

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 5 MARCH 2019 AT 8.00 PM
IN THE COMMUNITY CENTRE**

Cllrs Weeks (Chairman); Greenhead; Cheesman; Alden-Morris; Rajaratnam; Fairhurst; Butler; Mrs Irving – Clerk; Cllr Cooke (KCC); Mr Everett & Ms Thompson (DCA); 1 resident.

ACTION

1 APOLOGIES: Cllr Newton – delayed in traffic jam.
PCSO Turner.
The apologies and reasons for absence were noted and accepted.

Cllr Fincham's absence was noted – apologies not received.

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

3 DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS: None received.

**4 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE
PUBLIC:** There were no questions.

The meeting reconvened.

5 APPROVE & SIGN MINUTES OF MEETING 5 FEBRUARY 2019:
Following amendment to Item 18 'Menz' to 'Memz', the minutes were signed by Cllr Weeks as a true and accurate record of proceedings.

6 CRIME REPORT: PCSO Turner's written report:

'February has been quiet in Downswood.

I have done some welfare visits to the vulnerable and a lot of foot patrols where residents have stopped and spoken to me. I have been closely monitoring Foxden Drive Play Area and have not seen any nuisance youths.

I was stopped and told that youths are hanging around in the wooded area on Spot Lane so I will be monitoring this closely.'

Foxden Drive. A vehicle was broken into Between 5.00 pm and 9.57 pm on 4 Feb. A bike, cigarettes and other items were stolen.

7 COUNTY COUNCILLOR'S REPORT:

An attempt to reduce the 10 week closure of Gore Court Road has been pursued with Highways. They will do what they can but there is not a lot of flexibility as the road is being rebuilt.

The previous shortage of primary schools is now impacting as a shortage of secondary schools.

ACTION

Families are being helped with appeals if they did not get their school of choice. They are advised to accept the offer - if the offer is not accepted the responsibility to find a place becomes the parents/guardians – and then appeal.

A positive meeting was held with parishes to discuss the Leeds/Langley issues (Relief Road), traffic congestion, and strategic development and schemes.

1.3 Million has been provided to help with gang strategy and knife crime.

'You Decide'. The DCA and 8 other organisations benefited from grants. Funding for next year's event will be reduced.

8 BOROUGH COUNCILLOR'S REPORT: Not available.

9 MATTERS ARISING FROM PREVIOUS MINUTES:

Social Media Policy: A draft Media Policy was reviewed and agreed subject to minor amendments. It was **RESOLVED** that the existing Social Media and the new Media Policy be combined as one document. Clerk to action and forward to the Chairman for agreement prior to circulating to all.

TI

10 GARDEN COMPETITION: Cllr Weeks apologised for the delay in delivering the certificates/vouchers.

It was **RESOLVED** to change the format/prizes for this year's competition by changing the judging criteria as follows: garden overall - £40, basket/tub - £15, use of difficult space - £15, best small garden - £15.

The suggestion from Cllr Weeks to ask Mrs Carmen to judge this year was agreed.

MW

11 PROGRESSION OF KCC TRAFFIC SURVEY:

A formal funding offer has been received for which Cllr Cooke was thanked.

It was **RESOLVED** that rather than delay the entire survey due to the closure of Gore Court Road, two separate licences will be requested at an approx. additional cost of £300.

MW

The survey for Deringwood Drive/Mallards Way to take place ASAP.

Another survey for Church Road will follow when the Gore Court is reopened.

Cllr Cooke offered to 'top up' the grant or, alternatively, the extra cost could be met by the parish.

12 FINANCE:

i. Items for payment.

Balance of Current Account £3,492.28 credit, after all cheques sent

Balance of Investment Account £10,445.02 credit

T Irving	Clerk's Salary/Expenses - January	937.94
J Noyce	Litter Picking - January	352.35

ACTION

KCC	Employer/Employee Pension – January	275.75
Otham with Langley PCC	Donation for Churchyard	200.00
M. Weeks	Expenses (Map)	40.37
First Rescue	Defibrillator Pads (Spares)	202.80
KCC	Employer/Employee Pension – February	275.75
T Irving	Clerk’s Salary/Expenses - February	938.39
J Noyce	Litter Picking – February	281.88

Approval of the above payments was **RESOLVED**

Cheques received:

DCA	Litterpicking Contribution	137.50
Spires Medical Centre	“ “	120.00

ii) Donation Request: Citizens Advice Bureau (Maidstone).
Following discussion, a donation of £200 was **RESOLVED** in accordance with S137.

iii) Rate for DP Councillors Travelling Expenses: It was **RESOLVED** to follow the recommendation of The Independent Remuneration Board 2015 (currently under review) and pay travelling expenses of £0.45p per mile when councillors are required to travel on parish business.

iv) Financial Regulations: It was **RESOLVED** that in the interim period the Financial Regulations - which formed part of the previous Standing Orders – will remain in place until new Regulations are agreed.

Fixed Asset Register: Updated to included 2 new notice boards and a CCTV unit. The review dated February 2019 was agreed.

v) SLCC Membership Expenses: It was **RESOLVED** to contribute 2/3 (£116.66) of the cost of membership (in the expectation that OPC will pay the remaining 1/3).

The Clerk was requested to check statistics for OPC/DPC and report to the council to allow a review of the current expenses split.

TI

vi) Other Matters to report: None.

13 STANDING ORDERS: The draft document was previously circulated to all members for consideration.

Subject to amendment of 14 b) to read ‘.....and the Chairman shall nominate **an appropriate person** to assume the duties of the Proper Officer.....’ the adoption of this document was **RESOLVED**

All councillors to receive an electronic copy as soon as it is available. Cllr Weeks to print and distribute a hard copy. All to email the Clerk confirming receipt. New councillors will also be given an electronic and hard copy of the document.

**MW
ALL**

14 PLANNING:

i Report re Planning Applications:

19/500792 - 25 Kings Acre

Demolition of conservatory and erection of single storey rear extension with a pitched roof and insertion of two roof lights, creation of first floor pitched roof side extension over garage, front porch and part conversion of garage to living accommodation.

The council does not wish to object.

Decision pending

18/506436 TPO – 9 Kings Acre.

• **Proposal for Church Road development.**

Statement from the Chairman – Appendix 1

It was agreed to form a planning sub-committee which will comprise of: Cllrs Fairhurst, Weeks, Newton*, Rajaratnam, Greenhead and Pearson.

Mr Everett accepted an invitation to join the committee and a further invitation will be extended to Mr Ellis.

The sub-committee will meet at 8.30 pm on Tuesday 12 March.

*Cllr Newton to stand back from the sub-committee at this stage to avoid possible pre-determination

When the application is submitted to the Borough, residents will be provided with 3 or 4 templates to assist with comments for the planning process.

15 MALLARDS WAY: Covered Shelter Proposal. In abeyance until

Instructed otherwise by Cllr Weeks.

MW

16 NEWSLETTER: To be ready to go when the Church Road application is submitted.

MW

17 SPRING CLEAN: Details to be posted on social media asking for volunteers.

WG/AF/MW

MVCP has agreed to loan waders for the weekend.

Risk assessment to be carried out on the day to assess conditions.

All entering the river to be made aware that they do so at their own risk.

At least one person to remain on the riverbank at any one time.

18 ELECTIONS: 2 MAY 2019. Completed nomination papers received from Cllrs: Butler, Cheesman, Alden-Morris, Rajaratnam and Fairhurst.

Outstanding forms to be received by the Clerk no later than 27 March.

19 OLYMPICNIC: Event application has been submitted to MBC.

Toilets, First Aiders and ice cream vendor are booked.

Charles and MPE have both kindly agreed to assist with the event, as previously.

ACTION

20 DCA FETE: To be held on 1 June 2019.
New ideas for DPC stand welcome. Cllr Weeks to order prizes.

MW

It was **RESOLVED** that all proceeds from DPC's stand will be donated to the DCA.

21 FOXDEN DRIVE PLAY AREA: ADJACENT HEDGE. It was agreed that the requested 'deeper cut' is not appropriate and the hedge will be trimmed as in previous years. It was **RESOLVED** to accept the quotation from Paul Waring at £348.50.

22 RECEIVE DCA UPDATES: The loft storage project starts tomorrow, with the main work starting on 4 April.

Additional funding of £1,500 is being sought for more chairs.

Cllr Alden-Morris to provide Easter eggs in time for the hunt on 21 April (budget of £20).

DPC requested that the tree to the left hand side of the CCTV be slightly cut back as it is obscuring the units vision.

23 REPORTS FROM MEETINGS/SEMINARS ATTENDED:
Cllr Weeks and the Clerk: 2 meetings with Bellway Homes/DHA/OPC.

Leeds/Langley issues (Relief Road), traffic congestion, and strategic development and schemes - Cllrs Weeks, Greenhead and the Clerk (notes circulated). Cllr Weeks reported that a positive discussion regards to Church Road and the above was held between KCC Highway Officers, Parish Chairmen and County Councillor Cooke

KALC Chairman's training module - Cllr Weeks found talking with other councillors very useful.

Involve meeting - Cllr Cheesman. Various presentations and stalls were very helpful. It was suggested that meetings should be advertised in the parish.

KALC Area Committee Meeting – Cllr Butler raised the problem of training courses being held on weekdays, when many councillors are at work.

24 COMMITTEE REPORTS: None received.

25 CORRESPONDENCE: Various correspondence circulated by email.

Resident requesting permission to hold her child's party at Mallards was asked to contact MBC.

Despite making enquiries, the Clerk has been unable to assist a resident in tracing the owner of fencing for a Grampian Way garage block. The resident has been advised to contact HM Land Registry.

26 ITEMS FOR FUTURE AGENDA & OTHER BUSINESS:

(For reference only - no decisions made.)

- **Fly Posting** – Article to be included in newsletter.
- **Table Tennis** – To be discussed by Open Spaces

27 DATE OF NEXT MEETING: Due to apologies from Cllrs Weeks, Greenhead, Fairhurst and Butler the previously agreed date of 2 April will be changed to 9 April (subject to agreement by the DCA).

There being no further business, the meeting closed at 22.00 pm.

ADDITIONAL MATTERS TO BE DISCUSSED AT NEXT MEETING (9 April 2019):
Please contact the Clerk if you have items that you would like to be considered for the agenda.