DRAFT Full Council Minutes Downswood Parish Council Meeting held at 8pm on Tuesday 6th October 2026 at St Nicholas Church

Present Cllrs R. Wingett – Chairman, A-M Butler, A Fincham, P Fincham, J Tournay, L Rustem
Mrs E Hull – Clerk/RFO, MBC Cllr Val Springett 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 Z Duffield

2. **NOTIFICATION OF INTENTION TO FILM/PHOTOGRAPH OR RECORD THE MEETING**
Councillor R Wingett

3. **DECLARATIONS OF INTEREST/REQUEST FOR DISPENSATIONS**. none

4. **APPROVE & SIGN MINUTES OF THE FULL COUNCIL MEETING HELD ON 1st SEPTEMBER AND EXTRA ORDINARY MEETING HELD ON 15TH JULY** The minutes of 15th July and 1st September 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**
6.1 County Councillor – no report received
6.2 Borough Councillors – reports were submitted by Cllr Springett see Appendix 1,
Cllr Spooner Appendix 2. Cllr Springett to forward a call for sites map onto the Clerk for circulation

7. **CRIME REPORT** – Crimes reported e-watch.co
Eighteen crimes were reported in July, the system is yet to be updated to show figures for August.

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. **MAIDSTONE BOROUGH COUNCIL–** CALL FOR SITES

Proposed by Cllr J Tournay seconded by Cllr P Fincham all in favour, unanimously agreed **RESOLVED** the Clerk to submit the Parish Council's response to Maidstone Borough Council's Call for Sites process, objecting to any proposed allocation or future development of land opposite St Nicholas Church, Otham.

10. **FINANCE**

10.1 Approve Statement of Account

DOWNSWOOD PARISH COUNCIL

FINANCIAL REPORT 06.10.26

		UNITY BANK Current Acct	**UNITY** Instant Access	**NS & I** Saving Acct
Balance b/f		**5,682.08**	**65,633.03**	**10,912.76**
Transfer of funds		4,500.00	-4,500.00	
Expenses: Name				
T Richardson	1st prize photo comp over 16	50.00		
SJ Pitt	2nd prize photo comp over 16	25.00		
M Pitt	1st prize photo comp under 16	50.00		
KALC	Nuts & Bolts Cllr Z Duffield	60.00		
Cllr P Fincham	Brackets for Christmas Trees The Spires	89.97		
Cllr P Fincham	Glow Sticks for Christmas Event	55.99		
Cllr P Fincham	Remembrance Poppies	100.00		
Staffing Costs -September	Payroll & Expenses	1945.30		
Unity	Service charge Sept	7.00		
Total expenditure:		**2,383.26**		
Receipts: none				
Balance c/f		**7,798.82**	**61,133.03**	**10,912.76**

(Report previously circulated to Cllrs for consideration)

Proposed by Cllr A-M Butler, seconded by Cllr J Tournay all in favour, unanimously agreed **RESOLVED**

10.2 To consider purchasing a mobile phone for the Clerk £130.00, £5 a month sim

Proposed by Cllr A Fincham seconded by Cllr A-M Butler all in favour, unanimously agreed **RESOLVED**

10.3 Remembrance Sunday: To consider a donation to the Royal British Legion, the purchase of a wreath and whether to purchase commemorative banners at a cost of £190.00 Proposed by Cllr L Rustem seconded by Cllr A Fincham all in favour unanimously **RESOLVED** for one wreath to be purchased £50.00 and a donation of £50.00 also to be made to The Royal British Legion and two banners at £190.00.

10.4 Other Matters to report – none

11. **DONATED PARISH PLANTERS: TO CONSIDER SEEKING PLANT DONATIONS FROM LOCAL BUSINESSES AND AGREE ANY ACTIONS**
Proposed by Cllr P Fincham seconded by Cllr J Tournay all in favour, unanimously agreed **RESOLVED** for The Clerk to contact local garden centres

11. **PARISH SURVEY RESULTS: TO CONSIDER THE RESULTS AND AGREE ANY ACTIONS**
Fifteen responses were received with Olympicnic, Summer BBQ and Children's Christmas Party received the most votes which will be considered for budgeting for next year

13. **PROJECTS AND PRIOTITIES FOR THE 2027/28 ANNUAL ACTION PLAN: TO START CONSIDERING PROJECTS AND PRIORITIES FOR INCLUSION IN THE PLAN**
Councillors to start compiling a list of projects. Proposed by Cllr P Fincham seconded by Cllr A-M Butler all in favour, unanimously agreed **RESOLVED** to adopt the circuited action plan

14. **WORKING GROUP** - UPDATES
14.1 SOCIAL – Christmas Event 29th November – verbal update given, a meeting is arranged for 13th October
14.2 CHRISTMAS TREES AND LIGHTS – verbal update given the lights will be switched on at 6.00pm on 29th November

15. **HIP** Highways Improvement Plan
An update was given, the current priority list and responses from Kent Highways were noted. The Clerk to arrange a meeting with KCC regarding the informal crossing point at Spot Lane adjacent to Mallards. The Clerk to request an update on the Pedestrian island near The Spires and Speedwatch data.

16. **ASSERTION 10** (Digital & Data Compliance) – UPDATE hoping to have the new website go live mid-October.

17. **CLERKS REPORT** to Receive reports & updates on previous actions – The Clerk gave an update on various open spaces issues raised with MBC.

18. **REPORTS FROM MEETINGS/SEMINARS ATTENDED**
18.1 Parish Conference 16th September – verbal update given
18.2 KALC Maidstone 28th September – verbal update given, a briefing note from Cllr Wingett was circulated regarding the new planning laws that will be introduced at the end of October.

19. **CORRESPONDENCE TO BE ADDRESSED**
Heart of Kent Hospice letter of thanks received for our support for their successful application to MBC for CIL money. A note of thanks has been received from The Spot-Less Lane Project for displaying the litter-free Keep Britain Tidy posters on our noticeboards

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 no something they have seen or heard) Future Agenda items Spot Lane Nature reserve update on five-year plan from MBC, Budget setting, Community Warden Update. The Parish council congratulated Tomas Thorndycraft for winning the Maidstone Borough Councils Litter Picker of the Year Award.

There being no further business, the meeting closed at 21.47.

Date of next full council meeting: **To be held at 8.00pm on Tuesday 3 November in St Nicholas Church**