

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 5 APRIL 2022 AT 8.00 PM
IN THE COMMUNITY CENTRE**

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

1. **APOLOGIES:** Cllr Pallant – conflicting work commitment, Cllr Butler – unwell, Cllr Cooke.

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

4. **ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:** Due to the increasing deterioration of the building, Clerk to contact owners of The Spires Medical Centre to ask what their future plans are? **ACTION - CLERK**

The meeting was reconvened.

5. **APPROVE & SIGN MINUTES OF MEETING 1 MARCH 2022:** Following an amendment to Item 8 HOKH donation ‘...LGA S137...’ The minutes were agreed as a true and accurate record of proceedings and were duly signed by Cllr Newton.

6. **CRIME REPORT:** No new crimes reported on e-watch.com
The gentleman that has previously been reported standing in middle of the road has been spotted doing so again.

As previously stated, the police and MBC have been made aware and are trying to find him appropriate help. However, as he is not breaking the law, the police cannot take any action.

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:

- 3 Regular hiring groups were lost but these have now been replaced.
- The disabled toilet has been refurbished (funded by KCC).
- A tree has been planted and a plaque added in the Queen’s honour.
- DCA fund raising is in a much better position, with a lot more people helping.
- New paddock gates.
- An Easter Egg Hunt will be held on Easter Sunday.
- Quiz Nights are planned for the Autumn.

8 FINANCE:

i. Items for Payment

New Tech Security	CCTV Maintenance & Training	343.20
Staffing Costs (Payrol and Expenses)	March (Includes new computer)	2,413.83
Paul Waring	Foxden Drive Hedge	1,578.00

Cheques received:

Caxtons	Litter Picking Contribution (Oct '21 to March '22)	500.00
West Kent Prison*	“ “ “ (Apr 21 to March '22)	120.00

Balance of Current Account: £18,634.35 credit, after all cheques sent

Balance of Investment Account: £10,605.44 credit

* Whilst The Spires Medical Centre is understood to have a contract with W.K Prison, Clerk to write to the Medical Centre to confirm the source of the payment.

ACTION: Clerk

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

ii. Donation requests:

Churchyard Maintenance – St Nicholas Church, Otham: In accordance with the LGA S137, a donation of £150 was proposed by Cllr Cheesman, seconded by Cllr Newton and unanimously agreed.

iii. Consider Quotations re Christmas Lighting Installation/Removal:

Following consideration of 3 quotations: Gala Lights, Sparkx Electrical and Langcorn Electrical, it was proposed by Cllr Fincham, seconded by Cllr Alden-Morris and unanimously agreed to accept the quotation from Sparkx Electrical in the sum of £2,350.00.

iv. Banking Procedures: It was proposed by Cllr Everett and seconded by Cllr Newton that the Clerk progresses a new account with Metro Bank.

ACTION: Clerk

v. Maintenance of Roundabout: Acceptance of the quotation from Paul Waring - which will increase from £33.85 to £35.55 per visit - was considered and proposed by Cllr Cheesman, seconded by Cllr Alden-Morris and unanimously agreed. **RESOLVED.**

Damage to the outer surface of the roundabout is of concern.

The chairman of MPE to be requested to write to away teams asking that visiting teams do not park near/on the roundabout.

ACTION: Clerk

Cllr Newton to speak with MBC regarding enforcement of no parking on/in the vicinity of the roundabout.

ACTION: Cllr Newton

- vi. Review of Clerk's SCP. Following discussions held in a closed session, an uplift was agreed to SCP 17 effective from 01.04.2022. It was agreed that a review of the Clerk's SCP will be carried out annually. (Details of the NJC 2021 Salary Award was circulated to Cllrs on 04.03.2).
- vii. **Other Matters to Report:** No additional matters were discussed.

9 PLANNING: New Applications and Existing Applications Update:

New Applications:

22/500863/FULL - 2 Cotswold Gardens

Demolition of existing conservatory and erection of a single-story rear extension and first floor bay window.

Comments required prior to 18 April.

- 10 **CCTV POLICY:** (See also Item 17). Cllr Butler's offer to head up a policy was accepted.
ACTION: Cllr Butler
- 11 **OLYMPICNIC 2022:** Toilets x 2 on a small trailer from Smart Events are available at a cost of £250 + VAT (inc a fire extinguisher). Acceptance of the quotation was proposed, seconded and agreed. **RESOLVED**
Acceptance of the quotation from Bouncers in the sum of £300 for 1 x adult and 1 x small child bouncy castle (inc a generator & fuel) was proposed, seconded and agreed. **RESOLVED.**
Medals: Clerk to request a quotation for 150 medals in the usual design but with 'Platinum Jubilee' included. **ACTION: Clerk**
- 12 **GOVERNANCE & POLICIES REVIEW:** Contract for Litter Picker.
Cllr Pallant has confirmed that his contact at MBC is unable to assist.
A local council has forwarded a contract that could be modified to suit DPC's requirements. Clerk to circulate to all for consideration. **ACTION: Clerk**
- 13 **QUEEN ELIZABETH II PLATIUM JUBILEE:** The wildflowers have started to grow through the turf. The foundation for the plinth will be installed soon.
Cllr Alden-Morris volunteered to look after the lavenders, prior to them being planted.
ACTION: Cllr Alden-Morris
- 14 **BEE CORRIDORS:** KCC has been in touch to say they would like to include details about the corridors in Kent's Plan Bee newsletter. In response to the request for photos to accompany the article, Cllr Everett to send photos to the Clerk.
ACTION: Cllr Everett
- 15 **SPEEDWATCH:** Speeding in the parish remains a concern. Now that the Church Road development is moving ahead, consideration is required how to tackle speeding on Deringwood Drive. A preference for a moveable speed sign was expressed.
Literature shared with Cllr Newton to allow him to consider options and advise accordingly. **ACTION: Cllr Newton**

- 16 DCA FETE:** As there will be insufficient manpower to have a DPC stall at the fete, a donation of £100 was proposed, seconded and unanimously agreed. **RESOLVED.**

Clerk to advise the Scout representative to contact Cllrs Everett or Thompson on arrival at the fete. **ACTION: Clerk**

- 17 CCTV UPDATE:** (See also Item 10). Cllrs Everett and Pallant received training from NT Security to enable them to train others.

- 18 GARDEN COMPETITION SHORTLIST/JUDGING:** Cllr Cheesman to accompany the judge from Coolings Nursery on 19 April, when he will select winning gardens.

ACTION: Cllr Cheesman

- 19 CONSIDER MEANS OF IDENTIFICATION:** Cllr Alden-Morris to pursue an official means of photographic identification for councillors and the Clerk.

ACTION: Cllr Alden-Morris

- 20 FLAG POLE FOR COMMUNITY CENTRE UPDATE:** Cllr Everett has contacted 5 companies and is awaiting quotes for a 15ft pole (planning permission is not required for this height and below).

ACTION: Cllr Everett

- 21 REPORTS FROM MEETINGS/SEMINARS ATTENDED:**

KALC meeting held on 28 March was attended by Cllr Butler. Official minutes have been received and circulated to all.

- 22 URGENT CORRESPONDENCE:** Various correspondence circulated by email for consideration.

- 23 SOCIAL MEDIA - TWITTER.** Awaiting update from Cllr Pallant.

ACTION: Cllr Pallant

- 24 DPC BANNER:** Cllr Fincham confirmed that Maidstone Prison can produce a banner. (Design details as per December '21 minutes).

ACTION: Cllr Fincham

- 25 ITEMS FOR FUTURE AGENDAS: Cllr Vacancy/Co-Option.**

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 10.05 pm.

**The next meeting of the Council will be held at 8 pm on Tuesday, 3 May 2022.
This will be preceded by the Annual Meeting of the Parish Council at 7.45 pm.**