

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 2 OCTOBER 2018 AT 8.00 PM
IN THE COMMUNITY CENTRE**

Cllrs Weeks (Chairman); Greenhead; Alden-Morris; Rajaratnam; Cheesman; Newton; Fairhurst; Mrs Irving – Clerk; Mr Everett & Ms Thompson – DCA; PCSO Zoe Turner (part); 2 residents.

ACTION

1 APOLOGIES: Cllr Butler – unwell; Cllr Fincham (received retrospectively) – work commitment; Cllr Cooke.

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: Clerk – Item 17.

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

5 APPROVE & SIGN MINUTES OF MEETING 4 SEPTEMBER 2018:

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

6 CRIME REPORT: PCSO Turner informed the meeting there are no new crimes to report.

PCSO Turner will be monitoring speeding in the parish with the use of a speed gun. Specific locations/times were suggested as likely to catch offenders.

Questions regarding a 20 mph speed limit were deferred to a future meeting when it will appear as an agenda item.

It was noted that the unofficial highway signs that have appeared are illegal, no matter how well intentioned they are. KHS are aware of the signs and will remove in due course.

Cllr Fairhurst volunteered to obtain accident stats for Church Road.

AF

7 COUNTY COUNCILLOR'S REPORT: Not available

8 BOROUGH COUNCILLOR'S REPORT: Cllr Newton's request to have 'Traffic Calming – Speed Reduction' as a JTB agenda item was refused.

The new fencing in Mallards Way should be complete in approx. 3 weeks.

MBC Abandoned Vehicle Notices are proving successful in having vehicles removed. The notices can be used on cars that are advertised for sale and

ACTION

left, for example, in the Mote Park layby.

10 NOTICE BOARDS/DISPLAY BOARD: No update available at present but action will be taken ASAP.

MW

11 MATTERS ARISING FROM PREVIOUS MINUTES: None

12 CCTV: The camera is up and running. A monitor will be available tomorrow, with signage for the fence and training to be provided soon.

It was **RESOLVED** to adopt the CCTV Policy as provided by Satswana. This will be posted on social media/website, etc.

MW/TI

13 KALC COMMUNITY AWARDS SCHEME: Following confirmation that there is no cost to the council, it was **RESOLVED** to adopt the scheme. Information to be posted on social media/website/notice boards asking for nominations from members of the public.

TI/MW**14 FINANCE:**

i. Items for Payment.

Balance of Current Account £18,606.99 credit, after all cheques sent
Balance of Investment Account £10,369.82 credit

Cheques sent:

To Whom Payable	Details	Amount
First Response	Defibrillator Pads	202.80
PKF Littlejohn	External Audit 2017/18	240.00
J. Noyce	Litter Picking (Sept)	281.88
T. Irving	Clerk's Salary/Exp (Sept)	970.52
HMRC	PAYE	187.70
KCC Re. Kent Pension Fund	Clerk's Pension (Employer/Employee Contributions Sept)	275.75
Cheques received:		
HMRC	VAT Refund	1,405.10

Approval of the above payments was proposed by Cllr Alden-Morris, seconded by Cllr Newton **RESOLVED**.

ii. Donations for consideration:

a) Otham Choir. A donation in the sum of £100 was proposed, seconded and unanimously agreed in accordance with LGA S137. **RESOLVED**

b) Wreath for Remembrance Day. A donation in the sum of £50 was proposed, seconded and unanimously agreed in accordance with LGA S137. **RESOLVED**.

iii Conclusion of 2017/18 Annual Return. A copy of the completed return has been circulated to councillors for information. The notice of conclusion

ACTION

has been completed and is displayed on notice boards.

iv Other matters to report: None.

15 PLANNING REVIEW:

• **Agree date for planning meeting** – Tuesday, 16 October at 8.00 pm was agreed. Discussions will decide whether to propose objections to the development/formulate an approach to mitigate the Church Road development. Cllr Fairhurst to chair the meeting.

AF**Applications Granted****18/503601/FULL 13 Monkdown****16 CONSIDER REQUEST FOR HANDRAIL AT WILLOW RISE/**

SPOT LANE STEPS: Open Spaces to consider the request at their next meeting and findings to November's full council meeting.

**MW/
OSC**

17 MALLARDS WAY: Youth Huddle. Whilst it was noted that MBC would not recommend a huddle for this site, the council would like to provide somewhere for youths to sit. It was agreed to proceed with a consultation process, the process for which will be discussed by Cllr Weeks/Clerk.

MW/TI

Roundabout. KHS has offered to repair the roundabout as a volunteer project on 14 November.

A quotation for a barrier in front of the pond has been received from MBC. As it is considered to be quite high, Cllr Weeks proposed obtaining two further quotations; Royce Skelton Fencing* & Challenge Fencing.

MW

*An interest was declared by the Clerk as RS is a family member.

18 NEWSLETTER: Cllr Weeks hopes to edit the newsletter in the next couple of weeks, with circulation to follow ASAP.

MW

Following Cllr Greenhead's statement that his family may no longer be available to assist with delivery, Cllr Alden-Morris commented that her daughter may be able to help.

19 REMEMBRANCE DAY: Cllr Weeks hopes to be available to present the wreath at the Church & War Memorial. Cllr Cheesman agreed to stand in, if required.

MW/RC

20 CHRISTMAS CAROLS AND LIGHTS CEREMONY: Attendance has been confirmed by the choir. Response awaited regarding bells/organist.

TI

The Load Test Report has revealed that 4 columns are not suitable for use and will need to be replaced. As KHS cannot guarantee when the replacements will be in service, 4 motifs may be missing from this year's display. Clerk to complete the Permit Application and UMSO request.

TI

Caxtons has granted permission for illuminations at The Spires.

ACTION

Mr Everett confirmed that a tree will be available at the Community Centre with lights switched on at the appropriate time.

JE

A suggestion to purchase a snow machine and indoor projector in the region of £130 was discussed and **RESOLVED**.

TI

21 RECEIVE DCA UPDATES: The loft project has hit a snag as Building Regulations require that a window is removed and replaced with a fire door. A planning application will then need to be submitted to MBC.

Mr Everett loaned the defibrillator manual to Cllr Weeks to allow him to check replacement battery requirements.

MW

Halloween Party to be held on 27 October.

22 REPORTS FROM MEETINGS/SEMINARS ATTENDED:

Cllr Cheesman gave a brief account from the KALC meeting held on 25 September – (minutes not yet available). Items discussed:

- MBC draft vision/strategic plan timetable has been circulated
- Date of next Police Liaison meeting TBA
- Freighter service will not be reintroduced
- Diffusion tubes available to parishes at £261 each
- Linton PC email regarding 'lunacy of building in the area'

Next KALC meeting to be held on 26 November (AGM 17 November at Ditton Community Centre).

Cllr Weeks to attend Emergency Flood Plan training on Saturday.

MW

23 COMMITTEE REPORTS: The Age Concern quote for bat/owl boxes and hedgehog houses was discussed. It was **RESOLVED** to proceed with the purchase of 10 x bat boxes, 1 x tawny owl & 1 x barn owl boxes. Hedgehog houses x 5 to be sourced elsewhere by Cllr Fairhurst with a budget in the region of £40 each.

AF

24 CORRESPONDENCE: Various correspondence circulated by email.

- Email received from resident regarding 'shouting and screaming and profanities coming from revellers at The Spot'. Neither MBC's Licencing Dept or Environmental Services has received complaints. In addition, a member of the PC living in the close vicinity of venue has not heard excessive noise. It was therefore agreed to monitor the situation.

- Email from resident regarding speeding in the parish. Matter to be addressed at meeting being hosted by KCC on 20 November.

- Email regarding proposed housing development for Church Road. To be addressed at Planning Meeting on 16/10/18.

There being no further business, the meeting closed at 10.10 pm.

DATE OF NEXT MEETING: 6 November 2018