

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING  
HELD ON TUESDAY 1 MARCH 2022 AT 8.00 PM  
IN THE COMMUNITY CENTRE**

Present: Cllrs Cheesman, Butler, Alden-Morris, Everett, Thompson, Pallant, Fincham, Mrs T. Irving – Clerk, 1 member of the public.

In the absence of the Cllr Newton, the meeting was chaired by the Vice Chairman, Cllr Cheesman.

1. **APOLOGIES:** Cllr Newton – Attendance required at conflicting MBC meeting. The apology and reason for absence was noted and accepted.  
  
MBC has been informed that Samantha Brooks has resigned from the council.
2. **NOTIFICATION OF WHETHER ANYONE WISHES TO RECORD ANY ITEMS:** The Clerk for the purpose of the minutes.
3. **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:** None declared.
4. **ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:** None received.

The meeting was reconvened.

5. **APPROVE & SIGN MINUTES OF MEETING 1 MARCH 2022:** The minutes were agreed as a true and accurate record of proceedings and were duly signed by Cllr Cheesman. The Clerk requested an addition to the minutes of 07/12/2021 as she is missing from the list of attendees. It was agreed for this minor amendment to be carried out.
6. **CRIME REPORT:** It was noted that no new crimes appear on e-watch.com: PCSO Kirsty Greaves has started maternity leave, with cover being provided by PCSO Anna Hick during her absence.
7. **REPORTS RECEIVED FROM:**
  - 7.1 **COUNTY COUNCILLOR'S REPORT:** Not available.
  - 7.2 **BOROUGH COUNCILLOR'S REPORT:** Not available.
  - 7.3 **REPORT FROM DCA REPRESENTATIVE:** This year's Fete will take place on Saturday, 4<sup>th</sup> June. Following apologies for attendance by Cllrs Butler, Alden-Morris and Pallant, and as Cllrs Everett & Thompson will be carrying out DCA duties, it was agreed that there is a need to review whether the PC can be represented with a stall at the Fete. Agenda item for April's meeting.

**8 FINANCE:**

**i. Items for Payment**

SLCC	Annual Membership (2/3 Contribution)	124.00
CPRE	Annual Membership	36.00
KALC	Training: A. Pallant	60.00

Staffing Costs (Payroll and Expenses)	February	1,649.25
Heart of Kent Hospice	Donation re Maid Rock Choir in accordance with LGA S137 (Mins 04.01.22 Item 11 ii)	100.00

**Cheques received:**

DCA	Litter Picking Contribution (Oct '21 to March '22)	137.50
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**Balance of Current Account: £22,349.38 credit, after all cheques sent**

**Balance of Investment Account: £10,605.44 credit**

Acceptance of the previously circulated financial report was proposed by Cllr Alden-Morris, seconded by Cllr Pallant and unanimously agreed. **RESOLVED**

**ii. Donation requests:**

**Donation of Easter Eggs for DCA Easter Hunt.** In accordance with LGA S137 a donation of £20 was proposed, seconded and unanimously agreed.

**Churchyard Maintenance – St Nicholas Church, Otham:** It was agreed to defer a decision until May's meeting when the new financial year will have started.

**iii. Consider adoption of Financial Regulations:** Following consideration of the draft based on the NALC model regs, it was proposed by Cllr Thompson, seconded by Cllr Everett and unanimously agreed to replace the existing regs with the draft version.

**iv. Review of Fixed Asset Register:** Following due consideration of the assets, it was unanimously agreed for the Mallard Way table tennis table to be gifted to MBC – Clerk to advise. The register was reviewed and confirmed as accurate.

**v. Other Matters to Report:** Maidstone Rock Choir confirmed that they would like the £100 donation to be made to HOKH.

**9 PLANNING: New Applications and Existing Applications Update:**

Following a query regarding construction of a porch at 3 The Beams, it was confirmed that this is understood to be permitted development and planning permission is therefore not required.

**APPLICATIONS PERMITTED:**

21/503538/SUB  
Land West of Church Road, Otham

**APPLICATIONS REFUSED:**

21/503585 Land West of Church Road

**10 ANNUAL LITTER PICK:** It was agreed that, in principle, a litter pick will take place in the autumn. Agenda item for September.

- 11 OLYMPICNIC 2022 Date/forward planning of event:** Saturday 23 July with a start time of noon was agreed for the event. Mr Tanswell to be requested to MC, 2 Bouncy Castles/2 x Portaloos to be hired. Price to be checked for 150 x medals with ribbons. Ice cream van to be sought. First Aid cover to be sought. **ACTION: Clerk**
- Cllr Everett to meet with white liner prior to the event to ensure the lines are in the correct place. **ACTION Cllr Everett**
- Committee meeting to be held nearer the time to agree races, etc.
- 12 GOVERNANCE & POLICIES REVIEW: Contract for Litter Picker.** The Clerk has prepared a draft contract based loosely on the SLCC model for a Clerk (hard copy of the draft shared with Cllr Butler). Other sources to be checked and report back. **ACTION: Clerk**  
Cllr Pallant to ask his contact at MBC if they have an appropriate contract that they would be willing to share? **ACTION: Cllr Pallant**
- 13 QUEEN ELIZABETH II PLATINUM JUBILEE (2022):** Wording suggestions for the plinth have been forwarded to Cllr Newton for consideration. Permission to install the plinth has now been confirmed by KHS.
- 14 BEE CORRIDORS:** MVCP has confirmed that everything is in hand and that the work will commence on 10 March.
- 15 FOXDEN DRIVE HEDGE:** The work has now been completed and those that have seen the hedge agreed that a lovely job has been carried out.
- A proposal to remove the hedge was discussed and declined as it provides privacy for residents and it is good for the wildlife.
- 16 REVIEW OF STREET LIGHTING REPORT:** It was agreed that street lighting checks are no longer required to be carried by councillors. Residents will be requested to report via KCC's website in the next edition of the newsletter, via Facebook and the website. **ACTION: Clerk/Cllrs Alden-Morris & Pallant**
- 17 CCTV UPDATE:** NT Security are expected to attend the Community Centre on 7 March to carry out maintenance work.
- 18 GARDEN COMPETITION – SPRING 2022:** Coolings has confirmed that they *hope* to be able to judge during spring.  
Clerk to provide a list of roads for councillors to prepare their shortlist from at the beginning of April. **ACTION: Clerk**  
Judging to be carried out at the end of April/beginning of May, with the same categories that were used during 2021.
- 19 CHRISTMAS LIGHTING INSTALLATION/CONTRACTORS:** Quotations are being sought for installation/removal/storage of the lights. Cllr Fincham requested a copy of the requirements as defined by KCC – Clerk to circulate to all. **ACTION: Clerk**

- 20 NOTICE BOARD – Review items for display:** It was agreed that all non-profit making events/items that are considered to be of interest to Downswood residents can be advertised, subject to availability of space. A decision on suitability will be left to the discretion of the Clerk. **ACTION: Clerk**
- 21 FLAG POLE FOR COMMUNITY CENTRE UPDATE:** Cllr Everett to request 3 quotes and report back to the Clerk. **ACTION: Cllr Everett**
- 22 DOWNSMAIL:** Following due consideration, it was agreed that the council cannot commit to advertising and regret they are unable to help.
- 23 HONOURS BOARD UPDATE:** As agreed, Cllr Everett has taken the boards to be updated.
- 24 REPORTS FROM MEETINGS/SEMINARS ATTENDED:** None to report.
- 25 URGENT CORRESPONDENCE:** Various correspondence circulated by email for comment.
- Trees and fences that were damaged/fallen have been reported to the appropriate authorities.
- 26 ITEMS FOR FUTURE AGENDAS: DCA Fete, Twitter, DPC Banner, Bank Review.**  
Please contact the Clerk if you have items that you wish to be considered for future agendas

There being no further business, the meeting closed at 9.47 pm.

**The next meeting of the Council will be held at 8 pm on Tuesday, 5 April 2022.  
This will be preceded by the Annual Parish Meeting at 7.45 pm.**