

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 15TH JANUARY 2018

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

381. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm and wished everyone a Happy New Year.

382. **APOLOGIES**

Apologies were received from Borough Cllr Tom Cannon.

383. **DECLARATION OF INTERESTS**

Cllr Mrs Throssell declared an interest in item 388(b) – TMBC Parking Charges – as she holds a season ticket.

384. **CASUAL VACANCIES**

The Clerk confirmed the vacancies had been advertised but no applications had been received.

385. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 4TH DECEMBER 2017**

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

386. **MATTERS ARISING**

There were no matters arising.

387. **MINUTES OF FINANCE AND ADMINISTRATION COMMITTEE, 8TH JANUARY 2018**

Recommendations:

(a) PARISH COUNCIL DANCES [PAGE 156, ITEM 373(e)(i)]

RESOLVED to **RATIFY** the **RECOMMENDATION** to not engage Todd Miller for the 2018 Christmas Dance and to thank him for the many years he and the band have been coming to Ditton.

(b) ESTIMATES FOR FINANCIAL YEAR 2018/2019 [Page 159, Item 376]

RESOLVED to **APPROVE** and **ADOPT** the 2018/2019 estimates as set out in the minutes of the Finance and Administration Committee meeting held on 15th January 2018 [Page 159, Minute 376], giving a total precept requirement of £267,880.00.

(c) REVISED MEETING TIMETABLE [Page 167, Item 377]

RESOLVED to **APPROVE** and **ACCEPT** the revised meetings timetable for 2018/19.

388. **CORRESPONDENCE**

(a) For Noting

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

Ms J Cox:	<u>Letter of Thanks</u>
Ditton Infant School:	<u>Letter of Thanks</u>
Ditton Junior School:	<u>Letter of Thanks</u>
KALC:	<u>The Parish News, December 2017</u> <u>NALC Chief Exec Bulletin</u> <u>Bulletin on Local Government Finance</u> <u>External Auditor Update</u> <u>NALC Chief Exec New Year Bulletin</u> <u>Community Policing Bulletin</u> <u>Consultation re Park Homes</u> <u>Kent Minerals & Waste Local Plan</u> <u>Household Waste Recycling Centre Policies</u> <u>T&M Area Agenda – 4.1.18</u>
TMBC:	<u>Off-Street Parking Fees & Charges</u>
KCC:	<u>Inside Track Issue 250</u> <u>Old Chalk Downs Project</u>
South East Water:	<u>The Source</u> <u>Information on Water Choice Group</u>
UK Power Networks:	<u>Roadshows</u>

Kent Police: Online Crime Reporting Report

Clerks & Councils: Direct

SLCC: The Clerk

Open Spaces Society: Happy Christmas/Thank you

Fields in Trust: Field Notes

Kent Men of The Trees: Arbor – Winter 2017

(b) For Decision

Lord Lieutenant of Kent: Invitation to Civic Service – 20.03.17, Rochester
READ and **NOTED** if anyone wished to attend this event they should inform the Clerk.

Resident: Request for Outdoor Workstation at NRRG
RESOLVED NOT TO ACCEDE TO THIS REQUEST.

The Chairman advised that two additional items for decision had been received:

KALC: Speedwatch funding
RESOLVED TO CONSIDER AT THE NEXT MEETING

TMBC: OnStreet Parking
It was **NOTED** other parishes had complained about insufficient time for this consultation.
RESOLVED TO SUPPORT THE REQUEST FOR MORE TIME FOR THIS CONSULTATION.

389. FINANCE

(a) Accounts For Payment

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

Salaries: Monthly Paid	Gross:	14937.77	Net:	12161.04
Weekly paid - caretakers - bar	Gross:	3950.44	Net:	3550.35
	Gross:	2379.40	Net:	2342.93
Arbour Tree Surgery:	Tree work in quarry		600.00	
			Vat <u>120.00</u>	720.00
EDF Energy:	Cedar Room/MUGA			765.77
	NRRG Changing Rooms			48.24
Host my Office:	Hosted Services January		223.50	
			Vat <u>44.70</u>	268.20
KCC Commercial Services:	Fire Assessment NRRG Changing Room		100.00	
			Vat <u>20.00</u>	120.00

KCC:	Internal Audit 2 nd Visit	480.00	
		Vat <u>96.00</u>	576.00
KCC:	Fee to update quarry management plan	250.00	
		Vat <u>50.00</u>	300.00
Kent Men of The Trees:	Annual Subscription		25.00
Mower Plant:	Mower spares	70.65	
		Vat <u>14.13</u>	84.78
Record 24:	Automatic Door Maintenance	240.00	
		Vat <u>48.00</u>	288.00
Rexel:	OSA Supplies	11.17	
		Vat <u>2.23</u>	13.40
Travis Perkins:	Macadam (car park repairs)	50.39	
		Vat <u>10.08</u>	60.47

DPC IMPREST ACCOUNT – DECEMBER 2017

Brought forward November	902.73
Reimbursement	<u>1597.27*</u>
	2500.00

Expenses

DPC Christmas Social Evening (food)	45.70
Bar Petty Cash	83.71
Kilnbar Xmas Eve Singers	500.00
	629.41*
	<u>1870.59</u>
	2500.00

* Sum to be transferred on 15th January 2018 to return the balance to £2500.00

(a) Cheques Paid between Meetings

The following accounts paid between meetings were **READ, NOTED** and **APPROVED**:

SSG Emprise:	Alarm Activation	42.22
Ernest Doe & Sons:	Mower Repairs	417.00
HSS Hire Group:	Tower Rental	126.00
KCC:	Pitch marker & Fire Extinguisher Maintenance	182.64
Kent Catering Service:	Stock	51.00
Lamberhurst Engineering:	OSA Supplies	29.59
Trevor May Contractors:	MUGA Football Nets	99.60
KCC:	Internal Audit	576.00
Lansdell Softdrinks Ltd:	Stock	330.34

1 st A Pest Control:	Quarterly Visit	72.00
Fourways Solutions:	Towel Dispenser	104.21
Carterbrooke Ltd:	Security 17.06.17	108.00
Chubb Fire & Security:	Annual Charge	626.48
Commercial Service:	Vehicle lease fee – December	363.34

(d) Direct Debits - Paid During November 2017

The following direct debits paid during November 2017 were **READ, NOTED** and **APPROVED**:

01.11.17	02	17.29
01.11.17	Investec Asset Fin	127.37
01.11.17	Tonbridge & Malling BC	1293.00
02.11.17	HMRC NDDS (Gaming Machine Duty)	150.779
03.11.17	RBS Mentor	323.98
03.11.17	Conviviality Group (Matthew Clark)	767.14
08.11.17	Sky Business	578.40
10.11.17	Conviviality Group	656.25
15.11.17	Your Energy	1768.00
16.11.17	Sage Software	19.20
20.11.17	Rentokil Initial	140.24
20.11.17	Heineken	4859.94
21.11.17	Worldpay	82.65
22.11.17	EDF Energy	233.76
24.11.17	Conviviality Group	909.59
27.11.17	Wex Europe	40.00
27.11.17	BOC	138.00
28.11.17	BT Group plc	281.56
28.11.17	Veolia	262.08
29.11.17	EuroSystems	148.52
29.11.17	02	17.39
30.11.17	NCS Group	49.17
30.11.17	NCS Group	18.16

(e) BACS - Paid During November 2017

The following BACs paid during November 2017 were **READ, NOTED** and **APPROVED**:

17.11.17	Inland Revenue	3785.08
17.11.17	KCC Superannuation	2489.07

(f) Debit Card Payments - Paid During November 2017

The following Debit Card Payments paid during November 2017 were **READ, NOTED** and **APPROVED**:

21.11.17	Technix Rub & Plst grass lock pegs	39.60
22.11.17	Delightful Bouquets (Remem Day Thank You)	11.94
"	"	13.54

(g) Internal Audit – Report of 2nd Visit 2017/18

A report of the Internal Audit 2nd visit for 2017/18 was **READ** and it was **NOTED** that the Internal Auditor focussed testing on income, banking, allotments, petty cash, VAT returns, Bank Reconciliations and Salaries. The comments about the independent review of the bank reconciliations and review of the financial regulations were **NOTED**.

390. REPORTS FROM BOROUGH & COUNTY COUNCILLORS

NOTED no reports had been submitted.

391. PLANNING MATTERS(a) Plans dealt with by Planning Committee Chairman & Clerk during December Recess

It was **NOTED** that three date sensitive applications had been considered at the F&A Meeting on 8th January 2018.

(b) Plans Received for Comment

NOTED none received to date.

(c) Plans Dealt with by Tonbridge & Malling Area 3 Sub-Committee

The following applications considered by TMBC were **READ** and **NOTED**:

TM/17/02945/FL	Single storey extension at rear of dwelling for occupation by disabled person APPROVED	67 St Peter's Road
TM/17/02227/FL	Section 73 application for the variation of conditions 2 (ventilation equipment) and 3 (acoustic assessment) pursuant to planning Permission TM/15/00713/FL (Change of use from A1 (shop) to A5 (hot food takeaway)) APPROVED	592 London Road
TM/17/03076/TPOC	Ivy to sever near base of trees; T1 Large multi stem Sycamore to remove dead branches; T2 Triple stem Sycamore to remove branch; T3 Sycamore to pollard at main fork; T5 Ash to pollard at 50% of current height; T5 Sycamore to sever Ivy and T6 Sycamore sapling to fell to near ground level and treat stump APPROVED	St Peter's Church
TM/17/03054/FL	Single storey side and rear extension APPROVED	38 Primrose Drive
TM/17/03142/TPOC	T1 Hornbeam to fell and T2 Silver Birch to reduce by 30% APPROVED	148 Woodlands Rd
TM/17/03219/TNCA	T1 Indian Bean Tree – remove deadwood and Lightly reduce crown by up to 1m to manage current dimensions, T6 Robinia – dismantle tree to near ground level to alleviate further damage to wall,	EMR

T32 London Plane – lightly crown reduce protruding individual limbs by up to 1m to reduce end weight, with emphasis on sides of tree overhanging formal lawns and features.

APPROVED

TM/17/0325/TNCA	T1 Sycamore – fell tree by sectionally dismantling, final cut to be made as close to ground level as is reasonable practical	The Rectory 2 The Stream
	APPROVED	
TM/17/03233/FL	External racking system (in our pick yard)	Polypipe Terrain
	APPROVED	
TM/17/03235/FL	External racking system for goods in	Polypipe Terrain
	APPROVED	
TM/17/03236/FL	Canopy project for goods in	Polypipe Terrain
	APPROVED	

(d) 'B' Lists

The following 'B' Lists were **CIRCULATED, READ** and **NOTED**:-

17/48 - 05.12.17; 17/49 - 11.12.17; 17/50 - 18.12.17; 17/51 - 02.01.18; 18/01 - 08.01.18

(e) Planning Enforcement Investigation 474 London Road

READ and **NOTED** that no further action was to be taken. It was suggested that Planning Enforcement be asked why no action is to be taken as that there must have been a breach to initiate the investigation.

Cllr Mulcuck asked if KCC could be asked why there had never been any follow up to the request to put a further household waste recycling site at Allington.

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

Cllr Mulcuck took away some items of correspondence to read further.

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.

393. **CONFIDENTIAL MEMORANDUM BOOK**

(a) CM 403 Staff Vacancy

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

394, **CLOSURE**

The meeting closed at 7.49pm.

Chairman
5th February 2018