



DOWNSWOOD PARISH COUNCIL

To all Members of the Council, Press and Public:

Members are hereby summoned and notice is given that a meeting of the Full Council will be held at **8.00 pm** at **St Nicholas Church** on **Tuesday, 2 June 2026** when the business detailed below is proposed to be transacted:

1. **APOLOGIES FOR ABSENCE:**
Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting, under Section 85(1) of the LGA 1972, the members present must decide whether the reason(s) for a Member's absence shall be accepted.
2. **NOTIFICATION OF INTENTION TO FILM/PHOTOGRAPH OR RECORD THE MEETING**
3. **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS.**
4. **APPROVE & SIGN MINUTES OF THE ANNUAL PARISH MEETING, FULL COUNCIL MEETING HELD ON 5 MAY AND EXTRAORDINARY MEETING HELD ON 19TH MAY 2026**
5. **PARISH COUNCILLOR RESIGNATIONS/PUBLICATION OF VACANCIES**
6. **PUBLIC QUESTIONS ON ITEMS ON THE AGENDA ONLY**
(The public can send in questions at any time, and raise issues with a Cllr prior to the meeting, these can then be considered at a later meeting)
7. **DISTRICT AND COUNTY COUNCILLOR'S REPORTS**
 - 7.1 County Councillor
 - 7.2 Borough Councillors
8. **CRIME REPORT – Crimes reported e-watch.co**
9. **PLANNING: New Applications and Existing Applications Update.**
To consider and resolve the council's response to planning applications listed below and any additional applications advised by Maidstone Borough Council and are available on their website between the circulation of this agenda and the meeting to which it pertains.
10. **FINANCE:**
 - 10.1 Approve Statement of Account
 - 10.2 Consider Grant / Donation:
Downswood Community Association donation towards Summer Fete on 6th June 2026
 - 10.3 To consider purchase of Remembrance Poppies for lamp posts
 - 10.4 To consider obtaining a purchase card for Parish Council purchases
 - 10.5 Insurance Renewal – Consider Quotations
 - 10.6 Additional Councillor signatory required on Unity Trust bank account
 - 10.7 Other Matters to report

11. FINANCIAL REGULATIONS TO CONSIDER AND ADOPT THE RECOMMENDATION FROM THE INTERNAL AUDITOR
 12. TO CONSIDER FURTHER COUNCILLOR MEMBERSHIP TO THE FOLLOWING WORKING GROUPS
 - 12.1 Open Spaces
 - 12.2 Social
 13. TO CONSIDER / AGREE PROPOSALS FROM THE FOLLOWING WORKING GROUPS
 - 12.1 The Christmas Lights & Trees
 - 12.2 Social
 14. PHOTO COMPETITION UPDATE
 15. FOLLOWING THE RESPONSE FROM MBC PARKS AND SPACES: TO CONSIDER OR NOT TO INTRODUCE PARK WATCH: A COMMUNITY-LED INITIATIVE FOR MALLARDS PARK
 16. FOLLOWING THE RESPONSE FROM KCC COMMUNITY PROTECTION: TO CONSIDER OR NOT THE PROPOSED CONTRACT OF EMPLOYMENT FOR A COMMUNITY WARDEN BEFORE ENTERING INTO A FINANCIAL COMMITMENT
 17. UPDATE REGARDING ASSERTION 10 (Digital & Data Compliance)
 18. CLERKS REPORT to Receive reports & updates on previous actions
 19. REPORTS FROM MEETINGS/SEMINARS ATTENDED
 20. CORRESPONDENCE TO BE ADDRESSED
 21. MATTERS OF GENERAL INTEREST (This item is not for issues that require a decision, it is where Cllrs can ask for items to be placed on the next agenda, or update no something they have seen or heard)
- CLOSED SESSION
22. HR Matters
 - 22.1 The Clerks Contract
 - 22.2 To consider overtime for The Clerk

In accordance with Schedule 12 of the Local Government Act 1972 and Standing Orders 1 n vii: Members of the Public and Press may be excluded from items due to their confidential nature.

Emma Hull

EMMA HULL - CLERK TO THE PARISH COUNCIL

28th MAY 2026