



**Full Council Minutes Downswood Parish Council Meeting
held at 8pm on Tuesday 5th May 2026 at St Nicholas Church**

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

1. **APOLOGIES FOR ABSENCE:** were received and accepted from Cllrs R Cheesman and Z Duffield
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 FULL COUNCIL MEETINGS HELD ON 7TH APRIL 2026** The minutes were agreed as a true and accurate record of proceedings and were duly signed by the Chairman Cllr Wingett
5. **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) – No questions were raised on items on the agenda
6. **DISTRICT AND COUNTY COUNCILLOR'S REPORTS**
 - 11.1 County Councillor
 - 11.2 Borough CouncillorsYearly reports were received and noted at the Annual Meeting
7. **CRIME REPORT** – Crimes reported e-watch.co
The Clerk to contact Maidstone Borough Council regarding the clearance of the fire damage at Foxden Drive Woods

ACTION Clerk
8. **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. None received

9. FINANCE:

DOWNSWOOD PARISH COUNCIL FINANCIAL REPORT 05.05.26

	UNITY BANK	UNITY	NS & I
	Current Acct	Instant Access	Saving Acct
Balance b/f	2,202.25	34,963.05	10,911.98
<u>Transfer of funds</u>			
<u>Expenses: Name</u>			
Cllr R Wingett	Clerks laptop	679.79	
Staffing Costs March	Payroll & Expenses	1463.72	
Cllr P Fincham	Storage cabinet	302.99	
	Plastic sheet for Mallards		
Cllr J Tournay	Noticeboard	52.92	
P Waring	Hedge cutting Foxden Drive	742.56	
Unity	Service charge	7.00	
Total expenditure:	3,248.98		
<u>Receipts:</u>			
Maidstone Borough Council	Precept	46795.00	
Balance c/f	45,748.27	34,963.05	10,911.98

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

RESOLVED Proposed by Cllr J Tournay, seconded by Cllr A-M Butler and unanimously agreed

9.2 Review of Internal Audit Report

The Annual IA report was duly considered, from which the following is noted *‘Overall Conclusion We are pleased to again conclude that, based on the programme of work undertaken this year, the financial records for the year had, as previously, been maintained effectively and accurately although we have identified a number of anomalies / omissions in the data in the most recent year-end cashbook entries. We thank the new Clerk for her assistance in bringing our review to a satisfactory conclusion and wish her well going forward as her familiarity with the financial records and transaction recording detail increases*

We have duly completed and signed the 'IA Certificate' in the year's AGAR with positive assurances provided in each relevant area except in relation to the new, for 2025-26, Assertion 10 in the AGAR Governance Statement where the Council still needs to ensure Full compliance. To assist the process, we have provided the Clerk with various Documents detailing the actions required to warrant a positive response to this assertion and also a health checklist, which we urged is used by the Council to guide its way forward in this respect

We take this opportunity to advise the Clerk of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website.

A record of thanks to the Clerk was minuted for the work undertaken on the audit

9.3 External Audit – Annual Governance and Accountability Return (AGAR)

- i. The Parish Council to review the effectiveness of the system of internal control and resolve to approve the Annual Governance Statement 25/26
- ii. The Parish Council to consider the Accounting Statements 25/26 and resolve to approve the Accounting Statement
- iii. Notice of the period for the exercise of public rights to be set

It was **RESOLVED** for the Clerk to arrange an Extra Ordinary meeting to sign off the AGAR

9.4 To consider KALC yearly membership £915.17

Proposed by Cllr Cottis, seconded by Cllr A-M Butler all in favour **RESOLVED**

9.5 To agree replacement of defib pads

Proposed by Cllr A-M Butler, seconded by Cllr Tourney all in favour **RESOLVED** to purchase replacement pedi padz up to £120.

9.6 NS&I update of signatories on account to be approved

Proposed by Cllr A-M Butler, seconded by Cllr A Fincham all in favour **RESOLVED** to add the Clerk Emma Hull to the account

9.7 Other Matters to report - None

10. **PARISH SURVEY** - To consider or not to conduct a parish survey to help plan for next year's events

Proposed by Cllr Rustem, seconded by Cllr A-M Butler all in favour **RESOLVED**

Cllr Wingett to circulate a draft survey for comments **ACTION** Cllr Wingett

11. **PARISH RESILIENCE PLAN** - To consider or not to have a resilience plan

Proposed by Cllr A-M Butler, seconded by Cllr Tourney all in favour **RESOLVED**

to have a resilience plan Cllr Wingett to circulate draft for comments **ACTION** Cllr Wingett

12. **MAIDSTONES BIG DAY OUT 13TH JUNE** To confirm details

Proposed walk around Spot Lane Nature Reserve on the 13th June at 13.00

Details to be sent to Maidstone Borough Council **ACTION** Clerk

13. **HIGHWAY IMPROVEMENT PLAN (HIP):**

13.1 To consider comments received from KCC

Clerk to contact MBC parking warden to see if they can attend at Mallards on match days

ACTION Clerk

Clerk to contact HIP Representative for a pre consultation regarding double yellow lines at the Roundabout, Deringwood Drive jw Mallards Way **ACTION** Clerk

14. **CLERKS REPORT** to receive reports & updates on previous actions – Working on internal audit, and website, following up outstanding actions

15. **REPORTS FROM MEETINGS/SEMINARS ATTENDED** None

16. **CORRESPONDENCE TO BE ADDRESSED**

Email received from resident of Lenside Drive concerns of criminal endangerment and loss of private amenity at Mallards Cllr Denis Spooner also copied in and responding to the resident

17. **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)

- To consider purchase of remembrance poppies for Lamp posts
- Photo Competition update

There being no further business, the meeting closed 21.42

Date of next meeting: To be held at 8.00 on Tuesday 2nd June in St Nicolas Church