

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 9th APRIL 2018

PRESENT: CLLRS. P DALTON, MRS J DEARDEN, MRS K DENNISON, P JOBLING, J LOVER,
MRS J COOPER (from 7.36pm)
MRS N GREENAWAY [Clerk of the Council]
CO. CLLR P HOMEWOOD

460. **OPENING OF MEETING**

In the absence of the Chairman, Cllr Mrs Dearden opened the meeting and invited nominations for a member to chair the meeting. Cllr Mrs Dennison **PROPOSED** and Cllr Jobling **SECONDED**, that Cllr Mrs Dearden Chair the meeting. There being no further nominations, Cllr Mrs Dearden accepted and took the Chair.

461. **APOLOGIES**

Apologies were **RECEIVED** from Cllrs Porter, Mulcuck, Mrs Thwaites and Mrs Throssell. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.385. Apologies were also received from Borough Councillor Cannon.

462. **DECLARATION OF INTERESTS**

There were no declarations of interest.

463. **CASUAL VACANCIES**

It was **NOTED** that one application had been received, a copy of which had been previously **CIRCULATED**. The applicant was present and invited to say a few words in support of her application.

RESOLVED to accept the application from Mrs Cooper and co-opt her to the vacant position on the council.

New Councillor Mrs Cooper was then invited to join the meeting and sign the Declaration of Office and undertaking to abide by the Code of Conduct in the presence of the Clerk. The Chairman welcomed Mrs Cooper and invited each member to introduce themselves.

464. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 12TH MARCH 2018**

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

465. **MATTERS ARISING**

There were no matters arising. Cllr Dalton asked if the contact details of the Police Officer to report badly parked cars to were available. It was NOTED that they had not been sourced yet but the Clerk would follow this up.

466. **MINUTES OF MEETINGS HELD DURING MARCH 2018**(a) **For Confirmation & Signing**

- (i) PERSONNEL COMMITTEE, 12
- th
- March 2018 - Herewith

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

- (ii) COMMUNITY CENTRE COMMITTEE, 20
- th
- March 2018 – To Follow

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

RECOMMENDATION

That the Kilbarn opening hours are changed for a trial period from 1st May 2018 – 31st October 2018 as follows:- Monday/Tuesday/Wednesday/Thursday 5.00pm-11.00pm; Friday & Saturday 12.00 midday – 11.30pm and Sunday 12.00 midday - 10.30pm.

Discussion took place and it was **NOTED** that it had not yet been confirmed if staff would be available to work an earlier evening shift.

RESOLVED TO RATIFY the above **RECOMMENDATION** except the bar will continue to open at 7.00pm on Monday/Tuesday/Wednesday/Thursday, until further discussion has taken place with staff.

(b) **For Noting**

- (i) TWINNING ASSOCIATION, 20
- th
- March 2018

CIRCULATED, READ and NOTED.

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

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

Heart of Kent Hospice:

Thank You for Donation
Piano Concert

Communigrow:

Thank You for Donation

KALC:

Chief Execs Bulletins

NALC:

Data Protection Bill

KCC:

Inside Track
Roadworks – Various
Snow Emergency Damage

- SLCC: New Bulletin
The Clerk – March 2018
- Local Councils: Update – March 2018
- KentARA: Kent Active Spring 2018

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ADJOURNMENT

Two members from Ditton Bowls Club attended to present information about a suggested “high barrier” for the track to enable easy access to normal vehicles but prevent high sided vehicles entering. Information was circulated and it was noted that the Bowls Club would fund this new barrier. Members of the Bowls club said that it was hoped that by providing the high barrier it would mean the lower one could be left open whilst the club was in use.

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(b) For Decision

Ditton Bowls Club: **RESOLVED** High Barrier to track
TO AGREE IN PRINCIPLE TO THE BOWLS CLUB ERECTING A HIGH BARRIER SUBJECT TO A MEETING WITH THE CONTRACTOR TO ENSURE IT IS SUITABLE AND THAT THE SECURITY OF THE TRACK BE MONITORED FOR SIX MONTHS TO ENSURE THE TRACK IS NOT VULNERABLE WITH THE OTHER LOW BARRIER BEING LEFT OPEN DURING PERIODS OF HIGH USE.

468. **FINANCE**

(a) Accounts For Payment

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

Salaries: Monthly Paid	Gross:	15006.00	Net:	11903.26
Weekly paid - caretakers	Gross:	4252.97	Net:	3770.03
- bar	Gross:	2618.51	Net:	2497.51
Commercial Services:	Vehicle Lease fee March	302.00		
		Vat <u>60.56</u>		363.34
Host my Office:	April Hosting Fee	223.50		
		Vat <u>44.70</u>		268.20
Kent County Council:	3 rd Audit visit	480.00		
		Vat <u>96.00</u>		576.00
Lamberhurst Engineering:	Mower parts	30.77		
		Vat <u>6.15</u>		36.92
Popi Studio:	Spring Gazette			685.00

IMPREST ACCOUNT – Reimbursement of March Expenses**DPC IMPREST ACCOUNT – March 2018**

Brought forward from February	2203.45
Reimbursement	<u>296.55*</u>
	2500.00

Expenses

No expenditure in March – no reimbursement required.

(b) Direct Debits - Paid During February 2018

The following Direct Debit payments paid during February 2018, were **READ, NOTED** and **APPROVED**:

02.02.2018	Conviviality Group	489.74
05.02.2018	RBOS PLC Mentor	323.98
07.02.2018	Sky Business	308.40
09.02.2018	Nest	38.50
09/02.2018	Conviviality Group	415.50
15.02.2018	Your Energy	1768.00
16.02.2018	Sage Software	19.20
16.02.2018	Conviviality Group	423.34
16.02.2016	HMRC VAT	1511.79
16.02.2018	Wex Europe	80.64
19.02.2018	Rentokil Initial	140.24
20.02.2018	Worldpay	91.45
20.02.2018	Heineken	3229.54
22.02.2018	EDF	233.76
23.02.2018	Nest	28.62
23.02.2018	Conviviality Group	517.32
26.02.2018	BOC Manchester	138.00
26.02.2018	HMRC NDDS	100.72
28.02.2018	NCS Group Ltd	44.17
28.02.2018	NCS Group Ltd	18.16
28.02.2018	Veolia Es UK Ltd	205.92

(c) BACS Payments for February 2018

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

16.02.2018	KCC – Superannuation	2398.11
16.02.2018	Inland Revenue	3630.79

(d) KCC Internal Audit**(i) Third Visit for 2017/18 Report**

It was **NOTED** the report had not yet been received.

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

RESOLVED to defer this to the next meeting when further information could be completed on the form prior to the meeting.

(f) Annual Return Submission Date

It was **NOTED** the Annual Return must be submitted by 11th June.

(g) Assets Register

It was **NOTED** the Asset Register was not available.

(h) S.137 Expenditure Limit for 2018/19

It was **NOTED** that the appropriate sum for parish councils for the purposes of section 137(4)(a) of the Local Government Act 1972 for 2018/2019 is £7.86.

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

County Cllr Homewood advised that he did not have much to report and invited questions. The Clerk advised that members were surprised by the results of the recent speed survey on Kilnbarn Road and asked if it could be conducted at other points in the village. Cllr Homewood advised that substantial information would need to be collected on a particular area before he could consider authorising a further survey as it is expensive to carry out. The Clerk also asked if the Highway Steward had changed as she had not had a response to emails. Cllr Homewood advised that she should re-send and copy him in.

Cllr Dalton asked about cutting back of hedges in New Road, Cllr Homewood advised if it was on the public highway to send him pictures but if it was a private residence then he could not get involved and the Parish Council should write asking the residents to cut back the bush.

It was **NOTED** no report had been submitted from the Borough Councillors. Cllr Dalton suggested that if the Borough Councillors could not attend a meeting they should be asked to submit a report.

470. **PLANNING MATTERS**(a) Plans Received for Comment

It was **NOTED** that no date sensitive plans had been received.

471. **ANNUAL PARISH MEETING**(a) Final details(i) Nominations for Achievement Awards

NOTED.

(ii) Reports from Clubs/Organisations

NOTED that a report would be given by the Heritage Centre. It was also **NOTED** that Ditton Short Mat Bowls Club and Ditton Hockey Club had offered to give reports.

RESOLVED to accept the offers from Ditton Short Mat Bowls and Ditton Hockey Club to give reports at the meeting.

(b) Chairmen's Reports

Committee Chairs were reminded to prepare reports for the meeting and to submit a copy to the Clerk.

The Clerk reported that she had received a written question about the Parish Council Website. The Clerk advised that she could give a response to the matters raised.

RESOLVED the Clerk draft a response to the resident but advise that his letter and the response could be read out at the Annual Parish Meeting if the resident wished it to.

472. **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.

473. **CONFIDENTIAL MEMORANDUM BOOK**

(a) CM404 Ditton Court Quarry – Meeting with Tarmac Representative

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

474. **CLOSURE**

The meeting closed at 8.41pm.

Chairman
9th May 2018