

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 3 MAY 2022 AT 8.00 PM
IN THE COMMUNITY CENTRE**

Present: Cllrs Newton, Alden-Morris, Butler; Mrs T. Irving – Clerk, Cllr Cooke (KCC); 1 member of the public.

1. **APOLOGIES:** Cllr Cheesman – Holiday; Cllrs Pallant & Fincham – conflicting work commitments.

The apologies and reasons for absence were noted and accepted.

2. **NOTIFICATION OF WHETHER ANYONE WISHES TO RECORD ANY ITEMS:** The Clerk for the purpose of the minutes.

3. **COUNCILLOR RESIGNATIONS/CO-OPTION:** Cllr Newton to respond to Mr Everett/Mrs Thompson's letter of resignation and thank them for everything that they have done.

ACTION: Cllr Newton

4. **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:** None declared.

5. **ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:** None received.

The meeting was reconvened.

6. **APPROVE & SIGN MINUTES OF MEETING 5 APRIL 2022:** The minutes were agreed as a true and accurate record of proceedings and were duly signed by Cllr Newton.

7. **CRIME REPORT:** Crimes reported on e-watch:
10th of March between 12:40 and 12:55 in Willow Rise.
Somebody smashed a window of a residential property.
Crime Report No. 46/45412/22

16th of April between 10:00 and 14:00 in Gorham Drive.
Somebody smashed a window of a vehicle parked in the road.
Crime Report No. 46/71455/22

8. **REPORTS RECEIVED FROM:**

7.1 COUNTY COUNCILLOR'S REPORT:

- Maidstone now has 2 domestic recycling sites: one in Tovil and one in Allington.
- Adult Social Care Consultation is available.
- Cllr Cooke is being chased by residents about the pedestrian crossing island at the Willington Street/Deringwood Drive junction. He does not feel that he's getting very far with officers, but Bellway are committed to a new layout/design. However, that will not happen until 100 houses are built.

Cllr Cooke stated that there is no protection for pedestrians and he is 'on the case'.

- Cllr Cooke offered his apologies for delays responding to emails over a 3 to 4 week period. This has been due to computer/technical problems.

8.2 BOROUGH COUNCILLOR'S REPORT: Not available.

8.3 REPORT FROM DCA REPRESENTATIVE: Not available.

9 FINANCE:

i. Items for Payment

Auditing Solutions	Annual Internal Audit	264.00
R. Cheesman	Expenses	38.80
Staffing Costs (April)	Payroll & Expenses	1,932.13

Cheques received:

MBC	Precept	35,020.00
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Balance of Current Account: £51,419.42 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 Butler and unanimously agreed. **RESOLVED**

Cllr Butler requested that a reference is included in the minutes that a lot of hard work goes into the accounts and she would like to formally thank the Clerk for all her hard work.

ii. **Approve DPC Accounts YE 31 March 2022:**

Approval of the previously circulated accounts was proposed by Cllr Butler, seconded by Cllr Alden-Morris. **RESOLVED.**

iii. **Consider the Annual Governance Statement:** The statement was duly considered.

iv. **Approve the Annual Governance Statement:** Members unanimously **RESOLVED** to approve affirmative responses to questions 1 to 8 inclusive (question 9 is not applicable).

v. **Consider the Accounting Statement:** The statement was duly considered.

vi. **Approve the Accounting Statement:** Members unanimously **RESOLVED** to approve the Accounting Statement as prepared and circulated by the RFO/Clerk.

vii. **Donation Request: Victim Support:** Unfortunately, Members do not feel able to make a donation at this point in time.

viii. **Consider Membership Renewals: KALC.** It was proposed, seconded and unanimously agreed to continue with membership at the cost of £651.08 **RESOLVED**

ix. **Banking Procedures:** The Clerk circulated service information/charges from Metro Bank which will be in the region of £20/month. Following due consideration, it was **RESOLVED** to continue banking with NatWest for the

next 12 months, when a further review will be carried out. However, it was RESOLVED that online banking to view only will be adopted.

- x. **Financial Regulations/Standing Orders Update:** It was noted by the Internal Auditor that a conflicting amount is specified in each document. It was agreed to wait for the IA's report and, if necessary, confirm which figure is correct with KALC.
 - xi. **Other Matters to Report:** No additional matters were discussed.
- 10 PLANNING: New Applications and Existing Applications Update:**
- **Archaeological Report:** This has been circulated to all Members. Whilst it was noted that artifacts date back to 200 BC, it is too late to do anything about it. However, the report does prove that a settlement once existed on the new Parsonage Place site.
- 11 CCTV POLICY:** Cllr Butler is preparing a policy and will report back to the June meeting.
ACTION: Cllr Butler
- 12 OLYMPICNIC 2022:** Clerk to check the cost for a 'platinum' coloured medal, rather than 'gold'. A grey ribbon, the year will state '2022' and otherwise the same as last year.
ACTION: Clerk
- Responses awaited from Scouts re help at Olympicnic/Fete & St John re the latter.
Cllr Newton to ask his contact if the Scouts if they are available to help?
ACTION: Cllr Newton
- 13 GOVERNANCE & POLICY REVIEW:** Consider Contract for Litter Picker. Two contracts for consideration have been provided to Cllr Butler for review.
ACTION: Cllr Butler
- 14 QUEEN ELIZABETH II PLATINUM JUBILEE:** A date/time for unveiling will be confirmed, once the tablet has been installed. Cllr Cheesman to be requested to perform the unveiling.

Lavenders to be purchased and planted as soon as the tablet is in place.
- 15 BEE CORRIDORS:** The flowers have provided an excellent show. It was agreed to continue with the watering schedule and review at June's meeting.
- 16 SPEEDWATCH:** Cllr Newton to investigate equipment and report back. Cllr Alden-Morris to advertise for volunteers on Facebook.
ACTION: Cllrs Newton/Alden-Morris
- 17 DCA FETE:** No response received regarding Scouts assisting at Fete.
- 18 CCTV UPDATE:** Cameras continue to work well. No further action required.

- 19 GARDEN COMPETITION:** Winners of the competition: Best overall garden - 20 Church Road, best use of small space - 17 Grampian Way and best pots/baskets - 11 The Beams. All to be invited to June's meeting to receive prizes.

ACTION: Clerk

Coolings Nursery were thanked for carrying out the judging.

- 20 IDENTIFICATION UPDATE:** Cllr Alden-Morris is investigating suitable lanyards that will be used with photos.

ACTION: Cllr Alden-Morris

- 21 FLAGPOLE FOR COMMUNITY CENTRE UPDATE:** The Clerk has requested a quotation from a company in Kent. Further information/photos are awaited from Mr Everett.

- 22 HIGHWAYS: Condition of Church Road.** Clerk to advise Highways that the complete road is in urgent need of repair.

ACTION: Clerk

- 23 REPORT FROM MEETINGS/SEMINARS ATTENDED:** Clerk attended meeting with Bellway Homes/OPC/CAARA on 10 May (notes have been circulated).

- 24 URGENT CORRESPONDENCE:** Non received.

- 25 SOCIAL MEDIA:** Cllr Pallant confirmed via email that he does not feel that Twitter is not considered necessary for the PC.

- 26 DPC BANNER:** Awaiting update from Cllr Fincham.

ACTION: Cllr Fincham

- 27 ITEMS FOR FUTURE AGENDAS:** 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, 7 June 2022.