**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING**

**HELD ON TUESDAY 7 FEBRUARY 2017 AT 8.00 PM**

**IN THE COMMUNITY CENTRE**

**Present:**Cllrs Cheesman (Chairman); Greenhead; Butler; Weeks; Fincham; Pearson (from item 4); Mrs T Irving – Clerk; Stephen Pay (KCC); Cllr Gary Cooke (KCC); Cllr Gordon Newton - MBC (from Item 4); Alison Eardley; 2 Members of the Public.

1. **APOLOGIES:** Cllr Carmichael & Brookes – work commitment; PCSO David Earl.
2. **NOTIFICATION OF WHETHER ANYONE WISHES TO FILM, PHOTOGRAPH OR RECORD ANY ITEMS –** None received.

**3 DECLARATIONS OF INTEREST:** Cllr Cheesman re. Item 13 ii - Donation Request, Otham with Langley PCC.

**4 REPORT BY STEPHEN PAY – PUBLIC TRANSPORT & INTEGRATION DEPT, KCC:**

Mr Pay outlined the proposals as explained to him by Arriva. These will involve replacing the existing No. 8 service with a new No. 4 route.

Following discussions, Mr Pay agreed to discuss the following concerns with Arriva;

\* To confirm the precise route proposed for the new service 4.

\* To confirm the arrangements for scholars journeys.

\* To support the request for the new service to operate closer to Shepway Shops (for the GP surgery) as per the detail provided.

\* To seek an assurance about reliability.

\* To relay comments regarding poor levels of customer service.

Cllr Cooke provided a brief update on Arriva’s current bus service and explained that KCC has no input re setting timetables/fares, etc. Arriva is changing nearly every bus service operating from the Maidstone depot.

The council was advised that Helen Whately has written to Arriva and will be meeting with them to discuss items relating to this and other services.

**5 SPIRES MEDICAL CENTRE UPDATE:**  At a meeting held on 20 January, the CGE stated the building is not fit for purpose and consequently future funding will not be made available. It was therefore confirmed that plans to close the centre will proceed.

-42-

Cllr Newton stated his dissent at the outcome and wished it to be known that he felt not enough avenues had been explored

As the building is owned by Dr Singh, it is not known at this point what its future will be. It is hoped that it could be made a community asset.

Cllr Cooke has arranged for a new mini bus service to be launched on 7 March, for those unable to access the surgeries easily. It will run every Tuesday and Thursday, picking up from the Spires at 10 am and going directly to the Shepway Surgery. It will then return to the Spires and travel onwards to the Grove Green Surgery. The return service will drop passengers at their front door.

The surgery has agreed to link appointments to fit around the service.

The mini bus will be reviewed after a period of 2 months, with its future depending on capacity and sufficient demand.

Cllr Cooke stated that no one is happy with the outcome of the surgery and there are real concerns for the future of the pharmacy.

Having been thanked for their attendance, Stephen Pay, Alison Eardley and one member of the public left the meeting at this point.

**6 COUNCILLOR VACANCY/CO-OPTION:**  Ongoing.

**7 POLICE REPORT:** 01/01/2017-02/02/2017

31/12/2016 Pennine Way – criminal damage to vehicle

05/01/2017 Longham Copse – criminal damage broken window

4 calls for obstruction (Pennine Way/Mallards Way).

Cllr Newton advised that a head on collision had taken place close to the Church Road/Deringwood Drive junction.

Cllr Cooke is now a Police representative for the County Council.

**8 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC**: Following a report that work has commenced to remove the hedgerow/create an access road, Cllrs Newton and Cooke to check the status of Gore Court Rd/Church Road on an urgent basis.

The meeting reconvened

**9 APPROVE & SIGN MINUTES OF MEETING HELD ON 6 DECEMBER:** The minutes were agreed and signed by the Chairman as a true and accurate record of proceedings.

**10 COUNTY COUNCILLOR’S REPORT**:

A written report was provided – see Appendix 1.

-43-

An annual meeting will be held at 6.30 pm on 24 February at St Nicholas Church

Cllr Cooke has written to the leader of KCC and the Cabinet Member of Highways to ask what the legal position is following the Interim Report for the Local Plan? A response is expected in time for the 24 February meeting.

If KCC does not sanction a bus lane for Sutton Road, it would appear that other housing sites cannot be delivered due to congestion.

KCC is proceeding with proposed routes for consultation on a Leeds/Langley relief road.

Despite Virgin Broadband stating they would ‘find the gaps and fill them in’, nothing has happened. Cllr Cooke will be chasing the matter up as a number of residents are still without the service,

**11 BOROUGH COUNCILLOR’S REPORT:**

Cllr Newton has written to Robert Mellor, urging him to remove the H18 Church Road site from the Local Plan.

A schematic has been provided by MBC which shows the new proposal/equipment for Mallards Way Play Area. Following Cllr Greenhead’s query about the tractor, Cllr Newton commented that to the best of his knowledge it will be staying.

**12 URGENT MATTERS:**

* A new parish map is required for the display board, opposite the Community Centre.
* **Website.** The new proposal has been circulated for comment. It was agreed that the site is a great improvement and a switchover will take place. Cllrs Greenhead and Weeks will lead with updates on the site, assisted by Cllr Butler and the Clerk.

**13 FINANCE:**

**i. Items for payment:**

**Balance of Current Account £ 5,081.29 credit, after all cheques sent Balance of Investment Account £10,321.18 credit**

The council confirmed approval of the following payments:

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| **To Whom Payable** | Details | **Amount**  |
| A.M. Butler | Expenses – Christmas Ceremony | 57.82 |
| Glebe Fencing | Fencing Repairs | 366.00 |
| L. Greenhead | Flyer Delivery | 25.00 |
| KCC (MVCP) | Mallards TAG Days | 1158.00 |
| J. Noyce | Litter Picker Wages (Dec) | 259.20 |
| T. Irving | Clerk’s Salary & Expenses (Dec)  | 888.82 |
| KCC re Kent Pension Fund | Pension (Employer & Employee Contributions Dec) | 216.52 |
| HMRC | PAYE | 206.14 |
| Aylesford Electrical  | Installation/Dismantling & Supply of New Motifs/Bulbs -44- | 4498.80 |
| M. Weeks | Expenses – Hi Vis Vests | 89.99 |
| Hallmark Signs | Updating Honours Board | 102.00 |
| J. Noyce | Litter Picker Wages (Jan) | 259.20 |
| T. Irving | Clerk’s Salary & Expenses (Jan) | 886.53 |
| KCC re Kent Pension Fund | Pension (Employer & Employee Contributions Jan) | 216.52 |
| Gala Lights | Hire Contract: 4 x Motifs | 458.40 |
| Aylesford Electrical | Balance of Payment re above | 133.20 |
| **Cheques received:**N S & I | Investment Acct Interest  | 61.64 |
| DCA | Litterpicking Contribution | 250.00 |

ii) **Donation Requests:** The following were considered:

**Revitalise** – Unable to assist with a financial contribution, but will be happy to display a poster/info on new website.

 **Otham with Langley** **PCC** - £150

 **Downswood Under 5’s Parent & Toddler Group** - £208

The above donation requests were proposed, seconded and unanimously agreed in accordance with LGA 137.

**DCA** – Materials for Garden Shed. Cllr Cooke kindly volunteered to donate an additional £500 to the ‘You Decide’ grant, if the clerk requests the DCA to contact him.

iii) **MBC PSS Funding Agreement:** A £580 payment will be made by MBC towards the cost of the agreed services. The funding conditions were approved by the council and the agreement signed by Cllrs Greenhead and Weeks.

iv) **Other matters to report**: Acknowledge of declaration of compliance re Automatic enrolment duties has been received from the Pensions Regulator.

**14 PLANNING:**

**New Applications**

17/500132 - 18 Murrain Drive

Single story extension to the rear and side of the property.

17/500537 - 25 Monkdown

Single storey side extension and replacement porch to principle elevation.

The council does not wish to comment on either application.

**Approved.**

16/507705 Full – 27 Gorham Drive.

-45-

**15 DAVID NUTTALL MEMORIAL UPDATE**: The Stone Shop has sourced a suitable piece of granite with one smooth face. Costs have been estimated at £150.

The completed work will be ready to unveil during the refreshment break at July’s Olympicnic.

Ideas for the ceremony are requested from all.

**16 EMERGENCY PLAN:** No news to report.

**17 AGREE DATE FOR: Annual Parish Meeting –** 4 April at 7.45 pm.

**AGM –** 2 May at 7.45 m. Apologies received from Cllr Cheesman for this meeting.

**Christmas Ceremony –** Saturday 2 December commencing at 4.30 pm (hall hired from 3 to 6 pm).

**18 REPORTS FROM MEETINGS/SEMINARS ATTENDED:** No reports received.

**19** **DCA: PROPOSALS FOR THE CENTRE**: A structural survey report is awaited.

**20** **COMMITTEE REPORTS: Downswood Diggers.** All that participated were thanked for the work they had undertaken. The next phase will be carried out between the shops and the Jubilee Stone on Saturday 19 February, commencing at 10.00 am.

Cllr Greenhead to deliver one of the high viz vest to the litter picker.

**21 CONSIDER PURCHASE OF CHRISTMAS MOTIFS:** It was unanimously agreed to purchase the 4 off hire motifs from Gala Lights as follows; 3 x Triple Ruban Stars @ £140 each & 1 x Single Ruban Star @ £120. All motifs to be fully tested and in full working order and either collected or delivered to Aylesford Electrical.

**22 CORRESPONDENCE:**

Various items circulated by email.

**DATE OF NEXT MEETING: 7 March.** Apologies received from Cllr Weeks (holiday) & Cllr Fincham (work commitment).

There being no further business the meeting closed at 10.30 pm

-46-