

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD BY ZOOM ON TUESDAY 4 MAY 2021 AT 8.00 PM**

Present: Cllrs Newton (Chairman); Cheesman; Butler; Weeks; Alden-Morris;
Fairhurst; Fincham; Rajalingam; Brooks; Mrs Irving – Clerk.

- 1 **APOLOGIES:** No apologies received.
- 2 **NOTIFICATION OF WHETHER ANYONE WISHES TO RECORD ANY ITEMS.** The Clerk
- 3 **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS:** Cllr Fincham – Item 12 (resident to be discussed is a personal friend).
- 4 **ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC:** None received.
- 5 **APPROVE & SIGN MINUTES OF MEETINGS 6 APRIL 2021:** The minutes were agreed as a true and accurate record of proceedings and will be signed by Councillor Newton at his earliest opportunity. **GN**
- 6 **CRIME REPORT:**
 - **Anti-Social Behaviour.**

No new crimes have been reported on e-watch.co

Cllr Newton stated that he has been working closely with Cllr Springett and Maidstone Police to acquire more coverage for Downswood.

It was reported by PCSO Greaves that: 'I have been made aware of an increase in ASB at Otham playing field which I have said will monitor. It would appear although there have been issues within Mote Park (not confirmed related to same youths as Downswood ones), the issues within Downswood and Bearsted have subsided.

We will continue to look into ASB and keep patrols increased to make sure these issues don't arise again.'

- 7 **COUNTY COUNCILLOR'S REPORT:** - Not available.
- 8 **BOROUGH COUNCILLOR'S REPORT:** See separate attachment.
- 9 **REPORT FROM DCA REPRESENTATIVE:** Not available.

10 FINANCE:**i. Items for payment**

Otham with Langley PCC	Donation	150.00
CPRE	Membership	36.00
KALC	Membership	781.30
Auditing Solutions	Annual Internal Audit	240.00
Mrs T Irving	Clerk's Salary/Expenses - April	985.38
J. Noyce	Litter Picker's Salary - April	309.36
KCC Re. Kent Pension	Employer/Employee Pension Contribution – April	349.25

Addendum – see minutes 06.07.21:

Cheques Rec'd:

MBC	Precept	34,000	36,000
DCA	Litter Picking Contributions		137.50
		47,103.50	

Balance of Current Account: £49,103.50 credit, after all cheques sent

Balance of Investment Account: £10,604.38 credit

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

ii Annual Audit Report: The Internal Audit Report was circulated to all members in advance of the meeting.

KA-M

Reference the two recommendations:

TI

R1. Due to the amount of invoices, it was agreed that twice a year for a reconciliation of the cashbook is adequate. Cllr A-M to carry out reconciliation in Sept & March.

R2. Clerk to circulate NALC's model Financial Regs to all Cllrs to allow a comparison to be made with DPC's Regs and future discussion.

iii 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 (Q9 N/A).

v Consider the Accounting Statement: The statement was duly considered.

vi Approve the Accounting Statement: Members unanimously **RESOLVED** to approve the Accounting Statement as prepared and circulated by the RFO/Clerk.

TI

vii Banking Procedures Update: Cllr Weeks stated that the electronic application was still with him but he no longer wished to be a bank signatory. Therefore he suggested that a new form should be completed with Cllr Newton added. To be an agenda item for June's meeting.

viii Other Matters to Report: None.

11 PLANNING: New Applications and Existing Applications Update:**21-502149: 28 Longham Copse**

Erection of single storey rear extension.

Comments required prior to 17 May.

Cllr Newton to investigate with MBC why the Clerk does not receive all Planning Enforcement notices and only receives updates for the enforcement issues that have that have been instigated by the PC.

GN

12 SOCIAL MEDIA POSTS: It was brought to the attention of the PC that comments made on the Downswood Community Hub may have caused offence to a resident. Whilst the comments were made by an individual as a resident - not as a councillor - it was agreed that the Clerk would send a letter of apology to the gentleman concerned, confirming that this has been addressed by the PC and those involved would be more aware in the future.

TI

Clerk was requested to add 'Flag Pole' to the June agenda for discussion.

TI

13 OLYMPICNIC: St John Ambulance has confirmed that first aid cover is available for a fee of £100. Approx. numbers attending on the day were given as 200, with a finishing time of 3 pm. It was also confirmed that a table and 2 chairs will be provided in a gazebo as a treatment area.

Prior to the event, an updated risk assessment will need to be submitted to both St John Ambulance and MBC.

Packs of wipes to be provided in the toilets to enable each occupant to wipe down the surfaces, prior to the next user entering the toilet.

In response to the St JA comment regarding undertaking temperature checks and/or enforce social distancing as part of Covid guidance, this will not be possible. It is anticipated that neither of the above will be required by September. If, however, the risk remains there will be no choice but to cancel the event.

Mr Young confirmed that he hopes to be available to assist on the day but he will be unable to borrow the usual equipment

14 DATE/ARRANGEMENTS DPC JUNE MEETING: It was agreed that face-to-face meetings will resume at the Community Centre on 22 June at 8 pm. This will be followed by the return to meetings on the first Tuesday of the month as from 6 July 2021.

15 GARDEN COMPETITION: It was **RESOLVED** that a competition will be held this year with prizes as follows:

Overall best garden - £50

Award of £25 for best front garden/hanging baskets/pots or boxes.

Special award of £10 for best use of small space/baskets etc.

ACTION

Cllr Fincham to ask a work colleague if he will consider judging the competition.

PF

16 QUEEN ELIAZBETH II PLATINIUM JUBILEE (2022): Clerk to request permission to plant Rose/Lavender bushes on the grass verge next to Reinden Grove/adjacent to Longham Copse to commemorate the above. Also wild flowers to attract bees.

TI

17 DATE & FORMAT FOR GOVERNANCE REIVEW COMMITTEE: Awaiting Cllr Fairhurst.

AF

18 OPEN SPACES – Date and time for walkabout (see also 19 below): It was agreed to tie this in with the inaugural table tennis match and meet on Tuesday 1 June at 7 pm and followed by an Open Spaces walkabout. Cllr Weeks has purchased bats and balls on behalf of DPC. Cllr Cooke to be invited to attend the match.

19 INAUGURAL TABLE TENNIS MATCH (see Item 18 above).

20 URGENT CORRESPONDENCE: None (Various correspondence previously circulated by email.)

21 ITEMS FOR FUTURE AGENDAS AND ANY OTHER BUSINESS: Stolen Tommy/Flag Pole/Bank Signatories. 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 9.57 pm.

The next full council meeting will be held at the Community Centre on Tuesday, 22 June at 8 pm.