



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, 7th July 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 FULL COUNCIL MEETING HELD ON 2 JUNE
5. PARISH COUNCILLOR VACANCIES / CO-OPTION
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. MAIDSTONE BOROUGH NEW LOCAL PLAN – CALL FOR SITES
11. FINANCE:
11.1 Approve Statement of Account
11.2 Consider Grant / Donation:
i) Kent Kidney Patients Association £100
ii) Air Ambulance Charity Kent Surrey Sussex £500
11.3 Insurance Renewal – Consider Quotes
11.4 NS&I Authorised signatories
11.5 .gov.uk Email – Consider Quotes
11.6 Other Matters to report

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

CLOSED SESSION

16. HR Matters
 - 16.1 To consider and resolve for the Clerk to join the Kent Pension Fund (LGPS)
17. TO CONSIDER OR NOT TO IMPLEMENT THE CIRCULATED PARK WATCH DOCUMENT
18. TO CONSIDER OR NOT TO IMPLEMENT THE CIRCULATED RESILIENCE PLAN
19. UPDATE REGARDING ASSERTION 10 (Digital & Data Compliance)
20. CLERKS REPORT to Receive reports & updates on previous actions
21. REPORTS FROM MEETINGS/SEMINARS ATTENDED
22. CORRESPONDENCE TO BE ADDRESSED
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)

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

2ND July 2026