

BROOMFIELD AND KINGSWOOD PARISH COUNCIL

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Minutes of a meeting of the Parish Council held at Kingswood Primary School, Cayser Drive, Kingswood on Monday 9th January 2012

PRESENT:

Cllr Terry Baker	Cllr Paul Beaney	Cllr Vince Cooper (Chairman)
Cllr Mike Evans	Cllr Peter Forster	Cllr Mike O'Neill
Cllr Justin West		(7)

Mrs S Wotton – Parish Clerk
Mrs G Gosden – Assistant Clerk & Responsible Finance Officer
PCSO Richard Kirby

There were 6 members of the public present; questions were asked regarding issues at Peter Pease Close; the Clerk updated the members of the public with the latest actions by Councillors.

Cllr Cooper opened the meeting at 7.30 pm

APOLOGIES FOR ABSENCE

Cllr Jenny Whittle	-	KCC – Other commitments
Cllr Peter Parvin	-	MBC – Family commitments
Cllr Coleman	-	Illness

250. COUNCILLORS DECLARATIONS (Regarding Agenda Items)

250.1 Lobbying
250.2 Personal Interest
250.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)

None declared

251. MINUTES OF THE PARISH COUNCIL MEETING HELD 5TH DECEMBER 2011

Cllr Beaney proposed these minutes as a true record, seconded by Cllr Evans, agreed by all and signed by the Chairman

252. MINUTES OF THE SPORTS FIELD MEETING HELD 29TH NOVEMBER 2011

Cllr Forster proposed these minutes as a true record, seconded by Cllr Baker, agreed by all and signed by the Chairman

253. MINUTES OF THE SPORTS FIELD COMMITTEE MEETING HELD 20TH DECEMBER 2011

Cllr Forster proposed these minutes as a true record, seconded by Cllr Baker, agreed by all and signed by the Chairman

254. MINUTES OF THE FINANCE & GENERAL PURPOSES MEETING HELD 4TH JANUARY 2012

As not all Members had had the opportunity to read the Minutes of this meeting it was agreed to carry over this item to the next meeting. **ACTION - Clerk**

255. ACTIONS & OUTCOMES

A/Clerk circulated updated report which was received, agreed and retained on file.

Cllr Forster advised on his response from Rob Jarman of MBC re: Min 219 – CDM letter. He proposed that

Signed _____ Chairman

the developers for every future planning application approved by MBC be sent the CDM letter to enable better control of builders whilst work was being carried out. Cllr Cooper proposed trialing this for a period of six months, seconded by Cllr Baker and agreed by all. **ACTION – Cllr Forster & Clerk**

256. KENT COUNTY COUNCIL

County Councillor, Jenny Whittle, Maidstone Rural East – apologies received

257. MAIDSTONE BOROUGH COUNCIL

Leeds Ward Councillor, Peter Parvin – apologies received

258. POLICING

258.1 *Crime figures and Police report* - PCSO Kirby reported the following crimes in the last month:- Burglary other than dwelling, 16/12/11- 20/12/11, Leeds Castle; Langley (1) - Theft by employee; Ulcombe – (1) Criminal damage; Leeds (3) - Theft in dwelling, Theft, Arson; Sutton Valence (7) -Theft from motor vehicle 3, Criminal damage 2, Burglary 1, Vehicle interference 1; East Sutton 0

PCSO Kirby confirmed that he would be remaining working in his current area of Maidstone rural, including this Parish. There had been one speed monitoring session carried out on Lenham Road in the last month.

258.2 *Parish Neighbourhood Watch* - Cllr Evans would be meeting with Lorraine Hemphrey, Police NHW Co-ordinator on Monday 16th January regarding the future of NhW in the Parish. **ACTION – Cllr Evans**

258.3 Clerk reported having received telephone confirmation 4/1 from the previous NhW Main Co-coordinator, Mrs Rose-Marie Bowker, to the effect that she was no longer involved with Parish Watch. Mrs Bowker had received a 'phone call from a resident early morning 4/1 reporting a suspicious incident and she thus requested that an article be included in the March edition of the Parish magazine, Website, etc. asking that she no longer be contacted in regard to NhW issues, reports, etc. **ACTION - Clerk**

259. FINANCES

259.1 *Responsible Finance Officer's report* was read to Councillors and retained on file. The following issues were resolved:-

- (i) The bank reconciliation for December was approved and signed by the Chairman.
- (ii) Payments were agreed and cheques signed by Cllrs Cooper & Evans
- (iii) Agreement for the RFO to attend SLCC training on 28th March 2012

ACTION - RFO

259.2 *Parish Precept 2012/13* - at the F & GP meeting held 4th January Councillors agreed unanimously to propose to full Council, that the Precept application be maintained at £33,000, as last year. Cllr Forster proposed that this amount be applied for, seconded by Cllr Evans and agreed by all. The application was then signed by the Chairman and RFO **ACTION - RFO**

259.3 *Concurrent Functions* – there would be a meeting of the Corporate Services and Communities Joint Overview and Scrutiny Committee at the Town Hall on Tuesday 7th February at 6.30pm re: MBC's Concurrent Functions decision - Cllr Evans agreed to attend **ACTION – Cllr Evans**

260. PLANNING

260.1 Applications – **MA/11/2176 – 14 Bushy Grove, Kingswood** – Full planning permission for the erection of a single storey rear extension and alterations to fenestration (Closing date 31/1) Planning meeting agreed for 30th January at 67 Charlesford Avenue, Kingswood commencing 7.0pm. **ACTION – A/Clerk**

260.2 Decisions (MBC) - none received

260.3 Decisions (Parish Council) – **MA/11/2145 – The Finches, Chartway Street** – Full Planning permission for change of use for storage of 10 caravans. Decision: *Refuse* **ACTION – A/Clerk**

261. SUPER-FAST BROADBAND

Project Manager, Peter Corfield, addressed the meeting and updated Members with the progress of the application for S-fB. At a meeting in December with Cllr Jenny Whittle and representatives from Leeds and Hollingbourne PCs, they were informed that the bid for funding would now come under DEFRA with ISPs

Signed _____ Chairman

providing the other half of the funding. The deadline for applications is now **26th January**. Peter Corfield had compiled a flyer that he volunteered to deliver to every house in the Parish this week requesting residents to register on KCC's website. This has been done in conjunction with Leeds and Hollingbourne PCs but personalised to their respective Parishes. Cllr Beaney proposed a vote of thanks to Mr Corfield for all his work on behalf of the PC and residents.

262. NEIGHBOURHOOD PLAN / VISIONING EXERCISE

Councillors discussed and resolved that the Visioning Exercise should be carried out as a precursor to a Neighbourhood Plan. If sufficient interest was garnered from the Exercise then the PC would need to apply for funding to research and produce a Plan. The RFO advised that there was a budget allowance of £1,000 from April 2012 towards Visioning Exercise costs. Cllr Baker agreed to be the PC representative.

ACTION – Cllr Baker

It was agreed that information regarding the Visioning Exercise would be included in the March edition of the K&B Village News, thereafter a meeting TBA during the 3rd/4th week of March.

ACTION - Clerk

263. ACTIONS & OUTCOMES

In his absence, Cllr Coleman requested this be carried forward to the next meeting.

ACTION - Clerk

264. EXTERNAL REPRESENTATION

It was agreed that the following Councillors would represent the Parish Council at external meetings:-

Highways – Clerk (1), Cllr Baker (2)
Joint Parishes Group – Cllr Baker (1), Cllr Cooper (2)
Kent Association of Local Councils (KALC) – Cllr Evans (1), Cllr Cooper (2)
Neighbourhood Watch (NHW) – Cllr Evans
Network of Rural Business Forum (NRBF) – Cllr West (1), Cllr Evans (2)
Police Forum – Cllr Coleman (1), Cllr Forster (2)
Rural Transport (bus) – Cllr O'Neill (1) Cllr Cooper (2)
Sports Field (Gate closing) – Cllr Forster (1), Cllr Beaney (2), Cllr West (3)
Twinning Group - Cllr Coleman (1), Clerk (2)
Village Hall Committee – Cllr Coleman (1), Cllr O'Neill (2)

A/Clerk would update contact sheet and Website accordingly.

ACTION – A/Clerk

265. REPORTS

- 265.1 KHS re: Footpath to Sports Field, Lenham Road, 30th November & 7th December 2011 – A/Clerk
- 265.2 JPG Core Strategy Presentation 8th December 2011 – Clerk
- 265.3 Network of Rural Business Forums (NRBF) – Cllr Evans

All reports previously circulated; received and retained on file.

266. AFFORDABLE HOUSING

On behalf of Cllr Coleman the Clerk reported that four people had come forward with regard to the allocation item in the December K&B Village News. Letters & questionnaire had been sent to each of these requesting details of their A/Housing application, most had replied and answers were now being collated with a view to arranging a meeting with MBC Housing Officers. ACRK's Tessa O'Sullivan has confirmed that her enquiries of original applicants were negative, i.e. those that replied were no longer in need of Affordable Housing. Ms O'Sullivan wishes to attend the meeting with MBC and is very supportive of the Parish Council's bid to resolve the allocation issues. Clerk would contact KALC regarding legal advice prior to arranging a meeting with MBC.

ACTION – Clerk

267. PARISH FORUM

Cllr Beaney advised that December had been the poorest month for hits this year, however he was concerned whether the system was working correctly having experienced problems earlier this year, Cllr Beaney requested that Cllrs use the site to enable him to check that the system is working correctly.

Signed _____ Chairman

268. IN-HOUSE TRAINING FOR NEW MEMBERS

Clerk had prepared draft notes / information sheet for Councillors' observations with a view to their considering providing same to new Members to assist with their of understanding of terminology, abbreviations, etc. After discussion it was agreed to review the information sheet and discuss at the next meeting. **ACTION - Clerks**

269. RECREATION AND SPORTS FIELD

269.1 Weekly safety Inspections - received from Cllr Forster.

269.2 Outcomes from meeting 29/11 were discussed at the following Sports Field meeting on 20/12.

269.3 Scout Group Lease – received and ready to be signed. **ACTION – A/Clerk**

269.4 Tree work required – immediate felling of dead trees required and agreed by Cllrs at F & GP meeting, however as it was not an agenda item payment was ratified at 259.1

269.5 Other – (i) appointment made with Playdale representative re: toddler swings for 30th January, (ii)

Confirmation of dates for football training with CACT to be followed up, (iii) Contact Phil Tweddell re:

replacement catch on pedestrian gate into the Sports Field.

ACTION – A/Clerk

270. QUEENS DIAMOND JUBILEE

As agreed at previous meeting there would be no further action by the PC for the Queens Diamond Jubilee, Clerk confirmed that there would be a celebratory event held at the Village Hall organized by the Hall Committee

271. ROADS AND PAVEMENTS

271.1 *Forthcoming closure of Chartway Street* – KHS propose closing Chartway Street on Sat/Sun 21/22 January for ongoing repairs between Gravelly Bottom Road and Chegworth Road – to be confirmed.

271.2 *Duck Pond Lane signage* – Having waited since April for the new street name signs only one had been provided. This was installed at the junction with Chartway Street on 21/12. MBC's Facilities Manager, Karen Alderton, would order a second sign for GB Road junction but could not promise early delivery / installation – Clerk had expressed displeasure at the inefficiency surrounding this issue.

271.3 *Damage to bus shelter Casyer Drive* – Due to a change of staffing at MBC, this issue is now being dealt with by Karen Alderton (see above) and to date has not been progressed (damaged occurred 3rd March 2011). Gallagher's Insurers maintain that MBC have not provided relevant paperwork, MBC insist they have. Ms Alderton confirmed she had e-mailed details of Gallaghers on 16/12 and would follow this up promptly - nothing further received to date. Cllr O'Neill reported that during the recent high winds the damaged roof of the shelter was seen to represent a potential danger to the public, Clerk to make MBC aware of deterioration of roof and associated safety concerns. **ACTION – Clerk**

271.4 *Litter complaint from resident* – Clerk had received & circulated e-mail dated 24/12 from a resident regarding litter / fly tipping in the Parish and the associated public costs and requesting the Parish Council to address this issue with MBC. Cllrs requested the Clerk to respond to the letter advising to contact MBC environmental department. It was also noted that several Parish Councillors already took time to collect litter whenever possible as part of their 'Big Society' commitment and would encourage other residents to do likewise. **ACTION - Clerk**

271.5 *Other* – Gravelly Bottom Road had been badly congested and blocked on several Saturdays during the run up to Christmas due primarily to high volume of traffic visiting Kingswood Christmas Trees + the road closure of Chartway Street on 10th/11th Dec and associated diversion via GB Road. There had been considerable delays and inconvenience caused to residents. GB Road had also been un-passable for a while on 3/1 due to two trees having been blown across each end of the lane by the high winds, and flooding issues.

272. CORRESPONDENCE FILE

272.1 RoSPA – 2012 Annual Play Area Inspection.

273. ITEMS FOR NEXT MEETING'S AGENDA

(i) Election of Vice Chairman - Clerk

Signed _____ Chairman

(ii) Actions & Outcomes Index – Cllr Coleman

ACTION - Clerk

274. ANY OTHER INFORMATION

274.1 Councillor Gareth Davies has tendered his resignation with immediate affect; Clerk has notified MBC Monitoring Officer. Need to formally advertise vacancy re: election, etc. – Clerk to prepare notices for boards, website and MBC accordingly.

ACTION - Clerk

274.2 ACRK – Digital Openreach, offer of Grant re: switchover information – agreed no further action

274.3 VAM is considering charging a modest annual membership fee (£30 maximum), to Parish Councils in return for which VAM would provide: funding sessions, 1:1 support, reduced rate training workshops, newsletters, etc. Members’ response to the proposal was that a maximum of £20 would be considered but not committed to at this stage.

ACTION - Clerk

275. PLANNING ENFORCEMENT

Clerk had received letter dated 3 January 2012 from MBC’s Planning Enforcement re: MA/10/1907 & MA/09/2223 - The Finches caravan site, Chartway Street. Associated conditions require the site to be closed and cleared of occupants for two days, 9th & 10th January, in every Leap Year. MBC would investigate should a breach occur and the site remain open.

276. PARISH COUNCIL MEETINGS

The next full Meeting of the Parish Council will be held on **Monday 6th February 2012** at Kingswood and Broomfield Village Hall, Gravelly Bottom Road, Kingswood commencing 7.30pm.

There was no further business; Councillor Cooper closed the meeting at 9.55pm

Signed _____ Chairman
