

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING  
HELD ON TUESDAY 4 JANUARY 2022 AT 8.00 PM  
IN THE COMMUNITY CENTRE**

Present: Cllrs Newton, Cheesman, Everett, Fincham, Mrs T. Irving – Clerk, 3 members of the public.

- 1. APOLOGIES:** Cllr Butler – family/Covid related; Cllr Alden-Morris – Unexpectedly abroad.

The apologies and reasons for absence were noted and accepted.

Apologies received from Cllr Brooks subsequent to the meeting.

- 2. NOTIFICATION OF WHETHER ANYONE WISHES TO RECORD ANY ITEMS:** None received.
- 3. DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:** None declared.
- 4. ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:** None received.

The meeting was reconvened.

- 5. COUNCILLOR VACANCY/CO-OPTION:** Following confirmation from MBC that co-option can proceed for both vacancies, applications were duly considered from Mrs Diane Thompson and Mr Alex Pallant.  
Due to personal connections, Cllr Everett abstained from voting in respect of Mrs Thompson.  
Having discussed the applications, both candidates are considered suitable and were invited to join the council. Acceptance of Office forms were completed, with additional forms to follow within the stipulated 28 days.

- 6. APPROVE & SIGN MINUTES OF MEETING 2 NOVEMBER 2021:** The minutes were agreed as a true and accurate record of proceedings and were duly signed by Cllr Newton.

- 7. CRIME REPORT:** No new crimes in the parish have been reported on e-watch.com.

It was noted that incidents had taken place in the car park at the rear of The Spires Shops when individuals had been spotted throwing cans/bottles from cars.

- 8. COUNTY COUNCILLOR'S REPORT:** Not available.

- 9. BOROUGH COUNCILLOR'S REPORT:** Cllr Newton shared the news that he will be appointed deputy Mayor in May 2022 but otherwise had nothing to report. Cllr Newton was congratulated on his appointment.

- 10. REPORT FROM DCA REPRESENTATIVE:** No items to report.

## 11. FINANCE:

### i. Items for Payment

Marie Curie	Donation	50.00
DCA	Hall Hire 2022	369.81
J. Noyce	Litter Picker's Salary (Dec)	360.85
T. Irving	Clerk's Salary/Expenses (Dec)	982.84
KCC Re Kent Pension Fund	Clerk's Pension (Employer/Employee Conts)	349.25
HMRC	PAYE	173.76

**Cheques Received: Nil**

**Balance of Current Account: £26,864.33 credit, after all cheques sent**

**Balance of Investment Account: £10,604.38 credit**

Acceptance of the previously circulated financial report was proposed by Cllr Fincham, seconded by Cllr Newton and unanimously agreed. **RESOLVED**

ii. **Donations Requests: Maidstone Rock Choir (nominated donation):** A donation of £100 was proposed. Clerk to enquire with MRC if they would like a donation to be to: Kent & Sussex Air Ambulance, Heart of Kent Hospice or Kenward Trust?

**Heart of Kent Hospice:** A £150 donation was proposed by Cllr Cheesman, seconded by Cllr Newton and unanimously agreed. **RESOLVED.**

iii. **Management Accounts Review:** Via the Clerk, Cllr Butler asked '*...if other councillors get much out of the management accounts or whether they are happy to just continue with the one set of accounts that you usually undertake? I don't think this information is needed monthly*'. Cllrs were in agreement to discontinue the MA with immediate effect. **RESOLVED.**

iv **Other Matters to Report:** The 2022/23 Precept Application was duly signed by Cllr Newton and the Clerk in the sum of £35,020 as agreed at 07.12.21 meeting.

## 12 PLANNING: New Applications and Existing Applications Update:

**21/503538/SUB Revised details have been uploaded to the website**

**Land West of Church Road, Otham**

Proposal: Submission of Details to Discharge Conditions 9 (Ramp to Public Right of Way KM86), 11 (Pedestrian/Cycle Route Details), 35 (Pedestrian/Cycle Link to South), and 38 (Upgrade Works to PROW KM86), subject to the Appeal Decision of Application 19/506182/FULL.

**Comments required prior to 20/01/22**

**21/506663 – 89 Murrain Drive**

Erection of a single storey side and rear extension

**Comments required prior to 10/01/22**

**Awaiting decision by MBC**

21/506285/FULL - 12 Longham Copse

No objections from DPC

21/56424/FULL – 81 Murrain Drive

No objections from DPC

21/503538/SUB Land West of Church Road

21/503585 Land West of Church Road

21/505109 – 4 Longham Copse

21/505728 – 15 Ellenswood Close

21/505762 – 12 Kings Acre

21/504454 – 80 Murrain Drive

- 13 OLYMPICNIC 2022:** It was agreed to defer a decision until the 1 February meeting to allow time to research a suitable date and hopefully avoid conflicting events. It was stressed that DPC volunteers will be required to assist on the day.
- 14 QUEEN ELIZABETH II PLATINUM JUBILEE (2022):** A Cultivation Licence has been requested from KCC for both the lavenders/plinth and the bee corridor. Sketch of proposed plinth awaited. **ACTION: GN**
- 15 GOVERNANCE & POLICIES REVIEW:** It was **RESOLVED** that in the light of SSP not being available to the litter picker, on this occasion full pay will offered for a period of 6 weeks. The situation will be reviewed after 6 weeks. The 37.5 hrs holiday pay that was used in December will be reinstated. Remaining items deferred until 1 February meeting.
- 16 BEE CORRIDORS:** The location for the wildflower meadow turf has been agreed and a quotation has been provided by MVCP to carry out the work @ £795. MVCP has pencilled in 3 days; 10, 15 & 17 March. If this window is missed, it was suggested that it will have to wait until Autumn/Winter. The cost of the turf at £755.50 and 32 wooden posts £232.00 were agreed. Tool hire (turf cutter, etc) will be in the region of £140. All costs shown are ex VAT. This project will be financed by the Landscape & Visual Enhancement Grant. Agreement to the above was proposed, seconded and unanimously agreed. **RESOLVED**
- 17 FOXDEN DRIVE HEDGE:** Two quotes received, further quotation to be obtained. Decision to be made at February's meeting. **ACTION: Clerk**
- 18 CONSIDER JUBILEE BENCH AND/OR YOUTH SHELTER FOR FOXDEN DRIVE:** It was unanimously agreed not to pursue a youth shelter for this location.

It was suggested that a double sided composite seat/bench could be located on the field, against the fence of the play area. Clerk to discuss the proposal with MBC.

**ACTION: Clerk**

**19 CCTV UPDATE:** Cllrs Everett & Pallant to examine the box in the attic and establish the cost if they consider a new one may be required. **ACTION: JE/AP**

**20 CONSIDER GARDEN COMPETITION FOR SPRING 2022:** It was agreed to hold the competition in April. Three prizes to be awarded in the sums of £50, £25 and £10. Information to be shared via website, Facebook and notice boards. **ACTION: Clerk/JE**  
Suggestions for a judge are invited from all.

**21 WEBSITE:** Cllr Everett to assist with news and community updates. Cllr Pallant to assist with Facebook. **ACTION: JE/AP**

**22 REPORTS FROM MEETINGS/SEMINARS ATTENDED:** Not applicable.

**23 URGENT CORRESPONDENCE:** Various correspondence circulated by email for comment.

- Aylesford Electrical has asked for permission to dispose of 6 filament bulb motifs that have not been used but have been stored for several years. The motifs are not energy efficient and have not been tested.

Cllr Everett requested permission to take ownership of the motifs for use at the Community Centre. Permission was agreed but the Parish Council will not accept any responsibility for the motifs.

- Recycling: Councillors do not feel they can support the new suggestion for a box to be located outside a resident's\* window and used as a collection point for recycling materials. Concerns were raised that this could be considered a fire hazard/the resident's privacy could be invaded.

\*It was noted that 'The resident' is a close relative of Malcom Luxton'.

**24 ITEMS FOR FUTURE AGENDAS:** Salt Bins, Honours Board.

Please contact the Clerk if you have items that you wish to be considered for future agendas

There being no further business, the meeting closed at 10.04 pm.

**The next meeting of the Council will be held at 8 pm on Tuesday, 1 February 2022**