

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 6 FEBRUARY 2018 AT 8.05 PM
IN THE COMMUNITY CENTRE**

Cllrs Cheesman (Chairman); Weeks; Butler; Fincham; Alden-Morris; Fairhurst; 3 members of the public (DCA representatives J. Everett & D. Thompson; Mr R. Young)

1 APOLOGIES: Cllr Greenhead (work commitment), Cllr Cooke (KCC) conflicting appointment; Cllr Newton (MBC).

The apologies and reasons for absence were noted and accepted.

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

3 COUNCILLOR VACANCY/CO-OPTION: Three residents have been approached by the Chairman but with no luck in progressing the matter further. Cllr Butler is hopeful that her contact will confirm their interest.

4 DECLARATIONS OF INTEREST: No declarations

5 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC: Concerns regarding parking were addressed.

6 APPROVE & SIGN MINUTES OF MEETING 5 DECEMBER 2017:
The minutes were agreed and signed by the Chairman as a true and accurate record of proceedings.

7 CRIME REPORT: The following report was obtained from e-watch.co

Longham Copse. Burglary of Dwelling. Between 3.34am and 3.45am on Sat 27 Jan an outbuilding at a residential property was broken into.
Crime Rpt YY033125/18

Ravens Dane Close. Theft from Motor Vehicle. Number plates were stolen from a Ford Fiesta parked in the road on Sunday 7 Jan, between 12.00am and 1.30pm.
Crime Rpt YY00803/18

Bournewood Close. Burglary of Dwelling. On Fri 8 Dec between 6.45pm and 9.45pm a residential property was broken into and jewellery was stolen.
Crime Rpt YY/037191/17

Bournewood Close. Burglary of Dwelling. On Thurs 7 Dec between 12.01am and 10.30pm a residential property was broken into. Nothing appears to have been taken.

8 COUNTY COUNCILLOR'S REPORT: Not available.

9 BOROUGH COUNCILLOR'S REPORT: Not available.

10 URGENT MATTERS: Street columns not working in walkaway off Chiltern Close and adjacent to Foxden Drive Play Area.

Clerk to circulate street lighting report for completion. All councillors are requested to assist with roads that remain unmanned.

11 NOTICE BOARD(S)/DISPLAY BOARD: Deferred as Cllr Greenhead is gathering information.

Cllr Weeks was thanked for his offer to clear the graffiti from Foxden Drive's board.

12 MATTERS ARISING FROM PREVIOUS MINUTES:

- **Speed Indicating Devices:** Awaiting update from Cllr Cooke.
- **CCTV:** Item deferred to allow input from Cllr Greenhead.
- **PROW KM80/86:** No response received to Cllr Fairhurst's request for a start date for the new steps. Matter to be progressed by Cllr Fairhurst & the Clerk.

13 GENERAL DATA PROTECTION REGULATION (GDPR): KALC workshop was attended by Cllrs Cheesman/Weeks and the Clerk, with electronic and hard copies of the briefing notes circulated to all.

The main points from the course were discussed and the need to appoint a DPO.

Appointment of SATSWANA was agreed at an approximate cost of £150 per annum (this may reduce if OPC agree to use the same DPO).

14 FINANCE:

i. Items for Payment.

Balance of Current Account £7,944.43 credit, after all cheques sent
Balance of Investment Account £10,369.82 credit

Cheques sent:

To Whom Payable	Details	Amount
A-M Butler	Expenses – Christmas Carols	92.64
J. Noyce	Litter Picking (Dec)	270.00
T. Irving	Clerk's Salary (Dec)	942.63
KCC Re. Kent Pension Fund	Clerk's Pension (Employer & Employees Conts Dec)	270.35
HMRC	PAYE	216.03
Gala Lights	Purchase of 4 Motifs	600.00
A-M Butler	Expenses – Christmas Carols	21.60
DCA	Hall Hire	322.10
Aylesford Electrical	Removal of Motifs/Purchase of Controller	975.00
KALC	GDPR Training (M. Weeks)	36.00
T. Irving	Clerk's Salary/Exp (Jan)	880.22
J. Noyce	Litter Picking (Jan)	337.50
KCC Re. Kent Pension	Clerk's Pension (Jan)	270.35

Cheques received:

From Whom Rec'd	Details	Amount
Caxton's	Litter Picking Contribution (Oct 17 to Mar 18)	403.00
NS& I	Interest – Investment Acct	48.64

The accounts were formally agreed (proposed by Cllr Alden-Morris, seconded by Cllr Fincham).

ii. **MBC PSS Funding Agreement:** The funding for 2018/19 will comprise: Grounds Maintenance – £133 & Damping - £331.

The agreement for total funding of £464 was signed & will be returned to MBC.

iii. **JPG/CPRE Funding.** JPG's letter requesting PCs to support funding of CPRE Kent's Judicial Review challenge for Woodcut Farm was discussed. This resulted in a unanimous decision to support the action. **Resolved**

iv **Donation Requests: Five Acre Wood/Megan Armitage.** Following careful consideration of each request, the council regrets they are unable to assist with a donation.

v **Review of Accounts Presentation:** Cllr Fairhurst to forward information relating to his suggestion for a new format to the Clerk, prior to 6 March meeting.

vi **2017/18 Annual Audit Preparation:** It was resolved that Auditing Solutions will continue to carry out the internal audit (they anticipate the fee will remain at £190). A date for the audit to be carried out has been agreed for 27 April to 1 May.

PKF Littlejohn will be carrying out the external audit.

Resolved.

Other matter to report: Quotation from Paul Waring to cut the side and top of the hedge adjacent to Foxden Drive Play Area in the sum of £332 + VAT was discussed and unanimously agreed. **Resolved.**

15 ~~CHRISTMAS CEREMONY REVIEW~~ (Duplicated)/CONSIDER QUOTATIONS FOR FUTURE EVENTS: Item deferred to March meeting to allow receipt of further quotations.

It was agreed to expand the display to include KDAL 003 (column opposite Bournemouth Close).

16 PLANNING: No items to report.

17 DATES FOR APM/AGM – Agreed for 8.00 pm on 3 April and 1 May respectively. Monthly council meeting to commence as soon as the above meetings conclude. Cllr Cheesman's apologies were received for the AGM.

OLYMPICNIC: Decision deferred to check date/avoid a clash with Madginford Fete.

18 SOCIAL MEDIA: Policy/Committee. Cllr Weeks to circulate a draft policy next week for discussion/adoption at 6 March meeting.

19 DCA UPDATE: Mr Everett advised the meeting that MBC will only permit the centre's loft to be used as a storage facility.

Quotations for the conversion range from £21,000 to £23,000.

It was **resolved** that a sum of £800 - as allocated in 2018/19 budget – will be made available for the conversion. Letter confirming the donation to be sent to DCA Chairman as it may assist with match funding.

20 REPORTS FROM MEETINGS/SEMINARS ATTENDED:

- Cllr Pearson – Police Liaison 17.01.18 (minutes circulated)

- Cllr Weeks – Highways 31.01.18
Whilst it is not possible to do anything about the planned housing, consideration may be given to the painting of white lines to highlight the edge of the highway in the hope that it will protect the verges and slow traffic, by highlighting the narrowness of Church Road.
It was also requested that a passing place, adjacent to The Old Rectory, be reinstated.

- Cllr Cheesman – KALC 05.02.18
An overview was given for marking the death of sovereignty (packs to be distributed to Clerks).
Parish Services Scheme is running down.
KALC AGM will be held on 16 Nov.
Next KALC meeting – 16 April.

21 COMMITTEE REPORTS: None received.

22 CORRESPONDENCE: Various correspondence circulated by email.

- **End of WW1 Centenary.** Consideration to be given how to mark this important occasion - **Agenda item for March.**
Clerk to establish availability of the Comm Centre for 11 November at 7.30 pm
Cllr Fincham to gather information for further discussion at March meeting.

- **KALC Community Awards** – T & C's to be checked & considered for 2019 awards.

23 DATE OF NEXT MEETING: 6 March 2018.

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