

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING  
HELD ON TUESDAY 4 JUNE 2019 AT 8.30 PM  
IN THE COMMUNITY CENTRE**

Cllrs Weeks (Chairman); Greenhead; Cheesman; Butler; Alden-Morris; Rajaratnam; Fincham; Mrs Irving – Clerk; PCSO Turner (part); Cllr Cooke (KCC); Mr Everett & Ms Thompson (DCA); 1 resident.

**ACTION**

**1 APOLOGIES:** Cllr Newton (work commitment); Cllr Fairhurst (family commitment).

The apologies and reasons for absence were noted and accepted.

**2 NOTIFICATION OF WHETHER ANYONE WISHES TO FILM, PHOTOGRAPH OR RECORD ANY ITEMS.** Cllrs Weeks and Cooke stated that they would be recording the meeting.

**3 DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:**  
None received.

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

The meeting reconvened.

**5 APPROVE & SIGN MINUTES OF MEETING 7 MAY 2019:**

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

The Clerk's request that the title and footer of 9 April minutes be amended from '5 April' was noted and agreed.

**6 REPORT FROM PCSO Turner:**

**Crimes of note:**

- 07.05.2019 – 08.05.2019 - Attempted Burglary, Deringwood Parade. Attempt have been made to a commercial premise to gain entry via rear door of property causing damage to door handle. No entry gained.
- 07.05.209 – 08.05.2019 - Attempted Burglary, Deringwood Parade. Attempt to a different commercial premise to gain entry to store via front door where damage has been caused to lock, No entry gained.
- 07.05.209 – 08.05.2019 - Burglary, Deringwood Parade. Entry has been gained via rear door of a commercial premise, cash was taken and attempt to a safe.
- 14.05.2019 - 15.05.2019 – Attempted Burglary, Commerical premise, Deringwood Drive Parade . Lock removed from rear door overnight but no entry gaine
- 14.05.2019 – 15.05.2019- Attempted Burglary, Commerical premise, Deringwood Drive Parade. Caused damage to rear door of property but no entry gained.

## ACTION

- 27.05.2019 – 28.05.2019- Burglary, Deringwood Parade. Entry has been gained via rear door of a commercial premise, control drugs have been taken.

Anti-social behaviour and other incidents of note:

- 28.05.19 – Nuisance Vehicle, Downswood Community Centre. Not much information gained due to informants phone dying but a bike was driving around slowly looking at people/houses.
- 30.05.19 - Nuisance Youths, Mallards Way Park. Reports of four youths throwing stones at a swan.\*

\*A separate incident of four youths throwing stones at a swan was noted. In this Incident one of the youths grabbed a signet by the neck.

Due to the increase incidents taking place at The Spires, it was agreed to obtain a quotation for DPC's CCTV to be extended to cover the rear of the parade.

MW

Any costs involved for additional work/cameras, etc will NOT be met by the PC and will need to be financed by Caxtons/the shops.

## 7 COUNTY COUNCILLOR'S REPORT:

- Meeting planned with Maidstone members and officers re Maidstone updated strategy.
- Highways will be strongly objecting to the outline planning application for Land West of Church Road.
- Shortly after KCC notified Woodford Equity Trust that they were seeking to make adjustments, the company ceased trading. £263 Million of pension money representing approx. 4% of the fund is involved.
- Special needs and disabilities: A task force has been set up to address the less than adequate report issued by Ofsted.
- Children in care "had a whale of a time" when they swapped places for a day at KCC.
- 20 MPH Policy to be reviewed.

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

## 9 MATTERS ARISING FROM PREVIOUS MINUTES:

- **IC/Data Controller Renewal:** The Clerk confirmed renewal will be due in December 2019.
- **Speed survey:** This is now complete but will require tabulating to enable a comparison to be carried out with the previous survey. Initial analysis shows that the vast majority of recorded speeds are within the speed limit and there is nothing to support the allegation that a large number of cars are being driven above the limit. However, an increase in volume is clearly shown. Residents will be informed as soon as the results are available, with various options discussed.
- **Christmas ceremony:** Apologies received from Cllr Weeks.

**10 FINANCE:****i. Items for payment.****Balance of Current Account £30,702.47 credit, after all cheques sent****Balance of Investment Account £10,445.02 credit**

Auditing Solutions	Internal Audit	234.00
KCC	Employer/Employee Pension – May	282.08
T Irving	Clerk’s Salary/Expenses - May	989.50
J Noyce	Litter Picker’s Salary - May	369.45

Approval of the above payments was **RESOLVED****Cheques received:** N/A

Following the recent Internal Audit, the 2018/19 AGAR Pt 3 was re-issued.

ii) **Consider the Annual Governance Statement:** The Statement was duly considered.iv **Approve the Annual Governance Statement:** Members unanimously **RESOLVED** to approve affirmative responses to questions 1 to 8 inclusive, with the exception of question 4, which is a ‘no’. Question 9 is ‘not applicable’.v **Consider the Accounting Statement:** The Statement was duly consideredvi) **Approve the Accounting Statement:** Members unanimously **RESOLVED** to approve the Accounting Statement as prepared and circulated by the RFO/Clerk.vi **Annual Insurance Policy:** It was **RESOLVED** to accept the renewal offer from Zurich Insurance @ £287.15. **TI**vii **Annual Audit Report:** No issues were raised by Auditing Solutions. The report was circulated to councillors on 28/05/2019.

viii. Other Matters to report: None.

**11 DISPOSAL OF LITTER PICKING WASTE:** DCA to request a second bin from MBC to dispose of litter picking waste. Whilst not included in this year’s budget, it was **RESOLVED** that the cost of £43.33 per month will be met by DPC. **JE****12 PLANNING: (New applications and updates on existing applications).****• Report from Planning Sub-Committee re. Church Road.****EIA :** A delay in the Secretary of State’s response has been caused due to advice that he should ‘.....consult with Natural England and the Environment Agency before completing the assessment of this case.’ A revised timescale for a decision will be issued in due course.**Planning Applications:****Decisions Pending**

19/502278 – 75 Murrain Drive.

Demolition of conservatory. Erection of a single storey rear extension and Installation of a new window to the side extension.

**No objections.**

	<b>ACTION</b>
<p><b>13 GARDEN COMPETITION: Confirm 2019 Judge/Review Correspondence.</b> Cllr Weeks' father – who is President of the Loose Gardening Society - has kindly agreed to judge the competition.</p>	
<p>Councillors were reminded that their shortlist is required by the end of June.</p>	<b>ALL</b>
<p>In view of the correspondence from the winner of the 2018 competition that she had not received the voucher or certificate, it was agreed to reissue the items as a gesture of goodwill.</p>	<b>TI</b>
<p><b>14 OLYPICNIC:</b> The meeting held on 14 May agreed to investigate the hire of a bouncy castle <u>for under 8's only</u>. The cost of this will be £100 + the cost of insurance. <b>Strict guidelines will need to be followed if this goes ahead.</b></p>	<b>ALL</b>
<p>Clerk to order medals as per last year. (To be restricted to one per person on the day.)</p>	<b>TI</b>
<p>Two new sets of 'hook a duck' to be purchased.</p>	<b>MW</b>
<p>Cllrs were reminded that as much help as possible is required on the day.</p>	<b>ALL</b>
<p><b>15 REVIEW OF DCA FETE:</b> It was a good day and thanks were given to all that attended. DPC's stall raised £35 which was passed to the DCA. Thought to be given to having something different on the stall next year.</p>	<b>ALL</b>
<p><b>16 REPORTS FROM MEETINGS/SEMINARS ATTENDED:</b> Cllr Rajaratnam was thanked for representing the council at a meeting held on 21 May to discuss the merger of Grove Park Surgery. A written report was previously provided as follows.</p> <p>'It was outlined that the Grove Park has only one Doctor Practicing in a semidetached premises with 1 practice nurse, 1 part time (2days/week), 1 Practice Manager and 3 admin staff providing services for 2000 patients.</p> <p>There is no room for any expansion and the doctor is 60 + hence the practice is closing as there is no interest from doctors to takeover.</p> <p>The existing Northumberland Practice has 12,700 patients and with the possible transfer of 2,000 patients the practice will have 14,700 patients.</p> <p>The adjacent practice Saviour Road near Morrison Superstore known as Mote Surgery, I understand, that it is closed for new registration.</p> <p>The Medical Centre operates a System called "Vision" a software for patients management system. As the information will have to be transferred from <b>emis to vision</b> the actual transfer is programmed to takeplace on 1<sup>st</sup> October 2019.</p> <p>If anyone is concerned will have to contact or write to Clinical Commissioning Group regarding transfer.'</p>	

**17 COMMITTEE REPORTS:** Olympic Committee – see Item 14.

**18 RECEIVE DCA UPDATES:** Ms Thompson attended a paediatric first aid course. DPC's request to trim back the tree that is obscuring the CCTV unit will be discussed at the next DCA meeting.

**22 CORRESPONDENCE:** A tree was damaged on Deringwood Drive. The damage was reported to the Clerk as being caused by KCC's grass cutting contractor. KCC has been made aware REF. 428987.

Kenward Trust Update – To be circulated by the Clerk. Donation request to be added to July's agenda.

**23 ITEMS FOR FUTURE AGENDA & OTHER BUSINESS:** None discussed.  
(For reference only - no decisions made.)

There being no further business, the meeting closed at 9.59 pm.

**ADDITIONAL MATTERS TO BE DISCUSSED AT NEXT MEETING\* (2 July 2019):**  
Kenward Trust donation request.

**Please contact the Clerk if you have items that you would like to be considered for the agenda.**