

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING  
HELD BY ZOOM ON TUESDAY 3 NOVEMBER 2020 AT 8.00 PM**

Cllrs Weeks (Chairman); Fairhurst\*(part); Cheesman; Butler; Alden-Morris; Brooks; Newton; Cllr Cooke (KCC); Mrs Irving – Clerk.

- 1 APOLOGIES:** Cllrs Cheesman & Fairhurst\*part (unable to access meeting);
- 2 NOTIFICATION OF WHETHER ANYONE WISHES TO RECORD ANY ITEMS.** The Chairman advised that Zoom meetings are automatically recorded.
- 3 DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:** None received.
- 4 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:** None received.

The meeting reconvened.

**5 APPROVE & SIGN MINUTES OF MEETING 6 OCTOBER 2020:**

The minutes were agreed as a true and accurate record of proceedings and will be signed by Councillor Weeks at his earliest opportunity.

**6 CRIME REPORT:** Provided by PCSO Kirsty Greaves  
**No crimes of note.**

Anti-social behaviour and other incidents of note:

Still receiving calls regarding speeding on Willington Street in the dip at the junction of Deringwood Drive, Downswood and also down Spot Lane – continued speed checks.

Also reports of bad parking within different roads in Downswood, residents are reminded to park considerately towards their neighbours and any vehicles causing an obstruction whilst doing my patrols will be moved on from the area.

Following a request for CCTV footage from May, Cllr Weeks confirmed that recordings are kept for 3 months, before being deleted.

Cllr Weeks to attempt to clean camera. If this is not successful, professional assistance will be required.

**MW**

**7 COUNTY COUNCILLOR'S REPORT:** (Submitted by email – see Appendix A)  
Cllr Cooke added that whilst shielding is not necessary during this lockdown, he may be able to assist families that are vulnerable as he has some funding left.

**8 BOROUGH COUNCILLOR'S REPORT:** (Submitted by email – see Appendix B).  
Due to the flytipping issues raised in the report and the ongoing problems with dustcarts being unable to access bins due to inconsiderate parking, it was

suggested that perhaps a waste freighter could be located in the DCA car park?  
Agenda item for December.

- 9 FESTIVE LIGHTING/CAROLS 5 DECEMBER 2020:** Bells will be rung at St Nicholas and the choir will form 4 or 5 small groups at the end of various roads in the parish. Elves and Father Christmas will be also be present. Residents will be invited via social media to join in with the singing from their doorstep from 5 pm.

Cllr Alden-Morris knows someone that may be willing to use their drone\* to advertise the event to residents. \*K A-M to check that they hold a licence.

K A-M

The lighting permit was applied for in August & has been chased but still not received. Clerk to chase again, with a copy to Cllr Cooke.  
As agreed previously, cost of Aylesford Electrical's permit to be paid by DPC.

TI

Check to be made that all the lights are working, once installed.

- 10 REPORT FROM DCA REPRESENTATIVE:** (Submitted by email – see Appendix C)  
An update has been issued by the DCA which gives advice on which groups can use the centre.

- 11 WILDFLOWER PLANTING UPDATE:** The information obtained by Cllr Newton from Parks and Open Spaces was circulated to all. Boston Seeds was mentioned - all advised to look at the website, as they have advice on sowing and maintenance.

Exact planting sites to be identified by OS Committee (Mallards is unlikely to be suitable). As sowing is normally carried out in autumn, it is likely to be too late for this year. It was suggested that Downswood Diggers could carry out some prep work in March. Agenda item for December.

- 12 OLYMPICNIC:** Several items have been put forward by Cllr Cheesman. It was proposed by Cllr Weeks, seconded by Cllr Brooks and unanimously agreed to hire: 2 x bouncy castles (1 for younger & one for older children) and a gladiator duel (for older children). The cost will be approximately £280 (inc a larger generator). MBC will require risk assessments to be carried out and all items to be individually insured.

TI

Other items will be addressed closer to the time.

**13 FINANCE:**

i. Items for payment.

**Balance of Current Account: £29, 440.77 credit, after all cheques sent**

**Balance of Investment Account: £10, 528.58 credit**

**Cheques sent:**

RBLI	Wreath Donation	55.00
Paul Waring	Hedge Maintenance	79.20

PKF Littlejohn	External Audit	240.00
T Irving	Clerk's salary/Expenses	976.16
KCC Re. Kent Pension Fund	Employer/Employee Pension Contribution – Oct	349.25
J Noyce	Litter Picker's wages	373.88
J. Everett	Pumpkin	8.00

**Cheques received: Nil**

Approval of the accounts was proposed by Cllr Butler, seconded by Cllr Alden-Morris and unanimously agreed. **RESOLVED**

- ii. Annual Return Update. Confirmation from PKF Littlejohn was circulated to members to confirm the Audit YE 31 March 2020 is complete, with no issues raised.
- iii Financial Risk Assessment: Following due consideration, it was unanimously agreed that no updates are considered necessary at this point in time.
- iv 2021/22 Budget Proposals: DCA budget to be doubled (to allow better prizes to be purchased for the Fete) & Olympic inflatable. **TI**
- v. St. Nicholas Church Choir Donation. Assuming the carols goes ahead on 5 Dec, a donation of £150 was proposed, seconded and unanimously agreed in accordance with LGA S137. **RESOLVED**
- vi DPC/OPC Split of costs: Cllr Weeks to discuss with Cllr Hipkins (OPC) prior to December's meeting and report back. **MW**
- vii Other Matters to Report: Litter picking overtime at Mallards to stop with immediate effect. Likely to continue in March to Sept 2020 with budget agreed of 10 hrs/week. **TI**

**14 PLANNING: New Applications and updates on existing applications.**

- Update re Church Road Inquiry.  
Cllr Weeks reported that Cllr McKay had requested to join forces with DPC, but then withdrew his request.

MCCF has changed their stance from 'neutral' to 'object'.

Cllr Weeks will be taking part in two 'round the table' discussions, prior to the Inquiry commencing on 23 November. He considers this will be the best opportunity to put across DPC's case, but will be required to be available throughout the 6 days of the enquiry. **MW**

A proposal to recompense Cllr Weeks for his expenses during the Inquiry was put forward. It was proposed, seconded and **RESOLVED** that £100 per day, up to a maximum payment of £700 be paid. Clerk to discuss with KALC to check the legality of the proposal. **TI**

All were reminded that Church Road information is to remain confidential.

Strategy to be considered for sharing information with members of the public, following the Inquiry decision.

- Update re FOI request: The requested information was posted by Cllr Weeks on 27 October.

#### **Applications Pending**

TPO 20/502536- 40 Foxden Drive -  
20/504008 FULL – 18 Kings Acre  
TPO 20/504327 – 11 Kings Acre  
20/503140 FULL – 1 Church Road  
20/504491 FULL – 15 Frithwood Close

#### **Applications Granted**

TPO 20/503696- 41 Foxden Drive

- 15 TABLE TENNIS EQUIPMENT:** This is expected to cost in the region of £1,000. Cllr Cooke kindly offered to finance the equipment from his budget. Clerk to move this forward by making contact with Ollie Streatfield. **TI**
- 16 CORONAVIRUS: ONGOING PLANS/MBC SUPPORTING THE SHIELDING:** Cllr Weeks to respond to Ms Parker's asking how the council is supporting the community during the second lockdown? **MW**
- Blanket leafleting is not considered appropriate. However, the same letter as published previously will be reissued. The telephone hotline remains in use for anyone that needs help.
- Clerk to confirm with MBC that DPC would like to participate in their Support for the Clinically Extremely Vulnerable. **TI**
- 17 PUMPKIN TRAIL REPORT:** Cllr Alden-Morris was congratulated on the success of her idea. The trail was a 'brilliant idea and went extremely well'.
- Thanks were noted for Mr Everett and Ms Thompson help.
- 18 URGENT CORRESPONDENCE:** The Clerk received an email from a Longham Copse resident on the day the Foxden Drive hedge was being cut. He admitted that his request was 'somewhat late in the day' (letters were sent the previous week to advise it would be cut), but his request was for 2ft to be removed from the top (at the rear of his house). The Clerk explained that there would be cost implications and, unfortunately, it was too late to address the issue. The resident requested that his request is considered the next time its cut.

**19 ITEMS FOR FUTURE AGENDA & ANY OTHER BUSINESS:**

- Donation request from Bearsted and Downswood Angels.
- Waste freighter for DCA car park

There being no further business the meeting closed at 10.22 pm

**Date of next meeting:** 1 December 2020. Please contact the Clerk if you have items that you wish to be considered for the agenda.