

## **DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 5th DECEMBER 2005

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

421. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

422. **APOLOGIES**

Apologies previously notified were **RECEIVED** and **ACCEPTED** from Cllrs Mr & Mrs Mulcuck, County Cllr. Rowe and PC Roddick.

423. **DECLARATION OF INTERESTS**

There were no declarations of interest

424. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 7<sup>th</sup> NOVEMBER 2005**

Minutes of the above meeting were **CONFIRMED** and **SIGNED**, subject to the addition of Mrs DeSave under apologies for absence.

425. **MATTERS ARISING**

There were no matters arising.

426. **MINUTES OF MEETINGS HELD DURING NOVEMBER 2005**

(a) **Community Centre Committee, 14<sup>th</sup> November 2005**

The Above minutes were presented by Cllr. DeSave and, subject to one amendment, were confirmed as a true record.

RECOMMENDATIONS:

[i] CEDAR ROOM/GUIDE HQ [Page 302, Item 372(b)]

**RESOLVED** to **RATIFY** the **RECOMMENDATION** to apply for a lottery grant to rebuild the Cedar Room as a sports pavilion and youth facility.

[ii] BAR MATTERS [Page 303, Item 373(b)]

**RESOLVED** to **RATIFY** the **RECOMMENDATION** to shelve the proposed extension to the Kilnbarn Club at this time, in favour of refurbishment and the installation of air-conditioning.

The **RECOMMENDATION** that a survey be sent out to residents in order to gauge what decorative features they would like considered, was discussed.

Cllr Beadle **PROPOSED** an amendment to the above recommendation, that two or three options be agreed by the Council and then submitted to residents for their opinion. The proposal was **SECONDED** by Cllr. Mrs Thorpe. **VOTING** on the **AMENDMENT** was **CARRIED UNANIMOUSLY**.

[iii] QUOTATION FOR CLOAKROOM IMPROVEMENTS [Page 304, Item 374(c)]

**RESOLVED** to **RATIFY** the above **RECOMMENDATION**.

(b) **Planning, Highways & Transportation Committee, 21<sup>st</sup> November 2005**

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

(c) **Open Spaces & Amenities Committee, 21<sup>st</sup> November 2005**

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

(d) **Finance and Administration Committee, 28<sup>th</sup> November 2005**

Cllr. Baker presented the above minutes and, subject to one amendment, they were **CONFIRMED** as a correct record.

[i] DISASTER RECOVERY PLAN [Page 320, Item 410] - Recommendation

**RESOLVED** to **RATIFY** the **RECOMMENDATION**.

(e) **Extraordinary Personnel Meeting, 28<sup>th</sup> November 2005**

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

**RESOLVED** to defer the **RECOMMENDATION** until later in the meeting when full details, which are set out in the Confidential Memorandum Book, will be available.

(f) **Family Day Committee, 16<sup>th</sup> November 2005**

(i) Bucket Collection

Discussion took place on the current method of sharing of the proceeds of the bucket collection taken at the bonfire evening with the Heritage Centre.

**RESOLVED** that 100% of the bucket collection be placed in the Charities account and used to make donations to local organisations during the year, including the Heritage Centre.

(ii) Provision of Barbecue

It was **NOTED** that the Scouts representative has advised that they do not now wish the cost of the food provided to helpers to be reimbursed to them.

Discussion took place regarding the long queues at the barbecue this year and the number of complaints from people who had to wait so long to be served.

**RESOLVED** that a second barbecue be requested for next year's event either provided by the Scouts, Guides or another local organisation.

427. **CORRESPONDENCE**

(a) **For Noting**

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

Clerks & Councils:	<u>Local Council 'Update' Issue 42, November 2005</u> <u>'Direct' No73, November 2005</u>
Ton & Malling Borough council:	<u>Agenda &amp; Minutes of Standards Committee</u> <u>Sports Activities and Coach of the Year Award</u>
	<u>Christmas Refuse and Recycling Arrangements</u>
Action with Communities in Rural Kent:	<u>'Rural News No. 70 + enclosures</u>
Ditton Infant School:	<u>Letter of Thanks</u>
Kent & Medway Mental Health Helpline:	<u>'Rethink'</u>
CPRE:	<u>'Voice' Autumn 2005</u>
Maidstone & T. Wells NHS Trust:	<u>Annual Report 2005</u>
Kent Police Authority:	<u>Reorganisation of Police Forces</u>

(b) **For Decision**

Global Action Plan: The Small Change Project in Kent  
The above information was **READ** and **NOTED**.

**RESOLVED** TO PLACE DETAILS OF THIS PROJECT IN THE NEXT DITTON GAZETTE.

New Local Government Network: Invitation to Conference 2<sup>nd</sup> February 2006  
**READ** and **NOTED**.

KAPC:  
8.12.2005 Invitation to Area Committee Meeting  
Information **READ** and it was **NOTED** that Cllr. Porter will be attending the meeting.

KCC: Kent & Malling Local Board Meeting 6.12.2005  
**READ** and **NOTED**.

Ditton Twinning Association: Tombola  
A request from the Twinning association to hold a bottle tombola at one of the Council's dances, was **READ** and it was **NOTED** that a similar request has previously been received from the Heritage Centre Ltd.

**RESOLVED** THAT BOTH ORGNISATIONS BE OFFERED THE OPPORTUNITY TO HOLD A JOINT TOMBOLA AT THE PARISH COUNCIL'S ST VALENTINE DANCE ON SATURDAY 11<sup>TH</sup> February 2006

Tonbridge & Malling Borough Cncl: Twining Opportunity with Amandola, Italy  
Details of a village in Italy that is interested in twinning with a village in Kent, was **READ** and **NOTED**.

#### 428. **FINANCE**

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

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

	Ditton Vets FC:	Food Prep	10.00
763.75	Ditton Bowls Club:	Final Invoice – Bowls Maintenance	
	Ditton Junior School:	Maintenance to Grounds	259.48
388.54	Family Day Committee:	Reimbursement of Glow in the Dark Products	
	Bucket Collection:	Income 5 <sup>th</sup> November 2005	1229.20
	Photocopy Users:	Income	10.00

	Multi Sports Users:	Income	444.00
749.00	Troutbeck Residents:	50% Donation towards Pallisade Fencing NRRG	

(b) **Accounts for Payment**

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

	Salaries:	GROSS: 16244.21	NETT
		11906.75	
5605.62	DPC Imprest Account:	Reimbursement of November Exps.	
2856.88	Kent County Council:	Superannuation – November 2005	
29.38	AquAid [Kent]:	Water	25.00 Vat <u>4.38</u>
46.88	Astra Security:	6 x Allotment Keys	39.90 Vat <u>6.98</u>
321.25	Brandon Hire PLC:	Tower Lights	166.00
		Min Turf Cutter	72.00
		Long Reach Hedge Trimmer	<u>35.40</u>
			273.40
			Vat <u>47.85</u>
120.00	Mr G Cooper:	Rabbit Control	
162.43	Dark Knight Security:	Bonfire Night Patrol	138.24 Vat <u>24.19</u>
294.00	Ditton Community Cnt:	Hire of Hall NYE	
86.88	Initial Fire & Security:	Alarm Contract – OSA	73.94 Vat <u>12.94</u>
295.13	Kent County Council:	Waterproof Jacket & Trousers, Paper, Pitchmarker, Liners for Refuse Bins & Rock Salt	251.17 Vat <u>43.96</u>

	Kent County Council:	Internal Audit – 03/10/05	250.00
293.75			Vat <u>43.75</u>
	Land Technics:	Air Compressor	8.76
10.29			Vat <u>1.53</u>
414.28	Mid Kent Water:	Water – Bowls & Allotments	
	Parker Merchanting:	Measuring Tape – For Football Pitches & Latex Gloves	35.18 Vat <u>6.16</u>
41.34			
	Parkfoot Garage Ltd:	Diesel for Vehicle	78.38
92.10			Vat <u>13.72</u>
70.00	N P Saunders:	Plants for War Memorial	
	SERPA:	Annual Contribution - South East Regional Play Association 2006/07	
20.00			
	Style Fashions [Kent] Ltd:	Signs for Allotments & Centre Bins	130.00
152.75			Vat <u>22.75</u>
	Three Towns Office Equipment Ltd:	Typist Chair SASCO Wall Planner – 2006	80.00 <u>12.57</u>
108.76			92.57 Vat <u>16.19</u>
	West-Sole Fencing Co:	Pallisade Fencing to NRRG	1498.00
1760.15			Vat <u>262.15</u>

FROM CHARITIES ACCOUNT:

Ditton Pop-in Club:	Seasonal Donation (Sec. 137 prev. agreed)	125.00
Age Concern:	Seasonal Donation (Sec 137 prev. agreed]	250.00

FROM PROMOTIONS ACCOUNT:

Todd Miller:	Dance 16/12/05	2232.50
	Dance 17/12/05	2408.75
Val Miller:	NYE Dance	1900.00

(c) **Accounts Paid Between Meetings**

The following accounts paid between meetings were **ACCEPTED** and **APPROVED**:-

Popi Printers:	Printing Ditton Gazette	1579.00
Lawrence Insurance:	Engineering & Computer Insurance	1087.50

**DITTON PARISH COUNCIL IMPREST ACCOUNT** - Expenditure November 2005

Carried Forward 1 <sup>st</sup> November 2005		829.64
Add: PC reimbursement		<u>5170.36</u>
		6000.00
Deduct: November Expenses		
Voucher Charge	3.25	
Inland Revenue	5061.22	
Community Centre Exp	92.20	
NALC- Quality Council Application	117.50	
OSA Expenses	164.50	
Lotteries Licence Fee	17.50	
Petty Cash	132.95	
Poppy Wreath	<u>16.50</u>	<u>5605.62</u>
		394.38
Sum to be drawn on 5 <sup>th</sup> December 2005		<u>5605.62</u>
	BALANCE	<b>6000.00</b>

\*Sum required to restore balance to £6000

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

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

All Day-All Night	Renew Ball Valve	65.00	
Plumbing:	Replace Cistern Siphon	57.00	
	Investigate damp walls in Carman Hall	<u>320.00</u>	
		422.00	
	Vat	<u>77.35</u>	519.35
Easyprint:	10 A6 Receipt Books	69.10	
	5 A5 Invoice Books	58.00	
	Carriage	<u>6.00</u>	
		133.10	
	Vat	<u>23.29</u>	156.39
Goldstar:	Carpet Cleaning	45.00	
	Vat	<u>7.88</u>	52.88

Initial Textile Services:	Towel Rental	55.80	
		Vat <u>9.77</u>	65.57
Initial Electronic Security Systems Ltd:	Re Set System due to error	55.00	
		Vat <u>9.63</u>	64.63
Kent County Council:	Cleaning Material, Stationery & Table Knives	191.77	
		Vat <u>33.56</u>	225.33
Peeks of Bournemouth:	Christmas Decorations Carriage	126.78	
		<u>5.50</u>	
		132.28	
		Vat <u>23.15</u>	155.43
Seaboard Energy:	Electricity to 14 <sup>th</sup> November 2005	3036.29	
		Vat <u>531.36</u>	3567.65

Deposit Refunds

**Oaken Hall**

**The Don Carman Hall**

19.11.05	50.00	03.12.05	50.00
21.11.05	1.25	10.12.05*	175.00
26.11.05	50.00	11.12.05*	50.00
02.12.05	84.50		
03.12.05	50.00		
03.12.05	50.00		
04.12.05	50.00		
10.12.05*	50.00		
10.12.05*	50.00		

\* subject to inspection

(e) **Accounts for Payment Bar Account**

DCC Bar Imprest A/c:	Voucher Charge	3.25	
	Wages	71.42	
	Petty Cash	<u>77.98</u>	152.65
Adrian Mecklenburgh:	Post Mix Wine & Syrup	293.63	
		Vat <u>51.38</u>	345.01
Nivek Catering:	Kenco Coffee Filters, Cream, Straws & Tumblers	131.86	
		Vat <u>15.35</u>	147.21
Silver Springs Minerals Limited:	Soft Drinks	86.25	
		Vat <u>15.09</u>	101.34
SSG Emprise Limited:	Monthly Keyholder Fee	30.00	
		Vat <u>5.25</u>	35.25

(f) **Direct Debits - Paid During October 2005**

The following direct debits paid during October 2005 were **READ, APPROVED** and **NOTED**:-

*[i] DITTON PARISH COUNCIL GENERAL ACCOUNT*

03.10.2005	O2	19.23
04.10.2005	WPA Health	380.15
06.10.2005	Mentor	284.32
18.10.2005	CF Asset Finance	846.98
20.10.2005	Pace Petroleum	32.45
24.10.2005	EBS Direct Debits	46.50
27.10.2005	Euphony	18.55
28.10.2005	Siemens Financial Services	564.00
28.10.2005	Nat. West Business Account (Advert)	286.16

*[ii] COMMUNITY CENTRE BAR ACCOUNT*

03.10.2005	Sky Business	246.75
10.10.2005	Post Office Limited	58.52
19.10.2005	Beer Seller	1127.70
20.10.2005	Scottish Courage	6729.01
24.10.2005	HMC & E – Gaming Machine	124.00
25.10.2005	BOC Manchester	229.13
28.10.2005	Walkers Snacks Ltd	197.78
31.10.2005	Nat West Account Charge	55.00

*[iii] DITTON COMMUNITY CENTRE ACCOUNT*

20.10.2005	T & M B C – Business Rate	1408.00
31.10.2004	Nat West Account Charges	55.00

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

Cllr. Day read a report from County Cllr Rowe as follows:

- **Tonbridge & Malling Joint Transportation Board** – at the meeting this evening consideration is being given to the resolution of traffic congestion along the A20 London Road through Ditton. Ditton Corner is being considered on both congestion and air quality management.
- **Coldharbour Roundabout** - 70k has been allocated to provide a set of traffic signals on the Roundabout, to improve management and safety at this location.
- **Woodlands Parade enhancements** - still awaiting legal agreements to be finalised before work can commence.
- **The Tonbridge & Malling Youth Advisory Committee** - meets tomorrow night, 6<sup>th</sup> December 2005, at Samays Youth Centre in Snodland commencing at 5.50pm. This will be followed by the KCC Members Local Board at 7.30pm. Both meetings are open to the public.

- **Public Health issues in the County** – KCC’s new public health department and strategic plan to improve Kent residents lifestyle will be discussed at the Local Board Meeting.

County Cllr. Rowe wished all members a very merry Christmas and happy New Year.

430. **REPORTS FROM PARISH CONSTABLE**

A report received from PC Roddick, was **CIRCULATED, READ** and **NOTED**.

430. **PLANNING MATTERS**

(a) **Plans Received for Comment**

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.

TM/05/03448/FL	Installation of an additional 350 Cubic metres ash storage silo Complete with ancillary equipment Including minor site roadway modifications	Aylesford Newsprint Bellingham Way
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**RESOLVED NO OBJECTION.**

TM/05/03548/RD	Elevational details and floor plans Of dwelling on plots 8,9,10 & 11 Submitted pursuant to Cond 28 of TM/05/01013/FL	New Road Business Est.
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**RESOLVED NO OBJECTION**

TM/05/3410/FL	Change of use to industrial and office Use plus works to accommodate Additional floorspace: <u>Submission</u> of revised plans showing Additional windows to north & south Elevations & plans indicating amended Level of workshop use/warehousing In ground floor together with further Clarity of Kier Wallis’s proposed use	Unit 2, Site G Bellingham Way
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**RESOLVED NO OBJECTION**

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

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

TM/05/01013/FL	Demolition of existing industrial
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buildings and erection of new residential development comprising 6 one bedroom flats, 21 two bedroom houses, 62 three bedroom houses and 7 four bedroom houses; total 96 units; 186 garage/car port/surface parking spaces, new estate roads, open space and associated landscaping

New Rd. Business Est.

**GRANTED WITH CONDITIONS**

(c) **'B' Lists**

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

05/45 – 14/11/2005; 05/46 - 21.11.2005

(d) **Notice of Appeal – Site at Sheldon Court – Planning Application TM/05/01329/FL: Erection of Garages for Units 1 & 2**

Notification of the above appeal was **READ** and **NOTED**.

(e) **Maidstone Local Development Framework: Affordable Housing Development Plan Document - Open space Development Plan Document**

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

(f) **Agenda, Notes etc for Joint Transportation Board Meeting 5<sup>th</sup> December 2005**

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

431. **REMEMBRANCE DAY**

Cllr. Baker expressed his concern and disappointment at the lateness of leaving the Centre and not arriving at the War Memorial for the Service until after 11am. He hoped that this does not happen in the future.

Cllr. Mrs Throssell asked if it would be possible to purchase two wreaths from the Parish Council in future, one to be laid on the 11<sup>th</sup> November and one on Remembrance Sunday.

**RESOLVED** to accede to this request.

Mrs Throssell also asked that Service sheets be provided for the Service at the War Memorial on Remembrance Sunday.

The Clerk advised that she will pass on all the above comments to the Remembrance Day Working Party when it next meets.

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

There were no matters arising.

433. **LAND AT BELL LANE**

Members were advised that the sale of the land has been successfully concluded and the sum of £783, 274.29 placed on Treasury Reserve.

A presentation of investment options will be held on Wednesday 7<sup>th</sup> December 2005. All investment options will then be forwarded to District Audit to confirm legality to enable a decision to be made in the New Year

**RESOLVED** to invest £700.000 and leave £83,274.29 in treasury reserve.

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*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*

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434. **CONFIDENTIAL MEMORANDUM BOOK**

Confidential Memorandum ref CM332 was **CONFIRMED** and **SIGNED** as a true record.

RECOMMENDATION: Job Evaluation [Page 323, Item 418]

**RESOLVED** to **RATIFY** the above recommendation, details of which are set out in the Confidential Memorandum Book Ref. CM 332.

435. **CLOSURE**

The meeting closed at 8.59pm.

Chairman  
4<sup>th</sup> January 2006