



**DRAFT Full Council Minutes Downswood Parish Council Meeting
held at 8.00pm on Tuesday 7th July 2026 at St Nichollas Church**

Present Cllrs R. Wingett – Chairman, A-M Butler, A Fincham, P Fincham, Z Duffield,
L Rustem J Tournay, Mrs E Hull – Clerk/RFO, MBC Cllrs Val Springett, Ciaran Oliver and
four members of the public

Councillor Wingett delivered a fire safety address prior to the meeting commencing

1. **APOLOGIES FOR ABSENCE:** were received and accepted from Cllr A Fincham
2. **NOTIFICATION OF INTENTION TO FILM/PHOTOGRAPH OR RECORD THE MEETING** Councillor Wingett
3. **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS** None
4. **APPROVE & SIGN MINUTES OF THE FULL COUNCIL MEETING HELD ON 2 JUNE** The minutes were agreed as a true and accurate record of proceedings and were duly signed by the Chairman Cllr Wingett
5. **PARISH COUNCILLOR VACANCIES / CO-OPTION** Application received from Mr Malcolm McKay Proposed by Cllr Wingett, seconded by Cllr P Fincham, all in favour resolved. A declaration of Acceptance of Office was completed by Cllr McKay and Co-Option form to be submitted to MBC.
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) None
7. **DISTRICT AND COUNTY COUNCILLOR'S REPORTS**
7.1 County Councillor - Not available
7.2 Borough Councillors – circulated
8. **CRIME REPORT** – Crimes reported e-watch.co No crimes reported
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. –

New Applications :

26/502545/FULL Erection of first floor side extension and car port.
Address 6 Kings Acre Downswood, Kent ME15 8UP

RESOLVED Proposed by Cllr Butler, seconded by Cllr Duffield, all in favour with none against to approve the application

10. **MAIDSTONE BOROUGH NEW LOCAL PLAN – CALL FOR SITES** The Parish Council to start thinking about what we would like to see included in the plan

11. **FINANCE:**

**DOWNSWOOD PARISH COUNCIL
FINANCIAL REPORT 07.07.26**

		UNITY Current Acct	UNITY Instant Access	NS & I Saving Acct
Balance b/f		42,887.54	34,963.05	10,912.76
<u>Transfer of funds</u>				
<u>Expenses: Name</u>				
Downswood Community Centre	Donation	100.00		
Unity Bank	Service Charge	7.00		
Total expenditure:		107.00		
<u>Receipts:</u>				
	none			
Unity Bank	Interest		169.98	
Balance c/f		42,780.54	35,133.03	10,912.76

11.1 **Approve Statement of Account** (Report previously circulated to Cllrs for consideration)

RESOLVED: Proposed by Cllr Butler, seconded by Cllr Tourney and unanimously agreed

11.2 **Consider Grant / Donations:**

i) Kent Kidney Patients Association £100

Proposed by Cllr P Fincham, seconded by Cllr Duffield all in favour **RESOLVED**

ii) Air Ambulance Charity Kent Surrey Sussex £500

Proposed by Cllr P Fincham, seconded by Cllr Duffield all in favour **RESOLVED**

11.3 **Insurance Renewal – Consider Quotes**

Proposed by Cllr Butler, seconded by Cllr P Fincham, all in favour resolved Zurich £526.83 **RESOLVED**

11.4 **NS&I Authorised signatories** Cllrs R Wingett, A-M Butler and A Fincham to be authorised signatories

11.5 **.gov.uk Email – Consider Quotes**

Proposed by Cllr Tourney, seconded by Cllr Duffield, all in favour to go with Aubergine £ 60.00 Plus VAT **RESOLVED**

11.6 **Other Matters to report - None**

12. **TO CONSIDER THE PROPOSALS FROM THE CHRISTMAS TREE AND LIGHTS WORKING GROUP, INCLUDING ASSOCIATED COSTS AND TO DETERMINE WHEATHER TO APPROVE THEM** - An extra ordinary meeting to be arranged by the Clerk for next week

13. TO CONSIDER THE PROPOSALS FROM THE SOCIAL WORKING GROUP, INCLUDING ASSOCIATED COSTS AND TO DETERMINE WHETHER TO APPROVE THEM

To carry forward to September's meeting

14. TO CONSIDER AND ADOPT THE FOLLOWING POLICIES AS RECOMMENDED BY THE STAFFING COMMITTEE

14.1 Lone Working

14.2 Health & Safety

14.3 Grievance

14.4 Data Protection

14.5 Disciplinary

14.6 Equality

14.7 Sickness Absence

RESOLVED Proposed by Cllr Tournay, seconded by Cllr Duffield, all in favour resolved to adopt the policies

15. TO NOTE THE APPROVAL OF THE FOLLOWING BY THE STAFFING COMMITTEE

15.1 Risk Assessment – Litter picker

15.2 Job Description and Person Specification – Litter picker

RESOLVED Proposed by Cllr Butler, seconded by Cllr Tournay, all in favour resolved to adopt the policies

CLOSED SESSION

16. HR Matters

16.1 To consider and resolve for the Clerk to join the Kent Pension Fund (LGPS)

RESOLVED Proposed by Cllr Butler, seconded by Cllr Duffield, all in favour resolved for the Clerk to join LGPS

17. TO CONSIDER OR NOT TO IMPLEMENT THE CIRCULATED PARK WATCH DOCUMENT

RESOLVED Proposed by Cllr Butler, seconded by Cllr Duffield, all in favour resolved

18. TO CONSIDER OR NOT TO IMPLEMENT THE CIRCULATED RESILIENCE PLAN An update was given by Cllr Wingett to be carried over to September's meeting

19. UPDATE REGARDING ASSERTION 10 (Digital & Data Compliance)

The Clerk is currently working to a deadline of the end of September for the new website to be up and running

20. CLERKS REPORT to Receive reports & updates on previous actions

Community Warden Sally Williams has started working in Downswood. The Clerk and Chairman are to meet with Sally to discuss parish concerns including catapult related incidents, wildlife harm, anti-social behaviour and other concerns raised by residents.

21. REPORTS FROM MEETINGS/SEMINARS ATTENDED – None Cllrs were reminded of the KALC courses that are circulated and to contact the Clerk if they wish to attend

22. CORRESPONDENCE TO BE ADDRESSED

A young child was reportedly knocked over in the vicinity of The Spires shops, resulting in the attendance of the Air Ambulance. A separate unrelated incident where a vehicle had driven through a fence at the Community Centre. Cllrs were of the view that speeding wasn't a particular issue however the Speed watch team to be contacted to request they add this location to their schedule. The Clerk to contact the Parking Warden to request additional patrols of the area and to also contact PC James Phillips.

23. **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 on something they have seen or heard)
A request has been received for an extra bench in Mallards Cllr Val Springett to contact MBC Parks and Open Spaces to see if this is possible

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.

Please contact the Clerk if you have additional items for consideration.

There being no further business, the meeting closed at 21.44.

Date of next full council meeting: **To be held at 8.00 pm on Tuesday, 1st September 2026 in St Nicholas Church.**