

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 7TH OCTOBER 2019

PRESENT: CLLRS J LOVER (CHAIRMAN), N NEWMAN (VICE-CHAIRMAN), MRS J DEARDEN, MRS K DENNISON, MRS J COOPER, MRS G GODDEN, A MULCUCK & M PORTER
MRS N GREENAWAY [Clerk of the Council]
BOROUGH CLLR D COOPER, KCC WARDEN S ABSOLON

235. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

236. **APOLOGIES**

Apologies were **RECEIVED** from Cllrs Mrs Thwaites and Mrs Throssell. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.443. Apologies were also received from Borough Councillor Cannon, KCC Cllr Homewood and PCSO Salam.

237. **DECLARATION OF INTERESTS**

There were no declarations of interests.

238. **CASUAL VACANCIES**

NOTED no applications had been received. Cllr Mrs Cooper said she knew of someone that might be interested in applying.

239. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 2ND SEPTEMBER 2019**

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

240. **MATTERS ARISING**

There were no matters arising.

241. **MEETINGS HELD DURING SEPTEMBER 2019**

For Confirmation & Signing

(a) COMMUNITY CENTRE COMMITTEE, 9TH SEPTEMBER 2019

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

(b) PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE, 16TH SEPTEMBER 2019

The above minutes were presented by Cllr Mulcuck. These minutes were signed as a true record subject to page 87, item 218(a) being amended to read “main access not onto the Kilnbarn Road” and page 89, item 223 being amended to say “training is available to parish councils for advice on responding to planning applications”.

(c) OPEN SPACES AND AMENITIES COMMITTEE, 16TH SEPTEMBER 2019

The above minutes were presented by Cllr Mrs Dennison and signed as a true record subject to Page 91, Item 223 being amended to say Cllr Mrs Cooper”

Cllr Mulcuck asked about the location of the bench on the village green (Page 93, Item 233(a)) – it was noted that a planning application had not yet been submitted but that residents should be consulted about its location when it is.

Page 91, Item 228(a) – it was noted that Ditton Minors could not come in before 11th October. The Chair advised that a further email about when they hoped to sign had been sent that evening. Item 228(b) – the padlock – it was **NOTED** that the insurance was not affected by whoever owned the padlock on the container. The Clerk said she felt that it should be the parish council that placed a lock on its property and controlled who had keys in line with other parish council locked facilities. Cllr Mrs Cooper PROPOSED and Cllr Mulcuck SECONDED that the lock be replaced with a parish council security lock and the council issue keys for a deposit. Voting took place resulting in 7 for and 1 abstention. CARRIED.

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

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

| | |
|-------------------------------|---|
| Ditton Twinning Assoc. | <u>Minutes of mtg 03.09.2019</u> |
| KALC: | <u>Newsletter September 2019</u> <u>NALC Chief Executive's Bulletins</u> |
| TMBC: | <u>Streetscene & Environmental Services Board</u> <u>Community Safety Partnership Newsletter</u> <u>Parish Partnership Panel Update Agenda/Mins 2019</u> <u>Cllr Dennison email notes re PPP meeting above</u> |
| KCC: | <u>Various proposed road closures</u> <u>Definitive Map Order re MR108</u> |
| Gallagher: | <u>Advance notice of management advisory group</u> <u>Meeting on 15th November 2019</u> |
| Tonbridge & Malling Ramblers: | <u>Group Walks & Events</u> |
| Communigrow: | <u>Autumn Food Festival</u> |
| Local Councils: | <u>Update - October 2019</u> |
| SLCC: | <u>The Clerk September 2019</u> |

| | |
|---------------------------|---|
| Clerks & Councils Direct: | <u>September 2019</u> |
| Demelza: | <u>Demelza Life Autumn 2019</u> |
| (b) <u>For Decision</u> | |
| KALC: | <u>Finance Conference 12.10.18</u> READ and NOTED. |
| | <u>Policy Consultation Briefing 09/19 – Independent Review into Local Government Audit</u> READ and Cllr Newman NOTED that this review applied to smaller councils and should not affect Ditton. |
| East Kent Highways: | <u>Parish Seminar Invitation 20.11.2019</u> READ and NOTED that there would be a parish highway seminar shortly in Ditton. Cllr Mulcuck said he would like to attend when the details are known. |
| KCC: | <u>NHT Public Satisfaction Survey</u> READ and NOTED. |
| | RESOLVED TO INCLUDE THE LINK ON THE PARISH WEBSITE |
| SKC: | <u>Consultation Invitation</u> READ and NOTED. |
| Kent Resilience Forum: | <u>Preparing for Emergencies in Kent</u> <u>[Update to document sent earlier in 2019 Including Business Continuity Plan Advice]</u> READ and NOTED. Cllr Mrs Cooper said she felt that the Council should be looking into a Business Continuity Plan. It was NOTED that the Council had a Disaster Recovery Plan that followed similar procedures for business continuity, but it had not been updated for sometime. |
| | RESOLVED to refer this matter to the F&A Committee with the view to forming a sub-committee to work on a Business Continuity Plan. |

243. **FINANCE**

(a) Accounts for Payment

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

| | | | | |
|---------------------|---------------------------|-----|---------|----------|
| Eden Park | Pitch Lining Whitener | | 41.70 | |
| | | VAT | 8.34 | £50.04 |
| Commercial Services | Vehicle Lease | | 302.78 | |
| | | VAT | 60.56 | £363.34 |
| Aquaid | Water Coolers | | 93.92 | |
| | | VAT | 18.79 | £112.71 |
| PKF | Year End Return | | 1300.00 | |
| | | VAT | 260.00 | £1560.00 |
| Imakink | Autumn Gazette | | 554.00 | £554.00 |
| Travis | Noticeboard refurbishment | | 99.33 | |
| | | VAT | 19.87 | £119.20 |

| | | | | |
|-----------------|----------------------------------|-----|---------|----------|
| Castle Water | Kilbarn Recreation Ground | | 216.58 | £216.58 |
| Castle Water | New Recreation Ground | | 45.30 | £45.30 |
| Castle Water | Bowls Club/Allotments | | 1080.74 | £1080.74 |
| Fields in Trust | Annual Membership | | 65.00 | £65.00 |
| Kent Boilercare | Boiler repair – Community Centre | VAT | 81.36 | |
| | | | 16.27 | £97.63 |
| DCK | VAT Partial exemption | VAT | 390.00 | |
| | | | 78.00 | £468.00 |

September Payroll Summary

| | | |
|---------|-------|------------|
| Monthly | Gross | £26,961.09 |
| | Net | £19,589.99 |

September Imprest Account

| | | | |
|----------|-----------|-------------------------|----------|
| 03.09.19 | C Stanley | Bastille Tribute | £37.03 |
| 11.09.19 | J Baker | Deposit Refund | £50.00 |
| 11.09.19 | TMBC | Personal Liquor Licence | £37.00 |
| 17.09.19 | Cash | Bar Petty Cash | £125.16 |
| 17.09.19 | Cash | General Petty Cash | £89.87 |
| 17.09.19 | Cash | Kilbarn Entertainment | £200.00 |
| | | | *£539.06 |

* Sum to be transferred on 7th October 2019 to return the balance to £2500.00

(b) Direct Debits Paid During September 2019

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

| | | | |
|----------|---------------------|----------------------|----------|
| 29.08.19 | O2 | Mobile Phone | £25.73 |
| 30.08.19 | Host My Office | IT Services | £312.00 |
| 30.08.19 | Paymentsense | Card Charges | £59.82 |
| 30.08.19 | NCS | Telephone Charges | £45.47 |
| 02.09.19 | BT | Telephone Charges | £108.36 |
| 02.09.19 | TMBC | Business Rates | £1355.00 |
| 04.09.19 | Natwest | Mentor Services | £323.98 |
| 09.09.19 | Commercial Services | Electricity Supply | £7218.25 |
| 09.09.19 | Rentokil | Washroom Services | £218.60 |
| 09.09.19 | Sky | Sky Sports | £338.40 |
| 10.09.19 | A Mecklenburgh | Bar Stock | £59.21 |
| 12.09.19 | Host My Office | IT Services | £166.32 |
| 13.09.19 | FDMS | Card Charges | £93.03 |
| 16.09.19 | Bankline | Monthly Charges | £35.73 |
| 16.09.19 | Sage | Monthly subscription | £141.00 |
| 16.09.19 | DHFE | Till Rental | £369.60 |
| 16.09.19 | WEX | Fuel card | £28.45 |
| 16.09.19 | Paytek | Card Machine rental | £54.00 |
| 20.09.19 | BT | Telephone Charges | £99.00 |
| 20.09.19 | Heineken | Bar Stock | £7293.69 |
| 23.09.19 | Siemens | Telephone lease | £188.46 |
| 26.09.19 | Host My Office | IT Services | £330.00 |
| 26.09.19 | Host My Office | IT Services | £350.40 |

| | | | |
|----------|---------------------|-----------------------|---------|
| 26.09.19 | BOC | Bar Gas | £150.00 |
| 27.09.19 | BT | BT Sports | £265.42 |
| 27.09.19 | NEST | Pension Contributions | £342.54 |
| 27.09.19 | Paymentsense | Card Charges | £42.00 |
| 30.09.19 | Veolia | Refuse Collection | £239.15 |
| 30.09.19 | WEX | Fuelcard | £81.11 |
| 30.09.19 | NCS | Telephone rental | £21.96 |
| 30.09.19 | NCS | Telephone rental | £21.96 |
| 30.09.19 | NCS | Telephone calls | £42.02 |
| 30.09.19 | NCS | Telephone calls | £49.28 |
| 30.09.19 | Commercial Services | Gas supply | £814.32 |

(c) BACS Paid During September 2019

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

| | | | |
|----------|-------------|------------------------------|----------|
| 11.09.19 | Invicta Law | Cedar Room Lease plans | £54.00 |
| 11.09.19 | Royal Mail | Stamps | £68.56 |
| 16.09.19 | HMRC | PAYE/NI | £3723.09 |
| 16.09.19 | KCC | KCC Pension | £2547.27 |
| 23.09.19 | S Ricketts | Community Centre Maintenance | £300.00 |

(d) Debit Card Payments during September 2019

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

| | | | |
|----------|-------------|--------------|--------|
| 09.09.19 | Screwfix | OSA Supplies | £25.96 |
| 10.09.19 | Post Office | Stamps | £68.56 |
| 16.09.19 | Screwfix | OSA Workwear | £26.95 |
| 18.09.19 | TLC | Light Bulbs | £69.42 |
| | | | |

(e) Annual Governance & Accountability Return for the Year Ended 31.03.2019

It was **NOTED** that the external Audit for 2018/2019 has now been completed by PKF Littlejohn LLP and on the basis of their review, in their opinion the information contained in the annual return is in accordance with proper practices and no matters came to their attention to give cause for concern that relevant legislation and regulatory requirements have not been met.

(f) Water Leak/Water Charge

The Clerk advised that during the summer a water leak had been discovered when the water meter was read and that the leak was located and repaired immediately. It was noted that the extent of the leak had not been realised until a water bill had been received. The Clerk advised that the Business Administrator had completed a form to appeal the large charge because of the leak and also contacted the insurance company who have indicated that a claim for part of the charge may be possible. The meter is now being checked monthly.

(g) Additions/Removal of signatories to Bank Accounts/Bank Line

RESOLVED to remove Mrs J Tebbutt from the bank signing mandate and to add Cllr Mrs G Godden as a signatory on the general account.

RESOLVED to add the CC Administrator, Ben White as a signatory on the Imprest account and user on bankline.

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

Borough Cllr Cooper **REPORTED** on the following items:

Planning:

- Ditton Edge – no update
- Kia Site – no update
- Osteopath Practice Sign – original application withdrawn but further one submitted for a smaller advertising board
- 6 houses off Station Road – Sport England and Environment Agency have both Objected. Concern about lack of resident consultation – only one resident advised and TMBC say they only notify immediate neighbours.
- KCC Presentation to TMBC advising that funding secured for roundabouts at Hall Road and Cold Harbour Road and they will be purchasing additional land from the British Legion.

Other matters:

- Refuse Contract – fairly successful despite a few complaints. As part of new contract many bottle banks will be removed and only some retained in Supermarkets.
- Tracey Crouch Over 55 Advice and Information Fair – thanked the parish council for help in promoting this event.
- Risk management training – members had been taken through their roles in the event of a disaster. Cyber Security was a big issue with daily hacks being fended off.
- Both Cllr Cooper and Cllr Cannon would be unable to attend the Parish Council meeting on 4th November but would email a report for the meeting.

Cllr Lover asked Cllr Cooper if he knew why part of the car park to the Indian restaurant had been fenced off. He replied no but would try to find out. Cllr Mulcuck said he had also raised this issue.

Cllr Mulcuck asked if more can be done to notify neighbouring properties when planning applications were submitted. The Clerk advised that they had asked TMBC about this last year and been told the same as Cllr Cooper. It was **NOTED** that most plans can be accessed by clicking the planning link on the parish council website homepage. It was agreed this should be publicised in the gazette and on the Council Facebook page.

245. **REPORTS FROM NEIGHBOURHOOD POLICE/WARDEN**

KCC Warden Absolon **REPORTED** on the following items:

Environment

Scott Close – Bush collapsed and pavement rupture- reported to KCC Highways and pavement mended and bush gone. KCC highways currently investigating the other overgrown shrubbery in the walkway between the school perimeter fence and the houses.

Bell Lane – Canisters found by motorway underpass have been disposed of and intel report to police given. No recent evidence of canisters in this area. Graffiti on motorway bridge underpass reported to TMBC environment who are finding out who is responsible for the area as the trees also overgrown and it would be nice if that whole area could be tidied up.

St Peters Road – Reports of possible drug dealing, police informed.

St Peters Churchyard – Syringe and insulin needles found in churchyard reported to TMBC waste and disposed of.

Fly Tipping – Kiln barn road – reported to TMBC waste.

Ditton Community Centre Car Park – nuisance drivers at night. Giving information to police.

Youth engagement

Visit to Ditton Church Pre school and to Infants and Junior schools with contact details.

Walking bus with Ditton nursery.

Stopping youths cycling dangerously and talking to them about consequences of this for their health and future and that of those around them. Suggesting they go somewhere that is more suited to their bike stunts.

Stopping youths fishing at the Ford and talking to them about the consequences of this for the fish. Suggesting they get a fishing licence and fish legally.

Met with Tonbridge Youth Team looking at provision for youth services in Ditton. Tonbridge team are visiting Ditton in the evening to try and speak with the youths. May be able to offer a youth minibus for a few months to find out what the youths in the area would like. I see this as positive engagement with the youths.

Community Projects

Book exchange now has 5 volunteers. Day and time has been set as a Monday between 1430 and 1630 as this will allow for people before and after school to access the exchange. We aim to provide tea, coffee and squash wherein it will hopefully become a nice community event. Response to the piece in the magazine has been great both people volunteering and also donating books.

I continue to give as much visible presence as possible so that people know who I am and are able to contact me.

Welfare

Visiting and ongoing support for several residents and their carers who are living with dementia and other health issues and referring them to the relevant agencies for further help and services.

Clubs

Visiting several clubs in the village including Cheeky Monkeys mother and toddler group at the community centre on a Tuesday, the internet café, crafty coffee, the outdoor bowls club, and petanque club. Weekly visits to the residents at St Peters Court coffee morning.

Tuesday club at St Peters Court - due to go there in November.

246. **DATE SENSITIVE PLANNING, TRANSPORTATION & HIGHWAY MATTERS**

(a) Plans Received for Comment

| | | |
|----------------|--|---------------------|
| TM/19/02080/FL | Proposed garage conversion with small rear extension, all to side elevation of existing dwelling to form bedroom with en-suite | 147 Woodlands Rd |
| | RESOLVED | NO OBJECTION |

(b) Ditton Edge Update

NOTED no update available.

247. **REMEMBRANCE DAY**

The Clerk **REPORTED** that she had found where the large “lamppost poppies” could be purchased from at £3.50 each.

RESOLVED the Council to purchase 10 large poppies.

Cllr Mrs Cooper kindly offered to pay for an additional 10 poppies so the Clerk will place an order for 20 large poppies in total.

It was **NOTED** both Cllrs Mrs Cooper and Mulcuck had expressed an interest in doing the reading. Cllr Mrs Cooper said she would be happy for Cllr Mulcuck to do this.

RESOLVED Cllr Mulcuck will do the reading and the Clerk will advise Rev Terranova.

The Clerk **REPORTED** that she was looking for someone to take the service on Monday 11th November as Rev Terranova was unavailable and Rev Payne has moved.

248. **MATTERS ARISING FROM CORRESPONDENCE FOR NOTING**

Cllr Mulcuck said that he would attend the next MAG meeting at Gallaghers on 15th November.

249. **CLOSURE**

Chairman
4th November 2019