

**MINUTES OF THE MEETING OF DOWNSWOOD PARISH COUNCIL
HELD AT 8.00 PM ON TUESDAY 3 NOVEMBER 2009
IN THE COMMUNITY CENTRE**

Present: Cllrs Cheesman (Chairman); Bevan; Ladds; Greenhead (part); Butler; Roberts (part); Clark; Chainey (part); Cllr Marchant (MBC) (part); Cllr Cooke KCC); PC Lee Tallon (part); Mrs Irving (Clerk); Rajen Kantaria (part); one member of the public (part).

1 APOLOGIES: Cllr Weeks (work commitment); PCSO Stevens, Apologies for slight lateness (due to conflicting appointments) received from; Cllrs Greenhead, Roberts & Chainey.

2 DECLARATIONS OF INTEREST: Cllr Ladds and Cllr Chainey – Item 11 Choir Donation.

3 POLICE REPORT

PC Tallon was welcomed to the meeting by the chairman.

Crime Figures from 6 October 2009 to 3 November 2009.

CY/17349/09 – Attempted burglary/criminal damage in Cotswold Gardens on 21/10/09.

Letterbox tampered with and slight damage caused. Exact intent not known.

CY/17956/09 – Criminal damage to front door on 31/10/09. Plastic bottle containing liquid thrown at door.

PC Tallon believes the recent occurrence of a helicopter flying overhead in the early hours of the morning was part of a training exercise but he will check & report back on his findings.

4 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:

The meeting was reconvened.

5 APPROVE & SIGN MINUTES OF MEETING HELD ON 6 OCTOBER 2009:

Following a date change amendment ‘1 October’ to ‘6 October’ the minutes were agreed and signed by the Chairman as a true and accurate record of proceedings.

6 MATTERS ARISING:

Traffic Calming. KHS Officer has informed Cllr Marchant that paperwork is being processed to move the Church Road speed limit sign.

- **Foxden Drive Play Area.** Funding update awaited.

- **Mallards Way/Orchard Spot Roundabout** – During a recent site visit with MBC, the clerk was advised that the cost of the goal post/levelling ground may be less than originally quoted. It was resolved that any saving should be spent on additional heathers for the roundabout. Clerk to check Cllr Marchant’s query whether the lime present in ragstone could have an adverse effect on the heathers. MBC anticipate that the roundabout should be completed prior to Christmas.

- **Additional CCTV** – Visit to control centre has been delayed due to Chris Stewart's meeting with IC2 being postponed. PC Tallon's query regarding the existing camera to be investigated.

7 URGENT MATTERS:

- Vegetation has still not been cleared from footpath KM86 - Cllr Marchant to chase up.
- Litter bin at Spot Lane is still not accessible.
- It was resolved that the Parish Council would not meet in January 2010. An extraordinary meeting will be called if an urgent matter arises.

8 KENT INTERNATIONAL GATEWAY: Cllr Cheesman encouraged all present to visit the Inquiry (now some evening sessions). It is unlikely that a report will be released before March 2010. Cllr Cooke will be contributing between £1,000-£1,500 to JPG from his devolved budget.

Following advice from JPG, Section 106 was considered in the event that KIG is approved. It was agreed that traffic calming measures in Deringwood Drive will be requested. JPG's next meeting will be to discuss finance.

9 BOROUGH COUNCILLOR'S REPORT.

- The Borough has agreed to extend their brief of cleaning the play area to include the wooded section of Foxden Drive. The Borough will be writing to residents backing onto both Foxden Drive and Frithwood Close (re. Old Church Road) advising them that waste should not be deposited in public areas.
- All present were invited to attend the Remembrance Service in Otham on Sunday which will be followed by refreshments in the village hall.
- In an attempt to cut down on noise, the Ministry of Transport have just started a consultation process regarding certain tyres that will no longer be available. Comments can be made on line.
- Mote Park funding. Cllr Marchant has requested a dedicated cycle lane is considered from Willington Street through to New Cut Road. An extension has also been requested from Ashford Road to Cavendish Way.

10 KCC COUNCILLOR'S REPORT.

- Currently kept very busy with Admissions issues. A lengthy discussion followed in which Cllr Cooke stated the extra form of entry continues for Valley Park School. Over 90% of all parents got their first choice of secondary school last year.
- There is currently £25,000 available in Cllr Cooke's highways devolved budget.
- As a member of the Health Overview & Scrutiny Committee Cllr Cooke is looking at the retention of maternity services at Maidstone hospital.
- Local Board has moved to new forum. The structure has been resolved and it is hoped that the new local forum will get started before Christmas.

11 CHRISTMAS CAROLS & LIGHTS CEREMONY (Inc. Choir Donation & possible Motif Competition).

Hilights have been requested to erect motifs during mid November. They will be given an approximate switch-on time on the day to avoid delays.

A resolution was passed to donate £80.00 to the church choir.

Downswood Football Club has confirmed that a representative will be present at the ceremony to receive a donation. Brownies and Willow Rise have also confirmed they will be represented.

Unmetered Supply Certificate has been obtained – It was resolved that EDF would remain as energy supplier this year.

Due to grave concerns regarding the expense of running a competition as proposed by Gala Lights, it was proposed that a competition is held whereby residents vote for their favourite motif from a selection of three lights as chosen by the Open Spaces Committee.

12 CLERK'S REPORT – Information has been received from KHS stating that a new winter policy has been agreed by Members whereby salt bin requests will have to go through a scoring process. If the request meets the criteria then KHS will fund the salt bin on behalf of the Parish. Clerk to resubmit details for assessment.

13 REPORTS FROM SEMINARS ATTENDED.

- DCA Committee meeting attended by Cllr Greenhead.
- KHS 'Highways on Line' attended by the Clerk on 19 October.

14 PLANNING.

New Applications

MA/09/0766 - 22 Rhodewood Close

Conversion of garage to habitable room, erection of a single storey side extension and first floor extension.

No objection

MA/09/1896 – 50 Gorham Drive.

Erection of front porch.

Decision awaited.

Applications Granted

MA/09/1471- Downwood Community Centre.

Replacement of all external wooden doors with new UPVC doors.

Approved subject to conditions.

15 FINANCE

i) Donation Requests:

DCA External doors + Modernisation proposal – The DCA's request for additional finance was discussed. It was unanimously agreed that it would not possible to increase contributions further (i.e. finance the project in its entirety), due to already increased demands on the budget.

ii) Items for payment

Balance of Current Account £25,124.39 credit, after all cheques sent.

Balance of Investment Account £9,911.72 credit.

The council confirmed approval of the following payments.

		£
HM Rev & Customs	PAYE	317.68
R. Cheesman	Christmas Carols/Lights Expenses	9.90
Thurnham PC	KIG Contribution (August) S111	393.53
Audit Commission	Audit Fee 2009	327.75
T. Irving	Clerk's Salary & Expenses (October)	726.20
J. Noyce	Litter Picking (October)	244.20
KALC	AGM Lunch (R. Cheesman)	8.50
D. Marchant	Printing Expenses re. KIG Flyer	125.00

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Cheques received:

MBC	Concurrent Functions (2 nd Instalment)	6,350.00
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iii) Fixed Asset Register. A new register has been prepared by the Clerk which details the following assets; land to rear of Murrain Drive - £1.00, fencing at above site - £1,304.00, Christmas motifs - £6,140.00, play equipment (Mallards Way) - £7,854.00, fencing (Foxden Drive) - £16,070.00, benches x 8 & bins x 5 - £7,332.00, Clerk's computer - £630.00, CCTV - £3,767.00 & notice boards x 3 - £3,767.00 = £50,547.

v) Review of Projects/End of Year financial Projection/Draft Budget Proposals.

Outstanding projects were reviewed in line with the draft budget proposals from the Open Spaces Committee. As there is still no news from MBC regarding funding of the Foxden Drive project, it was agreed to defer DPC's 2009/10 contribution and, if necessary, increase the contribution in 2010/11.

Details	In	Out	Invest + Crrt Acct b/f	
			36418.44	
Donation - DFC		50.00	36368.44	(£2,100 in budget Donations/
Thurnham PC (KIG)		1967.65	34400.79	JPG, actual £3,854.71)
Garden Comp		90.00	34310.79	
Orchard Spot Roundabout		1737.00	32573.79	(1,000 in budget)
Mallards (Goal Posts)		1656.00	30917.79	(1,000 in budget)
Wreath		35.00	30882.79	
Litter Picking Cont	489.00		31371.79	
Wages - Litter Picker		1611.25	29760.54	
- Bin liners/Glvs		150.00	29610.54	
Wages (net) - Clerk* (x 6 M)		4027.26	25583.28	
- Expenses		350.00	25233.28	
- Tax & NI		635.00	24598.28	
Highlights		1740.20	22858.08	
Gala		2100.00	20758.08	(New LED bulbs £1636 not
EDF		300.00	20458.08	inc in budget)
Christmas Ceremony		120.00	20338.08	
Newsletter		181.25	20156.83	
Planting (Golden Hill)		1644.00	18512.83	(1,000 in budget)
Bank Interest	300.00		18812.83	
Murrain Grass Cutting (MBC)		180.00	18632.83	
			18632.83	

*At current rate

VAT refund currently stands at £210.00 (above amounts are ex VAT)

Outstanding projects.

DCA (Door replacement)	7500
Foxden Play Area	10,000
CCTV	10,000 to 16,500* (poss reduced to 14,000)
	8,000 allowed in budget.

Draft budget proposals to be emailed to councillors in time for consideration prior to the next meeting of 1 December 2009.

iv) **Other matters to report** – None.

16 TREE WARDEN HONORARIUM. A resolution was passed to award the Tree Warden an honorarium of £100 in recognition of his work since the last honorarium in 2005. (Cheque to be presented at Christmas Lights Ceremony).

17 COMMITTEE REPORTS – None available.

18 CORRESPONDENCE.

- **BTCV – Heritage Trees Project.** Seven questionnaires were circulated to members for completion & return to BTCV. Details of the project to be emailed to Members for consideration and discussion at December's meeting.
- Emails from Mr. Lacey regarding parking issues were discussed. Response sent by the Clerk - no further action required.
- Kent Police questionnaire to be completed by Cllr Roberts.
- KHS (Transport) questionnaire to be completed by Cllr Chainey.
- MBC (Indoor Sports & Recreation Facilities) to be completed by Cllr Greenhead.

19 NEWSLETTER/WEBSITE–

Website is benefiting from regular updates.

Newsletter is almost complete and will be finalised as soon as possible.

20 ADDITIONAL MATTERS TO BE DISCUSSED AT NEXT MEETING - Please advise Clerk prior to meeting.

There being no further business the meeting closed at 10.20 pm.

DATE OF NEXT PARISH COUNCIL MEETING – 1 DECEMBER 2009.