

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 6TH NOVEMBER 2017

PRESENT: CLLRS. M J PORTER (CHAIRMAN), P DALTON, MRS J DEARDEN,
 MRS K DENNISON, P JOBLING, J LOVER, S McDERMOTT, A MULCUCK, A PIPER
 & MRS J THWAITES
 MRS N GREENAWAY [Clerk of the Council],
 BOROUGH CLLR T CANNON

290. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm. He welcomed new councillor, Paul Jobling and invited the other members to introduce themselves.

291 **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Mrs Throssell. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book ref. 375. Apologies were also **RECEIVED** from KCC Co Cllr P Homewood.

292. **DECLARATION OF INTERESTS**

There were no declarations of interest.

293. **CASUAL VACANCIES**

The Clerk advised that she had received confirmation from Tonbridge and Malling Borough Council that no request for an election had been received, therefore the Council may fill the vacancies by co-option.

294. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2ND OCTOBER 2017**

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

295. **MATTERS ARISING**

Cllr Dalton asked if the letter had been sent to Planning Enforcement about the Tandoori Palace, The Clerk advised that this had not been necessary as Enforcement had confirmed all the issues had been addressed and the remaining structures removed from the car park.

296. **MINUTES OF MEETINGS HELD DURING OCTOBER 2017**(a) For Confirmation & Signing(i) Community Centre Committee, 9th October 2017

The above minutes were presented by Cllr Mrs Dearden and signed as a true record. It was **NOTED** that the resolution to amend hire fees and terms and conditions could not be ratified as not all members had seen the suggested amendments.

RESOLVED the amended documents be circulated with the December full council agenda.

(ii) Planning, Highways and Transportation Committee, 17th October 2017

The above minutes were presented by Cllr Dalton and signed as a true record.

(iii) Open Spaces and Amenities Committee, 17th October 2017

The above minutes were presented by Cllr Mulcuck and signed as a true record.

(iv) Personnel Committee, 31st October 2017

The above minutes were presented by Cllr Porter and signed as a true record. Cllr Dalton queried why accurate 6 month figures had been unavailable for this meeting and the Clerk advised, as explained in the minutes there had been an issue with a spreadsheet that should correctly allocate personnel costs to each department and she was waiting for this to be rectified.

(b) For Noting(i) Ditton Twinning Association, 18th October 2017

CIRCULATED, READ and NOTED.

297. **CORRESPONDENCE**(a) For Noting

The following correspondence was **CIRCULATED** at the meeting and **READ** and **NOTED**:

| | |
|--------------------|--|
| Cllr Mrs Thwaites: | <u>Thank You for flowers</u> |
| Local Councils: | <u>Update – October 2017</u> |
| KALC: | <u>Bulletin on National Developments</u> <u>The Parish News, October 2017</u> <u>Annual Report 2015/17</u> <u>T&M Area Cttee Agenda & Minutes</u> |
| KCC: | <u>Inside Track Issue 249, 18.10.2017</u> <u>Temp Road Closures</u> |
| Rural Kent: | <u>West Kent Community Led Housing Hub</u> |

| | |
|-------------------------|--|
| Clerks & Councils: | <u>Direct – November 2017, Issue 1114</u> |
| Environment Agency: | <u>MEASS Public Consultation</u> |
| MCCH: | <u>News re future of MCCH</u> |
| Zurich Insurance: | <u>Local Community Advisory Service</u> |
| Came & Co: | <u>Council Matters</u> |
| Demelza House: | <u>Demelza Life, Autumn 2017</u> |
| (b) <u>For Decision</u> | |
| KALC: | <u>Annual General Meeting – 18 .11.17</u> Cllr Mulcuck said he could attend. |
| | <u>2018/19 KCC Finance – Cons. Paper</u> READ and NOTED . |
| | <u>Boundary Review Consultation</u> Cllr Mulcuck said this issue should be closely watched. |
| | <u>Crime Prevention & Safety Conference</u> READ and NOTED . |
| Gallaghers: | <u>Invitation to MAG Meeting - 10th November 2017</u> Cllr Mulcuck said he could attend. |
| JPCTCG: | <u>Agenda for meeting - Thursday 23.10.17</u> Cllr Dalton said he would attend. |
| Leybourne Grange: | <u>Invitation to Nativity</u> Anyone wishing too attend should notify the Clerk. |

298. **FINANCE**

(a) Accounts for Payment

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

| | | | | |
|--------------------------|----------------------------------|----------|------------------|----------|
| Salaries: Monthly Paid | Gross: | 14340.93 | Net: | 11764.29 |
| Weekly paid - caretakers | Gross: | 3903.58 | Net: | 3406.46 |
| - bar | Gross: | 2829.35 | Net: | 2768.92 |
| Commercial Services | October Vehicle Hire | | 302.78 | |
| Trading Ltd: | Recharge of road licence & admin | | 17.00 | |
| | | | Vat <u>63.96</u> | 383.74 |
| DCK Accounting | Preparing VAT Partial Exemption | | 390.00 | |
| Solutions | | | Vat <u>78.00</u> | 468.00 |
| Glendale Horticulture: | Sheerwater Seedling & delivery | | 90.00 | |
| | | | <u>Vat 18.00</u> | 108.00 |

| | | | |
|----------------------|--------------------------------|------------------|---------|
| Host My Office: | November monthly fee | 223.50 | |
| | Endpoint protection | 120.00 | |
| | | Vat <u>68.70</u> | 367.50 |
| Kent County Council: | Gloves and Line Marker | 108.00 | |
| | | Vat <u>21.60</u> | 129.60 |
| Popi: | Autumn gazette printing | | 730.00 |
| Rexel: | Lawn rake | 36.00 | |
| | | Vat <u>7.20</u> | 43.20 |
| Travis Perkins: | Concrete, fence posts, brushes | 126.91 | |
| | | Vat <u>25.39</u> | 152.30 |
| Zurich Insurance: | Community Centre Insurance | 2693.68 | |
| | Insurance Premium Tax | <u>323.24</u> | 3016.92 |

DPC IMPREST ACCOUNT – OCTOBER 2017

| | | |
|--|--------------|----------------|
| Brought Forward September 2017 | | 2080.01 |
| Reimbursement | | <u>419.99*</u> |
| | | 2500.00 |
| <u>Expenses</u> | | |
| Voucher Charge | 3.25 | |
| Bar Petty Cash | 87.00 | |
| General Petty Cash | 146.24 | |
| Flowers/gift for retired council members | 42.50 | |
| Refund of hire fee over payment | 172.50 | |
| Costco Membership Renewal | <u>26.40</u> | 477.89* |
| | | <u>2022.11</u> |
| | | 2500.00 |

* Sum to be transferred on 6th November to return the balance to £2500.00

(b) Direct Debits Paid During September 2017

The following Direct Debits were **READ, NOTED** and **APPROVED:-**

| | | |
|----------|--------------------|---------|
| 01.09.17 | Nest | 60.50 |
| 01.09.17 | Conviviality Group | 699.23 |
| 01.09.17 | TMBC | 1293.00 |
| 01.09.17 | Investec Asset Fin | 127.37 |
| 04.09.17 | Wex Europe | 23.77 |
| 04.09.17 | BT Group | 257.52 |
| 05.09.17 | RBOS Mentor | 323.98 |
| 07.09.17 | Sky Business | 308.40 |
| 08.09.17 | EDF Energy | 153.36 |
| 08.09.17 | EDF Energy | 232.17 |
| 12.09.17 | EDF Energy | 78.17 |
| 15.09.17 | Conviviality Group | 382.74 |
| 15.09.17 | Your Energy | 1271.00 |
| 18.09.17 | Sage | 19.20 |
| 18.09.17 | Wex Europe | 75.30 |
| 18.09.17 | Rentokil Initial | 140.24 |
| 20.09.17 | CNG Ltd | 186.13 |

| | | |
|----------|------------------|---------|
| 20.09.17 | BT Group PLC | 85.32 |
| 20.09.17 | Worldpay | 93.48 |
| 20.09.17 | Heinken | 4001.40 |
| 25.09.17 | Siemens Fin Serv | 188.46 |
| 26.09.17 | BOC Manchester | 138.00 |
| 28.09.17 | BT Group | 281.56 |
| 28.09.17 | Veolia | 163.80 |
| 29.09.17 | NCS Group Ltd | 18.16 |
| 29.09.17 | NCS Group Ltd | 43.05 |
| 29.09.17 | 02 | 17.89 |

(d) BACS Paid During September 2017

The following BACs payments were **READ, NOTED** and **APPROVED:-**

| | | |
|----------|----------------------|---------|
| 15.09.17 | Inland Revenue | 3776.92 |
| 15.09.17 | KCC – Superannuation | 2513.43 |
| 17.09.17 | Nest Pension | 56.29 |

(e) Debit Card Payments – September 2017

The following Debit Card payments were **READ, NOTED** and **APPROVED:-**

| | | |
|----------|----------------------|-------|
| 15.09.17 | Safety Label (signs) | 25.09 |
|----------|----------------------|-------|

(f) Other Payments – September 2017

The following additional BACs payments were **READ, NOTED** and **APPROVED:-**

| | | |
|----------|------------------------------|--------|
| 15.09.17 | Bankline | 51.31 |
| 28.09.17 | Caterer for SE Amb. Function | 130.00 |

(g) Audit(i) Annual Return

It was **NOTED** that the external Audit for 2016/2017 has now been completed by PKF Littlejohn LLP. It was **NOTED** that one 'Except for' matter had been raised and that was that it was disclosed that proper provision had been made during 2016/17 for the exercise of public rights but this was incorrect because the wrong dates had been given on the Notice of Appointment of Date for the Exercise of Electors Rights, and therefore the answer given to Assertion 4 on Section 1 should have been no.

RESOLVED the Clerk(RFO) will ensure that the dates are checked and confirmed on all future notices to ensure the correct dates and notice periods are given on all public notices.

There were no other matters affecting the External Auditor's opinion that they needed to draw attention to.

(ii) Internal Audit 1st Visit 2017/18

The report for the 1st Internal Audit Visit for 2017/18 was **READ** and it was **NOTED** that they focused on Financial Regulations, budget setting, budget reporting, cheque books, expenditure, petty cash, insurance and adoption of 2016/176 accounts. It was **FURTHER NOTED** that there were no matters to be brought to the Councils attention other than a

reminder to review the Financial Regulations annually and have someone check the bank reconciliations quarterly.

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

Borough Councillor Cannon **REPORTED** on the following matters:

- Aylesford Newsprint – there will be a new public consultation running until the end of November. Therefore it is unlikely to go before committee until Spring 2018
- DCLG Consultation “Finding Homes” – this consultation closes on 9th November and could impact on planning in the Borough.

It was **NOTED** that KCC Councillor Homewood had given apologies but forwarded some information to the Clerk:- the information advised that following concerns about speeding drivers in New Road/Kilnbarn Road, traffic speed monitoring strips would be laid across the road in the close vicinity with the junction with Scott’s Close.

RESOLVED to ask if this is the only area that will be monitored as outside the school would be a good place. Also to look into operating a “speedwatch” scheme in the village.

300. **REPORT FROM NEIGHBOURHOOD POLICING TEAM/COMMUNITY WARDEN**

A report from PCSO James Robinson, giving the latest crime figures, was **CIRCULATED**. Cllr Dalton suggested it would be preferable to have a more detailed report that gave the outcomes of these crimes. The Clerk advised she did not know if this would be possible but would ask.

301. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**

(a) Plans Received for Comment

| | | |
|----------------|---|------------------|
| TM/17/02945/FL | Single storey extension at rear of dwelling for occupation by disabled person | 67 St Peter’s Rd |
|----------------|---|------------------|

RESOLVED THIS COUNCIL HAS NO OBJECTION TO THIS APPLICATION.

(b) Highway Matter – Pedestrian Crossing London Road

Cllr Mulcuck said he wished to withdraw the request to discuss this matter as he thought a recent pedestrian/traffic incident occurred in Ditton but it was in fact Aylesford.

302. **DITTON REMEMBRANCE DAY SERVICES**

It was **NOTED** that the Chairman could not attend this year’s services.

RESOLVED Rev Priscilla Payne be asked to give thanks at the end of the service and Cllr Mulcuck will organise the laying of the wreath.

303. **DITTON GAZETTE** - Christmas Edition

NOTED copy required by 24th November.

304. **PARISH COUNCIL DANCES**(a) Master of Ceremonies

Cllr Mulcuck offered to do the Christmas Dance on 16th December and Cllr Porter the New Year's Eve Dance.

(b) Help/Raffles

The Clerk **REPORTED** that she and her husband were unable to help at this year's dances and the other office staff could not do New Year's Eve and were not sure about Christmas. This would mean Councillors or additional helpers were needed on both nights to do the door and sell raffle tickets etc. Cllr Mulcuck said he and Mrs Mulcuck would help at the Christmas Dance and the Chairman said he would help at New Year's Eve.

(c) Ticket Sales

It was **NOTED** that ticket sales for the Christmas Dance were a little slow so far but the New Year's Eve were selling fast. It was also **NOTED** that other staff had not pencilled in a date for next year's Christmas Dance and other provisional bookings had been taken. The Clerk will ask that the provisional hirers are advised that they could not have the date in question.

305. **COUNCILLOR AND STAFF CHRISTMAS SOCIAL EVENING**

NOTED the date for this event would be Friday 8th December and members should advise the Clerk as soon as possible if they are able to attend to allow for catering to be organised.

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

There were no matters arising.

In view of the confidential nature of the following business, In accordance with Standing Orders 27 & 50, the remainder of the meeting will exclude the press and public.

307. **PROCEDURES, ROLES & REPORTING**

The Clerk advised that copies of the Standing Orders, Code of Conduct, Committee Terms of Reference and Financial Regulations had been left for each member to enable all members to refresh themselves on the Councils procedures and the rules it must operate within, including individual conduct.

The Chairman advised that this was felt necessary following recent unauthorised activity which had resulted in him taking advice from both Mentor Services and the KALC Legal Advisor.

Cllr Mulcuck said members should follow the procedure of raising their hand when wishing to speak to enable all members a fair chance at speaking.

Cllr Dalton asked if the Standing Orders could be put on the next Agenda for discussion. The Clerk advised that the correct procedure would be for the F&A Committee to carry out a review and make recommendations to the Full Council, should amendments be required.

308. **STAFF MATTERS**

(a) CM398 Staff Salaries 2017/18

The above confidential memorandum was **READ, NOTED** and **CONFIRMED**.

(b) CM399 Meetings with Staff

The above confidential memorandum was **READ, NOTED** and **CONFIRMED**.

Further information is contained in Confidential Memorandum Reference 400.

309. **CLOSURE**

Members were reminded that the Community Centre Committee meeting had been moved to Wednesday 15th November. The meeting closed at 8.30pm.

Chairman
4th December 2017