

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 9 APRIL 2019 AT 8.00 PM
IN THE COMMUNITY CENTRE**

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

ACTION

In the absence of Cllr Weeks, the meeting was chaired by Cllr Greenhead.

1 APOLOGIES: Cllr Weeks (holiday).

The apology and reason for absence was 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. Cllr Cooke an audio recording of the meeting.

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 MARCH 2019:

The minutes were signed by Cllr Greenhead as a true and accurate record of proceedings.

6 CRIME REPORT: PCSO Turner reported that older youths have been spotted smoking cannabis. She continues to monitor Foxden Drive Play Area, but has never seen anyone there.

Whilst PCSO's have been advised that they should try to attend parish meetings on a quarterly basis, PCSO Turner confirmed that she will continue to attend whenever possible.

PCSO Turner was complemented on her presence in the community, as she is frequently seen in the parish.

7 COUNTY COUNCILLOR'S REPORT: See Appendix 1

8 BOROUGH COUNCILLOR'S REPORT:

- Members' Community Grant. Cllr Newton has signed off the application for planting schemes and it has been passed to the appropriate department at MBC.

Church Road Planning Application. Cllr Newton will have to call in the application by no later than Thursday 7 April, otherwise it will be determined by officers. It was noted that Roman pottery has been found in the field of the proposed site.

9 MATTERS ARISING FROM PREVIOUS MINUTES:

Downsmail re Foxden Drive article. The editor has corresponded with the Clerk and the Chairman to state that 'I am comfortable with the reporting on this story. Cllr Weeks posted his remarks on FB as a parish councillor, which is the same to issuing a formal statement. We quoted those comments.'

In response to the request for a draft copy when articles are taken from DPC minutes: 'I have been editor of Downs Mail for nearly three years. In that time, we have rarely offered copy approval to anyone, other than in exceptional, pre-arranged cases.'

10 PROGRESSION OF KCC TRAFFIC SURVEY: The surveys will commence 7 May 2019.

11 FINANCE:

i. Items for payment.

Balance of Current Account £1,735.28 credit, after all cheques sent

Balance of Investment Account £10,445.02 credit

M. Weeks	Expenses	116.10
Citizens Advice, Maid.	Donation	200.00
SLCC	Contribution re. Clerk's Annual M'ship	116.66
DCA	Hall Hire (12 March)	22.28
KCC	Employer/Employee Pension – March	275.75
J Noyce	Litter Picking – March	281.88
T Irving	Clerk's Salary/Expenses - March	950.14
M. Weeks	Expenses	106.49
HMRC	PAYE	187.70

Approval of the above payments was **RESOLVED**

Cheques received:

Caxtons Commerical	Litterpicking Contribution	500.00
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ii) Donation Request: Bearsted Parish Council – Play Scheme. No response received from BPC re how many Downswood children attended last year's scheme. Clerk to chase up a response to enable a decision to be made.

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iii Consider Annual Subscriptions:

KALC – Membership £574.04 and CPRE - £36. **RESOLVED.**

Membership of NALC & ACRK will not be undertaken.

iv Review of DPC/OPC Expenses Arrangement: Following an analysis of DPC/OPC's finances, it was **RESOLVED** to continue with the current arrangement and reassess again next year.

v Annual Audit: It was agreed that Auditing Solutions will carry out the 2018/19 audit at a cost of £195 (increase of £5 to cover GDPR compliance).

Records to be available for w/c 13 May.

- vi PSS Grant: 2019/20 Funding to be reduced to £113.
- vii Other Matters to report: None.

12 ASSESS THE NEED FOR A DATA PROTECTION OFFICER: SATSWANA RENEWAL. To be reviewed on receipt of subscription.

13 PLANNING: (New applications and updates on existing applications).

i Report from Planning Sub-Committee re. Church Road.

DPC has written to MBC stating that an Environmental Impact Assessment should be carried out, despite the developer stating that one is not required. If a response is not received by Friday 12 April, a letter will be sent to the Secretary of State asking that a direction in relation to the need for a EIA is made.

An outline application 19/501600 for 440 residential dwellings was submitted on 1 April. Whilst this is considered to be premature until a decision is made on the EIA, DPC will submit a response and guide residents with their responses.

Thanks were recorded to Mr Tony Ellis for his dedication and knowledge in reading the documentation associated with the application.

Drop In Session to assist residents will be held on 27 April between 10 am and 1 pm in the Community Centre.

Newsletter to be circulated ASAP.

Planning Applications:

19/501675/FULL 4 Rhodewood Close.

Erection of a single storey side and rear extension with an additional parking space. The council does not wish to object.

Decisions Pending

19/500930/FULL 13 Reinden Grove

Demolition of existing detached garage and erection of a two storey side extension with additional off road parking to front

Applications Refused.

19/500792 - 25 Kings Acre

Applications Granted

18/506436 TPO – 9 Kings Acre.

14 MEDIA/SOCIAL MEDIA POLICY: An electronic and hard copy has been issued to councillors.

15 SPRING CLEAN REPORT: A very good job was carried out. A dam had been created by fallen trees etc. However, following the removal

of several items, the river is now flowing more freely.

Thanks were recorded to Diane Thompson for supplying refreshments.

16 ELECTIONS: 2 May 2019. Confirmation has been received from the Returning Officer that the election was uncontested. All former 2019 councillors have been re-elected.

17 FLY POSTING UPDATE: Cllr Weeks has confirmed that as the Guides ‘...is a local charitable event future events can have posters (if space available) on our own Parish Boards and they have agreed not to fly poster in future.’

18 OPEN SPACES REPORT RE TABLE TENNIS PROPOSAL: Decision deferred until July/September.

19 REPORTS FROM MEETINGS/SEMINARS ATTENDED:
KALC Area Committee Meeting – Cllr Butler.

KCC re I-Connect Training Session of 4 April - Clerk.

HMRC PAYE Webinar of 8 April – Clerk.

20 COMMITTEE REPORTS: None received.
Cllr Fairhurst stated that he still has owl boxes that need to go up on trees.
To be resolved ASAP.

OSC

21 RECEIVE DCA UPDATES: The quiz night held on 16 March raised £654.43.
Easter Egg Hunt will be held at 10 am on 21 April.
Summer Fete – 1 June at 1 pm (apologies received from Cllrs Fairhurst, Butler & Greenhead – the latter will be present but not in a DPC capacity)
A new fire door has been installed in readiness for the loft storage project which will start upstairs on 15 April.

22 CORRESPONDENCE: Various correspondence circulated by email.

Request received from a resident of Reinden Grove for pyracantha bushes to be cut back on Deringwood Drive.

Response received from KCC Soft Landscapes stating that they are reluctant to cut any shrubs as yet (bird nesting season), but they will inspect the site in September to check for any necessary works above and beyond their maintenance schedule and will be passing the area while contract monitoring between now and then. If any works due to safety reasons are present, they will be raised accordingly.

23 ITEMS FOR FUTURE AGENDA & OTHER BUSINESS:
(For reference only - no decisions made.)

Nominations invited for Chairman and Vice-Chairman (7 May meeting).

ACTION

Cllr Alden-Morris kindly volunteered to take the minutes for September's meeting as the Clerk will not be available.

There being no further business, the meeting closed at 21.35 pm.

**ADDITIONAL MATTERS TO BE DISCUSSED AT NEXT MEETING (7 May 2019):
Please contact the Clerk if you have items that you would like to be considered
for the agenda.**