

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING  
HELD ON TUESDAY 1 MARCH 2016 AT 8.00 PM  
IN THE COMMUNITY CENTRE**

**Present:** Cllrs Cheesman (Chairman); Greenhead; Butler; Weeks; Roberts; Eady; Pearson; Mrs T Irving (Clerk); PCSO Timon Gurr; 2 members of the public.

**1 APOLOGIES:** Cllr Carmichael gave apologies due to feeling unwell and retired before the meeting started; Cllr Brooks (family commitment); Cllr Newton (MBC); Cllr Cooke (KCC); Rajen Kantaria.

**2 NOTIFICATION OF WHETHER ANYONE WISHES TO FILM, PHOTOGRAPH OR RECORD ANY ITEMS –** None received.

**3 DECLARATIONS OF INTEREST:** None.

**4 POLICE REPORT: 02/02/16 to 01/03/16**

**Crimes reported x 2.**

Criminal damage – Pennine Way –x 1

Attempt burglary other than dwelling, Gorham Drive x 1

Anti-social behaviour calls.

1 x Nuisance youths. Call received regarding youths causing general nuisance to residents in/around Pennine Way in evenings.

It was agreed to post a comment on Facebook requesting information from anyone that witnessed the anti-social behaviour incident in Pennine Way. Residents to be reminded to contact the police on 101 or 999 if an incident is actually in progress.

PCSO Gurr was asked for advice following the parking concerns expressed by the DCA. PCSO Gurr stated that he has already spoken to the DCA Chairman to inform him that drivers are not breaking the law. He will be contacting the DCA to request they consult with KHS re parking cones, if they have not already done so.

It was suggested that user groups should continue to be encouraged to 'police' the problem as per their agreement with the DCA.

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

The meeting was reconvened

**6 APPROVE & SIGN MINUTES OF MEETING HELD ON 2 FEBRUARY 2016:**

The minutes were agreed and signed by the Chairman as a true and accurate record of proceedings.

**7 COUNTY COUNCILLOR'S REPORT (Cllr Cooke):**

Written Report provided – see Appendix 1.

## 8 BOROUGH COUNCILLOR'S REPORT (Cllr Newton): Not available.

### 9 URGENT MATTERS:

MPE FC has advised that parking facilities for Mallards have been withdrawn by The Spot. The club are planning to request use of the Community Centre overflow car park on Saturday and Sunday mornings.

Cllr Weeks requested that consideration be given to purchasing more gazebos for the Olympic picnic as 3 are broken/unusable. It was agreed for Cllr Weeks to purchase 2 x gazebos @ £160 each, with a further one to be purchased in 2017.

### 10 FINANCE

#### i. Items for payment:

**Balance of Current Account**        **£ 6,197.21 credit, after all cheques sent**  
**Balance of Investment Account**    **£10,259.54 credit**

The council confirmed approval of the following payments:

#### To Whom Payable

W. Greenhead	Expenses: Website/Bat Boxes	19.95
L. Greenhead	Flyer Delivery	75.00
Spires Minimarket	Gloves for L/Picker	28.99
KCC	Load Testing of Columns	356.70
KCC	Clerk's Pension (Employer + Employee Contributions) Feb	201.67
J. Noyce	Litter Picker's Wages (Feb)	231.40
T. Irving	Clerk's Salary & Expenses (Feb)	852.56
DCA	Hall Hire	258.31

#### Cheques Received: None

#### ii) Annual Review:

**Clerk:** It was agreed from 01 April 2016 to raise the Clerk's salary by 5% upgrading to Scale 24 in line with Otham Parish Council.

**Litter Picker:** It was resolved to increase payment in line with the National Living Wage (commencing April 2016). Cllr Weeks/Clerk to prepare/carry out risk assessment. Draft Contract of Employment to be drawn up as agreed.

**iii) Membership Renewals. Resolved:** Renew SLCC membership (2/3 contribution)

#### iv) Other Matters to report:

**Sector Led Body - External Audits:** Subsequently agreed to opt in to SAAA arrangements (see April minutes).

It was agreed to adopt **NALC Model Standing Orders** with amendments pertinent to DPC. Clerk to prepare a draft for consideration by the council.

### 11 PLANNING:

#### New Applications:

16/500704/FULL - 70 Foxden Drive

Alterations to proposed first floor side elevation window and provision of first floor front elevation window.

**Amended Application 16/500201/FULL 10 Frithwood Close**  
Alterations to proposed first floor side elevation window and provision of first floor front elevation window.

**12 DAVID NUTTALL MEMORIAL UPDATE:** Quotation awaited from The Stone Shop.

**13 DEFIBRILLATOR:** Delivery due in March.

**14 CHRISTMAS CAROLS & LIGHTS 2016:**

Ideas for new motifs to be circulated for consideration.

Trevor Sturgess has confirmed he will be 'honoured to accept' the switch-on invitation' subject to confirmation that he is permitted to do so in his official capacity as Deputy Lieutenant of Kent.

**15 REPORTS FROM MEETINGS/SEMINARS ATTENDED:**

**KALC Area Committee Meeting** – Cllr Cheesman.

**16 PLAY AREAS/MALLARDS OPEN SPACE:** Response awaited from MBC re S106 funding for restoration/maintenance of the lake.

Clerk to request follow up information from LVPAS in respect of the club's meeting with Cllr Weeks last August.

MBC has advised they do not have the facility to email out copies of the monthly inspection reports for Foxden or Mallards Way.

**17 SPIRES MEDICAL CENTRE:**

Cllrs Weeks & Eady have been working with Cllr Cooke and Helen Whatley to produce the questionnaire. Minor amendments are required before the document is printed and circulated to residents. An analysis of the answers will be carried out by Cllrs Weeks/Eady as soon as possible after Easter.

No further news regarding a consultation document from the surgery.

**18 SSSI:** Both NE & PROW are very impressed with the work that has been carried out. PROW has agreed to fund the footpath work from next year's budget.

MBC are currently unable to include the site on their maintenance program due to lack of funds.

**19 CLEAN FOR THE QUEEN:** A successful clearance was carried out and there was an opportunity to install the bat boxes.

**20 DCA: CARBON NEUTRAL PROJECT:** DCA are now in possession of three quotes for LED lighting and will advise DPC of their chosen contractor in due course.

**PARKING:** (See also item 4) Clerk to relay suggestions re new path/additional car parking spaces.

**21 COMMITTEE REPORTS:** None available.

**22 CORRESPONDENCE:** Various items circulated by email.

**JPG Group** meeting at 7.30 pm on 2 March.

**Shooting Stars Childcare** – Fundraising for a defibrillator (company advised one has been purchased for the Community Centre).

**Heart of Kent Hospice** – Raffle tickets not required.

**The Kent Men of Trees.** Annual competition - DPC will not be participating this year.

There being no further business the meeting closed at 10.40 pm

**DATE OF NEXT PARISH COUNCIL MEETING: 5 APRIL AT 8.00 PM (to be preceded by the AGM at 7.45 pm)**