

DITTON PARISH COUNCIL

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

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

404. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

405. **APOLOGIES**

Apologies were **RECEIVED** from Cllr Jobling. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.379.

406. **DECLARATION OF INTERESTS**

Cllrs Mrs Thwaites, Mulcuck and Piper declared a personal interest in item 412(e) Donations as Cllrs Mrs Thwaites and Mulcuck are members of Ditton Heritage Centre and Cllr Piper is a member of Commungrow and both charities are to be considered for a donation from the Council. Cllr Dalton declared a personal interest in item 411(b) as he knows the proprietor of GDT Wellness who has asked for permission to use the recreation ground.

407. **CASUAL VACANCIES**

It was **NOTED** that a letter had been received from someone interested in the vacancies but it contained little information. The Clerk advised she had written to the person inviting them to supply more information and/or attend a Parish Council Meeting.

408. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 15TH JANUARY 2018**

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

409. **MATTERS ARISING**

Cllr Dalton asked if a response had been received from Planning Enforcement. It was **NOTED** no response had been received yet.

410. **MINUTES OF COMMITTEE MEETINGS HELD DURING JANUARY 2018**(a) Community Centre Committee, 22nd January 2018

The above minutes were presented by Cllr Mrs Dearden and signed as a true record. Cllr Dalton asked if there would be further updates on the stocktake, following the recent deficit. Cllr Mrs Dearden advised that items were being closely monitored and an update would be given following the next stocktake.

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

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

Ditton Twinning Assoc: Minutes of Meeting 24th January 2018

Ditton Pop In Club: Thank You

KALC: NALC Chief Exec Bulletins 2 & 4

Police Funding Statement

Flood Warden Training

SLCC: Member & Monitoring Officer Surveys Report

KCC: Temporary Road Closures – various

Local Councils Update: Jan/Feb 2018

(b) For Decision

KALC: J5 Slips support letters
READ and **NOTED**.

Speedwatch Funding

READ and **NOTED** there would still be a cost involved and the need for volunteers to man the equipment. Discussion took place on ways to encourage motorists to slow down. It was suggested that the light up signs be investigated and to contact East Malling & Larkfield PC about the unit they use.

TMBC: On-Street Parking Fees (Consultation extended)
READ and **NOTED**.

Rumbling Tums: Request to bring snack van on site for football matches
RESOLVED NOT TO ACCEDE TO THIS REQUEST AS IT WOULD RESULT IN MORE LITTER, ENCOURAGE UNHEALTHY EATING AND SET A PRECEDENT TO OTHER MOBILE CATERERS.

GDT Wellness: Request to hold buggyfit class on recreation ground
RESOLVED TO ACCEDE TO THIS REQUEST SUBJECT TO THE USUAL CONDITIONS OF USING THE RECREATION GROUND BEING ADHERED TO.

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

Salaries: Monthly Paid	Gross:	13514.93	Net:	10943.14
Weekly paid - caretakers	Gross:	3281.82	Net:	2960.44
- bar	Gross:	2455.39	Net:	2311.54
Astra Security:	Padlocks & keys		37.84	
			Vat <u>7.56</u>	45.40
Commercial Services Trading Ltd:	January 2018 vehicle hire		302.78	
			Vat <u>60.56</u>	363.34
Host my Office:	Hosted Services February		223.50	
			Vat <u>44.70</u>	268.20
Kent County Council:	Pitch marker		41.00	
			Vat <u>8.20</u>	49.20
Lamberhurst Engineering Ltd:	Pole pruner		161.00	
			Vat <u>32.20</u>	193.20

DPC IMPREST ACCOUNT – JANUARY 2018

Brought forward November	1870.59
Reimbursement	<u>629.41*</u>
	2500.00

Expenses

Buffet for bands (xmas & NYE)	75.00
R Lowes (Village Sign work)	60.00
Bar Petty Cash	110.27
Pop in Club (replacement donation chq)	100.00
Stamps	56.00
Winter Hanging baskets	50.00
Voucher charge	3.25
Deposit Refunds – J Doone	50.00
Herbert & Ward Ltd	50.00
A Notice	<u>50.00</u>

604.52*
1895.48
2500.00

* Sum to be transferred on 5th February 2018 to return the balance to £2500.00(b) Direct Debits - Paid During December 2017The following direct debits paid during December 2017 were **READ, NOTED** and **APPROVED:**

01.12.17	TMBC	1872.26
01.12.17	Investec Asset Fin	127.37

04.12.17	BT Group	102.60
05.12.17	Nest	60.14
05.12.17	RBS Mentor	323.98
07.12.17	Sky Business	308.40
08.12.17	Conviviality Group	442.85
11.12.17	Wex Europe Service	79.00
15.12.18	Conviviality Group	418.15
15.12.17	Your Energy	1768.00
17.12.17	ICO	35.00
17.12.17	Sage Software	19.20
18.12.18	Rentokil	140.24
20.12.17	BT Group PLC	94.19
20.12.17	Worldpay	117.16
20.12.17	Heineken	5032.87
22.12.17	Conviviality Group	731.60
27.12.17	Siemens Financial Serv.	188.46
27.12.17	BOC	138.00
27.12.17	NCS Group Ltd	18.16
27.12.17	NCS Group Ltd	45.94
28.12.17	BT Group PLC	281.56
28.12.17	Veolia	229.32

(c) BACS - Paid During December 2017

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

15.12.17	Inland Revenue	3962.76
15.12.17	KCC Superannuation	2592.16

(d) Debit Card Payments - Paid During December 2017

The following Debit Card payments paid during December 2017 were **READ, NOTED** and **APPROVED**:

06.12.17	Peeks (Balloons, party poppers etc)	158.42
15.12.17	Medway galvanising (village sign)	128.40
18.12.17	Tesco (hirer refreshments)	63.39

(e) Donations

Requests received for financial support were **READ** and **NOTED**.

RESOLVED to make the following donations from this Council's charities account:-

Under Local Government Act 1972, Sec 142

£100 to Tonbridge & Malling Citizens Advice Bureau

Under Local Government Act 1972, Sec 144

£200 to Ditton Heritage Centre

Under Local Government Act 1972, Sec 137

£250 to Kent Air Ambulance

£200 to Heart of Kent Hospice

£200 to Communigrow

£100 be available for admin costs for the knitted poppy appeal

It was **NOTED** that there were sufficient funds in the Charities account (raised from raffle ticket sales at the Dances) to cover the donations.

RESOLVED to ask the Heritage Centre how their donation would be used and to ask Communigrow how they would use their donation as they had not sent in a request for specific project this year.

(f) KCC Internal Audit – Proposed Programme for 2018/19

The proposed internal audit plan from KCC Audit for 2018/19 was **CIRCULATED, READ** and **NOTED**.

RESOLVED to accept the proposed audit plan from KCC Audit for 2018/19.

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

Borough Cllr Cannon **REPORTED** on the following items:

- Panels designed by the children at Ditton Junior School are to be put in the former phonebox now housing the defibrillator.
- Tree cutting has been taking place at night alongside the M20.
- Another village litter pick is proposed in the Spring/Summer.

Cllr Piper asked if TMBC can attend to a part of a fallen tree on the amenity land in Cherry Orchard. Cllr Cannon said he would pass this on.

414. **DATE SENSITIVE PLANNING MATTERS**

(a) Plans Received for Comment

TM/18/00037/FL	Construction of a new entrance hall to the front elevation of the existing property	48 Acorn Grove
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RESOLVED THIS COUNCIL HAS NO OBJECTION TO THIS APPLICATION

TM/18/00032/FL	Dropped kerb to ease entry to drive	32 Station Road
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RESOLVED THIS COUNCIL HAS NO OBJECTION TO THIS APPLICATION

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

There were no matters arising.

416. **ANNUAL PARISH MEETING, MONDAY 30TH APRIL 2018**

(a) Format

RESOLVED to keep the same format as previous years.

(b) Speaker/s and/or awards

A suggestion of asking the Heritage Centre to give a talk was made and also to ask Ditton Minors if they wished to speak about their 50th Anniversary. Several nominations for awards were made. The Clerk will place the usual request for contributions in the Gazette and Ditton Column.

417. **DITTON GAZETTE – COPY DEADLINE**

NOTED copy deadline was 16th February.

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.

418. **STAFF MATTERS**

The Clerk **REPORTED** that approximately 100 applications had so far been received for the vacancy. She also advised that one of the Assistant Bar Managers had resigned but that the shifts could be covered by existing staff.

It was **NOTED** that a Personnel and F&A Committee Meetings had been scheduled for 8th February.

RESOLVED to postpone both meetings until after the recruitment deadline for the vacancy. The Clerk will circulate suggested dates in due course.

Cllr Mrs Dearden advised she could not attend the Community Centre Committee meeting scheduled for 12th February and it was doubtful another member could attend. It was **NOTED** that there would be very little business other than the signing of cheques.

RESOLVED to cancel the Community Centre Committee Meeting to be held on 12th February and for time sensitive cheques to be taken to the next available committee meeting for approval and signature.

419. **CLOSURE**

The meeting closed at 8.10pm.

Chairman
12th March 2018