



**DRAFT Full Council Minutes Downswood Parish Council Meeting
held at 8pm on Tuesday 1st September 2026 at St Nicholas Church**

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

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

1. **APOLOGIES FOR ABSENCE:** none received
2. **NOTIFICATION OF INTENTION TO FILM/PHOTOGRAPH OR RECORD THE MEETING**
Cllr Richad Wingett
3. **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS.** none
4. **APPROVE & SIGN MINUTES OF THE FULL COUNCIL MEETING HELD ON 7TH JULY AND EXTRA ORDINARY MEETING HELD ON 15TH JULY**
The minutes of 7th July were agreed as a true and accurate record of proceedings and were duly signed by the Chairman Cllr Wingett. The Extra Ordinary Meeting minutes of 15th July to be carried over to the next meeting
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**
6.1 **County Councillor** – no report received
6.2 **Borough Councillors** – reports were submitted by Cllr Springett see Appendix 1, Cllr Spooner Appendix 2 and Cllr Olliver Appendix 3
7. **PHOTO COMPETITION RESULTS** following judging by MBC Cllrs Val Springett and Denis Spooner, the completion winners were confirmed Over 16 category Tim Richardson 1st, Sarah-Jane Pitt 2nd Under 16 category Max Pitt 1st certificates were presented to the prize winners
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. –

9.1 **26/503157/FULL 17** Kings Acre, Downswood Kent ME15 8UP Section 73 Application for removal of condition 3 (removing the requirement for the annexe only to be used as ancillary accommodation in order to enable its occupation as a separate self-contained unit) pursuant to application 20/506090/FULL for conversion and a single storey rear extension to the existing garage to create an annexe together with landscaping and enlarged parking area

Proposed by Cllr Z Duffield, seconded by Cllr A Fincham all in favour to object to the planning application
RESOLVED

9.2 **26/503292/TPOA 13** Kings Acre Downswood Kent ME15 8UP Tree Preservation Order Application (29 of 1988): Oak (T1) - Crown lift to roughly 20ft from ground level by removing the epicormic growth from stem. Whole crown reduction back to previous pruning points. To maintain shape and generate more light into garden. Before work height 14m to 12m after. Before work width 10m to 8m after.

Proposed by A-M Butler, seconded by Cllr P Fincham all in favour no objection to the planning application
RESOLVED

10. **MAIDSTONE BOROUGH NEW LOCAL PLAN – CALL FOR SITES UPDATE**

The call for sites closed on the 28th August, the land to the east of Parsonage Place in Otham being one of the locations identified. The next MBC Planning meeting is scheduled for the 8th October where more information will be available.

11. FINANCE

11.1 Approve Statement of Account

DOWNSWOOD PARISH COUNCIL

FINANCIAL REPORT

01.09.26

		UNITY BANK Current Acct	UNITY Instant Access	NS & I Saving Acct
Balance b/f		42,780.54	35,133.03	10,912.76
<u>Transfer of funds</u>		-35,000.00	35,000.00	
		4,500.00	-4,500.00	
<u>Expenses: Name</u>				
Staffing Costs - June	Payroll & Expenses	2175.73		
Otham Church	Room Hire	12.00		
KALC	Yearly Membership	915.17		
Zurich Insurance	Yearly insurance	526.83		
Air Ambulance	Donation	500.00		
Kent Kidney Association	Donation	100.00		
Aubergine	.gov.uk email set up for Cllrs & Clerk	72.00		
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Staffing Costs - July	Payroll & Expenses	2075.33		
S Waring	Maintenance of Roundabout	82.98		
Unity	Service charge July	7.00		
Staffing Costs - August	Payroll & Expenses	1880.90		
Unity	Service charge August	7.00		
Total expenditure:		8,426.94		
Receipts:				
Maidstone Borough Council	PSSGRANT1ST2627	67.00		
HMRC	VAT Reclaim	1689.48		
Aubergine	overpayment	72.00		
Balance c/f		5,682.08	65,633.03	10,912.76

(Report previously circulated to Cllrs for consideration)

Proposed by Cllr J Tournay, seconded by Cllr Z Duffield all in favour, unanimously agreed **RESOLVED**

11.2 Consider Grant / Donation

I. Maidstone & Weald Samaritans not received in time for the meeting

11.3 Appoint Internal auditor Proposed by Cllr A-M Butler, seconded by Cllr J Tournay all in favour to appoint a new internal auditor £200.00 due to the current internal auditor retiring **RESOLVED**

11.4 External Auditor The conclusion of the external audit was noted

11.5 Other Matters to report none

12. **TO CONSIDER PARISH SURVEY RESULTS** deferred to October's meeting

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

The Social Working Group presented proposals for the Christmas event to be held at The Orchard on 29th November

- Face painter booking fee and products (£50.00) two hours at £50.00 per hour (£100.00), total £150.00
- Balloon modeller £275.00
- 102 foam glow sticks £55.99
- Father Christmas (2hours) £150.00

The total cost £630.99

Food supplied by The Orchard £500.00, bringing the total event cost to £1,130.99

Councillors were advised that Madginford Primary School Choir had confirmed their attendance

Proposed by Cllr A Fincham, seconded by Cllr J Tournay all in favour **RESOLVED**

14. **PARK WATCH – UPDATE** deferred

15. **TO CONSIDER OR NOT TO IMPLEMENT THE CIRCULATED RESILIENCE PLAN** The Plan has been sent to The Kent and Medway resilience Forum for consideration

16. **UPDATE REGARDING ASSERTION 10 (Digital & Data Compliance)**

All Councillors have been issued with .gov.uk email addresses and are required to use them for all council related business

17. **CLERKS REPORT** to Receive reports & updates on previous actions

Due to undertake training on the new website and currently working on getting the website up and running

18. **REPORTS FROM MEETINGS/SEMINARS ATTENDED**

18.1 KALC Assets Transfers in Kent -Cllr Wingett gave an overview, the Clerk has contacted MBC to request a list of assets. Cllr Wingett recently attended a meeting at Bearsted Parish Council who are looking into the possibility of purchasing a CCTV system due to the rise in antisocial behaviour in the parish

19. **CORRESPONDENCE TO BE ADDRESSED** -none

20. **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) Agenda item for October. To consider the purchase of Remembrance banners

Updates The two planters donated by MBC will be refreshed with a new coat of paint. Further to the minutes of 7th July, it was reported that the child involved in a road traffic accident along Deringwood Drive is understood to be okay

There being no further business, the meeting closed at 20.48

Date of next meeting: To be held at 8.00pm on Tuesday 6th October in St Nicholas Church.