

## DITTON PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH MEETING OF DITTON PARISH COUNCIL, HELD IN THE DON CARMAN HALL AT DITTON COMMUNITY CENTRE ON MONDAY 29<sup>TH</sup> APRIL 2019

CHAIRMAN: CLLR. M J PORTER

PRESENT: CLLRS P COLE, P M DALTON, MRS J DEARDEN, MRS K DENNISON, J LOVER, A R MULCUCK, MRS A THROSSELL & MRS J THWAITES

MRS NICOLA GREENAWAY (Clerk of the Council), MRS S CRAIG (Business Administrator), MRS G JEFFS (OSA & Planning Administrator) & MR B WHITE (Community Centre Administrator)

APOLOGIES: CLLRS MRS J COOPER, N NEWMAN, MRS J TEBBUTT, CO CLLR P HOMEWOOD, PCSO SALAM

ATTENDANCE: AS PER ATTENDANCE REGISTER TOTALLED 50: 9 PARISH COUNCILLORS, 4 OFFICERS, 19 ELECTORS, 18 OTHER

### 1. WELCOME

Cllr Porter, Chairman of the Council, opened the Meeting at 7.30pm and extended a warm welcome to those present.

### 2. NOTICE OF MEETING

Posting of the Notice of the Meeting was certified by the Clerk.

### 3. ACHIEVEMENT AWARDS FOR OUTSTANDING CONTRIBUTIONS TO THE VILLAGE

Achievement awards were then presented:- Kevin Wilkinson was nominated by Ian Dennison for his many years as a coach with Ditton Minors FC and for fundraising efforts to take his team on a tour of Holland; Mrs Pat Cox for her work and enthusiasm with Ditton Internet Café; an award was made to thank you to Ditton's outgoing Borough Councillor, Tom Cannon for his hard work and dedication to the people of Ditton during the last four years; Jennifer Wardle for picking up litter around the village and Community Centre; Pauline Easter for her tireless work and fundraising for Homestart and Mencap. Two special collective awards were then made – firstly to members of Ditton Heritage Centre [Cllr Tony Mulcuck, David Stevens and Jan Cordwell] for the wonderful project and display to commemorate the fallen of Ditton in WW1 and then to the many ladies that knitted and crocheted poppies to be displayed at last year's centenary WW1 Remembrance Service. All recipients were congratulated again for their outstanding contributions to the community of Ditton.

### 4. FILMS TO REMEMBER THE FALLEN OF DITTON IN WW1

Two films made for last years centenary Remembrance Service together with some photographs taken at the service were then shown. The first film was dedicated to the fallen of Ditton and produced by Matt and David Stephens. The second film was dedicated to those that lost their lives at the Somme and was produced by David Cooper. Finally a series of photographs that captured the very special service on 13<sup>th</sup> November 2018 were shown. The Chairman thanked those that were involved with producing the films.

### 5. MINUTES OF ANNUAL PARISH MEETING HELD 30<sup>th</sup> APRIL 2018

**PROPOSED** by Cllr. Porter, **SECONDED** by Cllr Mulcuck that the Minutes of the Annual Parish Meeting held on 30<sup>th</sup> April 2018 be taken as **READ** and **CONFIRMED**, and **SIGNED** as a correct record of the Meeting. **CARRIED NEM. CON.**

6. **FINANCIAL REPORT**

The Financial Report was taken as **READ** and the Audited Accounts for 2017/2018, showed:-

**INCOME AND EXPENDITURE ACCOUNT as at 31<sup>st</sup> March 2018**

	Notes		2018	2017
<b>Income</b>				
Precept on Borough Council			264,923	208,386
Grants Receivable			4,300	17,681
Rents Receivable, Interest & Investment Income			17,626	18,856
Income from Services			302,600	295,759
Other Income			232	46
Total Income			589,681	540,728
<b>Expenditure</b>				
<b>Direct Service Costs</b>				
Salaries & Wages			(260,061)	(236,248)
Grant-aid Expenditure			(2,150)	-
Other Costs	1		(235,683)	(230,064)
<b>Democratic, Management &amp; Civic Costs</b>				
Salaries & Wages			(31,332)	(51,342)
Other Costs	1		(16,989)	(19,638)
Total Expenditure			(546,215)	(537,292)
<b>Excess of Income over Expenditure for Year</b>			<b>43,466</b>	<b>3,436</b>
Investment Profit/(Losses)			8,150	-
<b>Net Operating Surplus for Year</b>			<b>51,616</b>	<b>3,436</b>

<b>STATUTORY CHARGES &amp; REVERSALS</b>				
Capital Expenditure charged to revenue	11		(27,897)	-
Reverse (Profits)Losses on investment disposal			(8,150)	-
Transfer (to) Earmarked Reserves	23		(19,540)	(23,988)
<b>(Deficit) for the Year (from) General Fund</b>			<b>(3,971)</b>	<b>(20,552)</b>
<b>Net (Deficit) for the Year</b>			<b>15,569</b>	<b>3,436</b>
The above (Deficit) for the year has been funded for the Year to as follows:				
Transfer (to)/from Earmarked Reserves	23		19,540	23,988
(Deficit) for the Year (from) General Fund			(3,971)	(20,552)
			<b>15,569</b>	<b>3,436</b>

The Council had no other recognisable gains and/or losses during the year.

**BALANCE SHEET As at 31<sup>st</sup> March 2018**

	Notes		2018	2018	2016
<b>Fixed Assets</b>					
Tangible Fixed Assets	10			466,643	414,097
<b>Long Term Assets</b>					
Investments Other than Loans	13			457,526	504,392

<b>Current Assets</b>				
Stock	14		6,417	6,609
Debtors & prepayments	16		15,220	613
Investments	15		50,584	50,531
Cash at Bank and in hand			<u>170,959</u>	<u>159,592</u>
			243,180	217,345
<b>Current Liabilities</b>				
Creditors and income in advance	17		<u>(43,629)</u>	<u>(30,089)</u>
<b>Net Current Assets</b>			<u>199,551</u>	<u>187,256</u>
<b>Total Assets Less Current Liabilities</b>			1,123,720	1,105,745
Deferred Grants	19			<u>(20,627)</u>
<b>Total Assets Less Liabilities</b>			1,104,853	1,085,118
<b>Capital and Reserves</b>				
Capital Financing Reserve	21		447,776	397,370
Financial Instruments Adjustment Account	20		457,526	504,392
Usable Capital Receipts Reserve	22		9,633	9,007
Earmarked Reserves	23		126,071	106,531
General Reserve			<u>63,847</u>	<u>67,818</u>
			1,104,853	1,085,118

These Accounts were approved by the Council on 4<sup>th</sup> June 2018.

**PROPOSED** by Cllr. Mulcuck, **SECONDED** by Cllr.Porter that the Financial Report be **ADOPTED. CARRIED NEM.CON.**

**7. COMMITTEE CHAIRMEN'S REPORTS ( \* copies filed with minutes)**

(a) **Allotment Managers\***

Cllr Mrs Thwaites gave a report on the work of the Allotment Managers during the year and advised that the plots are generally well maintained by enthusiastic tenants and she advised that the plots are inspected by the Allotment Managers at least three times per year. DATs – the allotment tenant association – held numerous social events including a post-Christmas meal and a BBQ. She reported that the Pea Pod building is very well used and this houses a toilet and an area with tables and chairs. One member has made some planters and another laid some paving. Cllr Mrs Thwaites ended by thanking the Chair of the Open Spaces Committee and the Grounds staff for tending the allotment paths.

(b) **Community Centre Committee\***

Cllr Mrs Dearden advised that over the past year the Committee has looked at ways to improve the Community Centre and Kilnbarn to make them more efficient and to reduce unnecessary costs. Cllr Mrs Dearden advised new heating has been installed to the Oaken Hall and the main corridors redecorated including new flooring. She advised the Acorn Room would be refurbished in May and a new ceiling and lighting is being looked into for the Oaken Hall. She advised bookings at the centre are rising and this has been helped as the use of a project and screen is now available along with the ability to provide refreshments. She added that the Council is pleased to continue to provide facilities for a wide variety of activities and is looking forward to the many events planned in the Centre and Kilnbarn. Cllr Mrs Dearden concluded by thanking the office, caretaking and bar staff for their help and hard work.

(c) **Open Spaces & Amenities Committee\***

Cllr Mrs Dennison gave a report on the work of the Open Spaces Committee. She advised that both recreation grounds are well used and the football pitches are used to capacity. She advised that the Terms of Use for the Recreation Grounds had been updated and residents comments taken on board. She advised that an extension to the time of the use of the floodlights for the MUGA had been granted and this had enabled Kent League Netball to use the facility. Cllr Mrs Dennison advised that new steps had been put in the Quarry Local Nature Reserve, with help from the quarry working party and Medway Valley Countryside Partnership. She advised a

new bench had also been made and installed by Adrian Harrison. She reported that the responsibility for The Stream and Ford is still being investigated. She advised that the War Memorial area had received a makeover and thanked Hadlow Plant Centre for the donation of plants and labour and KCC Cllr Homewood for a grant to purchase planters. Cllr Mrs Dennison concluded by thanking all the grounds staff, administrative staff and fellow committee members during her first year as Chair.

(d) **Planning Committee**

Cllr. Dalton reported that the largest concern was the proposed development at Ditton Edge and this would continue to be monitored along with the traffic congestion on the A20. He also advised on the planning process and that the Council remains committed to supporting residents in relation to local issues.

(e) **Personnel Committee**

Cllr John Lover spoke of the busy year and that several changes have been implemented including moving weekly paid staff to monthly paid, permanent contracts replacing zero hour contracts and keeping up with legislation and applying increases in line with the minimum wage and pension regulations. Cllr Lover welcomed Ben to the Office team and thanked the other staff for coping during a period of being short staffed. He advised all staff are monitored and appraisals will be undertaken this year. He thanked all the staff in each department and said that now there is a good team in place the Council looks forward to success in the coming year.

8. **CHAIRMAN'S REPORT**

The Chairman gave his report on the work of the Council over the past year including setting the precept and donations made and events organised by the Council. He advised that there would not be an election for the Parish Council as insufficient candidates applied but there would still be an election for Borough Councillors. He also congratulated those that had received achievement awards and thanked Matt and David Stephens and David Cooper for the Remembrance of WW1 films. He also spoke of the activities of the Twinning Association, the Youth Centre and others including the Community Day, Remembrance and changes in Council membership.

The Chairman then thanked all the parish council staff, fellow council members and volunteers for all their hard work and support during the past year.

9. **QUESTION TIME AND GENERAL DISCUSSION**

No questions had been previously submitted and no questions were raised at this time.

10. **CLOSURE & THANKS**

The Chairman closed the meeting at 8.18pm, thanked everyone for attending and invited them to stay for refreshments.

Chairman  
17<sup>th</sup> May 2021