

# BROOMFIELD AND KINGSWOOD PARISH COUNCIL

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Minutes of a meeting of the Parish Council held at Kingswood and Broomfield Village Hall, Gravelly Bottom Road, Kingswood on Monday 5<sup>th</sup> March 2012

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## PRESENT:

Cllr Paul Beaney  
Cllr Mike O'Neill  
Cllr Peter Coleman (Vice Chairman)  
Cllr Justin West (4)

Mrs S Wotton – Parish Clerk

There were three members of the public present one of whom requested an update in regard to Affordable Housing at Peter Pease Close primarily in regard to the recent drugs related arrests and the allocations process. It was agreed to bring forward Agenda item 17 and Cllr Coleman updated the meeting accordingly. Two members of the public thanked Councillors and then left.

It was agreed that Cllr Coleman would take the Chair and he opened the meeting at 19.38.

## APOLOGIES FOR ABSENCE

Cllr Terry Baker	Attending Joint Parishes Group meeting
Cllr Vince Cooper	Family commitment
Cllr Mike Evans	Attending Joint Parishes Group meeting
Cllr Peter Forster	Illness
Mrs G Gosden, A/Clerk & RFO	Family commitment
PCSO Richard Kirby	Other commitment

## 328. ELECTION OF CHAIRMAN

The Clerk had received no nominations; it was unanimously agreed to carry this item forward to the next meeting 2<sup>nd</sup> April. Cllr Coleman urged Members to consider putting themselves forward. **ACTION - Clerk**

## 329. COUNCILLORS DECLARATIONS (Regarding Agenda Items)

- 329.1 Lobbying
- 329.2 Personal Interest
- 329.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)

No Members had been lobbied and no personal or prejudicial interests were declared.

## 330. MINUTES OF THE PARISH COUNCIL MEETING HELD 6<sup>TH</sup> FEBRUARY 2012

Cllr Beaney proposed these minutes as a true record, seconded by Cllr O'Neill. The minutes were agreed by all as being a true record and were signed by the Chairman.

## 331. MINUTES OF THE FINANCE & GENERAL PURPOSES MEETING HELD 27<sup>TH</sup> FEBRUARY 2012

There were only two Members present who had attended this meeting; it was therefore agreed to carry this item forward to the next meeting 2<sup>nd</sup> April **ACTION - Clerk**

## 332. MINUTES OF THE STAFFING COMMITTEE HELD 27<sup>TH</sup> FEBRUARY 2012

There was only one Member present who had attended this meeting; it was therefore agreed to carry this item forward to the next meeting 2<sup>nd</sup> April **ACTION - Clerk**

## 333. ACTIONS & OUTCOMES

Clerk reported that most actions had been completed but due to the number of absences at this meeting, suggested carrying this item forward to be included with March A&Os. This was agreed by all.

**ACTION - Clerk**

Signed \_\_\_\_\_ Chairman

### **334. KENT COUNTY COUNCIL**

County Councillor, Jenny Whittle, gave a general report in regard to KCC's funding and associated cut-backs, including front-line services, for the year 2012/13; savings of £97m had to be made.

It had been agreed to freeze Council Tax for the second year running. She described the Parish super-fast broadband bid submitted with Leeds and Hollingbourne as a 'good effort'. It was well supported by local residents and Cllr Whittle considered the bid stood a good chance of being successful. She praised Peter Corfield (Project Manager for Broomfield and Kingswood) for a job well done.

KCC had established a £2m fund for Kent Jobs for Kent Young People and would be 'rolling out' more jobs linked to local employers.

KCC was working with the Freight Transport Association in regard to the development of electronic route maps and increased / improved signage, particularly in respect of large, foreign HGVs. Cllr Whittle had been much lobbied in this regard and the need for better signage to encourage HGVs to use authorised routes. She provided the Clerk with an associated press release (on file).

### **335. MAIDSTONE BOROUGH COUNCIL**

Ward Councillor, Peter Parvin confirmed that there would be no Borough Council Tax increase for 2012/13 and also no cuts to front-line services; savings would be made elsewhere and in the main job losses would be made through natural wastage and voluntary redundancies.

There would be no reduction to the Parishes Concurrent Functions Grant for the same period and Cllr Parvin also updated Members in regard to new / future Standards Committee procedures (likely from July).

Maidstone's Jubilee Celebrations would take place on 1<sup>st</sup> June; pensioners and children from three local schools would be invited to take part on a 'first come, first served' basis.

At MBC's last full Council meeting a motion put forward by Cllr Parvin had been passed to send loyal greetings and congratulations to the Queen in celebrating her Diamond Jubilee.

### **336. POLICING**

336.1 Crime figures and Police report: PCSO Kirby had provided the following details: (i) 21/02/12 to 22/02/12 – theft of gate, Gravelly Bottom Road; (ii) 07/02/12 to 08/02/12 – theft, Lenham Road.

Neighbouring Parishes: East Sutton – 1 x criminal damage; Langley – 2 x criminal damage, 1 x theft; Leeds – 1 x burglary, 1 x theft; Sutton Valence – 1 x theft; Ulcombe – 1 x theft from motor vehicle

336.2 Parish Neighbourhood Watch - due to the absence of Cllr Evans it was agreed to carry this item forward to the next meeting 2<sup>nd</sup> April **ACTION - Clerk**

### **337. FINANCES**

337.1 Responsible Finance Officer's report – to be carried forward to next meeting

337.2 Parish Precept 2012/13 – to be carried forward to next meeting

337.3 Ratify Cllr O'Neill's training course expenditure – Cllr O'Neill updated the meeting in regard to his recent training and reported that he had found it helpful. Cllr Beaney proposed the associated costs be ratified, seconded by Cllr West and agreed by all.

337.4 Staff costs – to be carried forward to next meeting **ACTION - Clerk**

Payments in respect of the following invoices were unanimously approved:

£

124.00 P Tweddell – works carried out at the Sports Field

60.50 C Stanley – webmaster services February 2012

### **338. DELEGATION OF AUTHORITY TO STAFFING COMMITTEE**

Clerk reminded Members that unlike the other three Committees, the newly formed Staffing Committee did not have delegation of authority to take decisions on behalf of the full Council. Cllr Beaney proposed this item be carried forward to the next meeting due to the absence of several Members, seconded by Cllr West and agreed by all. **ACTION - Clerk**

Signed \_\_\_\_\_ Chairman

### **339. EQUAL OPPORTUNITIES POLICY**

Cllr Forster had drafted a Parish Council Equal Opportunities Policy that had previously been circulated to all Members for their consideration. It was proposed by Cllr West that this Policy be adopted and appended to Standing Orders, seconded by Cllr O'Neill and agreed by all. **ACTION - Clerk**

### **340. CLERK'S RETIREMENT**

Clerk's resignation on 20<sup>th</sup> April had been formally accepted at the Staffing Committee meeting held 27<sup>th</sup> February (Min 321). The Committee had resolved to appoint the current Assistant Clerk / RFO, Mrs Gail Gosden, as replacement Parish Clerk and that the post would not be advertised. Cllr West proposed these decisions be ratified, seconded by Cllr O'Neill and agreed by all.

*Cllr Whittle left the meeting at 20.22*

### **341. SUPER-FAST BROADBAND**

Cllr Beaney had nothing further to report; the initial decision in regard to the submission of a full bid was due from KCC by 19<sup>th</sup> March.

### **342. NEIGHBOURHOOD PLAN / VISIONING EXERCISE**

(Via the Clerk) Cllr Baker wished to thank those who had distributed posters, flyers, etc. advertising the Parish meeting to be held on 19<sup>th</sup> March at the Village Hall, around the Parish, particularly Cllr Beaney for enlarging and laminating the A3 posters. The date of the pre-meeting would need to be changed from 12<sup>th</sup> to 13<sup>th</sup> March; Cllr Baker to be requested to liaise with Members re: new date **ACTION - Cllr Baker / Clerk**

### **343. REPORTS**

- 343.1 Affordable Housing meeting 17<sup>th</sup> February\* - Clerk
- 343.2 Police Forum 22<sup>nd</sup> February – Cllr Forster
- 343.3 Post Consultation Conference 29<sup>th</sup> February\* – Cllr Evans
- 343.4 Twinning Group Committee meeting 29<sup>th</sup> February\* – Cllr Coleman
- 343.5 Liaison meeting Kingswood Primary School 2<sup>nd</sup> March - Cllr Baker
- 343.6 Parish Liaison Day 5<sup>th</sup> March – Cllr Baker had not attended due to having heard presentation at a previous meeting on 3<sup>rd</sup> March, therefore no report

Reports marked \* pertaining to these meetings had previously been circulated to all Members; it was resolved that they be accepted and retained on file. Due to absence of Members concerned, other reports would be carried forward to the next meeting 2<sup>nd</sup> April **ACTION - Clerk**

### **344. AFFORDABLE HOUSING**

Cllr Coleman reported that there had been 3 persons arrested for drugs related offences that were associated with one of the Peter Pease Close rented properties and that unit was now unoccupied. MBC had requested further meeting with Parish Council and Orbit in regard to setting up Parish Register to ensure units were allocated to people having requisite local connection. Date TBA **ACTION – Cllr Coleman**

Cllr Coleman proposed holding a meeting of the F&GP Committee to resolve the way forward in regard to the setting up and retaining of a Parish Affordable Housing Register. This was agreed; meeting date to be arranged by A/Clerk. **ACTION – A/Clerk**

### **345. LAND FOR GYPSY AND TRAVELLER PITCHES**

In response to Rob Jarman's letter dated 01 February 2012 regarding land for the provision of new public Gypsy / Traveller pitches in the Borough, it was unanimously agreed that the Clerk's previously prepared and circulated draft response be approved and sent to Mr Jarman **ACTION - Clerk**

### **346. HERITAGE OPEN DAYS**

Cllr Evans had previously proposed putting forward several local sites for inclusion in the Borough's Heritage Open Days to be held during 2012. These included Barrack Cottages (Napoleonic Wars), St Margaret's Church (11thC and earlier), Church Farm and Roses Manor Farm and the WWII Spitfires and Dornier crash

Signed \_\_\_\_\_ Chairman

sites. Following discussion Members resolved that they wished the sites to be included in the Heritage Open Days and that the Clerk should liaise further with Cllr Evans prior to the submission of suggested sites.

**ACTION – Cllr Evans / Clerk**

**347. PLAQUE – ST MARGARET’S WELL, BROOMFIELD**

At the F&GP Committee held 27/2 Members had approved funding for a replacement plaque for St Margaret’s Well. Cllr West volunteered to obtain three quotes and to personally undertake the work involved at no cost. Cllr Coleman thanked Cllr West. It was also suggested that St Margaret’s Well be included in the submission for Heritage Open Days – see Min 346

**ACTION – Cllr West**

**348. PARISH FORUM**

Cllr Beaney was pleased to report an increase in use of the Parish Forum including a number of new threads from people who had not previously used the Forum; there had been approximately 400 hits, 100 up on last month and 3,300 in total since Forum was set up. It remained disappointing though, that despite a high number of ‘hits’, people were still slow to post. Cllr Beaney would continue to monitor the Forum and would again contact KCC in regard to problems with new threads.

**ACTION – Cllr Beaney**

**349. INFORMATION FOR NEW COUNCILLORS**

Having given due consideration to the draft information sheet prepared and intended to assist new and potential Councillors with a basic understanding of Council procedures, abbreviations, etc., Members unanimously resolved to adopt the information sheet, proposed by Cllr West and seconded by Cllr Beaney.

**350. RECREATION AND SPORTS FIELD - A/Clerk**

350.1 Weekly safety Inspections – to be carried forward to next meeting 2<sup>nd</sup> April **ACTION - Clerk**

350.2 Scout Group Lease – to be discussed at forthcoming F&GP meeting (see Min 344)

**ACTION – A/Clerk**

350.3 Installation of additional Playdale equipment – equipment had been ordered, awaiting installation.

*Cllr Parvin left the meeting at 20.37*

**351. ROADS AND PAVEMENTS**

351.1 Damage to bus shelter Cayser Drive – Cllr Beaney informed the meeting that the bus shelter repairs had been completed (Clerk’s note - almost a year to the day the damage had been caused – 3<sup>rd</sup> March 2011).

351.2 Salt bins - Cllr O’Neill had prepared a report regarding the poor provision of salt bins in and around the Parish, particularly in the vicinity of Kingswood Primary School (on file). This was supported by the Headteacher, Emma Hickling. Cllr O’Neill undertook to contact KHS with a view to there being further provision of salt bins in the Parish. See Min 351.3 – Clerk suggested this issue be raised at the forthcoming meeting with KHS.

351.3 KHS had requested a meeting with Parish Council representatives re: current Highways issues and to introduce new Area Engineer – due to Clerk’s forthcoming retirement date TBA by A/Clerk

**ACTION – A/Clerk**

**352. PENSIONERS’ OUTING 2012**

Clerk advised the meeting that the coach and venue, Hever Castle, were booked for Tuesday 15<sup>th</sup> May. The outing was now advertised on Parish notice boards, the website and at the PO counter at the village store together with application forms. Although the Clerk was retiring on 20<sup>th</sup> April she had agreed to organise and run the trip on behalf of the Parish Council.

**ACTION - Clerk**

**353. AGENDA ITEM ‘CORRESPONDENCE’**

Cllr Evans had stated at the previous meeting, that he considered the ‘Correspondence’ agenda item to be unnecessary now that letters and other information were, on the whole, sent / received electronically. Clerk suggested that the ‘Correspondence’ file be brought to each main meeting for Members to view it if they so wished, in which case ‘Correspondence’ could be dropped from the Agenda. Following discussion Cllr O’Neill proposed adopting the suggestion made by the Clerk, seconded by Cllr Beaney and unanimously agreed.

**ACTION - Clerk**

Signed \_\_\_\_\_ Chairman

**354. ITEMS FOR NEXT MEETING'S AGENDA**

354.1 20<sup>th</sup> Anniversary of Parish of Broomfield and Kingswood 31<sup>st</sup> July – Cllr Coleman

**355. ANY OTHER INFORMATION**

355.1 Clerk had received a complaint in regard to the length of time MBC was taking to determine a planning application submitted in December 2010, in regard to land at the Cross Drive / Pitt Road junction. She had contacted the Planning Officer concerned, Geoff Brown, who hoped to deal with this application in the near future. Mr Brown stated the delays were primarily due to a previous appeal pertaining to this land and associated issues.

**356. PLANNING ENFORCEMENT**

Clerk reported that no further information or issues had been received or reported since the last meeting.

**357. PARISH COUNCIL MEETINGS**

The next full Meeting of the Parish Council will be held on **Monday 2<sup>nd</sup> April 2012** at Kingswood and Broomfield Village Hall, Gravelly Bottom Road, Kingswood commencing 7.30pm.

There being no further business Cllr Coleman closed the meeting at 9.01pm.

Signed \_\_\_\_\_Chairman

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