

Broomfield & 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 14th May 2012.

Present:

Cllr Terry Baker (Chairman) Cllr Paul Beaney Cllr Peter Coleman
Cllr Peter Corfield Cllr Mike Evans Cllr Peter Forster
Cllr Mike O'Neill (Vice Chairman) Cllr Justin West (8)

Mrs G Gosden – Parish Clerk & Responsible Financial Officer

There were two members of the public present, there were no questions asked.

Councillor Baker opened the meeting at 21.10

Apologies for Absence

Cllr Jenny Whittle – County Councillor, Maidstone Rural East
Cllr Peter Parvin - Leeds Ward Member, MBC

1. Co-Option of Councillor

Councillor Paul Beaney proposed that Peter Corfield becomes a member of the Parish Council, seconded by Cllr Forster and agreed by all. Peter Corfield then signed the Declaration of Acceptance of Office.

2. Councillors Declarations (Regarding Agenda Items)

- 2.1 Lobbying – The Clerk declared that she had been lobbied regarding land for development in Ashford Drive.
- 2.2 Personal Interest – none declared
- 2.3 Prejudicial Interest - none declared

The Clerk has been advised that to keep a schedule of every declaration made at every meeting for easy reference in future. **ACTION - Clerk**

3. Minutes of the Parish Council Meeting HELD 2ND APRIL 2012

Cllr Coleman – item 375 – Requested that all reports are written and retained on file.

Cllr Coleman – item 381 – Requested the Clerk write to Kingswood Primary School confirming Cllr Terry Baker as the representative of the Parish Council. **ACTION - Clerk**

Councillors resolved and accepted these minutes as a true record, signed by Cllr Baker.

4. Minutes of the Finance & General Purposes Committee Meeting held 23rd April 2012

Cllr Coleman – He had given his apologies for absence, but they were not included in the minutes. The Clerk apologized for the omission.

Councillors resolved and accepted these minutes as a true record, signed by Cllr Baker.

5. Minutes of Planning Committee Meeting held 23rd April 2012

Cllr Coleman – He had given his apologies for absence, but they were not included in the minutes. The Clerk apologized for the omission.

Councillor's resolved and accepted these minutes as a true record, signed by Cllr Baker

Signature _____

6. Minutes of the Staffing Committee held 9th May 2012

Councillors resolved and accepted these minutes as a true record, signed by Cllr Baker.

7. Actions & Outcomes

The Clerk circulated the updated report which was received, agreed and retained on file.

8. Kent County Council - County Councillor, Jenny Whittle, Maidstone Rural East

Apologies received, report given at the Annual Parish Meeting earlier in the evening.

9. Maidstone Borough Council - Leeds Ward Councillor, Peter Parvin

Apologies received, report given at the Annual Parish Meeting earlier in the evening.

10. Policing

10.1 Crime figures and Police report - PCSO Kirby not present, no report received.

10.2 Parish Neighbourhood Watch - Cllr Evans, report given at Annual Parish Meeting earlier in the evening.

11. Finances

11.1 Responsible Finance Officer's report was read to Councillors and retained on file, payments were agreed.

11.2 The bank reconciliation for April 2012 was agreed and signed by Cllr Baker.

11.3 Approval of Annual Return for year ended 31st March 2012.

Following examination by members, the Annual Return was unanimously agreed and was signed by the Chairman and Clerk. Councillors requested that copies of the Annual Return are be circulated in future prior to the PC meeting.

ACTION - Clerk

11.4 Staff costs – for April = £2,001.54; for May = £3,266.84. Total to date = 5,268.38. May was exceptionally high due to the payment of £1,000 retirement gratuity to Sue Wotton and the extra hours incurred due to the handover from Clerk to Clerk.

11.5 Agreement and signature for change of bank accounts.

Councillors confirmed their agreement to change bank account to the Co-Operative Bank with immediate effect, the Chairman signed the application form and Councillors submitted their Signature verifications and personal details.

ACTION - Clerk

12. Risk Assessment – Clerk

The draft Risk Assessment was circulated previously to all Councillors. It was resolved to accept the Risk Assessment and retain on file.

13. Neighbourhood Planning

Cllr Baker requested that Councillors consider funding the first stage of the Neighbourhood Plan, approximately £4,000. Whilst it is anticipated that funding would be applied for, this was likely to be a long process and the Steering Group wished to progress the initial stages as soon as possible.

Cllr Evans asked that the Steering Group supply further information about the funding requirement and alternate sources investigated. Cllr Evans congratulated the NPSG on the progress to date.

ACTION – Cllr Baker

14. Recreation and Sports Field

14.1 Weekly safety Inspections for March & April received from Cllr Forster and retained on file.

14.2 Quotes received for fencing repairs – J Dowle Fencing – Repairs to boundary fencing = £475.00, renew existing stile = £250. Kingswood Fencing – repairs to boundary fencing along side of horse field only £355.00 (has not included repairs to stile as requested). Quote from Colin Simms £388.16 repairs to boundary fencing + £250 for stile = £638.16. I made enquiries about a kissing gate to replace the stile, having been advised they are provided free via

Signature _____

PRoW at KCC, but that offer has now been withdrawn.

After discussion Cllr Coleman proposed that the contract be given to Colin Simms, seconded by Cllr Evans and agreed by all. **ACTION - Clerk**

15. Items for next Meeting's Agenda

- (i) Speed Watch signs – Cllr Coleman
- (ii) Agreement and sign Clerks Contract of Employment – Clerk
- (iii) Update on NALC Code of Conduct - Clerk

16. Any Other Information

16.1 Councillor Vince Cooper has tendered his resignation with immediate effect due to his moving from the village: the Clerk has notified the monitoring officer and has advertised the vacancy via notices and website.

16.2 Road Closure – O/S Ulverscroft, GBR from 13/06 for up to 8 days. Diversions will be in place.

16.3 Meeting with Gemma Catt from KCC Highways, scheduled for 9am, 19th June to walk the village re road and pavements. Work completed to date as follows:

- Pitt Road Broomfield and Kingswood C/way Patching- Road Closure Application sent in for 02/07/12 for 5 days, waiting to hear back if this is agreed.
- Duck Pond Lane street name plate - MBC have erected a new one
- Broomfield Road / Ashford Road - Damaged Verge marker post has been replaced
- Cayser Drive - Large areas of Footway patching has been carried out
- Cayser Drive - School sign has been replaced
- Broomfield Road - Blocked gullies - reported this to drainage team to investigate and cleanse as necessary - ref no. 41000368
- Gravelly Bottom Road - Blocked gullies - reported this to drainage team to investigate and cleanse as necessary - ref no. 4100333
- Finger post has been removed, new one is currently being made, and will be erected once complete

16.4 Information received from KCC regarding the cessation of Jacobs Engineering contract in March 2013. New contracts will start from April 2013.

16.5 Another Kingswood resident is trying to set up a street party for the Jubilee celebrations.

16.6 Southern Water have confirmed that there is still a 90 day programme of jetting for the Ashford Drive/Broomfield Road sewers, the last jetting took place in February.

16.7 A TPO planning application has been received, a response is required before 7th June. Date TBC.

16.8 Neighbourhood Police/Parish Forum at Headcorn Village Hall, 7.30 Wednesday 23rd May. Cllr Coleman is unable to attend; Cllr Forster will confirm his attendance. **ACTION – Cllr Forster**

17. Planning Enforcement

None received.

18. Parish Council Meetings

The next full Meeting of the Parish Council will be held on Monday 11th June 2012 at Kingswood Primary School, Cayser Drive, Kingswood and commences at 7:30pm.

There was no further business; Councillor Baker closed the meeting at 10pm.

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