

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING  
HELD ON TUESDAY 5 JUNE 2018 AT 8.00 PM  
IN THE COMMUNITY CENTRE**

Cllrs Greenhead – vice chairman; Cheesman; Butler; Alden-Morris; Newton; Fairhurst; Rajaratnam; Cllr Cooke (KCC); Chairman & Secretary of the DCA ; 3 members of the public.

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

**1 APOLOGIES:** Cllr Weeks (holiday); PCSO Turner.

The apologies and reasons for absence were noted and accepted.

Cllr Fincham's absence was noted.

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

**3 DECLARATIONS OF INTEREST:** Whilst a declaration is not applicable to this particular meeting, Cllr Fairhurst wishes councillors to know that he has been asked to join the board of Involve Kent. Until sworn in at their September meeting, he is a Trustee-elect.

**4 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:** Questions regarding the speed of traffic were addressed in some detail (see also Items 7 & 22)

The meeting was reconvened.

**5 APPROVE & SIGN MINUTES OF MEETING 1 MAY 2018:**

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

**6 CRIME REPORT:** The following report was obtained from e-watch.co  
**Willow Rise.** Criminal Damage. On Sunday 20 May around 2.55 pm. A resident heard a noise upon investigation they found that a window pane had been shattered.

In addition to the above, the parish was made aware of a fire in the Old Spot Lane woods, which was believed to have been ignited by youths. This was attended by the Fire Brigade on 28.05.18.

PCSO Turner is hoping to hold a Police Surgery in the Community Centre on 7 July – TBC.

**7 COUNTY COUNCILLOR'S REPORT:**

The pot hole blitz continues.

The sink hole on the A26 Tonbridge Road is anticipated to be repaired and the road reopened in 6 weeks.

Further to the traffic concerns raised by a member of the public, Cllr Cooke reiterated that the KCC survey demonstrated that speed was not a problem. Any further surveys would, again, have to be funded by the parish.

Cllr Cooke suggested a 20 mph speed limit throughout the parish could be considered?

## **8 BOROUGH COUNCILLOR'S REPORT:**

Plans to expand the designated areas of the Local Nature Reserve - including the River Len – were discussed at the Heritage, Culture and Leisure meeting of 3 July and are pushing forward.

Cllr Newton has been advised that a Members Grant of £1,000 will be available to share between Downswood & Otham.

## **9 URGENT MATTERS:**

- Tree by the Downswood stone in Deringwood Drive needs staking or replacing. **ACTION: Open Spaces Cmmtte**
- Trial bikes have been heard in the field behind Longham Copse on 3 June. To be monitored and a footpath restrictor considered.
- The next Open Spaces meeting will be held on 9 June at the SSSI. Cllr Weeks' emailed proposal for a small working party to spread foc chippings was agreed.

It was also agreed for the land by the notice board, adjacent to the shops, to be cleared and sufficient bark mulch spread to cover the area for a cost of £130. Planting to take place during September.

**10 NOTICE BOARD(S) /DISPLAY BOARD:** Cllr Rajaratnam has carried out research at the library but most records refer to Otham. He has also tried to find out about previous use of the land – prior to use as a quarry – but no information is available. Cllr Cheesman offered to assist and try to enlist the help of a local historian.

**ACTION: Cllrs Rajaratnam/Cheesman/Greenhead**

The Clerk has sourced a replacement for Foxden Drive.

It was agreed to purchase a single-bay solid oak, post mounted board, complete with header and lettering (from £800.32). Delivery is approx. 4 weeks from placing order.

Cllr Greenhead to advise whether the existing post will suffice, or if a replacement is needed. **ACTION: Clerk/Cllr Greenhead**

## **11 MATTERS ARISING FROM PREVIOUS MINUTES:**

- **Drains in Cheviot Gardens** checked by Cllr Butler and found to be fine.
- **Environment Agency** has been contacted by the Clerk. Email to be sent with a meeting proposal on either 2 or 30 July at Mallards.

**12 CCTV:** It was agreed to delay a decision until July's meeting as only one of the two quotes has been received,

### 13 GENERAL DATA PROTECTION REGULATION (GDPR):

**Adoption of policies.** Draft GDPR Data Audit, Document Retention and General Privacy Policies were circulated to all members and uploaded to the website. Following due consideration, adoption of the policies was **RESOLVED**.

DPI's will continue to be displayed on the website. Satswana confirmed that 'Law is law, and that is specifically stated in GDPR - statutory requirements have to be complied with'.

### 14 FINANCE:

i. Items for Payment.

**Balance of Current Account        £29,838.20 credit, after all cheques sent**  
**Balance of Investment Account    £10,369.82 credit**

#### Cheques sent:

To Whom Payable	Details	Amount
Auditing Solutions	Annual Internal Audit	228.00
Aford Awards	Medals for Olympicnic	396.00
Satswana	DPO Services	180.00
Peeks of Bournemouth	Novelites for DCA Fete	117.95
T. Irving	Clerk's Salary/Exp (May)	968.80
J. Noyce	Litter Picking (May)	352.35
KCC Re. Kent Pension Fund	Clerk's Pension (Employer/Employee Contributions May)	275.75
KALC	Annual Membership	692.14

#### Cheques received:

MBC	PSS (MBC Admin Error – Amount to be corrected in Oct.)	65.22
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The above items were **RESOLVED**

#### ii. Annual Return 2017/18

- a) **Consider the Annual Governance Statement** – Duly considered
- b) **Approve the Annual Governance Statement** - Councillors unanimously **RESOLVED** to approve the affirmative responses to questions 1-8 (question 9 being not applicable).
- c) **Consider the Accounting Statement** – Duly considered
- d) **Approve the Accounting Statement** – Councillors unanimously **RESOLVED** to approve the Accounting Statement as prepared and circulated by the RFO/Clerk.

iii **Review of Internal Audit:** The report from Auditing Solutions was circulated to all councillors on 3 May 2018 - no comments received.

iv **Review Bank Signatories:** It was agreed that Cllr Weeks should be added as an additional bank signatory.

v **Consider Insurance Renewal:** It was **RESOLVED** to accept the quotation from Zurich in the sum of £261.71. Clerk to check if the notice boards are included on the policy, but it is believed they are not. **ACTION: Clerk**

vi **Other matters to report:** None.

## **15 PLANNING:**

### **New Applications.**

#### **18/502378/FULL 63 Murrain Drive**

Demolition of existing rear conservatory and side storeroom. Erection of a two storey side and a single storey rear extension

No objections

#### **18/502521/FULL 28 Bournemouth Close**

Erection of a single storey front extension, new flat roof to conservatory to create rear extension and new roof lights to side existing flat roof.

No objections

#### **18/502748/FULL 15 Monkdown**

Demolition of existing outbuilding and construction of a two bedroom attached house.

Members of the planning committee to forward comments to the Clerk. If these prove to be inconclusive, an extension for comments will be requested to allow discussion at the next full council meeting on 3 July.

**ACTION: Planning Comm/Clerk**

### **Applications Refused**

#### **18/501621/FULL – 13 Cheviot Gardens**

### **Applications Granted:**

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

**16 GARDEN COMPETITION:** A representative from The Potted Garden has agreed to judge the competition. They have also kindly agreed to provide additional prizes – in the form of a shrub or pot – for each of the 3 winners.

Shortlist of gardens to be forwarded to the Clerk no later than 20 July for judging w/c 23 July.

**17 OLYMPICNIC:** The suggested catering company was unable to help with a hotdog van. As other leads amounted to nothing, it was agreed to request a local donut vendor's attendance.

Face painting has been organised by Cllr Weeks at a cost of £100. Whilst councillors thought this seemed rather expensive it was agreed to trial it this year, subject to the company having adequate insurance in place.

A Pilates demonstration/join in session has been confirmed at no cost to the council.

The Health MOT Roadshow will not be used as there is currently a fee of £750 for private hire.

**18 NEWSLETTER:** Article received from Cllr Newton. Remaining councillors to submit articles to the Clerk by w/e 10 July.

**19 RECEIVE DCA UPDATES: Fete:** DPC's stall raised £133.50 (total figures to be advised). The DCA were congratulated on another successful event.

It was noted that a Quiz Night will be held on 15 September.

**20 REPORTS FROM MEETINGS/SEMINARS ATTENDED:** None received.

**21 COMMITTEE REPORTS:** Downswood Diggers managed to complete half the path before they were 'rained off' on 12 May. The job will be finished at the next session.

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

- **MBC Housing & Inclusion Team – Older People's Champion.** Whilst no individual councillor is able to take on the role, it was agreed that an article will be placed in the newsletter to see if a resident would like to consider it as an option.

Clerk to request further updates regarding the initiative.

- Email received regarding '....inconsiderate parking along Mallards Way by certain people attending football.....'.

Following contact by the Clerk, MPE agreed to have a word with their 'football people'. However, they pointed out that it's not just MPE that are to blame. PCSO Turner also offered to attend on her next available Saturday.

- **Spires Pharmacy.** The concerns of the pharmacy regarding Pharmacy2U and other internet pharmacies were addressed.

Cllrs are concerned that suggestions to modernise the premises - in an attempt to attract more custom - have not been taken on board. Whilst they are happy to try to promote the pharmacy, the business must lead the way.

- Email received from a resident that is concerned about 'excessive speeding (one just knows the difference between 30mph and circa 45/50mph) especially between the hours of 7.30 and 9.00am'. The resident requested that 'a proper survey, collecting actual data, confirms either the PC or my views'. The Clerk responded with an email forwarding a copy of the data collected from the traffic surveys carried out by KCC (paid for by the parish). (See also Items 4 & 7).

**DATE OF NEXT MEETING: 3 July 2018**

There being no further business, the meeting closed at 10.00 pm.