

**MINUTES - DOWNSWOOD PARISH COUNCIL MEETING
HELD ON TUESDAY 7 MAY 2019 AT 8.00 PM
IN THE COMMUNITY CENTRE**

Cllrs Weeks (Chairman); Alden-Morris; Rajaratnam; Fairhurst; Fincham; Newton – part (DPC & MBC); Mrs Irving – Clerk; Mr Everett & Ms Thompson (DCA); 1 resident.

ACTION

1 APOLOGIES: Cllrs Greenhead (work commitment); Cheesman (holiday); Butler (work commitment).

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/REQUEST FOR DISPENSATIONS:
None received.

4 ADJOURNMENT FOR QUESTIONS FROM MEMBERS OF THE PUBLIC.

The meeting reconvened.

5 APPROVE & SIGN MINUTES OF MEETING 9 APRIL 2019:
The minutes were agreed by members and subsequently signed by Cllr Weeks as a true and accurate record of proceedings.

6 CRIME REPORT: PCSO Turner reported that nothing has happened in the parish to be alarmed about.
The new Community Warden has been shown around Downswood by PCSO Turner.

Report obtained from e-watch.co
Deringwood Drive. A tri-axle transporter was stolen from the road outside the owner's property between 7 pm and 1 am on Friday 12 April

7 COUNTY COUNCILLOR'S REPORT: Not available.

8 BOROUGH COUNCILLOR'S REPORT: See P4

9 MATTERS ARISING FROM PREVIOUS MINUTES:
It was noted that the pyracantha bush on Deringwood Drive has been cut back with the arisings cleared away, likely by the resident that made the complaint.

Inventory to be produced of all DPC items stored in the shed ASAP.

MW/KA-M

Clerk to request the slide handrail at Mallards is lowered as it is considered to be too high.

10 FINANCE:

i. Items for payment.

Balance of Current Account £32,577.50 credit, after all cheques sent

Balance of Investment Account £10,445.02 credit

KALC	2019/20 Membership	690.05
CPRE	“ “	36.00
M. Weeks	Expenses (Printing of N/L)	180.10
A. Fairhurst	Expenses (Easter Eggs, DCA)	33.90
W. Greenhead	Expenses – Posters x 3 (Planning drop in session)	31.99
T. Ellis	Expenses (Ink Cartridges, Paper, Map re. Church Rd, Planning App).	71.85
Paul Waring	Roundabout Maintenance	65.64
T Irving	Clerk’s Salary/Expenses - April	970.61
J Noyce	Litter Picker’s Salary - April	295.56
KCC	Employer/Employee Pension – April	282.08

Approval of the above payments was **RESOLVED**

Cheques received:

MBC	Precept	33,000.00
MBC	Members’ Community Grant	500.00

ii) **Donation Request:** Bearsted Parish Council – Play Scheme. No response received to the Clerk’s further enquiry, therefore it was agreed not to donate towards this year’s scheme.

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, (question 9 being not applicable).

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.

vi) **Financial Risk Assessment:** This was duly considered. The council approved and adopted the documentation **RESOLVED**.

vii) **Annual Audit:** Clerk to ensure that the books are passed to Auditing Solutions by 20 May.

viii. Other Matters to report: None.

11 ASSESS THE NEED FOR A DATA PROTECTION OFFICER:

SATSWANA RENEWAL. Whilst the details of subscription have not yet been received, it was unanimously agreed that a Data Protection Officer is not required at this point in time. **RESOLVED**.

Clerk to check the Data Controller (ICO) renewal date.

12 PLANNING: (New applications and updates on existing applications).

• **Report from Planning Sub-Committee re. Church Road.**

A huge amount of work has gone into DPC's objections. Cllr Weeks stated that he would again like to acknowledge the amount of work that Tony Ellis has contributed. The time that he spent researching and his knowledge was invaluable. Thanks to Cllr Greenhead for his expertise and the time spent in producing DPC's newsletter, and thanks also to Cllr Fairhurst for condensing the objections and coming up with such a concise statement.

The drop in session was very successful, attracting approx. 300 people. Thanks to Cllrs Cooke and Newton for their attendance and advice.

EIA : A letter was sent to the Secretary of State – response awaited.

Planning Applications:

Decisions Pending

19/501675/FULL 4 Rhodewood Close.

Planning Committee members were reminded that they are required to make a response to the Clerk within the designated time limit.

**AF/RR/
WG/KA-M**

Cllr Newton arrived at this point and was congratulated on his re-election.

An Acceptance of Office was duly signed by Cllr Newton and returned to the Clerk for signature.

13 GARDEN COMPETITION: Councillors requested to submit shortlists by the end of June, to allow judging to take place mid-July.

ALL

Residents to be asked to nominate gardens for consideration.
Cllr Weeks to request Cllr Greenhead to produce posters prior to 1 June.

MW/WG

In future years, consideration to be given to rotating the seasons when judging.

Parishioners to be encourage to 'make Downswood beautiful'.

14 OLYPICNIC: It was agreed to hold an Olympicnic committee meeting on 14 May at 8.30 in the DCA lounge. This will be to discuss some of the suggested Ideas: goal scoring/football, crazy golf/pitch & put coconut shy, basketball hoop (most scored in 2 mins) etc. (Apologies received from Cllr Rajaratnam)

All cllrs requested to assist on the day of the Olympicnic to ensure its success.

ALL

15 NOTICE BOARDS: To be used more effectively and to benefit local charities with the events based only in Downswood, Otham, Bearsted/Madginford and Grove Green.

ACTION

16 DCA FETE: Help required on the Friday night before the fete and on the day at the DPC stand.

Cllr Greenhead to be asked to produce a treasure map.

MW/WG

New game(s) to be considered e.g. win a bottle of wine from a bag.

17 REPORTS FROM MEETINGS/SEMINARS ATTENDED: None.

18 COMMITTEE REPORTS: None received.

19 RECEIVE DCA UPDATES: Loft storage project is now complete. DPC was thanked for their support.

A problem is being experienced with the bin (as used by DPC's litter picker). MBC want to replace the previously supplied bin with a smaller version.

The usual stalls/attractions - 35 at present – will be present and a live band 'Automaton' will be performing.

22 CORRESPONDENCE: Various correspondence circulated by email.

Clerk to request further information regarding news relating to KCC/Aylesford Electrical re Christmas lighting

TI

8 BOROUGH COUNCILLORS REPORT: Due to Cllr Newton's delayed arrival, he was invited to give his report at this juncture.

Committees are currently being discussed and should be resolved by 18 May. All are trying to make MBC the best they can.

Cllr Newton would like to see positive changes take place with the planning committee.

23 ITEMS FOR FUTURE AGENDA & OTHER BUSINESS:

(For reference only - no decisions made.)

There being no further business, the meeting closed at 21.58 pm.

ADDITIONAL MATTERS TO BE DISCUSSED AT NEXT MEETING* (4 June 2019):
Please contact the Clerk if you have items that you would like to be considered for the agenda. * This meeting will be preceded by the Annual Parish meeting.