

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF DITTON PARISH COUNCIL TO BE HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 8th APRIL 2019 AT 7.30PM

Ditton Parish Council
Ditton Community Centre
Kilnbarn Road
Ditton
AYLESFORD
Kent ME20 6AH
Tel: 01732 844749

(Mrs) Nicola Greenaway
Clerk of the Council

Email: clerk@dittonparishcouncil.gov.uk
Website: www.dittonparishcouncil.gov.uk

3rd April 2019

PLEASE NOTE: THE PHOTOGRAPHER WILL BE ATTENDING AT 7.00PM TO TAKE THE ANNUAL PHOTOGRAPH IN THE DON CARMAN HALL - PLEASE ARRIVE PROMPTLY BY 7.00PM

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES**
3. **DECLARATION OF INTERESTS**
4. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 4TH MARCH 2019**
5. **MATTERS ARISING**
6. **MINUTES OF MEETINGS HELD DURING MARCH 2019**
 - (a) **For Confirmation & Signing**
 - (i) COMMUNITY CENTRE COMMITTEE, 11th March 2019 – herewith
 - (ii) PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE, 18th March 2019 - herewith
 - (iii) OPEN SPACES AND AMENITIES COMMITTEE, 18th March 2019 - herewith
 - (b) **For Noting**
 - (i) TWINNING ASSOCIATION, 2nd April 2019

7. **CORRESPONDENCE**

(a) For Noting

Heart of Kent Hospice:	<u>Thank You for Donation</u>
Kent Air Ambulance:	<u>Thank You for Donation</u>
Ditton Heritage Centre:	<u>Thank You for Donation</u>
Citizens Advice:	<u>Thank You for Donation</u>
KALC:	<u>Subscription and Membership Information</u> <u>Chief Execs Bulletins</u>
KALC T&M Area:	<u>Parishes Engagement with PCSOs</u>
Kent Police:	<u>Tonbridge & Malling CSU updates</u> <u>Spring Plan</u> <u>New from Kent's PCC</u>
KCC:	<u>Local Bus Service</u> <u>Temporary road closures</u>
T&M Local Plan:	<u>Notice of Independent Examination</u>
Maidstone BC:	<u>Maidstone Local Plan Review – Call for Sites</u>
SLCC:	<u>The Clerk – March 2019</u>
Local Councils:	<u>Update – March & April 2019</u>
Clerks & Councils:	<u>Direct March 2019</u>
Demelza House:	<u>Demelza Life Spring 2019</u>
RBS:	<u>Rialtas Customer Connection</u>
Fly the Ensign:	<u>Merchant Navy Day</u>

(b) For Decision [none received to date]

8. **FINANCE**

(a) Accounts For Payment

Atlas	Keyholder & Alarm Service		300.00	
		VAT	60.00	£360.00
Rural Kent	Annual Subscription		100.00	£100.00
Travis Perkins	OSA resources		27.37	
		VAT	5.47	£32.84
KCC	Internal Audit		480.00	
		VAT	96.00	£576.00
Kent Men of the Trees	Annual Membership		25.00	£25.00
Host My Office	IT Support		275.00	
	IT Hosting		233.50	
		VAT	101.70	£610.20

Castle Water	Water Supply – Community Centre		898.98	£2021.08
	Water Supply – Cedar Rooms		252.39	
	Water Supply – NRRG		74.29	
	Water Supply – Bowls/Allotment		795.42	
Chubb	Alarm maintenance – OSA		42.51	£51.01
		VAT	8.50	
Commercial Services	Vehicle Lease		302.78	£363.34
		VAT	60.56	
P&L Services	Mower Service		529.46	£529.46
Aquad	Water Bottles		44.95	£53.94
		VAT	8.99	

Payroll Summary

Monthly	Gross	£16,276.84
	Net	£10,755.56
Weekly	Gross	£7,222.48
	Net	£6,127.73

(b) Direct Debits

Paid During February 2019

01.02.19	NEST	Pension contributions	£205.77
05.02.19	Natwest	Mentor Services	£323.98
07.02.19	Commercial Services	Gas supply	£965.90
07.02.19	Sky	Monthly subscription	£322.80
12.02.19	Mecklenburgh	Bar stock	£75.60
14.02.19	FDMS	Card Charges	£77.15
15.02.19	Bankline	Monthly charges	£44.61
15.02.19	DHFE	Till rental	£369.60
15.02.19	Dual Energy	Electricity supply	£2,102.00
18.02.19	Sage	Monthly subscription	£21.60
19.02.19	Worldpay	Monthly card charges	£89.92
25.02.19	WEX	Fuel card	£106.41
25.02.19	BOC	Bar Gas	£150.00
26.02.19	Heineken	Bar Stock	£5,182.85
26.02.19	Mecklenburgh	Bar Stock	£43.01
28.02.19	BT	BT Sport	£295.36
28.02.19	NCS	Telephone rental	£19.97
28.02.19	NCS	Telephone Rental	£19.97
28.02.19	NCS	Telephone call charges	£45.24

During March 2019

01.03.19	Payment Sense	Card Charges	£17.82
01.03.19	O2	Mobile Phone	£16.27
05.03.19	Natwest	Mentor Services	£323.98
05.03.19	BT	Telephone Line	£108.36
05.03.19	Veolia	Refuse Collection	£294.34
07.03.19	Sky	Sky Sports	£556.80
08.03.19	Nest	Pension contributions	£198.95
11.03.19	Commercial Services	Gas Supply	£1,155.47
12.03.19	A Mecklenburgh	Soft Drinks supply	£234.89
14.03.19	FDMS	Card Charges	£76.76
15.03.19	Bankline	Monthly charges	£56.98
15.03.19	DHFE	Till Hire	£369.60

15.03.19	Dual Energy	Electricity Supply	£2,102.00
18.03.19	Sage	Monthly subscription	£24.00
19.03.19	Worldpay	Card Charges	£266.60
20.03.19	BT	Telephone Line	£94.43
20.03.19	Heineken	Bar Stock	£5,615.30
25.03.19	Siemens	Equipment Hire	£188.46
25.03.19	WEX	Vehicle Fuel	£72.59
25.03.19	BOC	Bar Gas	£150.00
26.03.19	A Mecklenburgh	Bar Stock	£59.21
28.03.19	BT	BT Sports	£295.36
28.03.19	Veolia	Refuse Collection	£257.54

(c) BACS Payments

February

13.02.19	K Green	Wedding Fair refund	£20.00
13.02.19	S White	Wedding Fair refund	£10.00
13.02.19	Hannahmade	Wedding Fair refund	£10.00
13.02.19	AA Executive	Wedding Fair refund	£10.00
13.02.19	J Ireland	Wedding Fair refund	£10.00
13.02.19	K Ker	Wedding Fair refund	£10.00
15.02.19	Allington Decorators	Community Centre decoration	£1,687.00
15.02.19	M Christofi	Community Centre decoration	£1,687.50
15.02.19	HMRC	PAYE/NI	£3,839.33
15.02.19	KCC Pension	Pension contributions	£2,622.80
22.02.19	A Dowell	Abba Chique deposit	£150.00

March

15.03.19	KCC Pension	Monthly Pension	£2,484.70
15.03.19	HMRC	PAYE & NI	£3,387.22

(d) Debit Card Payments

February

05.02.19	Amazon		£7.97
08.02.19	Lovely Flora		£17.99
15.02.19	Screwfix		£9.98
28.02.19	Screwfix		£25.99

March

06.03.19	Amazon	Memorial Plaque	£5.99
06.03.19	Nisbets	Trolley	£119.98
15.03.19	Ravencourt	Wall Clock – Community Centre	£98.65
15.03.19	Land Search Service	Land Search	£33.58
20.03.19	Amazon	Memorial Plaque	£7.97
20.03.19	10 out of 10	Stage Light Bulbs	£43.80

(e) Imprest Account

February

04.02.19	R Baker	Dance ticket refund	£102.00
07.02.19	Tradesands	Aggregate	£70.00
12.02.19	M Boormand	Deposit refund	£50.00
21.02.19	Watling Tyres	Tractor tyres	£432.00
27.02.19	R Coles	Welding – Gate at NRRG	£220.00
		FEBRUARY REIMBURSEMENT	£874.00

March

05.03.19	Kent Woodland Services	Quarry Fencing	£204.00
14.03.19	Mr S Christie	Deposit Refund	£50.00
		MARCH REIMBURSEMENT	£254.00

- (f) KCC Internal Audit - Third Visit for 2018/19 Report (*herewith*)
- (g) Review of effectiveness of Internal Control and Internal Audit (*herewith*)
- (h) Annual Return Submission Date
- (i) Assets Register - for approval and signing, [*if available at meeting*]
- (j) Risk Identification and Management Summary 2018/19 (*herewith*)
- (k) Quotation for replacement of Computer Desktop Boxes

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

10. **REPORTS FROM NEIGHBOURHOOD POLICE TEAM**

11. **DATE SENSITIVE PLANNING MATTERS**

(a) Plans Received for Comment

TM/19/00590/FL	Ground floor extensions and alteration to roof to provide first floor accommodation	Cobdown Lodge 540 London Rd
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(b) Invitation to attend meeting with TMBC & KCC re A20 issues, 12th June 2019 [*emailed 2.4.19*]

(c) TMBC – Draft Road Closure Notice – part of Ragstone Court for Street Party 05.05.2019
[*for information only*]

12. **ANNUAL PARISH MEETING**

(a) Final details

(i) Nominations for Achievement Awards

(ii) Speaker/Reports from Clubs/Organisations

(b) Chairmen’s Reports

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

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.

14. **COUNCILLOR CONDUCT AT MEETINGS/TRAINING**

15. **CEDAR ROOM LEASE AGREEMENT WITH PRE-SCHOOL**

16. **CLOSURE**

N.B. All Meetings of the Council are open to the public and include an adjournment of 15 minutes to permit members of the public to raise any items for the Council’s attention, however, due to the confidential nature of some of the items of business parts of the meeting may exclude the press and public in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50.

