

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 1 MAY 2018 AT 8.00 PM
IN THE COMMUNITY CENTRE**

Cllrs Greenhead – vice chairman; Weeks; Alden-Morris; Butler; Newton; Fincham; Fairhurst; Rajaratnam; Cllr Cooke (KCC); Chairman & Secretary of the DCA ; 1 member of the public.

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

1 APOLOGIES: Cllr Cheesman (holiday); 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: Cllr Greenhead. See Item 15 - Planning

4 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:

The meeting was reconvened.

5 APPROVE & SIGN MINUTES OF MEETING 3 APRIL 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 Saturday 21 of April between 7.30am and 7-10pm. A vehicle parked in an allocated parking bay was found with one of its windows smashed.

7 COUNTY COUNCILLOR'S REPORT:

Pot hole blitz continues with more holes being filled and areas resurfaced.

This year's 'You Decide' will be held in Downswood.

8 BOROUGH COUNCILLOR'S REPORT:

Repairs to the River Len Bridge will commence on 9 May.

A vet has indicated that the death of 1 swan was due to botulism and another swan was savaged by a dog.

MBC to replace the fence at Mallards Way during 2018.

Park and Ride contactless payments to be reviewed in November 2018.

9 URGENT MATTERS:

- Drain at Cheviot Gardens appears to be blocked. Cllr Butler to check and report back. **ACTION: Cllr Butler**
- The flooding in Mallards Way on 30 April was quite exceptional and the first serious case in 3/4 years. This demonstrates the need for an Emergency Plan to be readdressed.

Flood signage was provided by KCC and subsequently stored for future use by DPC on the proviso that KCC's Contact Centre & District Manager must be contacted/informed prior to use.

Clerk to request a meeting with the Environment Agency/KCC to discuss possible flood defences for Mallards Way. **ACTION: Clerk**

10 NOTICE BOARD(S) /DISPLAY BOARD: Cllr Rajaratnam to carry out research based on a brief provided by Cllrs Greenhead & Weeks. Cllr Newton offered to request information from his colleague that may assist.

Cllr Greenhead to produce a design for the display board.

ACTION: Cllrs Greenhead/Weeks, Rajaratnam & Newton

Clerk to provide details of a like for like notice board replacement for Foxden Drive.

ACTION: Clerk

11 MATTERS ARISING FROM PREVIOUS MINUTES:

- **PROW KM80/86:** It is no longer necessary to hire a chipper as Cllr Weeks has sourced chippings FOC. It was agreed for the vegetation that has already been removed to be shredded at a cost of £40. Working party to meet on Saturday, 12 May between 10am and noon.

12 CCTV: Having considered the quotations from NT/Brook Security & Crossfire, it was agreed that the quotations do not meet the council's requirements/are too expensive. Clerk to contact NT & Brook requesting new quotations with less cameras. Views of the front/rear of the shops to be the main focus.

ACTION: Clerk

13 GENERAL DATA PROTECTION REGULATION (GDPR): A meeting with Satswana was attended by the Clerk on 20 April.

Templates to be provided in time for draft to be circulated/uploaded to the website prior to 25 May.

Concerns were raised that there is a conflict between Disclosable Pecuniary Interests (DPI)/transparency and GDPR. Satswana to investigate further and report back.

Whilst councillors are strongly advised to have separate DPC email addresses, it was **RESOLVED** that at this point in time they will continue to use their personal email addresses.

Clerk to investigate the purchase of a hard drive for backing up/encrypting DPC information with an estimated cost of £50. This will be password protected and the password shared with the Chairman.

14 FINANCE:

i. Items for Payment.

Balance of Current Account £32,983.97 credit, after all cheques sent
Balance of Investment Account £10,369.82 credit

Cheques sent:

To Whom Payable	Details	Amount
CPRE	Annual Membership	36.00
M. Weeks	Expenses (Easter eggs for DCA Egg Hunt)	18.00
T. Irving	Clerk's Salary/Exp (April)	964.75
J. Noyce	Litter Picking (April)	281.88
KCC Re. Kent Pension Fund	Clerk's Pension (Employer/Employee Contributions April)	275.75
St. John Ambulance	First Aid Cover for Olympicnic	110.40

Cheques received:

MBC	Precept	30,000.00
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The above items were **RESOLVED**

ii. **Donation Request: Bearsted Parish Council Play Scheme:** With projects within the parish currently being the main focus, it is with regret that the council is unable to assist with a donation on this occasion

iii **Standing Orders/Financial Regulations:** In accordance with the new template provided by KALC, Clerk to prepare a draft for consideration by the council.

ACTION: Clerk

iv **Fixed Asset Register:** Following due consideration, it was **RESOLVED** to adopt the register.

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

15 MALLARDS PARK: Tikspac Station. Due to the advertising that's associated with the station, it was agreed that this is not currently considered appropriate for the parish.

Cllr Newton to write an article for the newsletter in an attempt to educate dog owners to collect waste. Open Spaces to also address the problem by providing signs, asking that owners keep their dogs under control in Mallards, beyond a certain point.

ACTION: CLLR NEWTON/OPEN SPACES

16 PLANNING:

New Applications.

18/501621/FULL – 13 Cheviot Gardens

Erection of a part two storey, part first floor side extension and a single storey side and rear extension.

No objections

18/501335/FULL 16 Ellenswood Close

Conversion and change of use of existing garage to a home office.

A declaration was made by Cllr Greenhead as the applicant is his website provider, this led to the realisation that the applicant also designed DPC's website.

Following due consideration and based on similar applications, Clerk to inform MBC that whilst the council has some concerns in respect of the loss of parking, they do not wish to object and will leave the decision in the officer's hands.

Applications Granted:

18/501119/full – 69 Longham Copse

18/500753/FULL 15 Monkdown

17 GARDEN COMPETITION: Cllr Weeks to request a representative from The Potted Garden to judge the competition. Prizes of gift vouchers to remain at: £50 x 1st, £25 x 2nd & £15 x 3rd.

18 OLYMPICNIC: It was agreed that due to insufficient manpower, DPC will not organise a barbeque and will attempt to outsource the supply of food with a hotdog van, or similar. Mr Everett to provide clerk with details of a caterer that may be interested in attending.

Dog fouling leaflets to be requested from MBC for distribution on the day.

ACTION: CLERK

19 NEWSLETTER: Ongoing with articles awaited from councillors.

20 SOCIAL MEDIA POLICY: It was **RESOLVED** to adopt the policy in its existing format.

21 DCA FETE/UPDATE: A brief of the activities was provided. DPC to use 2 gazebos, as previously agreed.

22 REPORTS FROM MEETINGS/SEMINARS ATTENDED:

- Cllr Alden-Morris attended the Police Forum on 15 April – notes to be circulated

23 COMMITTEE REPORTS: Open Spaces at Mallards Way.

It was suggested that a small picket type fence/raised pontoon could be erected for safety reasons, as some of the picnic tables are close to the edge of the pond. This would also assist with bird feeding/wear and tear on the bank.

Open Spaces to explore options for consideration in future budget.

24 CORRESPONDENCE: Various correspondence circulated by email.

- Longham Copse Resident – Foxden Drive Hedge.

The council will consider a request from the resident to cut back the hedge bordering his property by at least 2 feet, the next time it is cut.

DATE OF NEXT MEETING: APM to be reconvened on 15 May 2018 at 8.00 pm when a Chairman will be elected.

A full council meeting will be held on 5 June 2018

There being no further business, the meeting closed at 10.45 pm.