

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

Present: Cllrs G Newton; R Cheesman; A-M Butler; K Alden-Morris; J Cottis; J Tournay; B Cottis; A. Pallant; Mrs T. Irving – Clerk/RFO; 2 members of the public.

1. **APOLOGIES:** No apologies received.
2. **NOTIFICATION OF WHETHER ANYONE WISHES TO RECORD ANY ITEMS:** The Clerk for the purpose of minuting
3. **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:** None declared.
4. **ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:** No questions were raised. However, Downswood Diggers were thanked for clearing the PROW steps (KM80) that are located close to The Orchard venue.

The meeting was reconvened.

5. **APPROVE & SIGN MINUTES OF MEETING 4 OCTOBER 2022:** The minutes were agreed as a true and accurate record of proceedings and were duly signed by Cllr Newton.
6. **CRIME REPORT:** Crime reports issued on e-watch.co.uk.

Longham Copse. 00.01 on 4 October and 23.15 on Thursday 6 October. Somebody put a nail in the tyre of a BMW 320D that was parked in the road.

Mallards Way. Between 20.30 on Friday 21 October and 10.00 on Saturday 22 October. Somebody stole a grey Land Rover Discovery VK66*** from the road.

Gorham Drive. 26 October between 19.20 and 19.40. Somebody stole a handbag and phone from the owner while at a party.

For information, the Foxden Drive parish notice board was vandalised.

7. **REPORTS RECEIVED FROM:**
 - 7.1 **COUNTY COUNCILLOR'S REPORT:** Not available
 - 7.2 **BOROUGH COUNCILLOR'S REPORT:**
 - Councillor Newton considers that a reasonable temporary job has been carried out on Church Road. Two cars can now pass with care and the pot holes have been filled.
 - DPC has requested a ragstone wall as a replacement for the hedgerow that was removed at the church. However, the replacement will be strictly between the Diocese and Bellway Homes to decide.

7.3 **REPORT FROM DCA REPRESENTATIVE:** Not available.

8 FINANCE:

8.1. Approve Statement of Account

Items for Payment

Paul Waring	Maintenance of Roundabout	42.66
New Tech Security	CCTV	248.40
Staffing Costs	Payroll and Expenses	1,830.27
A. Pallant	Banner re DPC Meeting	42.00
R. Cheesman	Christmas Ceremony Expenses	17.50
T. Tournay	Materials to Repair Foxden N.Board	60.00
EDF Energy	Christmas Lighting for 2021/22	348.43

Cheques received:

Nil

Balance of Current Account: £33,226.94 credit, after all cheques sent

Balance of Investment Account: £10,605.44 credit

Acceptance of the previously circulated financial report was proposed by Cllr Butler, seconded by Cllr B. Cottis and unanimously agreed. **RESOLVED**

8.2. Proposals for 2323/24 Budget. All to give consideration and advise the Clerk accordingly. Finance Committee to meet on 16 November at 8 pm to discuss further.

ACTION: Cllrs Newton, Butler, Alden-Morris & Clerk

8.3 Consider donation towards memorial bench for John Leaf (MPE). MBC has granted permission for a bench. DPC will be happy to consider a donation, if required.

8.4 Consider BLI Wreath/Donation: A donation of £50 was proposed, seconded and unanimously agreed in accordance with LGA S137. **RESOLVED.** Cllrs' Cottis to present the wreath at the Church and War Memorial.

8.5 Consider HOKH Donation Request: Clerk to request HOKH to get back in touch in early 2023 for consideration.

Items 8.6 & 8.7 held in closed session.

8.6 Annual Salary Review (SCP) – Clerk/RFO: Details of the 2022/23 National Salary Award/new Spinal Column Points have been circulated to all councillors with the confirmation that they are applicable from 1 April 2022.

Cllr Newton to discuss with the chairman of OPC regards SCP Review and report back for consideration at December's meeting.

ACTION: Cllr Newton

8.7 Annual Salary Review – Litter Picker. Details of the National Living Wage for 2023/24 have not yet been released. However, it was **RESOLVED** that the rate will be increased, as applicable.

8.8 Other Matters to Report:

- The Information Commissioner's Office has issued a renewal notice (data protection) at £40.
- Cllr Alden-Morris was thanked for carrying out an internal audit of the accounts.

- 9 PLANNING: New Applications and Existing applications Update:**
Re: 22/504703/TPOA - 68 Foxden Drive
Proposal: TPO Application to cut back Seven Sycamore Trees and One Ash Tree by 5 Metres from the property and lift the eight trees by 10m.
The property owner said the trees are affecting the light to his property.
No issues raised.
- 10 GOVERNANCE & POLICY REVIEW:** Consider contract for Litter Picker.
Deferred to December's meeting. **ACTION: Cllr Butler**
- 11 TRAFFIC RELATED ISSUES/HIGHWAYS IMPROVEMENT PLAN:** The cost of a speed survey will depend on how many cables/weeks are required i.e. 2 cables x 7 days £530 + £112 licence = £642 (likely 2 cables on Deringwood Drive x 2 weeks will be required).
- Details of a speed survey that had been carried between 1 April 2021 and 31 March 2022 was circulated. This survey showed that very little speeding had taken place on Deringwood Drive and the speeds would not be enforceable (speed limit +10% + 2 mph). However, the speeds on Willington Street were above the enforcement threshold.
- Cables have been noted across local roads - inc Downswood & Otham – at the moment. Clerk to make enquiries who is gathering the info and for what purpose?
- 12 CLERK'S REPORT: To receive reports & update on previous actions:** No additional items to report.
- 13 OPEN SPACES/DOWNSWOOD DIGGERS UPDATE:** Notes from the Downswood Diggers site meeting held at the Spot Lane/Church Road 'triangle' of 10 October have been circulated by Cllr Cheesman and will be published in the next newsletter. It was agreed that designated native plants will be purchased and planted.
- The Diggers will next meet in pedestrianised Old Church Road after w/c 21 Nov (once the sweeper has visited). Date tbc.
- MBC has been requested to cut back overhanging tree branches in Old Spot Lane.
- 14 CONSIDER CCTV QUOTATIONS: TIME OF DOWNSWOOD PC MEETINGS:** Item deferred to December's meeting.
- 15 KALC AGM:** It was agreed that a motion will not be submitted as no one is available to attend the AGM.
- 16 REPORTS FROM MEETINGS/SEMINARS ATTENDED:**
- Downswood Diggers 10.10.22 – Attended by Cllrs Cheesman, Tournay, Newton, B. Cottis & 2 members of the public.
 - Highways Seminar of 13 October attended by the Clerk (slides/notes are awaited).

- 17 CHRISTMAS CAROLS AND LIGHTS:** In the event that one or two motifs fail, it was **RESOLVED** for the Clerk to purchase garlands x £80 each.

It was **RESOLVED** that a newsletter & 5 x A3 posters will be produced at a cost of £155. The Christmas event to be publicised on one side and a news update on the other. Delivery to be undertaken by all. **ACTION: All**

Permission has been requested from the Mayor to allow Cllr Newton to wear his Deputy Major regalia at the event.

Rev Mark Pavey has been invited to join in with the event – response is awaited.

All are requested to meet at the Community Centre between 15.00/15.15 hrs to set up. **ACTION: All**

- 18 REPORT RE. HALLOWEEN TRAIL:** Cllr Alden-Morris thanked everyone for their help and was congratulated on the event, which was well attended and proved to be very successful.

19 URGENT CORRESPONDENCE:

- Comments/photos from a member of public stating that signage/bread cages outside the shops are dangerous/an obstruction/unsightly. Following discussion, it was agreed that they are kept close to the shop and do not obstruct the footpath. Cllr Newton to monitor & advise accordingly.
- Invitation from Helen Whately to attend the House of Commons to be accepted.

- 20 ITEMS FOR FUTURE AGENDAS:** 2023/24 Budget, Foxden Drive Hedge, January Meeting?

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 10.20 pm.

The next meeting of the Council will be held at 8pm on **Tuesday, 14 December 2022.**