

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 7 JUNE 2022 AT 8.00 PM
IN THE COMMUNITY CENTRE**

Present: Cllrs Newton; Alden-Morris; Cheesman; Pallant; Mrs T. Irving – Clerk, 7 members of the public.

1. **APOLOGIES:** Cllr Butler – unwell;
The apology and reason for absence was noted and accepted.

Cllr Cooke (KCC).
2. **NOTIFICATION OF WHETHER ANYONE WISHES TO RECORD ANY ITEMS:** The Clerk for the purpose of minuting
3. **COUNCILLOR CO-OPTIONS:** Three residents had expressed an interest in the vacancies. All were present at the meeting and requested to observe proceedings, before making a decision. Item to be revisited at the end of the meeting. (See P5).
4. **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:** None declared.
5. **ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:** None received.

Presentation: Winners of 2022 Garden Competition.

The residents of the winning gardens - 20 Church Road, 17 Grampian Way and 11 The Beams - were congratulated and each awarded a cheque and certificate.

The meeting was reconvened.

6. **APPROVE & SIGN MINUTES OF MEETING 3 MAY 2022:** The minutes were agreed as a true and accurate record of proceedings and were duly signed by Cllr Newton.
7. **CRIME REPORT:** Crimes as reported on e-watch:
Between 21.15 on 29th of May and 07.30 on Monday 30 May in Horton Downs.
Somebody stole a black Jaguar F-pace.
Crime Report No. 46/105393/22

30 May around 2013 in Horton Downs.
Somebody tried to break into a residential property.
Crime Report No. 46/105007 /22

It was noted that a large amount of building rubbish had been fly tipped at the rear of The Medical Centre and Old Spot Lane. A prosecution is currently pending as evidence of where it originated was found at the site.

8. REPORTS RECEIVED FROM:

8.1 COUNTY COUNCILLOR'S REPORT: Not available.

8.2 BOROUGH COUNCILLOR'S REPORT:

- Saving the trees on Deringwood Drive was a big achievement and was greatly helped by the support given by members of the public.
- Following torrential rainfall, serious flooding was experienced at a property in The Beams. This was thought to have been caused by works carried out on the Parsonage Place site.
- An incident of graffiti on the wooden bridge was reported. The PC did not wish to involve the police as the parents of the minor involved had said they would deal with the issue, and promptly did so by removing it.
- Jubilee parties were held in Pennine Way and Kings Acre.
- The traffic barriers on Deringwood Drive have been knocked over several times, which is believed caused by the wind.

8.3 REPORT FROM DCA REPRESENTATIVE: Not available.

9 FINANCE:

i. Items for Payment

KALC	Annual Membership	781.30
DCA	Donation	100.00
KCC (re MVCP)	Bee Corridors	1,957.20
Aylesford Electrical	String Lights x 6	360.00
Staffing Costs	Payroll & Expenses	1,871.76
R. Cheesman	Expenses – 7 x Plantinum Blonde Lavenders	174.93
Residents x 3	Garden Competition Winners	85.00

Cheques received:

MBC	PSS Grant	95.00
-----	-----------	-------

Balance of Current Account: £46,184.23 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 Cllr Pallant and unanimously agreed. **RESOLVED**

ii. **Donation Request:** Bearsted PC Summer Play Scheme. In accordance with LGA S137 a donation of £100 was proposed, seconded and unanimously agreed. **RESOLVED.**

iii. **Dates for Period for the exercise of Public Rights:** Confirmation of dates: between 6 June and 15 July 2022. Notices have duly been displayed on the notice boards and website.

iv. **Review Annual Internal Audit Report:**

From the report:

Overall Conclusion. *'We have concluded that, based on the programme of work undertaken this year, the Clerk and Council have again maintained adequate and effective internal control arrangements during the year. We are*

pleased to again acknowledge the quality of records maintained by the Clerk and thank her for her assistance, which has ensured the smooth progress of our review process.'

Recommendations: *Item 1. '... bank reconciliations should be prepared at least once each quarter and be subjected to formal review and sign-off by an independent (i.e., non-cheque signing) member who should also sign-off the bank statements.'* Cllr Alden-Morris agreed to trial a 3-month review.

Item 2. A consistent value for formal tender action should be recorded in the Standing Orders and Financial Regulations. This was agreed @ £10,000.*

Item 3. Further consideration should be given to the acquisition of a suitably designed rubber certification stamp, as in the body of the report, to be affixed to every invoice / payment docket. Agreed – Clerk to purchase stamp.

- v. **Financial Regulations/Standing Orders Update:** *See Item 2 above.
- vi. **Other Matters to Report:** Insurance renewal to be agreed at 9 July meeting. Cover has been requested to include bouncy castles at Olympicnic.

10 PLANNING: New Applications and Existing Applications Update:

22/501614/FULL: Section 73 - Application for Variation of condition 30 (to vary the trigger point for the delivery of the Willington Street/Deringwood Drive improvements, to prior to occupation of 100 units, rather than prior to commencement above floor slab level) pursuant to application 19/506182/FULL (allowed on appeal) for - Residential development for 421 dwellings with associated access, infrastructure, drainage, open space and landscaping.

The variation will be decided at the planning meeting of 26 May.

It was noted that Bellway Homes has lodged an Appeal with the Planning Inspectorate which will be heard between 28 to 30 June in Maidstone Town Hall.

Consider Support for Temporary Construction Site Access Proposal – Woolley Road.

It was agreed that this will be requested as an agenda item at the next meeting with Bellway Homes. In addition, it was agreed that residents will be invited to email the clerk if they have pertinent questions for discussion at the meeting.

ACTION: Clerk

- 11 CCTV POLICY:** Following discussion of the policy as prepared by Cllr Butler it was **RESOLVED** to adopt the document. Signage is required as the previous sign has gone missing. **ACTION: Clerk**

- 12 OLYMPICNIC 2022:** Confirmation awaited from the Brownies/Guides how many helpers might be available?

The cost of 'platinum/silver' coloured medals is the same as a 'gold' medals @ £2.66 each. It was **RESOLVED** that an order will be placed for 150 'silver' medals.

ACTION: Clerk

Ice cream/smoothie vendor. Cllr Newton has not had an opportunity to explore the possibility of a vendor that pays to attend the event but will be looking into the option.

ACTION: Cllr Newton

Bottled water to be purchased and provided to all helpers/attendees that may require it.

ACTION: Cllr Pallant.

13 GOVERNANCE & POLICY REVIEW: Under review by Cllr Butler – awaiting comments.

ACTION: Cllr Butler

14 QUEEN ELIZABETH II PLATINUM JUBILEE UPDATE: The Commemorative Stone was unveiled by Cllr Cheesman on Thursday, 2 June. Trevor Sturgess attended in his official capacity as the Queen’s representative, Deputy Lieutenant of Kent. Cllr Newton was thanked for his ‘magnificent’ donation. The lavenders look splendid surrounding the stone.

MVCP has been approached to seek guidance in maintaining the wildflowers and trying to ensure they return next year. Downswood Diggers to attempt the work.

15 MALLARD WAY – ~~LVAG~~-LVPAS NOTICE BOARD: Clerk to report the condition of the notice board to MBC and enquire what the situation is with the group i.e. is it still active?

ACTION: Clerk

16 SPEEDWATCH/TRAFFIC RELATED ISSUES: Despite a large number of views for the Facebook request for volunteers to help with Speedwatch, no one has come forward. However, one resident has volunteered his services from a different source.

Whilst a 20-mph speed limit was previously explored by the PC and rejected by KCC, it was agreed that following a recent policy that has been adopted by MBC, a poll will be carried out on Facebook to ask residents for their opinion on a 20-mph speed limit for Deringwood Drive/Church Road/Mallard Way.

ACTION: Cllrs Alden-Morris/Pallant

If the majority of residents are in favour of a 20-mph limit, the request will be resubmitted to KCC.

17 IDENTIFICATION UPDATE: Cllr Alden-Morris was thanked for issuing the photographic lanyards.

18 FLAGPOLE FOR COMMUNITY CENTRE UPDATE: It was **RESOLVED** that in accordance with LGA S19, 50% funding (£447.50) will be offered to the Community Centre towards the cost of a flagpole.

ACTION: Clerk

19 REPORT FROM MEETINGS/SEMINARS ATTENDED: Cllrs Newton, Cheesman, Pallant and the Clerk attended a meeting with Bellway Homes & KCC on 25/05/22 which resulted in saving 7 of the trees that were scheduled to be cut down. Unfortunately,

three of the trees are not viable – this was confirmed by an ecologist – and due to their position, they will have to be removed.

- 20 URGENT CORRESPONDENCE:** Various emails circulated as received.
- Email from Helen Whately requesting attendance at a meeting to discuss issues impacting parish councils and what she can do to offer support. Chairman and Clerk to attend meeting. All to consider options re offer of support.
- ACTION: All**

- 21 SOCIAL MEDIA:** Facebook posts are receiving a good response and followers of the group are growing.

- 22 DPC BANNER:** Awaiting update from Cllr Fincham. **ACTION: Cllr Fincham**

- 3 COUNCILLOR CO-OPTIONS:** Following observation of the meeting, Mr John Cottis, Mrs Barbara Cottis and Mrs Jennifer Tournay all confirmed they would like to be considered for co-option. Members were pleased to confirm acceptance of their applications.

Acceptance of Office forms were completed, with DPI and Co-option forms to follow within the stipulated 28 days.

- 23 ITEMS FOR FUTURE AGENDAS:** 20 MPH Speed Limit/Downswood Diggers

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 9.40 pm.

The next meeting of the Council will be held at 8 pm on Tuesday, 5 July 2022.