

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 12TH MARCH 2018

PRESENT: CLLRS. P DALTON, MRS J DEARDEN, MRS K DENNISON, P JOBLING, J LOVER, MRS N GREENAWAY [Clerk of the Council]

446. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

447. APOLOGIES

Apologies were **RECEIVED** from Cllr Mrs Thwaites. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.382. Apologies were also received from County Councillor Homewood and Borough Councillor Cannon.

448. DECLARATION OF INTERESTS

There were no declarations of interest.

449. CASUAL VACANCIES

It was **NOTED** that a verbal enquiry had been made and the Clerk had asked for this to be put in writing.

450. CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 5TH FEBRUARY 2018

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

451. MATTERS ARISING

There were no matters arising.

452. MINUTES OF MEETINGS HELD DURING FEBRUARY 2018

(a) For Confirmation & Signing

(i) PLANNING COMMITTEE, 19TH FEBRUARY 2018

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

(ii) OPEN SPACES & AMENITIES COMMITTEE, 19TH FEBRUARY 2018

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

453. CORRESPONDENCE

(a) For Noting

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

Ditton Twinning Association:	<u>Minutes of meeting held on 21.02.2018</u>
PSCO Robinson:	<u>Crime figures for February</u>
KALC:	<u>The Parish News – February 2018</u> <u>Chief Executives Bulletin</u> <u>Local Government Ethical Standards Consultation</u>
T&M KALC:	<u>Information re October Meeting</u>
TMBC:	<u>Bulky Waste Schedule</u>
KCC:	<u>Road Closures - Various</u>
Clerks & Councils Direct:	<u>March 2018</u>
SLCC:	<u>Bulletin, March 2018</u>
Highways England:	<u>M20 Jcts 3 to 5 Smart Motorway Scheme</u>
E.Maling & Larkfield:	<u>Annual Parish Walk</u>
NHS West Kent:	<u>Stroke Services Consultation</u>
Rialtas:	<u>Newsletter</u>

(b) For Decision

St Peter's Church:	<p><u>Request for Financial Support for floodlighting</u> A communication was READ asking for financial assistance to change the existing floodlights to more energy efficient bulbs. It was also NOTED that the Church had previously received financial support to provide the floodlighting from TMBC and the Parish Council prior to that, but all assistance had now ceased. Cllr Jobling PROPOSED and Cllr Mrs Dennison SECONDED that the full £500.00 be given to the Church. Cllr Mrs Throssell PROPOSED and Cllr Mrs Dearden SECONDED that £250.00 be given towards this project. Each proposal resulted in 4 votes for and 4 against. The Chairman used his casting vote for the first proposal.</p>
	<p>RESOLVED the Church be given £500.00 towards the new floodlighting from the Charities account.</p>

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

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

Salaries: Monthly Paid	Gross: 12966.19	Net: 10563.74
Weekly paid - caretakers - bar	Gross: 3624.13 Gross: 2848.61	Net: 3178.20 Net: 2744.78
AquaAid:	Water	26.97 Vat <u>5.39</u> 32.36
	Sanitisation & Water	75.94 Vat <u>15.19</u> 91.13
Astra Security:	Security padlock & keys	266.72 Vat <u>53.34</u> 320.06
A Beacham Farm Serv.	Supply/fit clutch for tractor	822.82 Vat <u>164.56</u> 987.38
G Baker Roofing:	Repair to workshop roof	395.00 Vat <u>79.00</u> 474.00
Commercial Services Trading Ltd:	Vehicle Hire February 2018	302.78 Vat <u>60.56</u> 363.34
CPRE:	Annual Subscription	36.00
Ernest Doe:	Mower parts	45.72 Vat <u>9.15</u> 54.87
Host My Office:	March Hosting Fee	223.50 Vat <u>44.70</u> 268.20
HSS Hire:	Steel trestle	9.67 Vat <u>1.93</u> 11.60
Kent County Council:	Waterproof Coat Waterproof trousers	47.30 13.30 Vat <u>12.12</u> 72.72
Kentec:	Combi Ladder Hire (village green)	Vat <u>2.66</u> 34.00 Vat <u>6.80</u> 40.80
KALC:	GDPR Workshop x 3	90.00 Vat <u>18.00</u> 108.00
KM:	Job ad	95.00 Vat <u>19.00</u> 114.00
Lamberhurst Engineering:	Mower parts	23.34 Vat <u>4.67</u> 28.01
Rialtas Business Solutions:	Omega Support	630.00 Vat <u>126.00</u> 756.00

- Tonbridge & Malling Citizens Advice Bureau £100.00

Under Local Government Act 1972, Section 144

- Ditton Heritage Centre £200.00

[Explanation on how donation will be used herewith]

Under the Local Government Act 1972, Section 137

- Kent Air Ambulance £250.00
- Heart of Kent Hospice £200.00
- Communigrow £200.00

IMPREST ACCOUNT – Reimbursement of February Expenses

Brought Forward January 2018	1895.48	
Reimbursement	<u>604.52*</u>	
		2500.00
<u>Expenses</u>		
Deposit Refund [T Dennis – 3.2.18]	50.00	
Bar Petty Cash	95.09	
General Petty Cash	144.44	
Edwardes – lightbulbs (replacement Cheque)	<u>7.02</u>	296.55*
		<u>2203.45</u>
		2500.00

* Sum to be transferred to return balance to £2,500.

(b) Direct Debits - Paid During January 2018

The following direct debits paid during January 2018 were **READ, NOTED** and **APPROVED**:

02.01.2018	O2	21.04
02.01.2018	T&MBC	1872.00
03.01.2018	Nest	71.87
04.01.2018	RBS PLC Mentor	323.98
05.01.2018	Conviviality Group	533.66
08.01.2018	Siemens Fin Serv	922.05
09.01.2018	Sky Business	308.40
15.01.2018	Your Energy	1768.00
16.01.2018	Sage Software	19.20
19.01.2018	BT Group plc	113.74
19.01.2018	Worldpay	94.97
19.01.2018	Conviviality Group	366.33
22.01.2018	Wex Europe	78.17
22.01.2018	Rentokil Initial	140.24
22.01.2018	Heineken on Trade	7942.20
26.01.2018	BOC Manchester	138.00
29.01.2018	BT Group plc	281.56
29.01.2018	Veolia ES UK	212.94
30.01.2018	Worldpay	3.20
29.01.2018	Euro Systems Scotland	138.98
29.01.2018	NCS Group	15.00
29.01.2018	NCS Group	46.91
29.01.2018	O2	14.34

(c) BACS Payments – Paid During January 2018

The following BACs paid during January 2018 were **READ, NOTED** and **APPROVED**:

17.01.2018	Inland Revenue	3978.85
17.01.2018	KCC – Superannuation	2535.47

(d) Debit Card Payments – January 2018

The following debit card payments paid during January 2018 were **READ, NOTED** and **APPROVED**:

12.01.2018	SJA Supplies [Defibrillator battery & pads]	173.20
19.01.2018	UK Electric Supplies [Wall lights & Shades]	177.55
23.01.2018	Clare Bulb Company (snowdrops for quarry)	71.75
26.01.2018	Jobs in Kent (Ad)	108.00

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

It was **NOTED** that this was not available.

(f) General Data Protection Regulations (GDPR)

The Clerk **REPORTED** that the new General Data Protection Regulations come into force this May and will have financial consequences for the Council. The process to ensure that the Council is compliant is quite involved and requires some more work. It was **NOTED** that the Clerk, Cllrs Mrs Dearden and Mulcuck had attended the GDPR workshop hosted by KALC. It was further **NOTED** that the Council would require a Data Protection Officer but this could not be the Clerk, an employee or Council member. It had to be someone completely independent of the Council so it was likely it would incur a cost. The Clerk also advised that she would no longer be able to receive work emails on her personal ipad or any other personal device. She asked if members would consider the purchase of a laptop that could be used when necessary to work from home and would also serve as a spare/back up device for the office as currently there was no spare computer. The lap top could also be used by other staff members (ie caretaking, grounds & bar) that needed to look information up so that they could do it themselves rather than having to ask the office staff.

Cllr Mulcuck **PROPOSED** and Cllr Dearden **SECONDED** that a laptop be purchased. **CARRIED**.

RESOLVED the Clerk will obtain quotes for a suitable device and seek advice from the current IT support.

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

Information re the Traffic Speed Survey from Cllr Homewood which had previously been **CIRCULATED** and **READ**. Members said they found the results surprising as vehicles were often witnessed speeding along Kilnbarn Road.

RESOLVED to ask if it would be possible for the road to be surveyed at other points - as you enter and leave the village and in Woodlands Road.

Members asked if there was any update on when Ditton would receive a replacement Community Warden. The Clerk will follow up on this.

Dangerous parking was also raised and Cllr Mrs Dennison reminded members that the Police Officer that attended the recent Parish Partnership Panel Meeting advised people to take photos

and email them through so that she could take action. The Officer's details will be looked up and forwarded on.

456. **DATE SENSITIVE PLANNING MATTERS**

(a) Plans Received for Comment

TM/18/00352/TNCA	T1 – T12, T14-T16, and T18 - Sycamore Trees to coppice to ground level. T13, T17 and T19 Ash trees to coppice to ground level	37 The Stream
RESOLVED	THIS COUNCIL HAS NO OBJECTION TO THIS APPLICATION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL.	

TM/18/00421/TPOC	T2 Sweet Chestnut to fell	659 London Rd
RESOLVED	THIS COUNCIL HAS NO OBJECTION TO THIS APPLICATION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL.	

457. **ANNUAL PARISH MEETING**

Committee Chairs were reminded they would need to produce reports to be read at the meeting. Cllr Mulcuck advised that Mrs Mulcuck would prepare a short talk on behalf of the Heritage Centre.

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

There were no matters arising.

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.

459. **DITTON COURT QUARRY**

(a) Meeting with Tarmac Representative

A report of the meeting that took place with the representative from Tarmac regarding the circular path was given. Cllr Mulcuck advised it was a very good meeting and lots of issues were covered. It was **NOTED** that the public consultation for this path is still ongoing and had received a good response from the public so far.

Further information is contained in CM404.

(b) Enquiry from Resident

An enquiry from a resident about the possibility of extending their property which would result in a small portion of the new building overlapping quarry land purchased from the Council some time ago was **NOTED**. It was further **NOTED** that a covenant had been placed on this land regarding new building. However, because this proposal would encroach on such a small part of the land in question, members had no objection but suggested permission should be sought from Tarmac, as with all matters regarding the original quarry land.

460 **STAFF MATTERS**

Members were advised of the current status regarding the recruitment of a new admin staff member.

451. **CLOSURE**

The meeting closed at 8.20pm.

Chairman
9th April 2018

