



Broomfield and Kingswood Parish Council

www.broomfieldandkingswoodpc.kentparishes.gov.uk



Minutes of the Meeting of the Parish Council

Minutes of a meeting of the Parish Council held at the Village Hall, Gravelly Bottom Road, Kingswood on Monday 19th September 2016

Present:

Cllr Tina Clark	Cllr Mike Darling (Chairman)	Cllr Tom Hoy	Cllr Mike Lovell
Cllr Paul Milton*	Cllr Peter Page	Cllr Janet Tandy	(7)

Gail Gosden – Parish Clerk

There was 6 member of the public in attendance

Apologies for Absence:

Cllr Annette Friend – Family illness
Gareth Davies – Family commitments

There were no declarations of intent to record the meeting; Cllr Darling opened the meeting at 7.40pm.

Min No

Action

106

Co-option of Councillors

The Chairman introduced Paul Milton as a candidate to be co-opted onto the parish council. His personal statement and declaration of suitability for office had been previously circulated to councillors. The vote was unanimous to co-opt Paul Milton who then signed the declaration of acceptance of office, which was witnessed and signed by the Chairman who then invited to Paul join the meeting.

The Chairman advised that Gareth Davies had also put himself forward to be co-opted onto the Parish Council in his absence. His personal statement and declaration of suitability for office had been previously circulated to councillors. The vote was unanimous to co-opt Gareth Davies and it was agreed that his declaration of acceptance of office must be signed and witnessed at the next PC meeting on 17th October; failure to comply requires the position to become vacant again.

107

Councillors Declarations (Regarding Agenda Items)

- 107.1 Lobbying
- 107.2 Personal Interest – Cllrs Darling & Clark declared a personal interest in item 116
- 107.3 Prejudicial Interest (Councillor to leave meeting table whilst such item is under discussion)

108

Neighbourhood Plan

The meeting was closed at 19.47 to enable an open discussion between the NPSG members and any members of the public present. The meeting was re-opened at 8.25 for councillors to determine the following items.

- 108.1 To determine the future of any Neighbourhood Plan
 - 108.2 To determine if the Neighbourhood Plan Steering Group be subsumed to a Joint Parish Council Committee should further actions be required
 - 108.3 To determine whether the Agreement of Terms & Conditions re appointment of DWF be signed to authorise progression of breach of contract action.
- After a lengthy discussion councillors concluded the following actions should be taken:-
- i) That a letter should be sent to the Secretary of State requesting his assessment of the conclusion of the Independent Examination of the Neighbourhood Plan.
 - ii) That the clerk should forward documentation as required to DWF, solicitors, to enable them to determine whether there was a breach of contract.

Clerk

Signed _____

- iii) Councillors agreed that Cllr Darling would review the terms and conditions before signing the agreement with DWF on behalf of the Parish Council
- iv) That the original members of the Neighbourhood Plan Steering Group would be relieved of their responsibilities, but would be offered a place on any subsequent Parish Council Neighbourhood Plan Committee. Councillors thanked the ex-members of the Neighbourhood Plan Steering Group for their offer to be available for information and advice if necessary, whenever needed.
- v) Dependant on the outcomes of the above items, there will be an article in the next available issue of the Parish News seeking the views of residents on pursuing the completion of a Neighbourhood Plan.

Due to the delay in dealing with the Councillors resolved to move Cllr Forts report to the next agenda item.

109 Maidstone Borough Council – Ward Councillor

Cllr Gill Fort reported that August had been a very quiet month with no committee meetings. The Local Plan Examination commences on 4th October. KCC & MBC are looking to develop at Maidstone East. A 5* hotel has been given planning permission for the centre of Maidstone.

The meeting closed at 8.55 for refreshments and re-opened at 21.08

110 Approval of Minutes

Minutes of Staff Committee Meeting held 7th September 2016 (confidential) were approved as a true record and signed by Cllr Darling. There were no matters arising.

111 Actions & Outcomes

All actions from August have been completed and there were no matters arising; other than items included in this agenda.

112 Kent County Council - County Councillor - Maidstone Rural East

Jenny Whittle – no apologies or report received.

It has been confirmed that Jenny will be standing down as a KCC Councillor at the May 2017 elections. Candidates who have put themselves forward for election so far include:- Martin Round, Shellina Prendergast, (both Maidstone Borough Councillors); Cheryl Taylor – Maggio (Langley PC); Ann Southern (Stockbury PC) and Nicholas Hampshire a Swale Councillor.

113 Policing

Crime figures and Police report – PCSO Maybank - 19th August -19th September 2016

1 Crimes reported: 22/08/2016- Theft by finding- Gravelly Bottom Road

1 case of Anti-Social Behaviour reported; 14/09/2016- Ashford Drive- Nuisance Youths

Langley- nothing of note: Ulcombe- Nothing of note.

This report does not include the report made by the Clerk of criminal damage at the Sports Field on 31/08/2016 which the Clerk has queried.

114 Finances

114.1 Responsible Finance Officer’s report was circulated, payments were ratified and agreed.

114.2 Bank reconciliation – August 2016 – was checked and signed by Cllr Darling

114.3 The Annual Return for 2015-16 has been approved by PKJ Littlejohn, External Auditors, with no items requiring attention. Payment of fees was agreed.

114.4 Local Government Finance Settlement Technical Consultation was published on 15th September, which includes proposals regarding council tax referendum principles for local parish and town councils. There are two important parts of the consultation affecting local councils: firstly the government is minded to extend referendum principles to a number of larger, higher spending local councils;

Signed _____

secondly, the paper states the government is aware that increases in precepts continue to concern local tax payers and is therefore prepared to consider extending referendums to ALL parishes.

115

Review of Policies & Procedures

- 115.1 Review and adoption of Standing Orders
- 115.2 Review and adoption of Committee Terms of Reference
- 115.3 Review of Financial Regulations
- 115.4 Review of Financial Risk Assessment

It was agreed that due to time constraints the above item would be deferred to the October meeting.

Clerk

116

Village Maintenance & Handyman

116.1 Grass cutting and planters – 3 quotes had been received and were discussed by Councillors. They concluded that they would ask RLR to take on the position as Village Handy Man as he was also able to carry out occasional handyman work when required in addition to maintaining the planters and cutting the verges around the village.

116.2 Councillors agreed to ask the new Handyman to cut back foliage on the permissive footpath along its length as the foliage which was cut away during construction is growing back and reducing the footpath width.

Clerk

Clerk

117

Sports Field

117.1 Signage at the Sports Field – quotes from RBLI = £156.16 + cost of £120 for fitting 8 x signs. To be discussed at the next PC Meeting

117.2 Rubbish Collection – Clerk had requested costs from MBC to empty waste bins at Sports Field, this has still not been received, however due to the change in policy at MBC whereby all dog waste bins are to be removed and replaced with general waste bins where the policy is now ‘any bin will do’, we may not need to pay for the specific service of emptying waste bins.

117.3 CCTV – following the removal of the loan camera and the subsequent damage to the adult exercise equipment 3 quotes have been received for the installation of PC’s own equipment, Councillors resolved to ask Q-Tec to install CCTV and XLN to provide the broadband supply. The Clerk recommended that installation of broadband should be done before confirmation of CCTV order, this was agreed by all.

117.4 The Fresh-air Fitness hip twister has been repaired by the removal of the damage leg and footpad. The replacement equipment was not with the contractor at the time of his visit to fully complete the repair.

Clerk

Clerk

118

Archive & Storage Solutions

The Clerk provided a quote from Microshade VSM who offers a tailored cloud storage package designed for local councils which is used and recommended by many other clerks. Cllr Darling proposed that he would look into further alternatives

Cllr
Darling

119

Parish News

Cllr Clark recommended this item be deferred to the next PC Meeting due to time constraints.

Clerk

120

Reports

KCC Parishes website – Clerk – report previously circulated. Councillors commented that having reviewed the new facility it did not appear to be as user friendly as the previous website.

121

Any Other Information

121.1 KCC Highways are having a pothole blitz before the winter sets in and are asking Clerks to notify locations that need attention.

121.2 MBC Local Plan Examination – commences on Tuesday 4th October until 1st December. KALC request that all Parish Councils send representatives to as many sessions as possible but most especially on the first day.

121.3 A Street Trading licence has been approved by MBC to sell Indian curries etc., outside the Costcutter shop on Fridays between 4.30 and 8pm.

121.4 KCC are consulting on its Local Transport Plan 4, the deadline is 30th October – www.kent.gov.uk/localtransportplan

Clerk

Signed _____

122

Items for next Meeting's Agenda

- i) Provision of Parish Council Office – Cllr Darling (carried over from Staff Committee meeting)
- ii) Policy & Procedures Review - Clerk
- iii) Parish News – Cllr Clark
- iv) Meeting dates for 2017 - Clerk
- v) Committee Membership - Clerk

123

Parish Council Meetings

The next Meeting of the Parish Council will be held on Monday 17th October 2016 at The Village Hall, Gravelly Bottom Road, Kingswood from 7.30pm.

There was no further business, Cllr Darling closed the meeting at 22.00pm

Signed _____

DRAFT