



**Full Council Minutes Downswood Parish Council Meeting
held at 8pm on Tuesday 2nd June 2026 at St Nicholas Church**

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

1. **APOLOGIES FOR ABSENCE:** were received and accepted from Cllr L Rustem
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 ANNUAL PARISH MEETING, FULL COUNCIL MEETING HELD ON 5 MAY AND EXTRAORDINARY MEETING HELD ON 19TH MAY 2026**
The minutes were agreed as a true and accurate record of proceedings and were duly signed by the Chairman Cllr Wingett
5. **PARISH COUNCILLOR RESIGNATIONS/PUBLICATION OF VACANCIES**
Resignations have been received from Cllr R Cheesman and Cllr J Cottis. The Parish Council convey their sincere thanks and appreciation for their dedication and commitment to the community, in particular to Cllr Cheesman recognising their forty years of service, the vacancies have been advertised. Cllr A-M Butler to make enquiries with KALC with regards to the KALC Community Award

ACTION Cllr A-M Butler
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) – No questions were raised on items on the agenda
7. **DISTRICT AND COUNTY COUNCILLOR'S REPORTS**
 - 7.1 County Councillor – no report received
 - 7.2 Borough Councillors – circulated with the minutes
8. **CRIME REPORT** – Crimes reported e-watch.co – no report received from the police
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. None received

10. FINANCE:

DOWNSWOOD PARISH COUNCIL FINANCIAL REPORT 02.06.26

	UNITY BANK Current Acct	UNITY Instant Access	NS & I Saving Acct
Balance b/f	45,748.27	34,963.05	10,912.76
<u>Transfer of funds</u>			
<u>Expenses: Name</u>			
Staffing Costs	HMRC underpayments month 10&11	391.75	
Staffing Costs May	Payroll & Expenses	1642.44	
The Defib Pad	Infant/Child pads	121.55	
Auditing Solutions	Internal Audit	630.00	
Otham Church	Room Hire 19th May	12.00	
Cllr R Wingett	Clerks printer	55.99	
Unity	Service Charge	7.00	
Total expenditure:		2,860.73	
Receipts:	none		
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Balance c/f	42,887.54	34,963.05	10,912.76

10.1 Approve Statement of Account (Report previously circulated to Cllrs for consideration)
Proposed by Cllr Z Duffield, seconded by Cllr J Tournay all in favour, unanimously agreed
RESOLVED

10.2 Consider Grant / Donation:

Downswood Community Association Donation towards Summer Fete on 6 June 2026

Proposed by Cllr Z Duffield, seconded by Cllr A-M Butler all in favour **RESOLVED** a donation of £100 towards a bouncy castle.

10.3 To consider purchase of Remembrance Poppies for lamp posts

Proposed by Cllr A-M Butler, seconded by Cllr J Tournay all in favour **RESOLVED** to purchase twenty at a total cost of £95.00

10.4 To consider obtaining a purchase card for Parish Council purchases

Proposed by Cllr P Fincham, seconded by Cllr J Tournay all in favour, unanimously agreed
RESOLVED

10.5 Insurance Renewal – Consider Quotations carry over to July

10.6 Additional Councillor signatory required on Unity Trust bank account

Proposed by Cllr A-M Butler, seconded by Cllr Z Duffield all in favour, unanimously agreed
RESOLVED that Cllr A Fincham to be added to Unity bank accounts

10.7 Other Matters to report – none

11. FINANCIAL REGULATIONS TO CONSIDER AND ADOPT THE RECOMMENDATION FROM THE INTERNAL AUDITOR

Proposed by Cllr A-M Butler, seconded by Cllr J Tournay all in favour, unanimously agreed **RESOLVED** that the Financial Regulations are amended to record the same value as in the adopted Standing Orders of £10,000 for formal tender action.

12. TO CONSIDER FURTHER COUNCILLOR MEMBERSHIP TO THE FOLLOWING WORKING GROUPS

12.1 Open Spaces – Cllr Z Duffield

12.2 Social – Cllr L Rustem

13. TO CONSIDER / AGREE PROPOSALS FROM THE FOLLOWING WORKING GROUPS

13.1 The Christmas Lights & Trees - meeting to be arranged

13.2 Social To arrange a meeting – meeting to be arranged

14. PHOTO COMPETITIONS UPDATE

Agreed that judging to be undertaken by Borough Councillors Denis Spooner and Val Springett and the winners notified after the meeting in July

15. FOLLOWING THE RESPONSE FROM MBC PARKS AND SPACES: TO CONSIDER OR NOT TO INTRODUCE PARK WATCH: A COMMUNITY-LED INIATIATIVE FOR MALLARDS PARK

Proposed by Cllr Z Duffield, seconded by Cllr P Fincham all in favour, unanimously agreed **RESOLVED** Cllr R Wingett to investigate further and report back at July's meeting

ACTION Cllr R Wingett

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

Proposed by Cllr Z Duffield, seconded by Cllr A-M Butler all in favour, unanimously agreed **RESOLVED** that the Community Warden to be employed for 7.4 hours per week, to be worked over two days, with the arrangement to be reviewed on an annual basis.

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

The Clerk is currently transferring files to the new website company, once completed virtual training on the website will take place.

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

Cllr R Wingett to circulate the draft resilience plan for comments to be discussed at Julys meeting.

ACTION Cllr Wingett

19. REPORTS FROM MEETINGS/SEMINARS ATTENDED – none attended

20. **CORRESPONDENCE TO BE ADDRESSED** – None

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)

A guided tour of Spot Lane Nature Reserve starting at 1.00 has been organised as part of the Maidstone Borough Councils Big Day Out on Saturday 13th June starting from Old Spot Lane jw Deringwood Drive.

CLOSED SESSION

22. **HR Matters**

22.1 The Clerks Contract

Proposed by Cllr A Fincham, seconded by Cllr A-M Butler all in favour, unanimously agreed
RESOLVED Clerks Contract to reflect previous Clerks hours

22.2 To consider overtime for The Clerk

Proposed by Cllr R Wingett, seconded by Cllr P Fincham all in favour, unanimously agreed
RESOLVED for the Clerk to work an additional two hours a week over time including back pay owed, to be reviewed in a couple of months' time.

There being no further business, the meeting closed 21.15

Date of next meeting: To be held at 8.00 on Tuesday 7th July in St Nicolas Church