

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER  
AT DITTON COMMUNITY CENTRE ON MONDAY 5<sup>TH</sup> JUNE 2017

CLLRS. M J PORTER (CHAIRMAN), A PIPER (VICE-CHAIRMAN), P DALTON, MRS J DEARDEN, MRS K DENNISON, J LOVER, A MULCUCK, R PRICE, & MRS A THROSSELL  
MRS N GREENAWAY [Clerk of the Council]  
CO. CLLR P HOMEWOOD

62. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

63. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Beadle, Mrs Beadle and Mrs Thwaites. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.358. Apologies were also received from Borough Councillor Tom Cannon.

64. **DECLARATIONS OF INTERESTS & EXPENDITURE**

There were no declarations of interests.

65. **CASUAL VACANCY**

It was **NOTED** that no election had been called therefore the Council may co-opt to fill the vacancy. The Clerk advised she had had one enquiry but this had not been followed up as yet. She confirmed the vacancy would be advertised in the next gazette.

66. **CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 8<sup>TH</sup> MAY 2017**

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

67. **MATTERS ARISING**

There were no matters arising.

68. **MINUTES OF MEETINGS HELD DURING MAY 2017**

(a) For Confirmation and Signing

(i) Personnel Committee, 11<sup>th</sup> May 2017

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

(i) Community Centre Committee, 15<sup>th</sup> May 2017

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

(ii) Planning Committee, 22<sup>nd</sup> May 2017

The above minutes were presented by Cllr Dalton and signed as a true record, subject to the pages being renumbered 19-22.

(iii) Open Spaces & Amenities Committee, 22<sup>nd</sup> May 2017

The minutes of the above meeting were presented by Cllr Piper and signed as a true record, subject to the pages being renumbered 23-26, and the comment in item 55(b) to include *“it was noted that the allotments had benefited from a previous lottery grant for a new fence”*. And the resolution amended to include *“that would benefit a larger section of the community”*.

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

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

Ditton Twinning Assoc: Minutes of AGM on 19<sup>th</sup> May 2017

KCC: Inside Track

SLCC: The Clerk

TMBC: Bulky Waste Schedule

KALC: Park Run Consultation

NALC Bulletin

T&M Area Committee

Kent Police: Rural Policing Updates – April/March 2017

NHS: Volunteering

For Decision

Resident: Speeding Cars along Kilbarn Road and New Road  
Suggestion to assist with slowing traffic down such as an illuminated sign were discussed.

**RESOLVED** to further discuss this item with the County Councillor during his item.

The Chair asked that a further item be considered:-

KALC T&M Area Chairman: Introduction of New Area Chairman and offer to visit parish

A letter from the new KALC T&M area Chair was **READ** and the offer to visit the parish **NOTED**. It was also **NOTED** that Cllr Dalton had been unable to attend recent Area meetings as they clashed with other commitments. Cllr Mulcuck offered to attend if required.

**RESOLVED** to invite the new Chair to attend a meeting on a Wednesday afternoon with as many DPC members who are available and Cllr Mulcuck will attend KALC Area Meetings if Cllr Dalton is unable to go.

## 70. **FINANCE**

### (a) Accounts For Payment

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

Salaries: Monthly Paid	Gross: 14376.74	Net: 11787.50
Weekly paid - caretakers	Gross: 3319.37	Net: 2995.92
- bar	Gross: 1968.52	Net: 1897.75
Aqua Aid:	Water cooler sanitization	56.78
	Vat <u>11.36</u>	68.14
Campaign to Protect Rural England:	Membership	36.00
Commercial Services Trading Ltd.:	May vehicle lease charge	302.00
	Vat <u>60.56</u>	363.34
A Beacham Farm Serv.:	Tractor Service, Repair & Parts	278.24
	Vat <u>55.64</u>	333.88
HA HA Ltd:	Hydraulic Leak	30.00
	Vat <u>6.00</u>	36.00
Host my Office:	June Hosting Services	223.50
	Vat <u>44.70</u>	268.20
Kent County Council:	Year-End Audit visit	472.50
	Vat 94.50	567.00
Kent County Playing Fields:	Annual Subscription	20.00
Unison	Annual Subscription	168.00

### PARISH COUNCIL IMPREST ACCOUNT – Reimbursement of May Expenses

#### **DPC IMPREST ACCOUNT** – MAY 2017

Brought Forward April 2017	22037.27
Reimbursement	<u>462.73*</u>
	2500.00

**Expenses**

Voucher Charge	3.25	
Postage Stamps	121.00	
Postage Stamps	112.00	
Petty Cash	119.68	355.93*
		<u>2144.07</u>
		2500.00

\* Sum to be transferred on 5<sup>th</sup> June 2017 to return the balance to £2500.00

(b) Direct Debits - Paid During April 2017

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

03.04.2017	Investec Asset Finance	127.37
05.04.2017	RBOS PLC Mentor	323.98
07.04.2017	Sky Business	578.40
10.04.2017	TV Licence	145.50
10.04.2017	TMBC	138.10
18.04.2017	Sage	19.20
18.04.2017	BT	105.73
15.04.2017	Matthew Clark	721.48
18.04.2017	Your Energy	808.00
19.04.2017	Rentokil Initial	140.24
20.04.2017	CNG Ltd.	873.17
20.04.2017	WorldPay	73.27
20.04.2017	Tonbridge & Malling	1294.50
20.04.2017	Heineken	5888.94
25.04.2017	BT Group	272.04
25.04.2017	Wex Europe	75.00
25.04.2017	BOC Manchester	138.00
26.04.2017	NEST Pension	58.34
28.04.2017	NEST Pension	64.69
28.04.2017	NCS Group Ltd	16.50
29.04.2017	NCS Group Ltd	46.62
29.04.2017	NCS Group Ltd	91.80
29.04.2017	Veolia Group	180.18

(c) BACs Payments - Paid During April 2017

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

18.04.2017	KCC – Superannuation	2153.99
20.04.2017	Inland Revenue	3676.55

(d) Statement of Accounts for Financial year 2016/2017

The Statement of Accounts for the financial year 2016/2017, prepared by this Council's accountants DCK Beavers, was **READ**.

**RESOLVED** the accounts be **APPROVED, ADOPTED** and **SIGNED**.

(e) External Audit for Financial Year 2016/2017

## (i) ANNUAL GOVERNANCE STATEMENT

The Annual Governance Statement was **READ** and completed.

**RESOLVED** the Annual Governance Statement be **APPROVED** and **SIGNED**.

(ii) ANNUAL RETURN – STATEMENT OF ACCOUNTS

The Annual Return for the year ending 31<sup>st</sup> March 2017 was **READ** and **NOTED**.

**RESOLVED** to **APPROVE** and **SIGN** the Annual Return Accounting Statements.

(f) Internal Audit

A report of the Internal Audit Final Visit for 2016/17 was **READ** and it was **NOTED** that the Internal Auditor focussed testing on expenditure, income, risk management, budget reporting, petty cash, salaries and wages, bank reconciliations, VAT returns, investments and Section 137 payments. The comments regarding bank reconciliations, payments being reported at Committee and review of the Financial Regulations were **NOTED**. It was **FURTHER NOTED** that the Auditor confirmed appropriate accounting records have been kept for 2016/17 and she had signed the internal audit section of the Annual Return accordingly. The comment about the impact of the General Data Protection Regulations on the council was also **NOTED** and the Clerk will ensure that the Council is compliant.

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

County Councillor Homewood **REPORTED** that following the continued problems of parking on the verges in Fernleigh Rise one resident had put out concrete, pyramid shaped bollards. He was initially asked to remove them by KCC but as they appear to be doing the job of preventing the bad parking, they may be allowed to remain temporarily while a more permanent solution is sought.

Cllr Homewood also advised that he had registered the request for the additional pavement in Cherry Orchard and the “diamond” box in the road at Ditton Corner, so it was a possibility these items may get done.

It was **NOTED** that Cllr Homewood is now Chair of the Environment and Transport Committee at KCC.

Cllr Porter referred to the earlier request from a resident about speed restrictions on New Road/Kilnbarn Road and asked about the possibility of 20mph speed limit or a flashing speed indicator sign. Cllr Homewood said if a lower speed limit is to be enforced it would likely mean the introduction of speed bumps. Various options for slowing the traffic were discussed and where speed indicator devices should be located, if they could be provided. Cllr Homewood will take this back to see if anything can be done to assist with this problem.

Cllr Homewood finished by stating he now had new grant funds available, so if there were any additional projects other than those already requested, details should be forwarded to him.

The Chairman thanked Cllr Homewood for his attendance and assistance with the various items discussed.

72. **REPORT FROM NEIGHBOURHOOD POLICING TEAM**

**NOTED** not available.

73. **DATE SENSITIVE PLANNING & HIGHWAYS MATTERS**(a) Plans Received for Comment

TM/17/01029/FL To install standby Generator at an existing  
Education Supplies Warehouse

**RESOLVED NO OBJECTION**

Unit 1, Aylesford  
Commercial Park  
New Hythe Lane

74. **DATE FOR FINANCE & ADMINISTRATION COMMITTEE MEETING**

**RESOLVED** to hold the next F&A Meeting on Wednesday 28<sup>th</sup> June at 2.30pm.

75. **FAMILY DAY JOINT VENTURE WITH THE CHURCH – 25<sup>TH</sup> JUNE 2017**

The Clerk **REPORTED** that all arrangements were in hand but more helpers on the day would be appreciated. Cllrs Mrs Dearden and Mrs Dennison kindly offered to help.

76. **TWINNING**(a) Bastille day – 13<sup>th</sup>/14<sup>th</sup> July 2017

It was **NOTED** all arrangements were in hand and the Chairman, Clerk, Cllr Lover and possibly the Vice-Chair would be attending from the Parish Council.

77. **MATTERS ARISING FROM “CORRESPONDENCE FOR NOTING”**

Cllr Mulcuck said he would take some documents to read and report back items of interest.

-----  
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.  
-----

78. **CONFIDENTIAL MEMORANDUM BOOK**(a) CM396 – Incident in Kilnbarn Bar 5<sup>th</sup> May 2017

The above Confidential Memorandum was **READ, NOTED** and **CONFIRMED**.

(b) CM397 – Staff Matters

The above Confidential Memorandum was **READ, NOTED** and **CONFIRMED**.

79. **CLOSURE**

The meeting closed at 8.35pm.