

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 6 NOVEMBER 2018 AT 8.00 PM
IN THE COMMUNITY CENTRE**

Cllrs Weeks (Chairman); Cheesman*; Butler; Alden-Morris; Rajaratnam; Fairhurst; Fincham; Mrs Irving – Clerk; Mr Everett & Ms Thompson – DCA; PCSO Zoe Turner (part); 2 residents.

ACTION

1 APOLOGIES: Cllr Greenhead – personal reasons; Cllr Newton – conflicting meeting; *Cllr Cheesman – lateness due to hospital appmt; Cllr Cooke. The apologies and reasons for absence were noted and accepted.

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

3 DECLARATIONS OF INTEREST: Clerk – Item 15.

4 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC: The process and why any questions are not recorded in the minutes was explained to the members of the public

5 APPROVE & SIGN MINUTES OF MEETING 2 OCTOBER 2018: The minutes were signed by Cllr Weeks as a true and accurate record of proceedings.

6 CRIME REPORT: PCSO Turner informed the meeting there are no new crimes to report.

Additional speed checks to be carried out before PCSO Turner submits a report.

7 COUNTY COUNCILLOR'S REPORT: Not available.

8 BOROUGH COUNCILLOR'S REPORT: Not available

9 MATTERS ARISING FROM PREVIOUS MINUTES:

Road safety meeting to be hosted by Cllr Cooke on 20 November at 8 pm in the Community Centre.

It was agreed to advertise the meeting by delivering leaflets to all homes in Downswood by 12 November (councillors to use roads as assigned on the street lighting report).

10 CCTV EQUIPMENT/TRAINING: Training has been requested for Friday 9 November at 4 pm TBC.

11 KALC COMMUNITY AWARDS SCHEME UPDATE: Nominations to be

ACTION

submitted prior to the **deadline of 31 December** – full details are available on the Council’s website and notice boards.

Clerk and Chairman to review nominations prior to KALC’s deadline of 31 Jan 2019.

MW/TI

15 MALLARDS WAY: (Item brought forward to allow PCSO Turner to Comment, prior to leaving the meeting)

Covered Shelter: PCSO Turner confirmed that she has no issues and does not believe there will be any problems if a shelter is installed close to the current basketball hoop.

The chairman asked PCSO Turner if, based on her comments, she would endorse such an installation. She confirmed that she would.

The suggested style of shelter will be very open to view, whilst offering seated protection from the elements. Designs/prices to be circulated in the next 2 weeks.

MW

Following further discussions, it was formally proposed, seconded and unanimously agreed to continue with investigations.

Cllr Weeks to arrange a site meeting with MBC to progress further.

MW

Quotations for proposed fencing: Having sought 3 quotations – MBC, Royce Skelton Fencing & Landscaping & Jackson Fencing - Cllr Weeks proposed acceptance of Royce Skelton’s quote in the sum of £450, seconded and formally **RESOLVED.**

Handrail for slide: The matter has been passed to MBC for consideration (no further action required by DPC).

MBC**12 FINANCE:**

i. Items for Payment.

Balance of Current Account £14,847.66 credit, after all cheques sent

Balance of Investment Account £10,369.82 credit

Cheques sent:

RBL	Wreath	50.00
Paul Waring	Roundabout Landscaping	35.64
T Irving	Clerk’s Salary/Expenses (Oct)	976.13
KCC Re Kent Pension	Clerk’s Pension (Employer/Employee Contributions)	275.75
J. Noyce	Litter Picking (Oct)	352.35
Information Commissioner	Data Controller Fee	40.00
M. Weeks	Expenses	92.74
Aylesford Electrical	Christmas Lighting	2,335.50

Cheques received:

MBC	PSS (2 nd Installment)	398.78
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ACTION

Approval of the above payments was **RESOLVED**.

ii. Suggestions for 2019/20 budget: OSC are unlikely to be able to submit budget proposals by the requested 20/11/18 but will endeavour to forward these prior to the 4 December meeting.

MW

Councillors invited to submit proposals prior to 20/11/18.

ALL

iii Other matters to report: None.

13 PLANNING REVIEW:

i. Approve minutes and assess comments from meeting of 16 October 2018: The minutes were signed by Cllr Weeks as a true and accurate record of proceedings.

It was noted that it was a disappointing turnout, with numbers lower than expected.

ii Agree action plan for proposed development beside Otham Church:

The options discussed at the 16 October meeting are;

fight the planning proposal all the way

or

determine the best plan of action to benefit Downswood

It was agreed for the planning committee to investigate costs for the former proposal, as full council are unable to make an informed decision without these.

AF/MW

Information to be sought from JPG regarding consultancy costs etc.

MW

iii Report re Planning Applications:

18/50300/FULL 28 Bournewood Close

The Council does not wish to object.

14 CONSIDER REQUEST FOR HANDRAIL AT WILLOW RISE/

SPOT LANE STEPS: Clerk to ask KCC to reconsider this request again and chase up the repair of the street column at the bottom of the steps.

TI

16 NEWSLETTER: Cllr Weeks reported that progress is being made and he is hoping to have it completed this week.

MW

17 REMEMBRANCE DAY: RBL has written to thank the PC for their donation.

Cllr Weeks to present the wreath at the Church for 9 am and the War Memorial for 11 am.

MW

18 CHRISTMAS CAROLS AND LIGHTS CEREMONY: Mr Brearley has confirmed that he is willing to play the organ for a fee of £45. This was agreed.

ACTION

Otham Tower Correspondent has confirmed that providing they can get a team together, they will be more than happy to ring.

Cllr Butler agreed to be responsible for the catering and will provide the 'usual bits and pieces'.

A-MB

Mr Everett was thanked for the loan of the snow machine that he's purchased. (Liquid for the 'snow' has also been offered & accepted).

Cllr Weeks to purchase a projector.

MW

Aylesford Electrical contact numbers to be provided to Cllr Weeks.

TI

UMSO Certificate has been received.

19 RECEIVE DCA UPDATES: Tesco Bags of Help Grant Scheme.

The loft storage project can be helped by placing tokens in the DCA box at appropriate Tesco stores.

20 REPORTS FROM MEETINGS/SEMINARS ATTENDED:

- MBC Strategic Plan Consultation in Lenham on 25 Oct - Attended by Cllrs Weeks and Fairhurst.

Cllr Fairhurst reported that the meeting was not particularly well attended. The main issue raised was lack of infrastructure.

- SLCC Branch Meeting, Loose on 24 October – Attended by the Clerk.

Main points of note:

New KALC website (was being set up by Hugo Fox FOC but they were let down) should be available for the AGM

Verbal report on Standards and Behaviour

During the period 2015-17 there was a 29% increase in requests for information/advice.

- KCC Highways Seminar, Oakwood House on 2 November – Attended by the Clerk.

One of the biggest pot hole blitz's this year with 54,000 repaired.

If pot holes have been marked for a long time but not filled, it may be that contractors marked them out at the beginning of the season and then had 8 months to fill them. This procedure has now changed and they should be filled within 28 days of marking out.

Contractors are actively being monitored to see how quickly repairs are being carried out.

New Code of Practice for Highways – available on KCC website.

Cllr Glyn Charlton (E. Farleigh PC) reported on how the parish is trying to improve road safety. (Clerk to request GC contact details for Cllr Fairhurst)

TI

22 COMMITTEE REPORTS: None.

22 CORRESPONDENCE: Various correspondence circulated by email.

- Report of fly tipping in Grampian Way. Contact was made with the resident who confirmed they were waiting for it to be removed by MBC.
- Email regarding a bollard knocked down in Mallards Way. This was later found to have been reinstated by Cllr Newton 'A community minded gentleman who goes around the park collecting litter. What a great chap'.

The same resident remarked that a 'good job' has been done on Mallard's fencing.

- Email re a serious accident on Willington St on 29 Oct.
- KALC – AGM
- Valley Invicta Consultation
- CPRE – AGM/Christmas Meal invitation
- Royal Mail – Spam Mail

23 ITEMS FOR FUTURE AGENDA & OTHER BUSINESS:

(Cllrs were reminded that this is for reference only - no decisions can be made.)

- Light on steps between Ravensdane Close/Deringwood Drive & column by Foxden Drive notice board are not illuminated.

- Comms box on Deringwood Drive still open.

TI

- Clerk to provide Cllr Weeks with company info to update the Honours Board.

TI/MW

- Grit bins to be checked and reported to Clerk if empty.

ALL

A covered store to accommodate a tonne bag of grit to be arranged by Cllrs Weeks/Greenhead. KCC to be advised of location as soon as it's in situ.

MW/WG

- A report of a 'suspicious man' giving out leaflets proved to be of no concern.

There being no further business, the meeting closed at 10.08 pm.

DATE OF NEXT MEETING: 4 December 2018