

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 7 SEPTEMBER 2021 AT 8.00 PM
AT THE COMMUNITY CENTRE**

Present: Cllrs Newton (Chairman); Cheesman (part); Alden-Morris; Fincham (part); Brooks; Mrs Irving – Clerk; 8 members of the public.

- 1 APOLOGIES:** Cllrs Rajalingam – hospital appointment; Cllr Butler – family commitment; Cllr Weeks - Isolating.
- 2 NOTIFICATION OF WHETHER ANYONE WISHES TO RECORD ANY ITEMS.** None received.
- 3 DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:** None received.
- 4 COUNCILLOR VACANCY/CO-OPTION:** Resignations have been received from Andy Fairhurst & Martin Weeks. MBC has been notified of the resignations/vacancies.

Following confirmation from MBC that co-option could proceed for one vacancy, the application from Mr John Everett was considered. Following discussion, Mr Everett was invited to join the council. An Acceptance of Office was duly signed, with additional forms to follow within the stipulated 28 days.

JE/TI

Cllr Everett was subsequently appointed to the Open Spaces and Social Committees.

- 5 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC – GARDEN COMPETITION PRESENTATION:** Congratulations were given to all three winners of the Garden Competition. A cheque and certificate was presented to: Mrs Hegley – 1st Prize of £50, Mr Huckstepp – 2nd Prize of £25 and Mr Tournay – 3rd Prize of £10.

The meeting was reconvened.

- 6 APPROVE & SIGN MINUTES OF MEETINGS 6 & 20 JULY 2021:** The minutes were agreed as a true and accurate record of proceedings and were signed by Councillor Newton accordingly.
- 7 CRIME REPORT:**
 - Vandalism – Wooden Bridge, Old Spot Lane. The bridge has been secured by MBC and the incident reported to the police.

The following item was reported on e-watch.co

Between 23.59 on Friday 13 August and 12.28 on Saturday 14 August in Deringwood Drive. Somebody stole a blue Ford Transit FN60*** from the road.

- 8 COUNTY COUNCILLOR'S REPORT:** - Not available.

9 BOROUGH COUNCILLOR'S REPORT: Nothing of note to report at the moment. The Communities, Housing and Environment meeting had a full agenda. Various options were discussed regarding the problems being experienced in Brenchley Gardens. MBC is looking at various options to overcome the issues that are taking place during the evening.

10 REPORT FROM DCA REPRESENTATIVE: Lots of groups have now returned, but 2 or 3 have been lost. However, private parties are flooding back in. There has been a problem with a van that parks opposite the centre. A polite request not to park there has made no impact. Cllr Newton to discuss to request the matter is added to the agenda of the next Joint Transportation meeting.

GN

No funding raising activities are currently taking place (only 3 people are on the committee).

Awaiting an update from KCC regarding funding for a disabled toilet.

Everyone is invited to attend next Tuesday's AGM from 8 pm.

11 FINANCE:

i. Items for payment

| | | |
|--------------------------|--|----------|
| Aford Awards | Medals – Olympic | 340.20 |
| Paul Waring | Maintenance of Roundabout | 40.62 |
| R. Cheesman | Gifts (Wine x 3) – Garden Comp & Olympic | 21.00 |
| KCC Re. Kent Pension | Employer/Employee Pension Contribution - July | 349.25 |
| T. Irving | Clerk's Salary/Expenses (July) | 1,078.41 |
| Mr J. Noyce | Litter Picker's Wages (July) | 360.85 |
| J. Everett | Battery for Defibrillator | 29.95 |
| Brady Corporation | Padz for Defibrillator | 82.79 |
| PKF Littlejohn | External Audit | 240.00 |
| Stageline Entertainment | Inflatables for Olympic | 330.00 |
| J. Noyce | Litter Picker's Wages (Aug) | 347.49 |
| KCC Re. Kent Pension | Employer/Employee Pension Contribution - Aug | 349.25 |
| T. Irving | Clerk's Salary/Expenses (Aug) | 1,014.42 |
| KCC | Lighting Permit (2020) | 29.00 |
| RBLI | Replacement Tommy | 175.00 |
| Hegley/Huckstepp/Tournay | Garden Competition x 3 Prizes (£50, £25 & £10) = | 85.00 |

Cheques Received – Nil

Balance of Current Account: £37,966.72

Balance of Investment Account: 10,604.38

Approval was proposed by Cllr Cheesman, seconded by Cllr Brooks and unanimously agreed. **RESOLVED**

ii Banking Procedures: Mandate Approved/Consider Electronic Banking: NatWest has confirmed that the updated mandate has been approved.

Electronic banking procedures 'Bankline' was previously circulated to all members for consideration. The Clerk was requested to resend the links. If no queries are raised within 7 days, the application form will be completed and shared with signatories, prior to submission. Proposed Cllr Alden-Morris, seconded, Cllr Brooks and unanimously agreed. **RESOLVED**

ALL

iii Conclusion of 202/21 Annual Audit: Confirmation from PKF Littlejohn was circulated to all members advising that the audit was concluded, with no issues raised.

iv Other Matters to report: The replacement CCTV unit has been installed at no cost to DPC. At the request of the Clerk, NT Security kindly agreed to waive the £325 installation fee as a gesture of goodwill. Clerk to request training for members ASAP.

TI

12. PLANNING: New Applications and Existing Applications Update:

Work undertaken by Wessex Archaeology (on behalf of Bellway Homes) is understood to have uncovered various finds - thought to be Roman and Iron Age - on the Church Road, Otham development.

- **21/504147 FULL – 7 Bournewood Close.**
Demolition of shed, erection of single storey side and rear extension and insertion of rear glass canopy. (Comments required 15 Sept)
- **21/504534/FULL – 6 Redsell's Close**
Single storey side extension. (Comments required 22 Sept)

13 HANDYMAN: Terms of engagement 'rules'. No longer deemed applicable ('The handyman' has been co-opted as a councillor and will not be carrying out paid work for DPC).

14 OLYMPICNIC – 11 SEPTEMBER: (Notes also circulated from meeting held on 20 July).

- St John has confirmed the names of the first aiders that will be attending the event.
- Grass was cut today by MBC and white lining will be undertaken in the next couple of days (at the previously agreed cost of £40).
- Girl Guides/Rangers have confirmed they will attend with 4/5 volunteers.
- It was agreed that 24 small bottles of water will be purchased for volunteers.
- It was unanimously agreed to decline the request for a book stall as it is not considered appropriate and could detract from the sporting side of the event (which is what the day is all about).
- All available councillors are requested to be on site at Mallards for a 10.30 am set up.

- 15 CHRISTMAS CAROLS AND LIGHTS CEREMONY 4 DECEMBER:** Clerk has chased KHS for an update on the load testing report.
- 16 QUEEN ELIZABETH II PLATINIUM JUBILEE (2022):** Cllr Newton hopes to have a sketch ready in time for the next DPC meeting.

It was noted that plants will need to be in flower by early June.

Due to the meeting overrunning, it was agreed to defer discussion of the following items to the 5 October 2021 meeting.

- 17 GOVERNANCE REVIEW COMMITTEE**
- 18 OPEN SPACES – Bee Corridors/Boxes**
- 19 CONSIDER PRUCHASE OF DPC A-BOARD**
- 20 URGENT CORRESPONDENCE:**
- 21 ITEMS FOR FUTURE AGENDAS: (Halloween Trail)**

There being no further business, the meeting closed at 10.30 pm.

Date of next meeting: 5 October 2021.