

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING  
HELD ON TUESDAY 3 APRIL 2018 AT 8.00 PM  
IN THE COMMUNITY CENTRE**

Cllrs Cheesman (Chairman); Greenhead; Weeks; Alden-Morris; Rajaratnam; Cllr Cooke (KCC); DCA Chairman & Secretary, 3 members of the public.

**1 APOLOGIES:** Cllrs Butler; Fairhurst; Fincham; Newton; PCSO Turner  
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:** No declarations

**4 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:**  
No questions raised.

**5 APPROVE & SIGN MINUTES OF MEETING 6 MARCH 2018:**  
The minutes were agreed and signed by the Chairman as a true and accurate record of proceedings.

**6 CRIME REPORT:** The following report was obtained from e-watch.co

**Longham Copse.** Criminal Damage. Between 6.00pm and 6.38pm on 3 March.  
A communal fence was found to be damaged.

**Frithwood Close.** Criminal Damage. Between 11.15am and 3.30pm on Saturday 3 March. Damage has been caused to a garden fence panel, also person/s have attempted to break into the back door of the property.

PCSO Turner confirmed by email that a lot of good work is being done in the area. She is patrolling the in a car but mostly on foot, whenever possible.

**7 COUNTY COUNCILLOR'S REPORT:** Report given at Annual Parish meeting.

**8 BOROUGH COUNCILLOR'S REPORT:** Not available.

**9 URGENT MATTERS:**

- **Mallards Park.** The fence adjacent to the road is broken in several places & requires attention. Dog mess and alleged attack of a swan by a dog will be addressed by Cllrs Cheesman, Newton and the Clerk at a meeting with MBC on 5 April.

**10 NOTICE BOARD(S)/DISPLAY BOARD:** Cllr Greenhead to send the link to notice boards for consideration/comment by councillors.

Research and a design are required for the display board – the archive department at Springfield may be able to assist?

Cllrs Greenhead & Weeks to brief Cllr Rajaratnam on the objective of the exercise to allow him to put together a proposal.

**ACTION: Cllrs Greenhead/Weeks & Rajaratnam**

#### 11 MATTERS ARISING FROM PREVIOUS MINUTES:

- **Speed Indicating Devices:** Cllr Cooke advised the meeting that he has not received a response to his request.

Following further discussion, it was agreed that speeding is not considered a problem in the parish. As a result of which, it was **RESOLVED** not to progress the matter further.

- **CCTV:** A quotation has been received from Brook Security. The representative from Prime Security did not turn up for the arranged meeting.

Clerk to request Crossfire to quote/Cllr Fincham to arrange for an alternative quote.

**ACTION: Cllr Fincham/Clerk**

- **PROW KM80/86:** The path leading down to the SSSI is extremely muddy at the moment. It was proposed that a big chipper is hired at an approx cost of £125 to allow Downswood Diggers to shred branches and lay the chippings on the path **RESOLVED** (Would the Ramblers Association be willing to assist with the work?).

**12 GENERAL DATA PROTECTION REGULATION (GDPR):** Instructions awaited from Satswana.

#### 13 FINANCE:

- Items for Payment.

**Balance of Current Account      £4,670.75 credit, after all cheques sent**  
**Balance of Investment Account    £10,369.82 credit**

##### **Cheques sent:**

<b>To Whom Payable</b>	<b>Details</b>	<b>Amount</b>
HMRC	PAYE	216.03
J. Noyce	Litter Picking (March)	270.00
T. Irving	Clerk's Salary/Exp (March)	1,018.76
KCC Re. Kent Pension Fund	Clerk's Pension (Employer/Employee Contributions March)	270.35

**Cheques received: None**

All items **RESOLVED**

- Consider Membership Renewals:

**SLCC** – Cost to DPC £110 (shared on a 1/3 OPC, 2/3 DPC basis)

**CPRE** - £36.00

**KALC** – £576.78 ex VAT

It was **RESOLVED** to renew all three memberships.

iii **Review of Accounts Presentation:** It was **RESOLVED** to consider any changes during 2018/19, for possible implementation during 2019/20.

iv **Other matters to report:** S137 expenditure for 2018/19 is £7.86 per elector.

14 **CRIME PREVENTION INFORMATION/NEWSLETTER:** Information to be obtained from Kent Police website, as leaflets are not available. All are requested to submit articles for inclusion in the newsletter.

**ACTION: ALL CLLRS**

**15 PLANNING:**

**New Applications**

18/501119/full – 69 Longham Copse  
Erection of a single storey side extension.  
Comments requested prior to 6 April.

**18/501335/FULL – 16 Ellenswood Close**

Conversion and change of use of existing garage to a home office.  
Comments requested prior to 1 May.

**ACTION: Planning Committee**

**18/500753/FULL 15 Monkdown**

PROPOSAL: Demolition of outbuilding. Erection of a two storey side extension and extended vehicular cross over.  
Comments required prior to 19 March.

**ACTION: Planning Committee**

**16 KCC WINTER SERVICE: SALT BINS/DELIVERY OF SALT:** Delivery of salt was agreed but it has not materialised. Cllr Cooke confirmed that he has communicated to KCC that the topping up of bins was not good enough.  
It was agreed that a request will need to be submitted to Highways in Oct/Nov to ensure all bins are filled in readiness for winter.

**17 OLYMPICNIC:** Following a review of the risk assessment, it was agreed that a date will be added.

Information to be displayed on whiteboard asking that any objections to photographs being taken of children must be drawn to our attention by the parents/guardians responsible. (Permission is not required for general/crowd photos.)

Cllr Cheesman agreed to ensure the RA procedures are carried out on the day.

Cllr Greenhead to provide a poster for the event.

**ACTION: CLLRS CHEESMAN/GREENHEAD**

**18 WW1 CENTENARY EVENT:** Concerns were expressed that there is insufficient room to site a beacon/ information for the event has not been forthcoming.  
It was mooted that support for the event should be rescinded. Following further discussion, it was **RESOLVED** not to proceed with the event.

**19 SOCIAL MEDIA POLICY:** Draft has been circulated for discussion at May's meeting. Comments requested prior to 20 April.

**ACTION: ALL**

**20 DCA FETE/UPDATE:**

- Cllr Weeks to prepare PC information board for display.
- Cllr Greenhead to provide a cardboard cut-out for photos
- Consideration to be given to erecting gazebos x 2 on the evening before the Fete.

PC information leaflets could be included in 'freebie bags'. If required, they will need to be provided to the DCA secretary at least 7 days prior to the fete.

It was **RESOLVED** that all DPC takings will be donated to the DCA.

**21 REPORTS FROM MEETINGS/SEMINARS ATTENDED:**

- PAYE Webinar 15 March, New Payroll info – Clerk.
- Cllr Alden-Morris to attend Police Forum on 15 April - Please submit any questions you would like her to raise.

**22 COMMITTEE REPORTS:** None received.

**23 CORRESPONDENCE:** Various correspondence circulated by email.

**DATE OF NEXT MEETING:** 1 May 2018 - To be preceded by the Annual Meeting of the Council. Apologies received from Cllr Cheesman due to holiday. In her absence, Cllr Cheesman confirmed that she is willing to have her name put forward as a nomination for chairman at the Annual Meeting.

There being no further business, the meeting closed at 9.40 pm.