03761/FL	Bay window extension	Orchard Rise Kilnbarn Road <u>GRANTED WITH CONDITIONS</u>
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TM/04/03735/TNCA	Works to Sycamore Tree & Various	The Rectory
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Conifer trees

2 The Stream

NO OBJECTION

TM/04/03653/FL

Change of garage to study and
Proposed kitchen extension

3 Scott Close

GRANTED(c) **'B' Lists**The following 'B' Lists were **CIRCULATED, READ** and **NOTED**:-

04/48 - 29.11.2004; 04/49 - 6.12.2004; 04/50 - 13.12.2004

(d) **Agenda, Minutes & Notes of Area Planning Sub0 Committee No. 3**It was **NOTED** that there were no items relating to Ditton.(e) **Tree Preservation Order: Ditton No. 1 2004 - 649 London Road, Ditton**The above Tree Preservation Order was **READ** and it was **NOTED** that the above order has been confirmed.(f) **Visit to Hermitage Quarry - Gallagher Aggregates Ltd**A response to this Council's communication was **READ** and it was **NOTED** that Gallaghers would be happy for members to visit the quarry in the Spring.(g) **Kent Highways Partnership**Details of the new Kent Highways Partnership were **READ** and it was **NOTED** that the Kent Transport Board met on 17th November and agreed the terms of reference.460. **WEB SITE**A communication from Mr Clive Stanley setting out the two phases for the proposed Web Site was **READ**.**RESOLVED** to instruct Mr Stanley to proceed with Phase 1 of the web site.461. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"**

There were no matters arising.

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

462. **LAND AT BELL LANE**(a) **Current Situation**It was **NOTED** that there was nothing further to report.(c) **Notes of a Meeting**

Notes of a meeting that took place in December, which had previously been **CIRCULATED**, were **READ** and **NOTED**.

463. **EX-CLEANER/CARETAKER**

Cllr Beadle advised that a payment had now been made into court and a response was awaited from Mr Chapman.

464. **CONFIDENTIAL MEMORANDUM BOOK**

The following confidential memorandum was **CONFIRMED** and **SIGNED** as a true record:-

Ex-Cleaner/Caretaker : Ref CM319

465. **CLOSURE**

The meeting closed at 9.26pm.

Chairman
7th February 2005