

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 5TH NOVEMBER 2018

PRESENT: CLLRS. M J PORTER (CHAIRMAN), A MULCUCK (VICE-CHAIRMAN), MRS J COOPER, P DALTON, MRS K DENNISON, P JOBLING, J LOVER MRS A THROSSELL , MRS J THWAITES, MRS J TEBUTT & N NEWMAN FROM 7.32PM)
MRS N GREENAWAY [CLERK OF THE COUNCIL]

302. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

303. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllr Mrs Dearden. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.408. Apologies were also received from Borough Cllr Cannon.

304. **DECLARATION OF INTERESTS**

There were no declarations of interest at this point in the meeting.

305. **CASUAL VACANCY**

It was **NOTED** that an application had been received to fill the casual vacancy on the Council. A letter from the candidate, which had previously been **CIRCULATED**, giving a brief personal profile, was **READ**.

RESOLVED to co-opt Mr Nigel Newman onto the Parish Council.

New Councillor Newman duly signed the Declaration of Acceptance of Office and undertaking to abide by the Code of Conduct in the presence of the Clerk. Cllr Newman was then welcomed and invited to take his seat and join the meeting.

The Chairman moved that as there were members of the public present that the meeting be adjourned at this point to allow them to speak:

ADJOURNMENT

The new Chairman and Vice-Chairman of Ditton Minors Football Club said they had attended to introduce themselves and say they hoped to have a good working relationship with the Council. The Chairman thanked them for coming.



A resident from Cherry Orchard attended as he had concerns about an application regarding an Environmental Impact Assessment, screening application that had been submitted to TMBC in connection with proposed development on EMT land. It was noted all members had been provided with a copy of the relevant document and the resident referred to page 6. He said there was no option to be able to comment to this on line. The Clerk advised she had contacted TMBC Planning about this and was advised it is because it is a technical issue so no comments are invited and any comments forwarded may not necessarily be taken into account. The resident also referred to petition that had been started in opposition to the development that currently had nearly 1500 signatures. He said another concern was possible contamination of the soil by chemicals and suggested a request for soil sampling should be made. The resident was thanked for his concerns and comments on these issues and advised the Council would take them on board.

The Chairman moved that because of the short time scale involved in TMBC making a decision on the Environmental Screening, members should consider now if any action should be taken:

306. **LOCAL PLAN – SUBMISSION OF SCREENING**

RESOLVED to write to the Head of Planning expressing this Council's concern about the traffic and safety issues referred to on page 6 of the document submitted by Savills.

307. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 1ST OCTOBER 2018**

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

308. **MATTERS ARISING**

There were no matters arising.

309. **MINUTES OF MEETINGS HELD DURING OCTOBER 2018**

(a) For Confirmation & Signing

(i) Community Centre Committee, 8th October 2018

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

(ii) Planning, Highways and Transportation Committee, 15th October 2018

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

(iii) Open Spaces and Amenities Committee, 15th October 2018

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

(iv) Personnel Committee, 16th October 2018

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

(b) For Noting

(i) Ditton Twinning Association, 2nd October 2018

CIRCULATED, READ and NOTED.

310. **CORRESPONDENCE**

(a) For Noting

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

Local Councils:	<u>Update – October 2018</u>
KALC:	<u>KALC NEWS – October 2018</u> <u>CSSC Newsletter</u>
T&M Area KALC:	<u>Minutes of Meeting on 04.10.2018</u>
JPCTCG:	<u>Minutes of meeting of 26.09.2018</u>
KCC:	<u>Inside Track Issue 254, 05.10.2018</u> <u>Temp Road Closures in T&M</u>
Highways England:	<u>M20 Smart Motorway Closures</u>
NHS:	<u>Extra Appointments at GP Surgeries</u>
UK Power Networks:	<u>Roadshows & Local Government Forums</u>
Heart of Kent Hospice:	<u>Santa Dash</u>

(b) For Decision

KALC:	<u>Annual General Meeting – 17 .11.18</u> READ and NOTED no one was available to attend.
	<u>2019/20 KCC Finance – Cons. Paper</u> READ and NOTED .
	<u>Training Events – Chairmanship 13.10.18</u> <u>Higher Level Planning 03.12.18</u> READ and NOTED .
Action with Communities in Rural Kent:	<u>Invitation to AGM – 13.11.18</u> READ and NOTED .
Leybourne Grange:	<u>Invitation to Nativity</u> Cllr Mrs Cooper advised she was able to attend.

311. **FINANCE**(a) Accounts for Payment**RESOLVED** the following accounts be **ACCEPTED, APPROVED** and **PAID**:-

October Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£17,599.92</i>
	<i>Net</i>	<i>£12,016.30</i>
<i>Weekly</i>	<i>Gross</i>	<i>£6,261.93</i>
	<i>Net</i>	<i>£5,489.32</i>

EDF	Cedar Rooms – Electricity Supply New Road – Electricity Supply		1610.65 38.76	£1,649.41
DCK Accounting	VAT Exemption	VAT	390.00 78.00	£468.00
HSS Hire	Hire of Breaker – Quarry	VAT	23.09 23.09 9.24	£55.42
Host My Office	Additional Services – October	VAT	10.00 223.50 46.70	£280.20
Fourways	Stationary	VAT	149.62 29.92	£179.54
J Dowle	Fencing	VAT	2315.00 463.00	£2,778.00
Goldstar	Staff Uniform	VAT	213.56 42.70	£256.26
T Parker & Son	Loam – Cricket Square	VAT	106.10 21.22	£127.32
Travis Perkins	Timber – Quarry Steps	VAT	162.96 97.09 52.01	£312.06
Howardson Ltd	Mower Parts	VAT	130.02 26.00	£156.02
Barge Group Ltd	Stepping Logs	VAT	173.00 34.60	£207.60
Came & Company	Community Centre Insurance	IPT	1469.63 176.35	1,645.98

(b) Direct Debits Paid During September 2018The following Direct Debits were **READ, NOTED** and **APPROVED**:-

03.09.18	Nest	Staff Pension	£193.77
03.09.18	BT	Telephone Line Rental	£105.96
03.09.18	TMBC	Business Rates	£1,286.00
05.09.18	Natwest	Mentor Services	£323.98
07.09.18	Matthew Clark	Bar Stock	£303.74
07.09.18	Sky	Sky Sport	£322.80

10.09.18	WEX	Petrol Card	£111.90
11.09.18	Initial	Towel Rental	£147.12
11.09.18	A Mecklenburgh	Bar Stock	£467.99
17.09.18	Natwest	Bankline	£53.20
17.09.18	Sage	Monthly Subscription	£21.60
17.09.18	Dual Energy	Electricity Supply	£1,714.00
20.09.18	BT	Telephone Line Rental	£94.74
20.09.18	Worldpay	Card Machine	£119.57
20.09.18	Heineken	Bar Stock	£6,888.46
24.09.18	Siemens	Equipment Rental	£188.46
25.09.18	A Mecklenburgh	Bar Stock	£57.60
26.09.18	BOC	Bar Gas	£150.00
28.09.18	NCS	Telephone Rental	£19.97
28.09.18	NCS	Telephone Rental	£19.97
28.09.18	NCS	Telephone Charges	£41.86
28.09.18	Veolia	Refuse Collection	£223.08

Imprest

27.09.18	James Ireland	Community Centre Photography	£150.00
27.09.18	Karis Mc Creight	Community Centre Table Dressing	£225.00
02.10.18	Mrs S Craig	Eye Test/Glasses Contribution	£105.00
08.10.18	Tradesands	Road Chippings – Quarry	£420.00
09.10.18	Cash	1 st /2 nd Class Stamps	£125.00
09.10.18	Cash	Bar Petty Cash	£91.38
09.10.18	Cash	Kilnbarn Entertainment	£250.00
		Amount to be reimbursed	1,366.38

(d) BACS Paid During September 2018

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

17.09.18	KCC	Staff Pension	£2,504.18
17.09.18	HMRC	NI & PAYE	£3,843.04

(e) Debit Card Payments – September 2018

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

12.09.18	Nexus Data System	Website SSL encryption	£54.00
17.09.18	Ascot Wholesale	Bar Optics	£69.43
17.09.18	Tesco	Bar Stock	£51.57
24.09.18	Amazon	Ground Membrane – war memorial	£37.99
24.09.18	Amazon	Ground Pegs – war memorial	£25.47
25.09.18	Green Box	Skip Hire	£228.00
26.09.18	Guru People Ltd	Outdoor Bench	£635.98

(f) Bar Floats

It was **NOTED** that the Bar currently keeps a large float for change etc, however this was no longer necessary now that a lot of payments were made by card.

RESOLVED to reduce the Bar float to £600.00 with the proviso it could be raised to £1,000.00 when functions were taking place that may require more change.

(g) Audit

(i) Internal Audit 1st Visit 2018

The report for the 1st Internal Audit Visit for 2018/19 was **READ** and it was **NOTED** that there were no matters to be brought to the Councils attention and that issues raised with the Clerk about some procedures during the audit had been addressed.

(ii) Internal Audit Plan for 2019/20

The proposed plan was **READ, NOTED** and **APPROVED**.

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

NOTED no report was available.

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

(a) Plans Received for Comment

TM/18/02393/FL	Single storey front rear extension	3 New Road
	RESOLVED NO OBJECTION.	

TM/18/02525/FL	Demolition of previous rear extension/conservatory and erection of single storey rear extension. Demolition of existing porch and erection of new porch.	73 Priory Grove
	RESOLVED NO OBJECTION.	

(b) Local Plan Update

Cllr Mrs Cooper said she felt a lot of unjust criticism had been levelled at the Parish Council about information about the Local Plan, which had arisen due to lack of support from the Borough and County Councillors. It was **NOTED** other parishes had received substantial support and guidance from their Borough and County Councillors.

(i) Public Meetings

It was **NOTED** that the Public meeting held by the Council and the subsequent one by EMT had been well attended by concerned residents.

(ii) Resident responses

Copies of all responses and concerns received by residents, which had previously been **CIRCULATED**, were **READ, NOTED** and would be taken on board in the Council's response.

(iii) Completion of Reg. 19 Response

Cllr Dalton said the main objection should be the lack of infrastructure to support new development in the area. Cllr Porter said the provision of footpaths must also be asked for. Cllr Mrs Cooper said that the Council should ask about the traffic mitigation for the M20 and A20. It was agreed a Freedom of Information request should be made to TMBC and KCC asking for this. The Clerk said she would appreciate some assistance with completing the

submission on behalf of the Council as it could not simply object – it had to say why parts of the plan were unsound. Cllr Newman said he would look into the provision of schools and Cllr Dalton said he would assist the Clerk with drafting the response.

314. **DITTON REMEMBRANCE DAY SERVICES**

The Clerk advised that unfortunately neither the Air Cadets or their band would be attending the service. It was also **NOTED** that we were a couple of road marshals short. Cllr Mrs Dennison offered to assist as a road marshal. All other arrangements were in hand.

315. **CHANGES TO MEETING DATES**

The Clerk advised that due to a reduced admin staff and leave and upcoming hospital appointments it would be necessary to amend forthcoming meeting dates. These would be circulated to all members as soon as possible.

316. **DITTON GAZETTE**

NOTED copy required as soon as possible.

317. **PARISH COUNCIL DANCES**

(a) Master of Ceremonies

The Chairman will do the Christmas Dance and Cllr Mulcuck will do New Year's Eve.

(b) Ticket Sales

NOTED ticket sales were going well, particularly for NYE.

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

This was confirmed as 7th December in the Don Carman Hall.

319. **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.

320. **CONFIDENTIAL MEMORANDUM**

(a) CM407 Staff Matters

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

It was **NOTED** that Mrs King tendered her resignation before the meeting with her took place. It was **FURTHER NOTED** that Cllr Mrs Cooper had assisted with drafting the job ad and new job spec. and copies would be circulated with the next Personnel Committee meeting agenda.

321. **CLOSURE**

The meeting closed at 8.45pm.

Chairman
12th December 2018