**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING**

**HELD ON TUESDAY 7 MARCH 2017 AT 8.00 PM**

**IN THE COMMUNITY CENTRE**

Gary Cooke (KCC); 3 Members of the Public (Richard Young, Diane Thompson & John Everett).

1. **APOLOGIES:** Cllrs Weeks (holiday); Fincham, Carmichael & Pearson (work commitments); Cllr Newton (MBC) – holiday.
2. **NOTIFICATION OF WHETHER ANYONE WISHES TO FILM, PHOTOGRAPH OR RECORD ANY ITEMS** – None received.

**3 DECLARATIONS OF INTEREST:** None received.

**4 COUNCILLOR VACANY/CO-OPTION:** Ongoing.

**5 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC**:

The meeting was reconvened.

**6 APPROVE & SIGN MINUTES OF MEETING 7 FEBRUARY 2017:** The minutes were agreed and signed by the Chairman as a true and accurate record of proceedings.

**7 POLICE REPORT:** Crime figures from 07/02/2017 – 03/03/2017.

Attempted theft at phone box outside Deringwood Parade 01/03/17, 07**.**45-08.00.

This incident was also subsequently reported to the clerk by a member of the public when youths were seen kicking the phone box.

Criminal damage MURRAIN DRIVE 23/02/2017, 16.40-16.50.

**8 COUNTY COUNCILLOR’S REPORT:** A written report was provided – see Appendix 1.

* **Update re Lime trees, Grampian Way/Deringwood Drive.** Plans to remove 3 or 4 of the trees has been superseded with a request from residents that KCC “remove all trees on their side of the footpath”. The soft landscaping team will look to replant something smaller in the spring.

The mini bus service to the medical centres was not required on its first day of operation. (Slots will be held by the surgery until 12 noon, with the service provider contacted on the day, if it is required).

KCC are under no obligation to provide a bus lane as per the Inspector’s Interim Report for the Local Plan. However, proposals for relief road routes are expected by the end of the year.

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**9 BOROUGH COUNCILLOR’S REPORT:** Not available.

**10 SPIRES MEDICAL CENTRE UPDATE:** Dr Singh has agreed to circulate news of the closure.

Helen Whatley intends to follow up on ownership and the future of the building. Cllr Cheesman to assist by talking to Atul/Rajen Kantaria about ownership.

**11 ARRIVA BUS SERVICE:** The Open Day was attended byCllrs Cheesman/Butler and Mr Richard Young. Cllr Cheesman expressed her concern that no link with Madginford will be available.

Cllrs Cheesman, Cllr Cooke, Richard Young and the Clerk to attend a meeting with Norman Kemp of Nu Venture on 9 March to discuss Arriva’s proposals.

**12 URGENT MATTERS:**

* Broken pane of glass in the telephone box has been reported to BT.
* Water leak in Old Spot Lane reported to SE Water. Area subsequently requested to be cleaned by a sweeper.
* A new date for July’s DPC meeting to be discussed at April’s meeting (Clerk on holiday).

**13 FINANCE:**

**i. Items for payment:**

**Balance of Current Account £ 3,753.45 credit, after all cheques sent Balance of Investment Account £10,321.18 credit**

The council confirmed approval of the following payments:

|  |  |  |  |
| --- | --- | --- | --- |
| **To Whom Payable** | | Details | **Amount** |
| Downswood Under 5’s | | Donation | 208.00 |
| Otham with Langley PCC | | Donation (Churchyard) | 150.00 |
| Paul Waring | | Roundabout Maintenance (visits Oct) | 66.24 |
| J. Noyce | | Litter Picking (Feb) | 259.20 |
| T. Irving | | Clerk’s Salary/Exp (Feb) | 885.13 |
| KCC Re. Kent Pension Fund | | Clerk’s Pension (Employer & Employees Conts Feb) | 216.52 |
| DCA | | Hire of Hall | 345.75 |
| W. Greenhead | | Reimbursement of Website Charges | 45.00 |
|  | |  |  |
| **Cheques received:** |  | |  |
| Caxtons Commercial | Litterpicking Contribution x 2 | | 728.00 |
| Spires Medical Centre | “ “ | | 120.00 |

ii) **Donation Request:** Kent, Surrey, Sussex Air Ambulance.

RESOLVED: It was proposed, seconded and agreed to make a donation for the suggested £250, in accordance with LGA 137. (Cllrs Weeks and Fincham had previously registered their support for the request).

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iii) **Standing Orders/Financial Regulations Update**: Updated SO’s and Financial Regulations have been forwarded to KALC for comment.

iv) **Financial Risk Assessment**: (Both documents circulated to all members for consideration prior to the meeting).

It was agreed that training is an area that needs some consideration. As the courses offered by KALC often conflict with work commitments, making it difficult for councillors to attend, it was suggested that the Clerk makes enquires for a bespoke KALC training session. The costs could possibly be shared by clustering with other councils.

RESOLVED: The council approved and adopted the documentation.

**Fixed Assets Update**. RESOLVED to formally approve and adopt the register.

v) **Consider Membership Renewal: SLCC.** It was RESOLVED that a 2/3 contribution will be made, assuming that OPC agrees a 1/3 contribution.

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

**14 PLANNING:**

**Awaiting Decision by MBC**

17/500537 - 25 Monkdown

**Approved.**

17/500132 - 18 Murrain Drive

**15 WEBSITE:** The new website is nearly ready to be launched. A furthermeeting to be held on 9 March.

**16 MALLARDS WAY OPEN SPACE/PLAY ARAEA:** Whilst councillors are sorry to see the old tractor has been removed, the new equipment is in the process of being installed and will provide plenty of alternatives.

**17 OLYMPICNIC/DAVID NUTTALL MEMORIAL UPDATE**: Clerk to contact MPE regarding barbeque/white lining. It is hoped that the event will be a more viable option for the club this year, as attendance is likely to be increased due to the memorial.

Cllr Cheeman to inform David’s family of details & request attendance.

**18 REPORTS FROM MEETINGS/SEMINARS ATTENDED:** Cllrs Butler and Cheesman attended the **Arriva Information Day** on 18 February and provided a report by email.

**Cllr Cooke,** **AGM** – attended by Cllr Cheesman.

**KALC/KFAS Information Day** attended by the Clerk (information shared by email).

**19** **COMMITTEE REPORTS:** None received.

**20** **CORRESPONDENCE:**

Various items circulated by email.

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**John Everett – DCA update.** Cllrs confirmed their intention of a stall at this year’s Fete.

Cllr Greenhead/Mr Everett to liaise with Clerk with details for the purchase of a new shed.

It is hoped that broadband will soon be available at the community centre. The provider requires permission from the owner, MBC, and this is currently progressing with the legal dept.

**Downs Mail** requesting a link from DPC’s websites. Motion agreed – clerk to forward copy of letter to Cllrs Greenhead, Butler and Weeks.

**KCC.** Letter re **Audit of your Parish Accounts** to be considered next year.

**DATE OF NEXT MEETING: 4 April – This will be preceded by the Annual Parish Meeting at 7.45 pm.**

There being no further business the meeting closed at 9.25 pm

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