

**DITTON PARISH COUNCIL**

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 8<sup>th</sup> APRIL 2019

PRESENT: CLLRS. M J PORTER (CHAIRMAN), A MULCUCK (VICE-CHAIR), P COLE, MRS J COOPER, DALTON, MRS J DEARDEN, MRS K DENNISON, J LOVER, MRS A THROSSELL AND MRS J THWAITES  
MRS N GREENAWAY [Clerk of the Council]

516. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm

517. **APOLOGIES**

Apologies were **RECEIVED** from Cllrs Newman and Mrs Tebbutt. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.425. Apologies were also received from County Cllr Homewood and Borough Cllr Cannon.

518. **DECLARATION OF INTERESTS**

Cllr Mrs Dearden declared an interest in item 531 – Pre-School Lease.

The Chairman moved that the neighbourhood Police report be taken next to enable the Officer to return to his duties.

519. **REPORTS FROM NEIGHBOURHOOD POLICE TEAM**

PCSO Salam reported on various incidents including theft from vehicles and two burglaries. He also reported that the nuisance youngsters on bikes had quietened down but this may increase again during the school holidays. There had been reports of youngsters with knives in the quarry cutting off bits of the trees - this has been investigated and the knives were found to be pocket knives and the youths and parents have been spoken to. There had been some suspicious activity in St Peter's Road and those involved will be spoken to. PCSO Salam said he would be doing an article about online fraud and scams for the gazette as this was still very common and he had recently spoken to a victim of money laundering.

Cllr Mrs Cooper said she was pleased to see officers outside the school recently dealing with illegal parking. PCSO Salam confirmed this was an operation to tackle parking on double yellow lines.

Cllr Cole asked if a check could be done on those ignoring the new double yellow lines on the junction of Scott Close with Kilbarn Road. The PCSO said he will pass this to parking enforcement to see if it can be visited.

Cllr Lover said he had recently found small plastic packets in St Peter's Road. PCSO Salam said this was likely part of the activity being monitored in this area and the police are gathering intelligence to be able to address those involved.

The Clerk asked PCSO Salam if he would be able to attend the Annual Parish Meeting and address those present about his role. He said he will check his shift rota and will attend if he is on duty.

520. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 4<sup>TH</sup> MARCH 2019**

The minutes of the above meeting were **CONFIRMED** and **SIGNED** as a true record.

521. **MATTERS ARISING**

Cllr Mrs Throssell queried whether it should be included that there was speculation about a supermarket (Lidl) acquiring the former Kia site for development (Page 205, Item 472(ii)). It was **NOTED** that there is a sign at the site stating that Lidl has shown interest therefore the information was public knowledge and could remain in the minutes.

Cllr Mulcuck said he had not heard from anyone at the church regarding the Spring Clean.

The Chairman said that further information had come to light regarding the activities of Communigrow (Page 207, Item 474(a)). He advised that although they were now just over the parish border in East Malling, a large proportion of helpers and beneficiaries were Ditton based. He also reminded members that the money in the charities account is not the council's or public money – it comes from ticket sales at the dances and at the recent dances the ticket seller advises those purchasing tickets of the local charities that benefit (which has included Communigrow). A new proposal was made to award Communigrow a donation this year. Voting took place resulting in 4 for, 4 against and one abstention. The Chairman used his casting vote for. Therefore, a donation of £200.00 would be made to Communigrow from the Charities account.

522. **MINUTES OF MEETINGS HELD DURING MARCH 2019**

(a) For Confirmation & Signing

(i) COMMUNITY CENTRE COMMITTEE, 11<sup>th</sup> March 2019

The minutes of the above meeting were presented by Cllr Mrs Dearden and signed as a true record.

(ii) PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE, 18<sup>th</sup> March 2019 -

The minutes of the above meeting were presented by Cllr Dalton Mulcuck and signed as a true record.

(iii) OPEN SPACES AND AMENITIES COMMITTEE, 18<sup>th</sup> March 2019

The minutes of the above meeting were presented by Cllr Mrs Dennison and signed as a true record. It was **NOTED** that the tenant mentioned in Item 508, Page 221 had paid his allotment rent therefore it was not necessary to ratify the decision to offer the plot as the tenant had now complied with his tenancy agreement.

(b) For Noting(i) TWINNING ASSOCIATION, 2<sup>nd</sup> April 2019It was **NOTED** that these minutes were not yet available.523. **CORRESPONDENCE**(a) For NotingThe following correspondence was **CIRCULATED** at the meeting and **READ** and **NOTED**:-

Heart of Kent Hospice:	<u>Thank You for Donation</u>
Kent Air Ambulance:	<u>Thank You for Donation</u>
Ditton Heritage Centre:	<u>Thank You for Donation</u>
Citizens Advice:	<u>Thank You for Donation</u>
KALC:	<u>Subscription and Membership Information</u> <u>Chief Execs Bulletins</u>
KALC T&M Area:	<u>Parishes Engagement with PCSOs</u>
Kent Police:	<u>Tonbridge &amp; Malling CSU updates</u> <u>Spring Plan</u> <u>New from Kent's PCC</u>
KCC:	<u>Local Bus Service</u> <u>Temporary road closures</u>
T&M Local Plan:	<u>Notice of Independent Examination</u>
Maidstone BC:	<u>Maidstone Local Plan Review – Call for Sites</u>
SLCC:	<u>The Clerk – March 2019</u>
Local Councils:	<u>Update – March &amp; April 2019</u>
Clerks & Councils:	<u>Direct March 2019</u>
Demelza House:	<u>Demelza Life Spring 2019</u>
RBS:	<u>Rialtas Customer Connection</u>
Fly the Ensign:	<u>Merchant Navy Day</u>

(b) For DecisionIt was **NOTED** that none had been received to date.

524. **FINANCE**(a) Accounts For Payment

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

Atlas	Keyholder & Alarm Service		300.00	
		VAT	60.00	£360.00
Rural Kent	Annual Subscription		100.00	£100.00
Travis Perkins	OSA resources		27.37	
		VAT	5.47	£32.84
KCC	Internal Audit		480.00	
		VAT	96.00	£576.00
Kent Men of the Trees	Annual Membership		25.00	£25.00
Host My Office	IT Support		275.00	
	IT Hosting		233.50	
		VAT	101.70	£610.20
Castle Water	Water Supply – Community Centre		898.98	
	Water Supply – Cedar Rooms		252.39	
	Water Supply – NRRG		74.29	
	Water Supply – Bowls/Allotment		795.42	£2021.08
Chubb	Alarm maintenance – OSA		42.51	
		VAT	8.50	£51.01
Commercial Services	Vehicle Lease		302.78	
		VAT	60.56	£363.34
P&L Services	Mower Service		529.46	£529.46
Aquaid	Water Bottles		44.95	
		VAT	8.99	£53.94

## Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£16,276.84</i>
	<i>Net</i>	<i>£10,755.56</i>
<i>Weekly</i>	<i>Gross</i>	<i>£7,222.48</i>
	<i>Net</i>	<i>£6,127.73</i>

(b) Direct Debits

The following Direct Debit payments paid during February and March, were **READ, NOTED** and **APPROVED**.

Paid During February 2019

01.02.19	NEST	Pension contributions	£205.77
05.02.19	Natwest	Mentor Services	£323.98
07.02.19	Commercial Services	Gas supply	£965.90
07.02.19	Sky	Monthly subscription	£322.80
12.02.19	Mecklenburgh	Bar stock	£75.60
14.02.19	FDMS	Card Charges	£77.15
15.02.19	Bankline	Monthly charges	£44.61
15.02.19	DHFE	Till rental	£369.60
15.02.19	Dual Energy	Electricity supply	£2,102.00
18.02.19	Sage	Monthly subscription	£21.60
19.02.19	Worldpay	Monthly card charges	£89.92

25.02.19	WEX	Fuel card	£106.41
25.02.19	BOC	Bar Gas	£150.00
26.02.19	Heineken	Bar Stock	£5,182.85
26.02.19	Mecklenburgh	Bar Stock	£43.01
28.02.19	BT	BT Sport	£295.36
28.02.19	NCS	Telephone rental	£19.97
28.02.19	NCS	Telephone Rental	£19.97
28.02.19	NCS	Telephone call charges	£45.24

During March 2019

01.03.19	Payment Sense	Card Charges	£17.82
01.03.19	O2	Mobile Phone	£16.27
05.03.19	Natwest	Mentor Services	£323.98
05.03.19	BT	Telephone Line	£108.36
05.03.19	Veolia	Refuse Collection	£294.34
07.03.19	Sky	Sky Sports	£556.80
08.03.19	Nest	Pension contributions	£198.95
11.03.19	Commercial Services	Gas Supply	£1,155.47
12.03.19	A Mecklenburgh	Soft Drinks supply	£234.89
14.03.19	FDMS	Card Charges	£76.76
15.03.19	Bankline	Monthly charges	£56.98
15.03.19	DHFE	Till Hire	£369.60
15.03.19	Dual Energy	Electricity Supply	£2,102.00
18.03.19	Sage	Monthly subscription	£24.00
19.03.19	Worldpay	Card Charges	£266.60
20.03.19	BT	Telephone Line	£94.43
20.03.19	Heineken	Bar Stock	£5,615.30
25.03.19	Siemens	Equipment Hire	£188.46
25.03.19	WEX	Vehicle Fuel	£72.59
25.03.19	BOC	Bar Gas	£150.00
26.03.19	A Mecklenburgh	Bar Stock	£59.21
28.03.19	BT	BT Sports	£295.36
28.03.19	Veolia	Refuse Collection	£257.54

(c) BACS Payments

The following BACs payments paid during February and March, were **READ, NOTED** and **APPROVED**.

February

13.02.19	K Green	Wedding Fair refund	£20.00
13.02.19	S White	Wedding Fair refund	£10.00
13.02.19	Hannahmade	Wedding Fair refund	£10.00
13.02.19	AA Executive	Wedding Fair refund	£10.00
13.02.19	J Ireland	Wedding Fair refund	£10.00
13.02.19	K Ker	Wedding Fair refund	£10.00
15.02.19	Allington Decorators	Community Centre decoration	£1,687.00
15.02.19	M Christofi	Community Centre decoration	£1,687.50
15.02.19	HMRC	PAYE/NI	£3,839.33
15.02.19	KCC Pension	Pension contributions	£2,622.80
22.02.19	A Dowell	Abba Chique deposit	£150.00

March

15.03.19	KCC Pension	Monthly Pension	£2,484.70
15.03.19	HMRC	PAYE & NI	£3,387.22

(d) Debit Card Payments

The following Debit Card payments paid during February and March, were **READ, NOTED** and **APPROVED**.

## February

05.02.19	Amazon		£7.97
08.02.19	Lovely Flora		£17.99
15.02.19	Screwfix		£9.98
28.02.19	Screwfix		£25.99

## March

06.03.19	Amazon	Memorial Plaque	£5.99
06.03.19	Nisbets	Trolley	£119.98
15.03.19	Ravencourt	Wall Clock – Community Centre	£98.65
15.03.19	Land Search Service	Land Search	£33.58
20.03.19	Amazon	Memorial Plaque	£7.97
20.03.19	10 out of 10	Stage Light Bulbs	£43.80

(e) Imprest Account

The following Imprest payments paid during February and March, were **READ, NOTED** and **APPROVED**.

## February

04.02.19	R Baker	Dance ticket refund	£102.00
07.02.19	Tradesands	Aggregate	£70.00
12.02.19	M Boormand	Deposit refund	£50.00
21.02.19	Watling Tyres	Tractor tyres	£432.00
27.02.19	R Coles	Welding – Gate at NRRG	£220.00
		<b>FEBRUARY REIMBURSEMENT</b>	<b>£874.00</b>

## March

05.03.19	Kent Woodland Services	Quarry Fencing	£204.00
14.03.19	Mr S Christie	Deposit Refund	£50.00
		<b>MARCH REIMBURSEMENT</b>	<b>£254.00</b>

(f) KCC Internal Audit - Third Visit for 2018/19 Report

The Report, which had been previously **CIRCULATED**, was **READ** and it was **NOTED** that previous issues raised had been resolved and there were no other matters to bring to the attention of the Council.

(g) Review of effectiveness of Internal Control and Internal Audit

The document was **READ**.

**RESOLVED** that Members are satisfied that this Council's internal control is effective.

The Chairman and Clerk duly signed and dated the completed review document.

- A review of the effectiveness of internal audit was undertaken.

**RESOLVED** that Members are satisfied that this Council's internal audit is efficient, comprehensive and effective.

The Chairman and Clerk duly signed and dated the completed review document which will be filed in the Clerk's office.

(h) Annual Return Submission Date

It was **NOTED** that the Annual Return must be submitted for External Audit by 1<sup>st</sup> July 2019.

(i) Assets Register - for approval and signing

**READ, APPROVED and SIGNED.**

(j) Risk Identification and Management Summary 2018/19

The Risk Identification and Management Summary which had previously been **CIRCULATED** was **READ** and **NOTED**. It was **FURTHER NOTED** that individual risk assessments on all the Council's operating and financial procedures had been undertaken in January by the Health and Safety Officer and Clerk.

**RESOLVED** this Council is satisfied that an assessment of the risks facing this Council has been made and that it has taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance where required. Further that the risk management summary be approved and signed.

The Clerk asked if members could consider two more urgent financial matters.

**RESOLVED** to accede to this request.

(k) Quotation for replacement of Computer Desktop Boxes

The Clerk **REPORTED** that the office computers were regularly failing and one machine in particular kept breaking down. The IT support company had been consulted and they had looked at the machines and as they are 9 years old it was felt they were long overdue for replacement. It was **NOTED** that because the office used a hosted desktop system it would not need full "tower PCs" just smaller desktop boxes at a cost of £425.00 each. Four would be required. Several members commented that they had witnessed how slow the existing computers were and how they caused so many issues for the office staff.

**RESOLVED** to purchase four new desk top PC boxes and that there are unspent funds in the F&A Budget that could be slipped forward to cover the cost.

(l) Request to slip forward unspent funds in F&A Budget and OSA Budgets

F&A:

- (i) Insurance - £1975.00
- (ii) Legal and professional fees – £344.00
- (iii) Service contracts - £500.00
- (iv) Webmaster - £1822.00
- (v) Chairmans Allowance – £273.00

To pay for the new computer boxes and the balance to go towards the legal fees in respect of the preparation of the new lease agreement with the new pre-school owner.

OSA

- (i) Spraying - £1200.00
- (ii) Tools - £332.00
- (iii) Muga Lights - £1947.00

All slipped forward to the new budget under the same headings.

**RESOLVED** to slip forward the amounts as detailed above.

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

**NOTED** no reports available.

526. **REPORTS FROM NEIGHBOURHOOD POLICE TEAM**

**NOTED** this item was taken earlier in the meeting under item 519.

527. **DATE SENSITIVE PLANNING MATTERS**

(a) Plans Received for Comment

TM/19/00590/FL	Ground floor extensions and alteration to roof to provide first floor accommodation	Cobdown Lodge 540 London Rd
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**RESOLVED** NO OBJECTION.

(b) Invitation to attend meeting with TMBC & KCC re A20 issues, 12<sup>th</sup> June 2019

**RESOLVED** Cllrs Mrs Cooper and Mrs Throssell will attend this meeting. If either cannot attend, Cllr Mulcuck will attend in their place.

(c) TMBC – Draft Road Closure Notice – part of Ragstone Court for Street Party 05.05.2019

**READ** and **NOTED**.

528. **ANNUAL PARISH MEETING**

(a) Final details

(i) Nominations for Achievement Awards

It was **NOTED** invitations had been sent out to those already nominated. Further nominations were made and agreed and the Clerk will send invitations accordingly.

(ii) Speaker/Reports from Clubs/Organisations

The Clerk **REPORTED** that the Police and Crime Commissioner had been invited but was unavailable to attend. It was **NOTED** that the PCSO will speak if he is able to attend.

(b) Chairmen's Reports

The Chairman reminded all Committee Chairs that their reports needed to be prepared and a copy sent through to the Clerk prior to the meeting.

The Chairman moved that an additional item be considered.



The Clerk **READ** a letter from the Chairman explaining why he had taken the decision not to stand for re election in the forthcoming Local Elections. The Chairman then spoke about the recent pressures that have led him to this decision and that he felt he would not wish to deny someone new the opportunity of being elected to the Council. It was **NOTED** that there would not be an election now as there were insufficient candidates and the nomination process had resulted in 4 vacancies. The Clerk advise that the Council had a 35 day period from the date of the election in which to co-opt members to fill these vacancies. Cllr Cole said he felt the members should take a vote of confidence in the Chairman. All members agreed and the Chairman left the Chamber. Voting took place resulting in 8 in favour and 1 abstention in Cllr Porter to continue on the Council as Chairman. The Chairman re-joined the meeting and was advised of the vote of confidence in him. The Chairman thanked his fellow members for their support and advised he would be happy to be co-opted back on to the Council at the May meeting. Cllr Mrs Cooper said she hoped that Cllr Cole would also re-consider and be co-opted back on to the council in May. The Clerk will confirm with KALC that it is ok for members that are unable to attend the May meeting that they can vote by proxy.

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

There were no matters arising.

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 Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50 the Chairman to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.  
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530. **COUNCILLOR CONDUCT AT MEETINGS/TRAINING**

The Clerk advised that there would be several KALC training days for Councillors this year along with the annual Councillor Conference. However, because there were so many events for new councilors as it is an election year, KALC would be unable to provide bespoke training for individual councils.

531. **CEDAR ROOM LEASE AGREEMENT WITH PRE-SCHOOL**

The Clerk **REPORTED** that following the first lengthy draft of the lease produced last year she has been working continuously with the solicitor to reach an agreement on terms of a simpler new lease with the new proprietor of the Pre-School.

**RESOLVED** to delegate power to the Clerk to reach agreement on the new lease and then present it to the Council for approval.

532. **CLOSURE**

The Chairman asked all members to join him in thanking Cllr Dalton for his service to the Council and in particular dealing with planning matters.

The meeting closed at 8.26pm.

