

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 7<sup>th</sup> NOVEMBER 2005

PRESENT: CLLRS. J D DAY [Chairman], R G W BAKER, J E DESAVE, A R MULCUCK, MRS M MULCUCK, P A THORPE, MRS A THROSSELL & MRS J F THWAITES  
CO. CLLR G ROWE, PC RODDICK AND SGT. HUTTON  
MRS S J KAVANAGH [Clerk of the Council], MRS N GREENAWAY [Admin. Assistant].

The Chairman welcomed Anna Bryant and Carla Mackenzie who had been invited to give a presentation on the work of the Malling Detached Project and discuss youth provision in Ditton.

Anna explained that the Malling Detached Project is a team of dedicated and trained youth workers that work alongside young people in the Tonbridge & Malling area to provide various activities, allowing them to take responsibility in shaping the programme. They encourage the youth to get involved in local issues of importance and support them in having a voice and advocating on their behalf if necessary.

Youth workers have identified Ditton as an area to work in and, having carried out a series of visits, have identified a number of young people hanging out in the area.

They have identified an area in Ditton that would make an ideal location to develop youth provision and would like to bring their motorhome to Ditton on a Wednesday evening.

They propose to talk to the youth and community, through public consultation, to ensure that what they want can be delivered to them and publicise the project throughout the parish.

Discussion took place and Members advised that they would not be against the project, but were wary after the failure of previous youth projects. They advised they would be prepared to make a room available in the Community Centre for a public consultation exercise once the youth workers had completed their initial assessments.

The Chairman thanked Anna and Carla for the opportunity to hear more about the project.

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350. **OPENING OF MEETING**

The Chairman opened the meeting at 8.00pm and asked the Members to take item 359 at this point to enable the police officers to return to their duties.

PC Roddick informed the Council of the latest crime figures, which have increased over the past month. He also advised that 4 Quad Bikes have been stolen from a local garage and asked that anyone seeing Quad bikes being ridden, to inform the Police immediately to enable them to check whether they are the stolen bikes.

P.C. Roddick asked that all incidents of crime be reported to the main police station so that it is recorded. This will assist him in getting more patrols in Ditton.

Discussion took place between Members and PC Roddick and Sgt. Hutton regarding the increasing anti-social behaviour of some of the youths in Ditton. PC Roddick outlined the measures being taken to deal with this issue.

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### **ADJOURNMENT**

**Mr Smith of Gorse Crescent** advised Members that he was attending to listen to the explanation from Kent County Council for the introduction of a bus lane on the A20 at Preston Hall and the huge cost of the work.

The Chairman advised him of the content of the letter from the County Council and invited him to put his concerns in a letter to the County Council. Co. Cllr. Rowe offered to receive his letter and ensure it is passed to the officer concerned.

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### 351. **APOLOGIES FOR ABSENCE**

Apologies for absence, previously **NOTIFIED**, were received and **ACCEPTED** from Cllrs. Mrs A Beadle, J Beadle, Mrs J E DeSave and Mrs J A Thorpe.

### 352. **DECLARATION OF INTERESTS**

Cllrs. Day, Mulcuck, Mrs Mulcuck and Mrs Thwaites declared a prejudicial interest in item 356(b) as they are Members of the Bowls Club.

Cllrs. Mrs Mulcuck and Mrs Throssell declared an interest in item 355(f) as they are Trustees of the Trust.

All Members declared an interest in item 360(a) - TM/05/03178/TNCA as it is the Council's own application.

### 353. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 3<sup>rd</sup> OCTOBER 2005**

The minutes of the meeting held on 4<sup>th</sup> October 2005, as circulated, were **CONFIRMED** and **SIGNED**, subject to one amendment, as follows:-

Page 256, Item 295(b) amended to read '.....next Ditton *Gazette* requesting volunteers'.

### 354. **MATTERS ARISING**

There were no matters arising not included elsewhere on the Agenda.

### 355. **MINUTES OF MEETINGS HELD DURING OCTOBER 2005**

(a) **Community Centre Committee, 10<sup>th</sup> October 2005** - Circulated

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

(b) **Planning, Highways & Transportation Committee, 17<sup>th</sup> October 2004** - Circulated

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

(c) **Open Spaces & Amenities Committee, 17<sup>th</sup> October 2005** - Circulated

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

(d) **Personnel Committee, 24<sup>th</sup> October 2005** - Circulated

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

- (i) REQUEST FOR SALARY REVIEW [Page 283, Item 347(c) -  
RECOMMENDATION

The Clerk advised Members of the information she had obtained regarding evaluating staff . In view of the possible costs involved, the information available and the advice given, it was

**RESOLVED** to defer a decision regarding engaging the services of an independent person to undertake this task, until the Personnel Committee has had the opportunity to assess the information obtained.

- (ii) RECRUITMENT PROCEDURE FOR CASUAL BAR STAFF [Page 283, Item 347  
(d) -

RECOMMENDATION

**RESOLVED** to **RATIFY** the recommendation regarding the evaluation of the current system of bar provision.

(e) **Twining Association, 22<sup>nd</sup> September 2005** - Circulated

The above minutes were **READ** and **NOTED**.

(f) **The Mary Ann Tassell Charity, 12<sup>th</sup> October 2005** - Circulated

The above minutes were **READ** and the content **NOTED**. It was understood that when the committee have concluded their investigations with the Charities Commission regarding the future of the charity, they will be seeking a meeting with Members of this Council.

### 356. **CORRESPONDENCE**

(a) **For Noting**

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

KAPC: **'Parish News', Issue 312 - 24<sup>th</sup> October 2005**

**Minutes of Meeting held 15<sup>th</sup> September 2005**

**Annual Report 2004/2005**

**Notice of 58<sup>th</sup> AGM & Supporting Papers**

- Tonbridge & Malling B.C: **2005 Scrutiny Review – Youth & Play Development**  
**TM Youth Forum – Wednesday 30<sup>th</sup> November 2005**  
**Minutes of Council, Cabinet & Committee meetings**  
**‘Here & Now’, Issue 5 Oct/Nov 2005**  
**Local Government Finances**  
**Grants to Voluntary & Community Groups**  
**Parish Partnership Panel – Minutes of meeting held**  
**1/9/05**
- NALC: **‘Local Council Review’ Vol. 57, No 4. November 2005**
- The Standards Board for  
England: **‘Town & Parish Standard: 04 & 05, November 2005**
- ROSPA: **‘Staying Alive’, Autumn 2005**  
**Notice of AGM 21<sup>st</sup> October 2005**
- Mentor Services: **‘Legal Update’, Issue 13 October 2005**
- Kent County Council: **Public Rights of Way Vegetation Clearance**
- Action with communities in  
Rural Kent: **Annual Meeting & Annual Report + enclosures**  
**‘Oast to Coast’, Autumn 2005**  
**CPRE: ‘Countryside Voice’, Autumn 2005**
- Ditton Twinning Association: **Letter of Thanks**
- Local Councils: **‘Direct’, Issue 72 October 2005**
- Kent Parishes: **Kent Parish Councils ‘News’ Edition 1 September 2005**
- Southern Water: **New Recycling Centre Plans**
- Kenward Trust: **‘New Life’, Issue 3 2005**
- Gullands: **‘News’, Summer 2005**
- Kent Police: **‘Newsletter for Parish Councils, October 2005**
- (b) **For Decision**
- Leybourne Grange Riding

Centre for the Disabled      **Invitation to 13<sup>th</sup> Anniversary of Annual Christmas Nativity & Blessing**  
 CLLRS MRS THROSSELL AND MRS THWAITES WILL ATTEND IF POSSIBLE.

Ditton Bowls Club:      **Use of Ditton Bowls Club - response to the Clerk's communication of 5<sup>th</sup> October 2005**

Cllrs. Day, Mulcuck, Mrs Mulcuck, Mrs Thwaites, who had previously declared a prejudicial interest in this item, left the meeting.

Two communications from Ditton Bowls Club responding to advice given by the Council regarding a potential breach of their Lease ,were **READ** and **NOTED**.

It was **FURTHER NOTED** that the new Chairman of the Club visited the Clerk recently to explain the reasons for their actions and expressed the hope that the good relationship between the Council and Bowls Club will continue. Discussion took place.

**RESOLVED** to continue to obtain legal advice regarding the suspected breach of the Lease.

Kent Police Authority:      **Restructuring of Police Forces in England and Wales**  
 Information from Kent Police Authority regarding the Government proposals for a national restructuring of police forces in England and Wales was **READ** and the Chief Constable's statement **NOTED**.

**RESOLVED** to endorse the Chief Constable's statement and support him in his endeavour to remain as a stand-alone county force when the national policing structure is reviewed.

### 357. **FINANCE**

#### (a) **Accounts Received**

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

	Ditton Veterans FC:	Food Prep	10.00
125.00	Ditton Veterans FC:	Pitch Fees 2005/06	
250.00	Ditton United FC:	Pitch Fees 2005/06	
September	Ditton Infants School:	Maintenance August &	
		176.91	
	David Workman:	Gazette Advertisement:	
		28.00	

	Pasquales Hairdressers:	Gazette Advertisement:
	28.00	
	SR Interiors:	Gazette Advertisement:
	60.00	
HQ	Ditton Guides & Brownies:	Energy Charges - Guide
	27.54	
	HM Customs & Excise:	VAT Refund 97.75
269.00	Multi Sports Income:	Multi Sports Users
36.00	Ditton Petanque Club:	Food and Hall Hire
	Photocopy Users:	Photocopies 10.00

(b) **Accounts for Payment**

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

Salaries:	Gross: 13376.02	Net:	10051.43
Kent County Council:	Superannuation - October 2005		2318.00
DPC Imprest Account:	Reimbursement		5170.36 *
AquAid (Kent):	Sanitization	15.00	
.62		Vat <u>2.62</u>	17
Astra Security:	Top Track Lock	15.31	
.99		Vat <u>2.68</u>	17
D.K. Skips:	Allotment Skip	70.00	
.25		Vat <u>12.25</u>	82
Ditton Community Centre:	Christmas Dances		504
.00			
EDF Energy:	Un Metered Energy PL'S (Not Adopted)	41.81	
.90		Vat <u>2.09</u>	43
Essex Pyrotechnics Ltd:	Firework Display - 5 <sup>th</sup> November 2005	2600.00	
.00		Vat <u>455.00</u>	3055
G.B. Sport & Leisure:	Spares for Swings	41.00	

			Vat <u>7.18</u>	48
.18				
	Kent County Council:	Stationery, Pitch Marker & 6 months Rental on PC Vehicle	2197.44 Vat <u>384.56</u>	2582
.00				
	Land Technics Limited:	Locktite Stick	5.04 Vat <u>0.88</u>	5
.92				
	Lawrence Insurance:	Motor Vehicle Renewal Mowers & Tractor Insurance	670.95 <u>777.03</u>	1447
.98				
	Mower Plant Services:	Honda Spares	70.10 Vat <u>12.26</u>	82
.36				
	Parkfoot Garages Limited:	Vehicle Fuel	69.50 Vat <u>12.16</u>	81
.66				
	Rigby Taylor Limited:	Surrey Loam	237.60 Vat <u>37.80</u>	275
.40				
	Sage (UK) Limited:	Laser Payslips & Laser Invoices	94.60 Vat <u>16.56</u>	111
.16				
	Seaboard Energy:	Changing Rooms - NRRG Cedar Room , Multi Sports & Mess Room	13.22 <u>196.83</u> 210.05 Vat <u>10.50</u>	220
.55				
	John Shaw:	Spring & Belt for Toro Mower	27.03 Vat <u>4.73</u>	31
.76				
	Three Towns Office Equip:	Laser Labels & Raffle Tickets	71.46 Vat <u>12.50</u>	83
.96				
	Travis Perkins:	Ballast Bulk - Junior School	49.09 Vat <u>8.59</u>	57
.68				

**Payments to be Approved Under Section 137 of the Local Government Act 1972**

**RESOLVED** the following payments be made under Section 137 of the Local Government Act 1972.

.00	Ditton Junior School:	Donation towards Christmas Party		200
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30.09.2005	Nat West Account Charge	55.00
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## (iii) COMMUNITY CENTRE ACCOUNT

20.09.2005	T & M BC - Business Rate	1408.00
30.09.2005	Nat West Account Charge	55.00

(e) Seasonal Donations

**RESOLVED** the following seasonal donations be approved under Section 137 of the Local Government Act 1972:

Pop-In-Club	£125.00
Age Concern	£250.00

The cheques will be drawn at the next meeting of the Parish Council in December.

(f) Internal Audit Report

The Internal Auditor's report of his first visit in 2005/2006 was **READ** and it was **NOTED** that he concentrated on testing the various elements of the Council's expenditure and found no matters arising that would need to be reported to the Council.

(g) Audit

## (i) REVISED ACCOUNTS

**NOTED** that the revised Accounts which have been audited, were subject to a few minor changes none of which were material. It was also **NOTED** that there is one outstanding issue relating to FRS 17 (Pensions liability), which has come to light recently and affects all councils who subscribe to the KCC Pension fund. There is a question over whether the Actuary, Hymans Robertson, have used the correct discount rate. The Audit Commission is seeking clarification and there is nothing this Council is required to do.

## (ii) STATEMENT OF AUDIT STANDARDS (SAS) 610

The above communication which had been previously circulated, was **READ** and it was **NOTED**.

(h) Hallowe'en Dance - Balance Sheet

The balance sheet for the Hallowe'en Dance which had been previously circulated, was **READ** and the profit from ticket sales was **NOTED** as £878.71 and the profit from the sale of raffle tickets **NOTED** as £155.00.

Members advised that they had received comments about the cost of tickets for this years Hallowe'en Dance and why they had to pay the same price for a 4 piece band as they do for a big band.

Discussion took place and Members were advised that because of the low ticket sales any reduction in tickets would have a very adverse effect on profit and could result in an overall loss.

Details of a 16 piece Big Band were given by the Clerk and an invitation to hear them play at Gillingham, was NOTED.

**RESOLVED** to hold a Halloween Dance in 2006, but not with the same band as this year.

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

County Cllr. Geoff Rowe gave a report on the following matters:-

- Public Transport Panel next meeting on Tuesday 8<sup>th</sup> November 2005 at the offices of Tonbridge and Malling Borough Council, commencing at 7.30pm.
- Parish Partnership Panel - next meeting Thursday 10<sup>th</sup> November 2005 at the offices of Tonbridge and Malling Borough Council
- KCC Local Members Board - will meet on Tuesday 6<sup>th</sup> December 2005 at Samays Youth Centre in Snodland at 7.30pm. This will be preceded by T & M Youth Advisory Board at 5.30pm.
- Member Grant - a grant towards a hearing loop for Ditton Community Centre has been approved.
- Medway Croquet Club - who use Cobdown Sports and Social Club have submitted a second grant application for £4800 towards levelling of the Croquet Pitch.
- Highway Issues - Following several complaints from Parish Councils and individuals regarding the service being provided, Kent Highway's has agreed to investigate all inaction and invites Clerk's to resubmit all outstanding concerns/inactions to a dedicated officer.
- Police Restructuring - Proposals to reduce 9BCU's to 6 are progressing and are due for implementation by April 2006. It is proposed that West Kent BCU will take over the operation of policing in Ditton. At present Ditton and the Malling service is operated from the Maidstone & Malling BCU. New Chief Superintendents are to be appointed by January 2006 and then roles and responsibilities evolved shortly afterwards. The neighbourhood model of policing should not be affected.
- Youth Work - It must be fully delivered for the long term. Would be eligible for Members Grant.
- Crime Statistics - Importance of reporting all crime. The increase in violent crime is largely due to the increase of 62% in domestic violence.

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

Dealt with earlier in the meeting.

360. **PLANNING MATTERS**

(a) **Plans Received for Comment**

TM/05/03111/LB Change of use of existing third bedroom  
On first floor to bathroom and toilet 578 London Road  
**RESOLVED NO OBJECTION**

TM/05/03102/FL Conversion of garage to enlarged bath-  
Room , new utility room & dining room 1 Cobdown Close  
**RESOLVED NO OBJECTION, SUBJECT TO COMPLIANCE WITH PARKING  
STANDARDS FOR RESIDENTIAL PROPERTIES**

TM/05/03178/TNCA Reduce crown of two limes by one third Land Fronting  
And trim branches of Cedar tree St Peter's Church  
**AS THIS IS THE COUNCILS OWN APPLICATION IT CANNOT  
COMMENT**

TM/05/03210/FL Conservatory 12 Streamside  
**RESOLVED NO OBJECTION**

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

NOTED no decisions have been notified during the past fourteen days.

(c) **'B' Lists**

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

05/40 - 10.10.2005; 05/41 - 17.10.2005; 05/42 - 24.10.2005

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

The above document was **READ** and **NOTED**:-

(e) **Kent Highway Services - Agenda for Parish Council Seminar 17.11.2005**

An invitation and Agenda for the above meeting was **READ** and **NOTED**. Cllr. Day will try to attend.

(f) **South East Plan**

A copy of a communication to Maidstone Borough Council from East Malling & Larkfield Parish Council was **READ**. Members **NOTED** their concern that Maidstone Borough Council is seeking to have a larger allocation of houses to its Borough by transferring a 1,000 homes proposal for the Tunbridge Wells area to theirs.

Discussion took place.

**RESOLVED** to endorse the views of East Malling and Larkfield Parish Council.

(g) **Future Planning Policies and Proposals: The Preferred Options Consultation**

The above Document which had been previously circulated, together with Cllr. Day's comments, were **READ** and **NOTED**.

**RESOLVED** all comments be forwarded to the Clerk by 11<sup>th</sup> November 2005 to ensure they are collated and received by the Borough Council no later than 18<sup>th</sup> November 2005.

(h) **Bus Lanes**

An explanation from Kent Highways regarding the installation of the London Road, Aylesford Bus Lane, was **READ** and **NOTED**.

(i) **20 mph Speed Restriction**

It was **NOTED** that the Clerk has received information from West Malling Parish Council, as requested, but is waiting for Aylesford Parish Council to respond. The information received so far from West Malling is that it is not a speed restriction and it not Police enforceable. It is a 20mph Speed Zone and must be self-enforcing, which means that physical means of enforcement have to be introduced such as speed humps, speed cushions or chicanes.

**RESOLVED** to await further information before considering this further.

Members were advised that it may be possible to seek the installation of traffic calming in the vicinity of the proposed development at New Road Business Site, especially because of its close proximity to the Junior School. It was felt that this could be included as a planning condition imposed on the developer.

**RESOLVED** to express this Council's concerns regarding safety at the proposed entrance to this site and request that any permission be subject to the developer installing traffic calming and a 20mph speed limit in Kilnbarn Road and New Road.

(j) **Minutes of the Joint Transportation Board Meeting 12<sup>th</sup> September 2005**

The above document was **READ** and **NOTED**.

361. **DITTON REMEMBRANCE DAY SERVICES**

Cllr. Mulcuck advised that there had been a rehearsal on Sunday 6<sup>th</sup> November 2005 which enabled them to address any unforeseen problems. Members were reminded of the Service to be held at the War Memorial on 11<sup>th</sup> November 2005 at 11.00am.

362. **BONFIRE & FIREWORKS**

(a) **Report of Event**

Cllr. Mulcuck reported on a very successful event which he felt was the best ever. Lots of helpers turned up on Saturday and Sunday morning.

The bucket collection raised £1229.20 which will be split between Ditton charities and the Heritage Centre.

It was requested that next year the floodlights should remain on until the guys have been placed on the bonfire, as this year they had to try to do this in complete darkness. It was also suggested that the bonfire be lit at four points to ensure it lights quickly.

Cllr. Mulcuck extended thanks to all who helped with the event.

(b) Arrangements for 2006

**RESOLVED** that the event be booked again for 2006.

Discussion took place regarding a suggestion to charge for car parking next year because so many of those present this year were from outside the village, however, Members felt that this would encourage parking in nearby roads and verges and therefore they would not be in favour of this.

363. Local Government Pension Scheme - revocation of changes made to the regulations in April 2005

**NOTED** that the changes made to the LGPS Regulations in April 2005 have been revoked and the Council's policy amended accordingly.

364. MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"

There were no matters arising.

365. LAND AT BELL LANE

(a) Signing and Sealing of Land Transfer Document

**RESOLVED** that the Parish Seal be affixed to the Land Transfer document in respect of the former allotment land at Bell Lane.

**RESOLVED** that the Parish Seal be affixed to the Deed of Release document in respect of the conditional agreement between Ditton Parish Council and Wrenbridge regarding the former allotment land at Bell Lane

Members were advised that the sale of the land should be concluded in the very near future.

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

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366. CONFIDENTIAL MEMORANDUM BOOK

(a) Request for Salary Review: CM 330

The above Confidential Memorandum was **READ** and, subject to one amendment, **CONFIRMED** as a correct record.

(b) Spinal Point Increases 2005/2006: CM331

The above Confidential Memorandum was **READ** and **CONFIRMED** as a correct record.

367. **CLOSURE**

The meeting closed at 10.02pm.

Chairman  
5<sup>th</sup> December 2005